



**HANDBOOK AND APPLICATION  
ADOPTED 08/27/2019**

**National Association of Elevator Contractors  
1298 Wellbrook Circle, NE  
Conyers, GA 30012  
Phone: 770-760-9660, 800-900-6232  
Fax: 770-760-9714  
E-mail: [kathy@naec.org](mailto:kathy@naec.org)**

Last Updated 10.15.2019

## *Table of Contents*

<b>Application Checklist .....</b>	<b>4</b>
<b>Overview .....</b>	<b>5</b>
About NAEC.....	5
Purpose of Qualified Elevator Inspector .....	5
Statement of Non-Discrimination.....	5
<b>Application Process.....</b>	<b>5</b>
Overview .....	5
Application and Fees .....	5
Postmark Deadlines.....	5
Eligibility Requirements.....	5
Scheduling an Examination Appointment.....	5
Fees .....	5
<b>Special Circumstances and Fees .....</b>	<b>6</b>
Incomplete Applications.....	6
Cancellation .....	6
Extreme Circumstances / No Fee Penalty.....	6
<b>The Examination .....</b>	<b>6</b>
Examination Format.....	6
Language.....	6
Americans with Disabilities Act.....	6
<b>Preparing for the Examination.....</b>	<b>6</b>
Computer-based Examination Content Outline .....	6
Authoritative References List.....	7
<b>On the Day of the Examination .....</b>	<b>7</b>
Test Admission Procedures .....	7
Proctoring Rules .....	7
Dismissal.....	8
Examination Irregularities .....	8
Handling of Tests.....	8
<b>After the Examination .....</b>	<b>8</b>
Notification of Results .....	8
Results - Passing.....	8
Results – Failing.....	8
Retesting: Applicant Fails.....	9
Appeals Policy.....	9
<b>Certificants/Participants.....</b>	<b>9</b>
Appropriate Use of the Certification .....	9
Request for Duplicate Certificate .....	9

Ongoing Requirements.....9

Recertification.....9

**Complaint & Appeals Process ..... 10**

**Exam Application ..... 11**

    Qualification & Experience Requirements..... 11

    Experience & Education Requirements\* ..... 11

    Special Accommodation ..... 11

    Application Fee and Examination Process..... 11

    Instructions for Completing Application ..... 12

    Certification Requirements for Inspectors (Ref. QEI-1 Standard; Version 1.6)..... 12

    2.1 Qualifications ..... 12

    Vital Information ..... 14

    Education ..... 14

    Elevator Industry-Related Work Experience:..... 15

    ASME QEI-1 STANDARD..... 15

    Payment ..... 16

**Candidate Confidentiality Agreement.....17**

**Certification Statement ..... 18**

**Verification of Experience Form ..... 19**

**Code of Ethics ..... 20**

**Special Testing Accommodation Request Form .....21**

**Documentation of Disability-Related Needs by a Qualified Provider ..... 22**

**Change of Address Form ..... 23**



## Application Checklist

- Completed application**
- Signed copy of Candidate Confidentiality Agreement**
- Signed copy of NAEC's QEI Certification Statement**
- Completed Verification of Experience Form**
- Signed copy of NAEC's QEI Code of Ethics**
- Copies of any licenses, certificates, degrees, or other documentation to support the education and experience requirements noted on the application**
- Associated application fees (payable by check or credit card)**
- A recent color photograph (attach to application or email to [kathy@naec.org](mailto:kathy@naec.org))**

*If applicable:*

- Completed Accommodation Request Form**
- Completed Disability-Related Needs by a Qualified Provider Form**

# Overview

---

## *About NAEC*

NAEC (National Association Elevator Contractors) serves the interests of the elevator, escalator and accessibility equipment industry by promoting safe and reliable vertical transportation through education, networking with peers, and exposure to new technologies.

## *Purpose of Qualified Elevator Inspector*

The purpose of the National Association of Elevator Contractors' (NAEC) Qualified Elevator Inspector (QEI) certification is to ensure inspectors have the skills, knowledge and education to safeguard the public by confirming elevators, escalators, and other conveyances are code compliant and operating safely.

## *Statement of Non-Discrimination*

NAEC endorses the principles of equal opportunity. Eligibility criteria for examination and certification as a Qualified Elevator Inspector are applied equally to all individuals regardless of age, race, religion, gender, national origin, veteran status, or disability. NAEC understands the importance of impartiality in carrying out its certification activities, managing conflict of interest and ensuring the objectivity of its certification activities.

## Application Process

---

### *Overview*

The steps of the application process for NAEC Qualified Elevator Inspector certification are as follows:

1. Submit your application package; which includes a checklist of all items needed for review of application.
2. Return all documents on checklist with payment for review by the Certification Board.
3. Within 2-3 weeks, you will receive the Certification Board's decision. Upon approval, you will receive exam instructions and procedures.
4. Upon completion and passing of the exam and returning the proctoring items to NAEC, the Education Coordinator will send out your certification package.

Each of these steps is explained in detail in the remainder of this Handbook.

