



NATIONAL ASSOCIATION OF ELEVATOR CONTRACTORS

**NAEC
CERTIFIED ACCESSIBILITY TECHNICIAN
CERTIFICATION**

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APPLICANT HANDBOOK

National Association of Elevator Contractors | 1500 Klondike Rd. SW Suite A211, Conyers GA 30094 | Tel: 770-760-9660

NAEC CERTIFIED ACCESSIBILITY TECHNICIAN CERTIFICATION HANDBOOK

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Application Checklist

- ✚ Completed application
- ✚ Signed copy of Candidate Confidentiality Agreement
- ✚ Signed copy of NAEC's CAT Certification Statement
- ✚ Completed Verification of Experience Form
- ✚ Signed copy of NAEC's CAT 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 certification@naec.org)

If applicable:

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

Overview

About NAEC

NAEC is a national association for elevator contractors, suppliers, and professionals serving primarily the interests of its members regarding products and services, promoting safe and reliable elevator, escalator and short-range transportation, and promoting excellence in the management of member companies.

Purpose of Certified Accessibility Technician Certification

The purpose of the National Association of Elevator Contractors (NAEC) Certified Accessibility Technician (CAT™) certification is to provide the elevator industry with a means of obtaining and verifying knowledge and experience requirements related to compliance with industry codes, elevator and escalator specific technical theory, components, and competencies.

Statement of Non-Discrimination

NAEC endorses the principles of equal opportunity. Eligibility criteria for examination and certification as a Certified Accessibility Technician 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 Certified Accessibility Technician certification are as follows:

1. Complete and submit online application at www.naec.org; which includes a checklist of all items needed for review of application.
2. NAEC will process your application within 2 weeks of receipt and request signature/payment.
3. Return all documents on checklist with payment for review by the Certification Board.
4. Within 2-3 weeks, you will receive the Certification Board's decision. Upon approval, you will receive exam instructions and procedures.
5. Upon completion and passing of the exam and returning the proctoring items, NAEC 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 Code of Ethics and Certification Statement)
- Completed Verification of Experience/Education
- Fees

All application materials are available in this Handbook and available by emailing, Certification Manager, at certification@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 Certified Accessibility Technician certification examination upon successfully completing the application process, payment of fee, and approval of 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 online Certification Examination.

Fees

The current application fees:

Experienced: \$700 NAEC members/\$1,125 non-members
Education: \$100 NAEC members/\$150 non-members

- Stairway chairlifts
- Vertical Platform lifts
- Incline platform lifts
- Private residence elevators
- Number of non-field hours worked on commercial equipment
- Commercial elevators
- Dumbwaiters
- Moving Walks
- LULA
- Number of non-field hours worked

Criteria for applying after completing CAT 2-year education program:

- Total number of hours worked (should total number of hours listed above)
- Important hour information
 - (2,000 hours per year will equal one full-time work year). Please note that one clock hour equals one hour of work. Following this requirement, if an individual worked 75% of the time in the field doing "hands-on-work" on elevators and escalators and 25% of the time in sales, then the number of hours of time for a normal work year that may be claimed for the purposes of this program would be 1,500 hours (i.e., 2,000 hours X .75)
 - Please note that if the minimum 6,000 hours of on-the-job-training is not met with current employer – previous employer information is required.
 - Please note that the NAEC staff may contact you for written verification of this information as part of the CAT program confirmation process.
- Reason for seeking Certification
- Please select the circumstance that best fits your situation *
- Please provide full details or any addition information regarding your need for CAT Certification
- Do you need special testing accommodations under the Americans with Disabilities ACT (ADA)? *
- Provide attachment for verification of hours or education *
 - Experience: W2s, Itemized Statement of Earnings, Letter from Past Employer
 - Education: Transcript or Certificate

Ongoing Requirements

To maintain current NAEC Certified Accessibility Technician Certification, the certificant must annually:

- Complete 10 hours of continuing education, of which 1 hour is safety.
- Safety Course - A maximum of three (3) contact hours in safety will be accepted. All safety contact hours in excess of the maximum will not be applied towards CAT renewal contact hours.
- Code of Ethics form D must be signed, dated and uploaded
- Pay a renewal fee of \$110 (NAEC members) or \$200 (non-members).
- Hours credited to the previous year's renewal in excess of the 10 required can be rolled over to the current year's renewal (maximum allowed is 4 hours)
- Please note that courses submitted for the previous year's renewal cannot be taken again and applied towards the current year's renewal - there must be at least 1 year between completion dates before a repeat course can be given credit again.

Recertification

The NAEC Certified Accessibility Technician certification term is 1 year and expires annually on December 31. The certificant may be required to complete a recertification exam.

The cutoff date for certification is the 4th quarter of the year. Individuals who become certified between January 1 and September 30 must recertify in the same calendar year they achieved certification. For example, if you become certified on September 30, 2021, you must recertify by December 31, 2021.

Individuals who become certified between October 1 and December 31 will be required to recertify the following calendar year. For example, if you become certified October 1, 2021, you must recertify by December 31, 2022.

