

FREQUENTLY ASKED QUESTIONS ELEVATOR MECHANICS

Requirements for Licensure / Temporary Permit / Apprentice

Q: What are the basic requirements for licensure?

- A:
1. Be at least 18 years of age;
 2. Satisfactory completion of four years of verified training under the supervision of a licensed, registered, or journey worker elevator mechanic; and
 3. Passage of the Board's examination.

Q: How are applications obtained?

A: You may:

- 1) Download the application at <http://www.hawaii.gov/dcca/pvl/>
- 2) Call (808) 586-3000 to request an application; or
- 3) Submit a written request to: Department of Commerce & Consumer Affairs
Professional & Vocational Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

Q: Will the Board only accept verification of an applicant's experience on the Board's "Experience Verification" form?

A: While it is recommended, the Board will accept other forms provided the same information elicited by the Board is provided on the substitute form.

Q: To qualify for a temporary permit, what documentation does the Board require to verify that the applicant has previously passed the examination given by the joint examining committee of the National Elevator Industry Education Program (NEIEP) or an elevator constructors Union examination?

A: A statement from a union representative, state licensing authority, or another competent authority of the originating state, or other documents from NEIEP which verify passage of the examination and the date of administration.

Q: How long is the temporary permit valid?

A: A temporary permit may be issued for a three-month period or for the duration of time required to complete the particular project for which the permit was issued, whichever is longer.

** Note: Only 2 consecutive temporary permits may be issued to any one individual.*

Q: What are the requirements to register as an apprentice elevator mechanic?

A: 1) Be at least 18 years of age;

- 2) Be employed by an elevator contractor under the supervision of a licensed elevator mechanic; or
- 3) Be employed by an appropriately licensed contractor performing interior cab work under the supervision of a licensed elevator mechanic.

Q: How are applications obtained?

A: You may download the application form at <http://www.hawaii.gov/dcca/pvl/>

Fees

Q: What are the fees involved in obtaining and maintaining licensure?

A: Application Fee: \$40.00 (Elevator mechanic, Apprentice elevator mechanic, Temporary permit)
Examination Fee: \$70.00
License Fee: \$170.00 if licensed between July 1 even-numbered year and June 30 odd-numbered year; \$85.00 if licensed between July 1 odd-numbered year and June 30 even-numbered year.
Renewal Fee: \$170.00

* *Note: One time fee of \$60.00 for an apprentice elevator mechanic or an elevator mechanic temporary permit.*

Scope of Work

Q: Who may perform work in or on an elevator, dumbwaiter, stage lift, mechanized parking garage elevator, escalator, moving walk, moving ramp, or lift?

A: A licensed elevator mechanic or a registered apprentice elevator mechanic under the supervision of a licensed elevator mechanic.

Q: What type of work may be performed in the interior elevator cab without an elevator mechanic's license?

- A:
- 1) Routine janitorial cleaning such as vacuuming and polishing;
 - 2) Painting and any work related to the preparation of the cab interior to be painted; or
 - 3) Flooring and any work related to the preparation of the flooring surface to which material such as carpeting, will be adhered.

Provided such work is performed in compliance with all applicable laws and rules of the Department of Labor and Industrial Relations, is performed by appropriately licensed

contractors, and does not penetrate the interior cab shell or adversely affect the operation or safety of the elevator.

All other work must be performed by a licensed elevator mechanic or a registered apprentice under the supervision of a licensed elevator mechanic.

Q: What agency has oversight over elevator inspections or permitting?

A: The Department of Labor and Industrial Relations, Occupational Safety & Health Division, Boiler & Elevator Inspection Branch.