### *Application and Fees*

A completed application will require the following:

- Completed and Signed Application (including all documents as outlined on the application checklist.)
- Completed Verification of Experience
- Fees

All application materials are available in this Handbook and available by emailing Kathy Bell – Education Manager at [kathy@naec.org](mailto:kathy@naec.org).

### *Postmark Deadlines*

All deadlines set by NAEC are postmark deadlines. If there is a discrepancy between a metered postmark and an official United States Postal Service postmark, the latter will be considered official.

### *Eligibility Requirements*

Applicants become eligible to take the NAEC Qualified Elevator Inspector certification examination upon successfully completing the application process, payment of fee and approval by the NAEC Certification Board.

### *Scheduling an Examination Appointment*

Within 10 business days of receipt of your proctors' names, NAEC will send you, the applicant and the proctor, the necessary information for the online Certification Examination.

### *Fees*

The current application fee is \$250 for members and \$500 for non-members.

# Special Circumstances and Fees

---

## *Incomplete Applications*

Incomplete applications will be returned to the applicant. Any applications not completed within 90 days, will be archived.

## *Cancellation*

The application fee is non-refundable.

## *Extreme Circumstances / No Fee Penalty*

If an applicant has missed the examination due to emergency or hardship such as serious illness of either the applicant or an immediate family member; death in the immediate family; or military duty, he or she will be permitted to reschedule the examinations at no additional charge as long as the following requirement is met:

- Applicant submits written request and provides supporting documentation. The Certification Board will review for eligibility.

If such a request is not made, the applicant will forfeit the full application fee. To apply for a future date, the applicant must complete a new application, pay all applicable fees, and meet all eligibility requirements in effect at the time of reapplication.

# The Examination

---

## *Examination Format*

The NAEC Qualified Elevator Inspector certification program consists of a 160-question computer-based multiple-choice examination.

## *Language*

The examinations are offered in English only.

## *Americans with Disabilities Act*

Special arrangements shall be provided to applicant with a disability (as defined by Title III of the Americans with Disabilities Act) who submits with their certification application, a written explanation of their needs along with appropriate medical documentation. Forms for applications for accommodations are included later in this Handbook.

# Preparing for the Examination

---

## *Computer-based Examination Content Outline*

The Qualified Elevator Inspector computer-based examination conforms to a content outline based on a national practice analysis of Qualified Elevator Inspectors. Below is the content outline for the Qualified Elevator Inspector Technician certification computer-based examination.

<b>Reference</b>	<b>% of Exam</b>
ASME A17.1/CSA B44 Handbook: Safety Code for Elevators and Escalators	28.75%
ASME A17.2 Guide for Inspection of Elevators, Escalators, and Moving Walks	27%
ASME A17.3 Safety Code for Existing Elevators and Escalators	17.5%
Additional Documents	26.75%

### *Authoritative References List*

The Authoritative References List provides a concise yet detailed guide to informative elevator books. It serves as a valuable tool for all Qualified Elevator Technicians, especially those preparing for the certification. This list is intended for use as a study aid only. The NAEC does not intend the list to imply endorsement of these specific references, nor are the test questions necessarily taken from these sources.

- *ASME A17.1/CSA B44: Safety Code for Elevators and Escalators ~2016~*
- *ASME A17.2 Guide for Inspection of Elevators, Escalators, and Moving Walks ~2017~*
- *ASME A17.3 Safety Code for Existing Elevators and Escalators NFPA ~2015~*
- *NFPA70 National Electric Code ~2017~*
- *ASME A17.6 Standard for Elevator Suspension, Compensation, and Governor Systems ~2010~*
- *ASME A17.7 Performance-Based Safety Code for Elevators and Escalators ~2007~*
- *ASME A18.1 Safety Standard for Platform Lifts and Stairway Chairlifts ~2017~*
- *ANSI/ASSE A10.4 Safety Requirements for Personnel Hoists and Employee Elevators on Construction and Demolition Sites ~2016~*
- *NFPA-13 Standard for the Installation of Sprinkler Systems ~2019~*
- *Elevator Industry Field Employees' Safety Handbook ~2015~*
- *NFPA-27 National Fire Alarm and Signaling Code ~2019~*
- *National Fire Alarm and Signaling Code Handbook ~2019~*
- *ASME QEI-1 Standard for the Qualification of Elevator Inspectors ~2018~*

## **On the Day of the Examination**

---

### *Test Admission Procedures*

Applicants must have two proctors for their examination. Both proctors must be physically present and within sight of the applicant during the examination. Both proctors must review the proctoring statement and return a signed and notarized copy of the proctor statement for the applicant to receive certification.

