

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
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING LIFT MECHANIC LICENSE APPLICATION INFORMATION

Requirements for Credential

Per [Wis. Admin. Code § SPS 305.991](#), the activities that may be undertaken by a person who holds license or registration as a licensed Lift Mechanic, a registered Lift Apprentice, or a registered Lift Helper shall be limited to the erection, construction, alteration, replacement, maintenance, repair, remove or dismantling of conveyances covered under ASME A18.1 and ASME A17.1 sections 5.2, 5.3, 5.4, 7.1, 7.2, 7.3, and 7.8.

Per [Wis. Admin. Code § 305.997](#), a licensed Lift Mechanic provides supervision of 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 Lift Mechanic by **one** of the following categories:

A. Apprenticeship - Completing a 2-year lift 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. **Lift Apprenticeship:** A person applying for a Lift Mechanic license shall have completed a 2-year lift 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 a lift 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 Lift Mechanic 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 a Lift Mechanic 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 Lift Mechanic level work experience in each year of the 3 years. **Complete** Form 3146T 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 LIFT MECHANIC EXPERIENCE FORM (3146T)

APPLICANT Complete the applicant section of the form. Obtain the required signatures in the Experience Table then upload the completed form into your LicenseE account, <https://license.wi.gov>. (See page i of Form 3142 for more information.)

Last Name: _____ First Name: _____ MI: _____ Former/Maiden Names: _____

Preliminary Application Number (PAR): _____

Category B: A person applying for a Lift Mechanic 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 Lift Mechanic level work experience in each year of the 3 years. (Use additional pages if needed.)

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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