

# Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way  
Madison, WI 53705  
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### ELEVATOR MECHANIC RESTRICTED LICENSE APPLICATION INFORMATION

#### **Requirements for Credential**

Per [Wis. Admin. Code § SPS 305.991](#), the activities that may be undertaken by a person who holds a license or registration as a licensed Elevator Mechanic Restricted or a registered Elevator Apprentice Restricted shall be limited to the repair and maintenance of conveyances and the replacement of conveyance components and subsystems except the replacement of hoist ropes and governor ropes.

Per [Wis. Admin. Code § SPS 305.993](#), a person, who as a licensed Elevator Mechanic Restricted provides supervision of a registered Elevator Apprentice, a registered Elevator Apprentice Restricted, a registered Elevator Helper, a registered Lift Apprentice or a registered Lift Helper, shall be responsible for the work of the apprentice or helper with respect to compliance to [Wis. Admin. Code ch. SPS 318](#).

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

A person may obtain a credential as a licensed Elevator Mechanic Restricted by **one** of the following categories:

##### **A. Apprenticeship** - Completing a 2-year elevator maintenance apprenticeship.

1. **Application and Fees:** Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and pay fees.
2. **Elevator Maintenance Apprenticeship:** A person applying for an Elevator Mechanic Restricted license shall have completed a 2 year elevator maintenance apprenticeship program recognized under [Wis. Stat. ch. 106](#) or the Federal Department of Labor. **Upload** a copy of a letter from the Wisconsin Bureau of Apprenticeship Standards or the Federal Department of Labor stating that you have satisfied the requirements of an elevator maintenance apprenticeship program. If you have any questions about apprenticeship standards, please contact the Wisconsin Bureau of Apprenticeship Standards at: <http://dwd.wisconsin.gov/apprenticeship/contacts.htm> or (608) 733-3930.

##### **B. Experience and Examination** - Completing the necessary hours of experience and passing the Elevator Mechanic Restricted license examination.

1. **Application and Fees:** Apply and pay fees online in LicensE, <https://license.wi.gov>. Fees will be calculated in LicensE. If needed, you can save your application and complete and submit it later. **NOTE:** If DSPS requests additional documents they must be uploaded within three (3) months from the date they were requested. Failure to do so may result in having to submit a new application and pay fees.
2. **Experience:** A person applying for an Elevator Mechanic Restricted license examination shall have been employed for at least 1,000 hours per year for 3 years immediately preceding the date of license application, and the employment must include Elevator Mechanic Restricted level work experience in each year of the 3 years. **Complete** Form 3143T on the next page.
3. **Examination:** You will be made eligible to test after your application has been submitted and reviewed. If additional documents are required you will be made eligible to test after all documentation has been received and reviewed. A communication will be sent once you are made eligible to test. Please check your "junk" or "spam" email folders. You can also check the status of your application by entering your Preliminary Application Number (PAR) at <https://license.wi.gov/s/application-status-lookup>. If you fail an exam, you must login to License, <https://license.wi.gov>, and pay another exam fee.

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## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING ELEVATOR MECHANIC EXPERIENCE RESTRICTED FORM (3143T)

**APPLICANT** Complete the applicant section of the form. Obtain the required signatures in the Experience Table then upload the completed form into your LicensE account, <https://license.wi.gov>. (See page i of Form 3143 under Category B for more information.)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Former/Maiden Names: \_\_\_\_\_

Preliminary Application Number (PAR): \_\_\_\_\_

**Category B:** A person applying for an Elevator Mechanic Restricted license examination shall have been employed for at least 1,000 hours per year for 3 years immediately preceding the date of license application, and the employment must include Elevator Mechanic Restricted level work experience in each year of the 3 years.

Began (mm/yyyy)	End (mm/yyyy)	Hours	Witness Printed Name	Witness Phone No.	Witness Signature (If unable to provide a digital signature print and sign form.)
___/___/_____	___/___/_____				
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