### *Proctoring Rules*

The following are the rules enforced at all test administrations:

- The area where the examinee will be taking the examination must be located in a low traffic, quiet, and well-lit area -- preferably located in a separate room. In order to meet this requirement, it may be necessary to have the examinee take the examination after normal working hours. In such instances, however, the examinee should have an opportunity to rest before going directly from the job site to the examination.
- Proctors will need to be physically present and have a direct line of sight of the examinee during the entire exam.
- The QEI exam must be proctored by 2 Proctors. The first proctor must be an Officer of the Company where the examinee is employed. The second proctor must be another competent adult who is not related to the examinee, is not a supervisor of the examinee, and is not an examinee in the program. Please provide copies of Proctors driver's license along with proctoring statement
- The examinee must present a legal picture identification card to the proctor before taking each examination. A legal picture identification card may include a valid driver's license, a military reserve identification card, an employee badge, or a state issued picture identification card. If the individual does not have a legal picture identification card, then the examination may not be given to the individual. The picture identification must be checked by the proctor to make sure that it is valid and has not been tampered with and that the picture and name match the individual presenting the identification card.
- The examinee will not be permitted to bring any books (other than books approved by ASME QEI, Standard for the Qualification of Elevator Inspectors, for this exam), cellphones or personal belongings to the test area. The proctor shall provide plain white paper and pencil to the examinee and must collect all distributed paper and pencils before the examinee leaves the examination area. The allowed books are outlined above under authorized reference list. The examinee may bring in an electronic device such as a laptop, tablet or other mobile device if the authorized codebooks are in PDF format and are located on said electronic device.
- The examinee may not use any other programs on the respective computer. Prior to logging in the examinee on the computer, the proctor must make certain that all other computer programs are closed.

- There is to be no talking during the examination process. The proctors may only answer questions related to the administrative functions of the proctoring and may not provide the examinee with coaching or help with the technical content of the examination.
- There is to be no discussing or copying of the testing material during or after the test by either the examinee or proctor.
- The QEI Certification exam is timed and must be completed within allotted time of eight hours. There should be one scheduled thirty (30) minute break. **This break is mandatory.** Bathroom breaks are permitted but only one examinee will be allowed to leave at a time.
- In the event that an examinee is handicapped or physically challenged to a degree that could adversely affect the examinee's ability to take and complete the on-line examinations, then contact Kathy Bell, administrator at NAEC prior to the examination date and time. The contact is necessary to make certain that reasonable accommodations have been made of the respective examinee.
- At the completion of the examination, complete the proctoring statement and return all pages of the proctoring statement to NAEC, 1298 Wellbrook Circle; Conyers, Georgia 30012-3872. Please note that the certification cannot be issued without the proctoring statement. Please make sure form is filled out completely before returning and that proctors 1 and 2 have signed the statement regarding proctoring instructions. Please return copies of driver's license for both pages of the proctoring statement.

### Dismissal

Any applicant who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit his/her current application fee and/or period of eligibility.

### Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be addressed to the onsite proctor or to staff. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by NAEC.

### Handling of Tests

NAEC will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare and extreme case in which the tests become lost or unreadable, applicants will be required to undergo retesting, without being charged a re-examination fee.

## After the Examination

### Notification of Results

Applicants are notified of the examination results after completion of the examination.

### Results- Passing

Applicants who successfully complete the examination and whose credentials and application entitle them to certification will be notified by letter and granted an NAEC Qualified Elevator Inspector certification (a sample of which is displayed).

The certification remains the property of NAEC, which may withdraw, cancel, revoke or otherwise annul the certification for cause.

### Results- Failing

Applicants who did not successfully complete the examination will be notified at the end of the examination and given a diagnostic report on the reason for their failing.

Each of the domains is weighted differently, as indicated in the exam Blueprint, printed earlier in this Handbook. Therefore, you cannot average scores on all the domains to determine your specific score. Domain analysis is provided solely for the purposes of preparing for the next exam.



Certified Elevator Inspector



QEII ID#  
00-0000

Expires  
12/31/2019

**John Doe**  
QEII

*Sean Madden*  
Sean Madden, Chairman  
NAEC QEII Committee  
Issued: 3/20/2019



### *Retesting- Applicant Fails*

In the event an applicant fails his or her first attempt to pass the Qualified Elevator Inspector exam, the applicant must reapply after each failed attempt. NAEC requires a waiting period of at least 30 days between the first and second attempts. Should the applicant fail the third attempt, they may reapply after 180 days from the date of his or her last attempt.

### *Appeals Policy*

Applicants may appeal the results of eligibility determination or the examinations within 30 days of the date of the results. The appeals process and an application for submitting an appeal can be found later in the handbook.

## **Certificants/Participants**

---

Following is an outline of information needed by individuals who become certified. More detailed information will be provided with the pass letter.

### *Appropriate Use of the Certification*

Upon awarding of a QEI Certification, the certificant may use the respective NAEC QEI logo and/or status on his or her uniform, clothes, business cards, letterhead, and other business items. In all instances, the use of the QEI logo and/or status is an individual-based logo and/or status and may only be used by the individual duly authorized by the NAEC Certification Board. The status must be used in the following manner: First name, Last Name, CEI (after the individual's name to denote that the certificant is a "Certified Elevator Inspector". Under no circumstance may the QEI Logo and/or status be used in a manner to imply that a company or organization is certified under the NAEC Certification Program. Also, use of the NAEC QEI logo and/or status is prohibited in such a manner as to bring the NAEC or the NAEC Certification Board and program into disrepute or in a manner that is considered misleading.

Use of the NAEC QEI logo and/or status in accordance with these provisions by an individual is authorized as long as that individual is certified as a QEI by the NAEC Certification Board.

