**Section 1000.80 Licensure and Registration Requirements**

a) Qualifications for Elevator Mechanic License, Limited Elevator Mechanic License or Temporary Limited Elevator Mechanic License

1)Elevator Mechanic License

Section 20(a) of the Act states that *no person shall erect, construct, wire, alter, replace, maintain, remove, or dismantle any conveyance contained within buildings or structures in the jurisdiction of this State unless he or she possesses an elevator mechanic license*.

A) *No license shall be granted to any person who has not paid the application fee* [225 ILCS 312/45(a)] required by Section 1000.100(a)*.*

B) *No license shall be granted to any person who has not proven his or her qualifications and abilities.* [225 ILCS 312/45(b)] *Applicants for an elevator mechanic license must demonstrate one of the following qualifications:*

i) *an acceptable combination of documented experience and education credits consisting of:*

*• not less than 3 years work experience in the elevator industry, in construction, maintenance, or service and repair, as verified by current and previous employers licensed to do business in this State or in another state if the Board deems that out-of-state experience equivalent; and*

*• satisfactory completion of a written examination administered by the Elevator Safety Review Board or its designated provider,* for which all fees assessed by the designated provider for the administration of the examination will be directly paid by the applicant, and the examination shall test the *understanding of* this Part and the State codes incorporated in Section 1000.60*;* or

ii) *a certificate of successful completion of the mechanic examination of a nationally recognized training program for the elevator industry, such as the National Elevator Industry Educational Program or its equivalent;* or

iii) *a certificate of completion of an elevator mechanic apprenticeship program, with standards substantially equal to those of* the *Act,* and that is *registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor; or*

iv) *a valid license from a state having standards substantially equal to those of this State.* [225 ILCS 312/45]

2) Limited Elevator Mechanic License

A) No license shall be granted to any person or firm that has not paid the application fee required by Section 1000.100(h).

B) Qualifications for a limited elevator mechanic license shall be the same as for an elevator mechanic license, with the exception that qualifying work experience shall consist of work performed on specific ASME A18.1 conveyances (platform lifts and stairway chairlifts). Examinations will cover ASME A18.1 standards, the Act and this Part.

3) Temporary Limited Elevator Mechanic License

*OSFM may issue* a temporary limited elevator mechanic license *to an individual to perform work on a specific type of conveyance* described in ASME A18*.*1The license shall be issued for 30 days upon application attesting that there are no licensed personnel available to perform elevator work for the specific type of conveyance. The application shall also contain the certification of a licensed limited elevator contractor or licensed elevator contractor certifying that the individual is qualified to perform the work. Proof of competency cited in the certification must include at least 3 years of work experience in the elevator industry, without direct supervision, in Illinois or any other state having standards substantially equal to those of this State. The license shall be valid only while the person is employed by the licensed limited elevator contractor or licensed elevator contractor that certified the individual as qualified. *The applicant shall furnish any proof of competency that OSFM may require and must obtain a permanent license within one year.* [225 ILCS 312/45(g)]

b) Elevator Industry Apprentice or Helper Registration

1) A person who is not licensed as an elevator mechanic or limited elevator mechanicmay work as an elevator industry apprentice or helper if he or she is registered as an apprentice or helper by OSFM and works under the general supervision of a licensed elevator mechanic or licensed limited elevator mechanic.

2) No person shall be registered as an elevator industry apprentice or helper who has not paid the registration fee required by Section 1000.100(k).

3) All elevator mechanic apprentices shall be registered with an apprenticeship or training program approved by the Bureau of Apprenticeship and Training, U.S. Department of Labor.

4) Elevator industry apprentices and helpers shall register with OSFM by submitting, on a form provided by OSFM, the following information:

A) Name, address and telephone number of the applicant.

B) Whether the applicant is registering as an apprentice or as a helper.

C) If an apprentice, the name and contact information for the apprenticeship or training program with which the apprentice is registered.

5) Upon determination that the applicant for registration meets all the requirements of the Act and this Part, OSFM will provide the applicant with an elevator industry apprentice or helper registration card.

c) Qualifications for a Temporary Elevator Mechanic License

1) No license shall be granted to any person who has not paid the application fee required by Section 1000.100(f).

2) *A licensed elevator contractor shall notify OSFM when there are no licensed personnel available to perform elevator work and may request that the OSFM issue temporary elevator mechanic licenses to persons certified by the contractor to have an acceptable combination of documented experience and education to perform elevator work without direct and immediate supervision.*

3) A person for whom a contractor requests a temporary elevator mechanic license shall show proof of competency by documenting 3 years of work experience in the elevator industry, without direct supervision, in Illinois or any other state having standards substantially equal to those of this State.

4) *A temporary elevator mechanic license shall recite that it is valid for a period of 30 days from the date of issuance and* only *while* the elevator mechanic is *employed by the licensed elevator contractor that certified the individual as qualified.* [225 ILCS 312/45(e)]

5) *A temporary elevator mechanic license shall be renewable as long as the shortage of license holders continues.* [225 ILCS 312/45(e)]

d) Qualifications for Emergency Elevator Mechanic License

1) No application fee is required for an individual applying for an emergency elevator mechanic license or for the renewal of that license.