Appeals & Complaints Process

It is the policy of the NAEC Certification Board that the CAT and CAT Certification programs are 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 CAT or CAT Certification programs to be heard. Therefore, through this policy, individuals wishing to appeal a decision affecting one's CAT/CAT-S, or CAT/CAT-S, 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
1500 Klondike Road SW, Suite A211
Conyers GA 30094
Telephone Number: 770-760-9660
FAX Number: 770-760-9714
certification@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 that 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.



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 as follows:

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 *CAT™ Application* and the *CAT™ Application Verification of Experience Form* (application) are true and complete to the best of my knowledge and understand that if I am selected as a candidate in the *CAT™* program, falsified or misleading information provided on the application shall constitute good and sufficient grounds for retracting my *CAT™* status or immediate cancellation on my *CAT™ 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 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) *Certified Accessibility/Residential Technician (CAT™™)* program, 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 *CAT™* program, nor any members that assisted with the development, presentation, or implementation of the *CAT™* program, 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 *CAT™* program.

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 *CAT™* program, and any and all vendors that assisted with the development, presentation, or implementation of the *CAT™* program 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 *CAT™* program.

a. **Signature of the applicant**

Applicant name: _____ Signature: _____
PRINT NAME

Date: _____

b. **Signature of an authorized representative of the employer**

Company Name: _____

Representative name: _____ Signature: _____
PRINT NAME

Date: _____

CAT Supervisor (CAT-S)

The CAT-S serves as the company contact for the CAT™ program. Related responsibilities include coordinating the proctoring of on-line assessments and examinations, coordinating the completion of the on-line CAT™ Application by eligible company employees, ensuring that company CAT™ Candidates are making satisfactory progress through the program, encouraging the CAT™ Candidates to study and complete the program, ensuring that the skills verification activities are conducted by a CAT™ , and coordinating and providing services to help the CAT™ Candidate successfully complete the CAT™ program. The sponsoring company will be required to approve applicant participation in the CAT-S program. Also, the CAT-S applicant will be required to complete a self-study course and an on-line examination.

Do you want to participate in CAT-S?

Yes No

a. Signature of the applicant

Applicant name: _____ Signature: _____
PRINT NAME

Date: _____

b. Signature of an authorized representative of the employer

Company Name: _____

Employer name: _____ Signature: _____
PRINT NAME

Date: _____



Verification of Experience Form

This form should be completed by an employer or supervisor who can verify the applicant meets the following qualifications:

Included in the application, an applicant should include the following:

Applying with Experience:

- Union statements
- W2s
- Verification letters from employers
- Minimum of 10,000 documented hours (5 years) of on-the-job training by December 31, 2007.

Applying with Education:

- Transcript from the NAEC CAT Educational Training Program,
- NEIEP Education Program,
- CEIEP Education Program,
- L.I.T.S Education Program or equivalent.

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) has documented experience and education as shown above.

Printed Name: _____

Signature: _____

CAT or CAT-S Certification #: _____

Date: _____



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 Certified Accessibility technician, studying to renew my certification and working as a NAEC Certified Accessibility 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.

CAT-S Code of Ethics: In carrying out the responsibilities of a CAT-S, I understand and agree to follow all elements of the NAEC CAT-S Code of Ethics as specified in the following:

- Ensure that every candidate under my charge is dealt with in a fair and unbiased manner.
- Ensure that the confidentiality of every CAT® candidate under my charge is protected and that personal and CAT® program progress information will only be provided to the management of the sponsoring company and supervisors required to know to properly conduct their jobs.
- Ensure that CAT® program assessments and examinations of every CAT® under my charge are properly proctored and that verification by legal identification with pictures is provided to the proctor before the respective CAT® candidate takes each assessment and examination. In the case of the CAT® program, proper proctoring means that the CAT® candidate will not be permitted to use books, notes, or any other information during the examinations and that no one is permitted to help or coach the CAT® candidate during the examinations. Also, there will be at least one company employee in the same room with the CAT® candidate during the entire assessment and examination process.
- Ensure that the skills verification for every CAT® candidate under my charge is signed off only by a qualified CAT® and that verification by legal picture identification is provided to the CAT® who will be conducting skills verification for the respective CAT® candidate.
- Notify my employer and the NAEC if I have witnessed, or have reason to believe, that an individual has obtained CAT® candidate status, CAT®, or CAT-S certification under false pretenses.
- To act in a professional manner when conducting CAT-S responsibilities.

I understand that NAEC is the owner of the CAT™ Certification, 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 CAT™ Certification card and no longer be authorized to use the CAT™ 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 for their accommodations request to be processed.

Applicant Information

Name: _____

Address: _____

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: _____

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: _____
------------------	-------------

Submit to Certification@naec.org



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)

Title) (Board Certification) (Professional

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: _____

Printed Name: _____ 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 Certification Manager
1500 Klondike Road SW, Suite
A211 Conyers, GA 30094

Written accommodation requests may also be scanned and submitted via email to: certification@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.

NAEC Incident Report Form

This report is used to document examination irregularities or any other concerns with NAEC activities.

Please note: Testing irregularities should be reported to NAEC within 1 business day.

Reporter

Date of form completion

Which certification (if applicable)

--	--

Name and role of person completing this form:

--

Phone:

Email:

--	--

Incident

Name/s of person/s involved

--

Date of incident:

Time of incident:

Location of incident

--	--	--

Description of incident:

--

Witnesses

Name/s:

Phone:

Email

Submit to certification@naec.org

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