### *Request for Duplicate Certificate*

Any certificant may request additional copies of his or her certification document. Requests must be made in writing to NAEC and may be made at any time. The fee of \$15 must be included with the request.

### *Ongoing Requirements*

To maintain current certification as an NAEC Qualified Elevator Inspector, the Inspector must annually fulfill the requirements of ASME QEI-1 Standard for the Qualification of Elevator Inspectors Section 2.3 as follows:

- Become familiar with the applications of new technology, including the electronic and material fields
- Maintain knowledge of current local administrative or operating procedures necessary to discharge duties
- Maintain knowledge of recent revisions and awareness of published interpretations of ASME A17.1/CSA B44, ASME A17.2, ASME A17.3, CSA B311, ASME A18.1 or CSA B355,
- ANSI/ASSE A10.4 or CSA Z185, and awareness of B44.1/A17.5 to the extent specified in ASME A17.1/CSA B44 and ASME A18.1 or CSA B355, as well as the applicable requirements in building, fire, electrical, and accessibility codes
- Comply with the code of ethics (code of conduct) established by NAEC
- Have in his or her possession the latest edition of ASME QEI-1 and published interpretations as well as the current edition of documents referenced in ASME QEI-1 Standard for the Qualification of Elevator Inspectors.
- 1.5.1, plus workplace access to the documents referenced in para. 1.5.2. The inspector shall attest to compliance with the above in writing or by electronic submission upon certification and annual renewal of certification
- Obtain 1.0 continuing education unit (CEU) on an annual basis by participating in continuing education and professional development activities acceptable to NAEC per ASME QEI-1 Section 2.3.

An Inspector must pay a renewal fee of \$95 NAEC members /\$180 non-members.

### *Recertification*

The NAEC Certified Elevator Technician certification term is one year and expires annually on December 31<sup>st</sup>. The certificant may be required to complete a recertification exam.

## **Complaint & Appeals Process**

---

It is the policy of the NAEC Certification Board that the QEI Certification program is of quality and that all applicants, certified persons and their employers, and other parties within the certification process and criteria, as well as the performance of certified persons, have a fair and impartial forum to appeal decisions adversely affecting their certification status and/or a fair and impartial forum for complaints associated with the QEI Certification program to be heard. Therefore, through this policy, individuals wishing to appeal a decision affecting one's QEI status or having a complaint as to the performance of certified/candidate persons may file an appeal/ complaint within thirty (30) calendar days of the occurrence which the appeal/complaint is about, or of the date on which the Appellant first knew or reasonably should have known of the occurrence. Appeals/complaints are to be submitted to the Certification Board in writing including the full name, postal mailing address, and telephone number of the appellant/complainant and specifying the conditions and circumstances of the appeal/complaint. The written and signed appeal/complaint shall be sent to the Certification Board.

National Association of Elevator Contractors  
Attn: Certification Board  
1298 Wellbrook Circle, NE  
Conyers, GA 30012-3873  
fax: (770) 760-9714  
kathy@naec.org

All complaints will be reviewed by the Certification Board for merit. Discriminatory actions against the appellant are prohibited.

Upon receipt of an appeal/complaint, the Chair of the Certification Board shall promptly review the appeal/complaint to determine disposition of the appeal/complaint. If the Chair of the Certification Board determines the appeal/complaint is of a nature that there should be imposed an interim resolution pending the outcome of the appeals procedure, then he or she may impose an interim resolution of the matter. The interim resolution may include temporary suspension of a certification or candidate status. Such a temporary suspension immediately mitigates a potential public safety issue. Any such temporary resolution shall not be construed as punitive, disciplinary, conclusive, or indicative of guilt.



## Exam Application

---

### *Qualification & Experience Requirements*

The following are the minimum criteria for NAEC to accept an application to become a Qualified Elevator Inspector:

- The applicant must meet the experience requirements as outlined below and in the ASME QEI-1 Standard\*
- The applicant must complete all fields of this application online.
- The applicant must include supporting documentation of your experience and/or education in the industry. Please attach copies of any transcripts (including NEIEP & CET.), licenses, degrees or other documentation to support the requirements as outlined below.
- The applicant must include copies of any previous or current QEI certifications and any other official documentation if applicable.
- In the event an applicant fails his or her first attempt to pass the Qualified Elevator Inspector exam, the applicant must reapply after each failed attempt. NAEC requires a waiting period of at least 30 days between the first and second attempts. Should the applicant fail the third attempt, they may reapply after 180 days from the date of his or her last attempt.

### *Experience & Education Requirements\**

1) Four (4) years' verifiable documented education and experience in the mechanical and/or electrical aspects in the elevator industry and is a person deemed to meet the A17.1 Code definition of "elevator personnel" and has at least one year's experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1. This year may be concurrent with the 4 years' experience.

**OR**

2) Two years of college courses in an elevator industry related engineering field (Documentation of education is required.) AND at least one year's verifiable experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1.

