

# 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 HELPER REGISTRATION APPLICATION INFORMATION**

### **Requirements for Credential**

Per [Wis. Admin. Code § SPS 305.996](#), the activities of an individual, who holds a registration as a registered Elevator Helper to erect, construct, alter, replace, maintain, repair, remove or dismantle conveyances shall be performed under the direct supervision of a licensed Elevator Mechanic.

A person who holds a registration issued by the Department as a registered Elevator Helper may also:

- Maintain and repair conveyances and replace conveyance components and subsystems, shall be performed under the general supervision of a person who is a licensed Elevator Mechanic or a licensed Elevator Mechanic Restricted.
- Erect, construct, alter, replace, maintain, repair, remove or dismantle conveyances covered under ASME A18.1 and ASME A17.1 section 5.2 shall be performed under the general supervision of a person who is a licensed Elevator Mechanic or a licensed Lift Mechanic.

### **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 pay fees.
2. **Qualification for Registration**: A person applying for an Elevator Helper registration shall be at least 18 years old.