

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

ELEVATOR MECHANIC TEMPORARY LICENSE APPLICATION INFORMATION

Requirements for Credential

Per [Wis. Stat. § 101.985 \(2\)\(d\)](#), if there are no Elevator Mechanics licensed under this subchapter available to provide services contracted for by an Elevator Contractor licensed under this subchapter, the Elevator Contractor may notify the Department and request the issuance of a temporary Elevator Mechanic's license to any individual who is certified by the Elevator Contractor as adequately qualified and able to perform the work of an Elevator Mechanic without direct and immediate supervision and who applies for a temporary Elevator Mechanic's license on a form prescribed by the Department.

The Department shall specify on a temporary Elevator Mechanic's license the Elevator Contractor in whose employ the licensee must remain to provide services under the temporary Elevator Mechanic's license.

The Elevator Mechanic Temporary license cannot take the place of pursuing a non-temporary credential by completing the Wisconsin Code and Statute requirements.

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

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 fees.
2. **Responsible Elevator Contractor:** A person applying for an Elevator Mechanic Temporary license shall be certified by an Elevator Contractor as adequately qualified and able to perform the work of an Elevator Mechanic without direct and immediate supervision.

An Elevator Mechanic Temporary license has a term of 30-days and may be renewed by the Department in the case of a continuing shortage of licensed elevator mechanics.

If an Elevator Mechanic Temporary license has been expired for 30 days or longer, the credential holder must re-apply for licensure.