**OR**

3) Meet the definition of "elevator personnel"\* and have documented training and at least one year's verifiable experience performing inspections and performing or witnessing tests as specified in A17.1 and A18.1 as one of the following:

- a) an Elevator Inspector performing inspections for an enforcing authority, or
- b) an Elevator Inspector trainee working under the direct supervision of an Elevator Inspector performing inspections for an enforcing authority, or
- c) an Elevator Inspector performing inspections and licensed by or under the jurisdiction of an enforcing authority, or
- d) or an Elevator Inspector trainee licensed by or working under the direct supervision of a licensed Elevator Inspector performing inspections and working under the jurisdiction of an enforcing authority.

\*A person deemed to meet the A17.1 Code definition of "elevator personnel" described as: "Persons who have been trained in the construction, maintenance, repair, inspection, or testing of equipment."

### *Special Accommodation*

Special arrangements shall be provided to applicant with a disability (as defined by Title III of the Americans with Disabilities Act) who submits with their certification application, a written explanation of their needs along with appropriate medical documentation. Forms for applications for accommodations are included later in this Handbook.

### *Application Fee and Examination Process*

The application fee must be submitted by the QEI applicant along with the properly signed copy of the application and all supporting documentation.

The following items are included in the application fee:

- Processing of the application to ensure applicant has met the minimum criteria for approval.
- Access to online testing.

You will have 8 hours to complete the exam. It is an online, open book, multiple choice exam consisting of 160 code questions. A half hour break is required. The exam must be proctored by a NAEC-approved proctor. More information on proctoring is available upon request.

### *Instructions for Completing Application*

- [Click Here](#) to fill out the online application.
- All applications must be submitted online. A sample of the online application can be found in this handbook.

### *Certification Requirements for Inspectors (Ref. QEI-1 Standard; Version 1.6)*

#### *2.1 Qualifications*

An inspector shall meet the definition of “Elevator Personnel” in ASME A17.1 Section 1.3 and have documented training and at least 1 year of experience performing inspections and performing or witnessing tests specified in ASME A17.1 and A18.1. Verifiable evidence of training and experience shall be documented with the application for certification to the certifying organization. An inspector shall also verify that he or she meets the following qualifications (see Non-Mandatory Appendix B for the recommended qualifications and duties of inspector trainees):

- a) knowledge of personal safety practices, including, but not limited to, the safety practices contained in the Safety Handbook necessary to perform the following:
  1. acceptance inspections of new construction
  2. routine and periodic inspections of existing equipment
  3. inspections of equipment in hazardous environments, where applicable
- b) familiarity with industry terminology, including the following:
  1. terms defined and used in ASME A17.1 and ASME A18.1
  2. terms used in ASME A17.2
  3. terms defined and used in the National Electrical Code
  4. administrative terminology used by the jurisdictional authority
- c) ability to read architectural and installation drawings, including hoistway and machine room layouts
- d) working knowledge of electrical, electronic, and circuit construction principles, including but not limited to:
  1. voltage, currents, and resistance
  2. series and parallel circuits
  3. grounding
  4. ability to read circuit diagrams
- e) knowledge of the purpose and function of safety devices in the following locations:
  1. machine rooms and machinery spaces
  2. hoistways
  3. on the cars
  4. pits
  5. escalators, moving walks, and other related equipment
- f) working knowledge of mechanical principles as applied to structures, machines, mechanisms, and the effects of traction on ropes and sheaves
- g) working knowledge of hydraulic principles as applied to the operation of valves, pumps, plungers, piping, and buffers
- h) knowledge of the various types of equipment; their code requirements, uses, and limitations; and any special problems or applications as included in ASME A17.1 (past and present) and local regulations:
  1. classifications of usage:
    - i. passenger elevators
    - ii. freight elevators (Classes A, B, C1, C2, and C3)
    - iii. private residence elevators
    - iv. sidewalk elevators
    - v. special purpose personnel elevators
    - vi. inclined elevators
    - vii. material lifts and dumbwaiters with automatic transfer devices
    - viii. dumbwaiters
    - ix. elevators used for construction

2. classifications of driving means:
    - i. traction
    - ii. winding drum
    - iii. hydraulic (direct-plunger hydraulic, electro-hydraulic, maintained-pressure hydraulic, and roped hydraulic)
    - iv. screw machine
    - v. rack and pinion
    - vi. hand
    - vii. belt and chain drives
  3. escalators and moving walks
  4. inclined and vertical wheelchair lifts and stairway chairlifts (ASME A17.1b-1998 and earlier)
- i) working knowledge of the functions and operation of elevator systems, including machines, motors, governors, and other machine room equipment; controllers; position devices; door operator systems; hoistway systems; safety system testing and functions; pit equipment; escalators; moving walks; electrical devices and hydraulics
  - j) knowledge of inspection and testing procedures as described in ASME A17.2
  - k) working knowledge of applicable building, fire, electrical, and accessibility codes
  - l) demonstrated ability to perform the duties specified in pars. 2.2
  - m) working knowledge of the requirements of ASME A17.3
  - n) awareness of B44.1/A17.5 to the extent that it is specified in ASME A17.1 and ASME A18.1
  - o) knowledge of the various types of equipment; functions and operations; their code requirements, uses, and limitations; and any special problems or applications as included in ASME A18.1 (past and present) and local regulations
  - p) must have in his or her personal possession the latest edition of QEI-1, as well as the current editions of the documents referenced in para. 1.5(a)
  - q) must have workplace access to current editions of documents referenced in para. 1.5(b)