2) *Whenever an emergency exists in the State due to disaster, act of God, or work stoppage and the number of persons in the State holding* elevator mechanic *licenses is insufficient to cope with the emergency, any person certified by a licensed elevator contractor* or licensed limited elevator contractor *to have an acceptable combination of documented experience and education to perform elevator work without direct and immediate supervision shall seek an emergency elevator mechanic license from OSFM within 5 business days after commencing work requiring a license.*

3) *The applicant shall furnish proof of competency* by submitting to OSFM documentation of 3 years of work experience in the elevator industry, without direct supervision, in Illinois or any other state having standards substantially equal to those of this State.

4) *An emergency mechanic license is valid for 30 days from the date issued and for such particular elevators or geographical areas as OSFM may designate. The emergency license entitles the licensee to the rights and privileges of an elevator mechanic license issued under* subsection (a).

5) *OSFM shall renew an emergency elevator mechanic license during the existence of an emergency.* [225 ILCS 312/45(d)]

e) Qualifications for Elevator Inspector License

1) *No person shall inspect any conveyance within buildings or structures, including, but not limited to, private residences, unless he or she has an inspector license* [225 ILCS 312/20(b)].

2) *No elevator inspector license shall be granted to any person who has not paid the application fee required* by Section 1000.100(b)*.*

3) *No inspector's license shall be granted to any person, unless he or she has been certified as meeting the requirements of ASME QEI-1 by a nationally or internationally recognized independent organization concerned with personnel certification.* [225 ILCS 312/50]

4) To be licensed as an elevator inspector, the applicant must have attained QEI certification (see Section 1000.60(a)(1)(D)). An elevator inspector shall notify OSFM within 24 hours after suspension, termination or expiration of his/her QEI certification. No inspector shall perform any inspection covered by the Act without a current QEI certification.

5) All elevator inspector license applicants are required to submit proof of insurance as required by Section 100 of the Act and must provide notice at least 10 days in advance to OSFM of any substantial alteration or cancellation of a policy. No work covered by the Act is to be performed without insurance required by Section 100 of the Act.

f) Qualifications for Elevator Contractor License

Section 40(a) of the Act requires that any person *wishing to engage in the business of installing, altering, repairing, servicing, replacing, or maintaining elevators, dumbwaiters, escalators, or moving walks within this State* must be licensed.

1) *No license shall be granted to any person or firm unless the application fee* required by Section 1000.100(d) *is paid.*

2) *No license shall be granted to any person or firm who has not proven the required qualifications and abilities. An applicant must be individually licensed as an elevator mechanic under* the *Act, perform the work set forth in Section 20(a) of* the *Act, and have proof of compliance with the insurance requirements set forth in Section 100 of* the *Act or, in the case of a firm, employ a person who is individually licensed as an elevator mechanic under* the *Act, perform the work set forth in Section 20(a) of* the *Act, and have proof of compliance with the insurance requirements set forth in Section 100 of* the *Act.* [225 ILCS 312/55]

3) All licensed elevator contractors must provide notice to OSFM at least 10 days in advance of any substantial alteration or cancellation of an insurance policy required by Section 100 of the Act. No work covered by the Act is to be performed without insurance required by Section 100 of the Act.

4) *If the State of Illinois, a unit of local government, or an institution of higher education maintains in its employ licensed or limited licensed elevator mechanics who maintain only conveyances owned or leased by that entity, the employing entity is not required to be licensed as a contractor under this Section and none of the provisions of* the *Act concerning licensed contractors shall apply to these entities.* [225 ILCS 40(a)]

g) Qualifications for a Limited Contractor License

1) No license shall be granted to any person or firm unless the application fee required by Section 1000.100(e) is paid.

2) Qualifications for a limited contractor license shall be the same as for an elevator contractor license with the exception that work experience shall consist of work performed on ASME A18.1 conveyances (platform lifts and stairway chairlifts). Examinations will cover ASME A18.1 standards, the Act, and this Part.

h) Qualifications for Elevator Inspection Company License

1) No company, limited liability company, corporation, not for profit corporation, partnership, limited partnership, sole proprietorship, or any other business organization authorized by law shall inspect or cause an employee to inspect any conveyance within buildings or structures, including, but not limited to, private residences, unless the company has an inspection company license.

2) *No* elevator *inspection* company *license shall be granted to any person who has not paid the application fee required* by Section 1000.100(c). [225 ILCS 312/50]

3) No inspection company license shall be granted to any company unless the company proves to the satisfaction of OSFM that one or more officers of the company meet the current ASME QEI-1, Standard for the Qualification of Elevator Inspectors. To be licensed as an elevator inspector, the applicant must have attained QEI certification (see Section 1000.60(a)(1)(D)).

4) An elevator inspection company shall notify OSFM within 24 hours after suspension, termination or expiration of the officer's QEI certification. No inspection company shall perform any inspection covered by the Act without at least one officer possessing a current QEI certification and an Illinois inspector license and the company possessing a valid elevator inspection company license.

5) All elevator inspection company license applicants are required to submit proof of insurance as required by Section 100 of the Act and must provide notice at least 10 days in advance to OSFM of any substantial alteration or cancellation of a policy. No work covered by the Act is to be performed without insurance required by Section 100 of the Act.

i) Miscellaneous Requirements

1) No licensee shall work on non-registered or non-permitted conveyances covered by the Act, except for those conveyances exempted from registration by the Act or Section 1000.120(g).

2) All license holders are required to report violations of the Act, this Part and the standards listed in Section 1000.60 to OSFM.

3) Each licensee shall have his/her valid license, and each elevator industry apprentice or helper shall have his/her valid registration card, in his/her possession when working on conveyances covered by the Act.

(Source: Amended at 45 Ill. Reg. 7120, effective May 25, 2021)