## 2.2 Duties

The duties of an inspector include the following:

1. making acceptance inspections and witnessing tests to determine whether all parts of the installation conform to the requirements of the applicable code or regulations and whether the required safety devices function as required therein
  2. making routine or periodic inspections and witnessing tests of existing installations to determine that the equipment is in apparent safe operating condition, has not been altered except in conformity to the applicable code or regulations, and performs in accordance with test requirements
  3. reporting the results of the inspection and testing in accordance with the appropriate administrative procedures and the following:
    - a. the certified inspector's report shall include a clear description of the scope of the inspection performed, including the type of inspection (acceptance, periodic, or routine) and whether or not the inspection was performed in accordance with the applicable requirements of ASME A17.1, Section 8.10 or 8.11, or ASME A18.1, Section 10. If any other type of inspection was performed, the report shall include a complete description of the scope of the inspection. The ASME checklist forms as published by ASME for electric elevators, hydraulic elevators, and escalators and moving walks shall only be used when the inspection complies with the requirements in ASME A17.1, Section 8.10 or 8.11
    - b. the report shall be signed by the certified inspector, and shall include his or her certification number and certifying agency
    - c. all Code deficiencies noted in the report shall include a reference to the applicable code and rule number(s)
    - d. the report shall include the date and time that the inspection was conducted
- maintain his or her copy of QEI-1 to be the latest edition, and current edition of documents referenced in para 1.5

**Vital Information**

First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

Home mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State or Province: \_\_\_\_\_ Zip code/postal code: \_\_\_\_\_

Country: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Evening telephone number: \_\_\_\_\_

Date of birth (e.g., 7/30/1971): \_\_\_\_\_

E-mail address (at least one e-mail address required)

- Work: \_\_\_\_\_
- Home: \_\_\_\_\_

I am applying for a QEI Certification with:

- Four (4) years’ verifiable documented education and experience in the mechanical and/or electrical aspects in the elevator industry and is a person deemed to meet the A17.1 Code definition of “elevator personnel” and has at least one year’s experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1. This year may be concurrent with the 4 years’ experience.
- Two years of college courses in an elevator industry related engineering field (Documentation of education is required.) AND at least one year’s verifiable experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1.
- Meet the definition of “elevator personnel” and have documented training and at least one year’s verifiable experience performing inspections and performing or witnessing tests as specified in A17.1 and A18.1 as one of the following:
  - a) An Elevator Inspector performing inspections for an enforcing authority, or
  - b) An Elevator Inspector trainee working under the direct supervision of an Elevator Inspector performing inspections for an enforcing authority, or
  - c) An Elevator Inspector performing inspections and licensed by or under the jurisdiction of an enforcing authority, or
  - d) An Elevator Inspector trainee licensed by or working under the direct supervision of a licensed Elevator Inspector performing inspections and working under the jurisdiction of an enforcing authority.

**Education**

Name and address of institution(s) awarding your college degree. If you do not have a college degree, then leave blank.

List any industry-related education or training you have successfully completed (e.g., professional engineer (PE) license, NEIEP/ L.I.T.S. education programs, CET Training Program, IBEW Apprenticeship Program (Elevator Division), or completion of other elevator industry-related courses, etc.):

Current or previous QEI Certification?  Yes  No

If yes, please complete:

Name of Certifying Organization: \_\_\_\_\_ Certification Number: \_\_\_\_\_

Certification Status:  Active  Inactive  Suspended  Revoked

Reason for Suspension or Revocation: \_\_\_\_\_

### *Elevator Industry-Related Work Experience:*

Please note: NAEC staff may contact you for written verification of this information.

#### Current Employer:

Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State or Province: \_\_\_\_\_ Zip code /postal code: \_\_\_\_\_

Country if other than the United States: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_

### *ASME QEI-1 STANDARD*

Describe how you comply with the ASME QEI-1 Standard, Section 2.1

*See 2.1 – Requirements can be found below. “An inspector shall have verifiable experience of at least one year performing inspections and witnessing tests as specified in ASME A17.1 and ASME A18.1 under the direct observation of a QEI Certified Inspector and/or Inspector Supervisor.”*

Describe how you comply with the ASME QEI-1 Standard, Section 2.2

*See 2.2 – Requirements can be found below. PERTAINING TO THE DUTIES OF AN INSPECTOR SPECIFICALLY IN MAKING ACCEPTANCE, ROUTINE AND, PERIODIC INSPECTIONS AND WITNESSING TESTS.*

#### **Elevator Construction**

Dates Performed:	Employer:
------------------	-----------

Describe your duties as an Elevator Constructor:

#### **Elevator Maintenance**

Dates Performed:	Employer:
------------------	-----------

Describe the type of elevator maintenance you performed:

**Elevator Equipment**

Dates Performed:	Employer:
Describe your experience with various elevator equipment:	

**Elevator Inspection**

Dates Performed:	Employer:
Describe types of elevator inspections you have performed:	

**Elevator Equipment Testing**

Dates Performed:	Employer:
Describe tests you have performed on elevator equipment:	

*Payment*

Check    Visa    MasterCard    American Express

Name on Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Credit Card Billing Zip Code: \_\_\_\_\_

CSV Code: \_\_\_\_\_

Please make checks payable to NAEC (US Funds only drawn on a US BANK)

Check Number: \_\_\_\_\_

**I certify that all of the above is true to the best of my knowledge:**

Signature:	Date:
------------	-------





## Candidate Confidentiality Agreement

---

To ensure the integrity of NAEC's Certified Qualified Elevator Inspector exam, all candidates are required to sign a candidate confidentiality agreement.

I understand, acknowledge and agree:

- That the questions and answers of the exam are the exclusive and confidential property of NAEC and they are protected by NAEC's intellectual property rights;
- That I will not disclose the exam questions or answer or discuss any of the content of the exam materials with any person, without prior written approval of NAEC;
- That I will not remove from the examination room any exam materials of any kind provided to me or any other material related to the exam, including, without limitation, any notes or calculations;
- That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions or answers;
- That I will not sell, license, distribute, give away, or obtain from any other source other than NAEC the exam materials, questions or answers;
- That I will not create or contribute to the certification efforts competitive with NAEC's scheme for a period of three years from taking the examination;
- I agree that my obligations under this agreement shall continue in effect after the examination and, if applicable, after termination of my certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary;
- I agree that any violations of this agreement shall constitute cause for revoking my certification.

Signature:	Date:
Printed First and Last Name:	



## Certification Statement

---

### Certification Statement

By signing this document below, I certify that the facts contained in the *QEI Exam Application, Verification of Experience Form, Code of Ethics, Special Testing Accommodation Request Form (if applicable), and Documentation of Disability-Related Needs by Qualified Provider Form (if applicable)* are true and complete to the best of my knowledge and understand that if I am selected as a candidate in the *QEI* certification, falsified or misleading information provided on the application shall constitute good and sufficient grounds for retracting my *QEI* status or immediate cancellation on my *QEI Certification*. Also, by submitting this application, I agree to provide NAEC with copies of any documents requested to verify information I have provided in this application. Finally, by signing this document below, I understand that I am authorizing the release of information from all of the companies listed in this application.

Additionally, I certify that I understand and agree that in consideration of my participation in the National Association of Elevator Contractors (NAEC) *Qualified Elevator Inspector (QEI)* certification, I will never institute any suit, action at law or equity, or make any claim against the NAEC, NAEC employees, NAEC members, my employer, any and all future employers participating in the *QEI* certification, nor any members that assisted with the development, presentation, or implementation of the *QEI* certification, nor any of their officers, employees, or agents for or by reason due to damage, loss, or injury either to person or property, or both, whether developed or undeveloped, resulting or to result, known or unknown which may arise out of my participation in the NAEC *QEI* certification.

Furthermore, I understand and agree to indemnify and hold harmless the NAEC, NAEC employees, NAEC members, my employer, any and all present and future employers participating in the *QEI* certification, and any and all vendors that assisted with the development, presentation, or implementation of the *QEI* certification against any claim for damages, compensation or other relief made by any person based upon or arising out of, in whole or part, my participation in the *QEI* certification.

a. Signature of the applicant

Applicant name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

b. Signature of an authorized representative of the employer

Company Name: \_\_\_\_\_

Representative name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME



## Verification of Experience Form

---

**This form should be completed by an employer or supervisor who can verify the applicant meets the definition of “Elevator Personnel”\* as defined in ASME A17.1/CSA B44 Section 1.3.** The applicant must have documented training and at least one year of experience performing inspections and performing or witnessing tests as specified in ASME A17.1/CSA B44 and A18.1.

All verifiable evidence of training and experience should be submitted by the applicant with the completed application.

Name of Applicant: \_\_\_\_\_

Name of Individual Verifying Experience: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Your e-mail address: \_\_\_\_\_

Your phone number: \_\_\_\_\_

*I verify that \_\_\_\_\_ (applicant’s name) meets the definition of “Elevator Personnel” as defined in ASME A17.1/CSA B44 Section 1.3 and has documented training and at least one year of experience performing inspections and performing or witnessing tests as specified in ASME A17.1/CSA B44 and A18.1.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

QEI or QEI-S Certification #: \_\_\_\_\_

Issuing Organization: \_\_\_\_\_

Date: \_\_\_\_\_

\*A person deemed to meet the A17.1 Code definition of “elevator personnel” described as: “Persons who have been trained in the construction, maintenance, repair, inspection, or testing of equipment.”



## Code of Ethics

---

Every certification candidate is required to sign a document attesting that he or she will follow the NAEC Code of Ethics. NAEC Code of Ethics is as follows:

In studying to become a NAEC qualified elevator inspector, studying to renew my certification and working as a NAEC certified technician, I understand and agree to follow all elements of the NAEC Code of Ethics as follows:

- Providing falsified or misleading information related to my certification application or renewal constitutes good and sufficient grounds for the immediate cancellation of my certification.
- Cheating or receiving help of any type not authorized by the NAEC on any examination or test constitutes good and sufficient grounds for the immediate cancellation of my NAEC certification.
- Releasing confidential examination materials or participating in fraudulent test taking practices constitutes good and sufficient grounds for the immediate cancellation of my NAEC certification.
- Providing falsified or misleading information on work-related documents, reports, and logs while working as a candidate constitutes good and sufficient grounds for the immediate cancellation of my certification.
- Failing to follow related industry codes, standards, local and federal laws related to my work-related duties, and company work rules constitutes good and sufficient grounds for the immediate cancellation of my certification.
- Failing to provide notification within 30 days if I become incapable of performing the full scope of duties, or incapable of fulfilling the requirements of the certification.

I understand that NAEC is the owner of the QEI Certificate, if I fail to follow the approved uses of certification program, logos, rules or requirements, this will result in the issuance of a cease and desist letter from NAEC that will revoke my NAEC certification or candidate status. If my Certification status is revoked, withdrawn or suspended, I am required to return my QEI Certification card and no longer be authorized to use the QEI certified status, or logo.

Signature:	Date:
Printed First and Last Name:	



## Special Testing Accommodation Request Form

Applicants with disabilities covered by the Americans with Disabilities Act (or Canadian/Australian equivalent) must complete this form and have an appropriate licensed professional complete the Documentation of Disability-Related Needs Form in order for their accommodations request to be processed.

### Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Special Testing Accommodations

Exam Date and Location (test center) for which you are requesting accommodation:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I would like to request the following testing accommodation(s):

- Circle answers in test booklet
- Extended testing time (time and a half)
- Large print test. Point size: \_\_\_\_\_
- Reader
- Separate testing area
- Special seating, please describe \_\_\_\_\_
- Wheelchair accessible testing site
- Other special accommodations (please specify): \_\_\_\_\_

Signature: _____	Date: _____
------------------	-------------



## Documentation of Disability-Related Needs by a Qualified Provider

---

This form must be completed by a licensed health care provider or an educational / testing professional. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability, and the specific testing accommodations requested must be included.

### Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_\_ in my capacity as a(n)  
(Name of Applicant) (Date)

\_\_\_\_\_  
(Professional Title)

\_\_\_\_\_  
(Board Certification)

The applicant discussed with me the nature of the test being administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request Form.

Comments on Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

License # (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

### Applicant Instructions

Return this form with a copy of the *Special Testing Accommodation Request Form* to:

NAEC  
Attn: Kathy Bell  
1298 Wellbrook Circle, NE  
Conyers, GA 30012

Written accommodation requests may also be scanned and submitted via email to: [kathy@naec.org](mailto:kathy@naec.org) or faxed to (770) 760-9714 with the words: *Accommodation Request* in the subject line of the e-mail or fax cover sheet.



## Change of Address Form

If your address changes during the course of your application to become a Qualified Elevator Inspector, submit a change of address as soon as possible to ensure our database is accurate and you receive important communications about your application or examinations. Written notifications may be mailed to:

NAEC  
Attn: Kathy Bell  
1298 Wellbrook Circle NE  
Conyers, GA 30012

Change of address notification may also be scanned and submitted via email to: [kathy@naec.org](mailto:kathy@naec.org) or faxed to (770) 760-9714 with the words: *Change of Address* in the subject line of the e-mail or fax cover sheet.

### **Change of Address Notice**

Name of Applicant: \_\_\_\_\_

New address: \_\_\_\_\_

\_\_\_\_\_

Email address: (if available): \_\_\_\_\_

Telephone number(s) (if available): \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

Signature:	Date:
------------	-------

## Index

- ADA Accommodation Request* ■ 21
- Admission Procedures* ■ 7
- Americans with Disabilities Act* ■ 6, 11, 21
- Appeals Policy* ■ 8, 10
- Applicant Code of Ethics* ■ 9, 18, 20
- Application* ■ 5, 6, 11, 12
- Cancellation* ■ 6, 18, 20
- Change of Address* ■ 23
- Complaint & Appeals* ■ 10
- Content Outline* ■ 6
- Certification Sample* ■ 8
- Dismissal* ■ 8
- Documentation Of Disability-Related Needs* ■ 22
- Duplicate Certificate* ■ 9
- Eligibility* ■ 5, 6, 8
- Examination Irregularities* ■ 8
- Fees* ■ 5, 6
- Forms* ■ 14-23
- Handling of Tests* ■ 8
- Hardship* ■ 6
- Incomplete Application* ■ 6
- Language* ■ 6
- Non-Discrimination* ■ 5
- Notification of Results* ■ 8
- Ongoing Requirements* ■ 9
- Overview* ■ 5
- Postmark Deadlines* ■ 5
- Preparing for the Examinations* ■ 6
- Proctoring Rules* ■ 7
- Purpose* ■ 5, 8, 12, 13
- Re-examination Fee* ■ 8
- References* ■ 7
- Reporting* ■ 13
- Results* ■ 8, 13
- Results – Passing* ■ 8
- Retesting* ■ 8
- Scheduling an Examination* ■ 6
- Use of the Certification* ■ 9
- Verification of Experience Form* ■ 20