



NATIONAL ASSOCIATION OF ELEVATOR CONTRACTORS

**NAEC
CERTIFIED ELEVATOR TECHNICIAN
CERTIFICATION**

Ver. 1.3
Adopted August 6, 2013
Updated September 20, 2022



APPLICANT HANDBOOK

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









NAEC CERTIFIED ELEVATOR TECHNICIAN CERTIFICATION HANDBOOK

Contents



Application Checklist.....	4
Overview	4
About NAEC.....	4
Purpose of Certified Elevator Technician Certification	4
Statement of Non-Discrimination	4
Application Process	5
Overview	5
Application and Fees	5
Postmark Deadlines.....	5
Eligibility Requirements.....	5
Scheduling an Examination Appointment	5
Fees	5
Special Circumstances and Fees.....	6
Incomplete Applications.....	6
Cancellation	6
Extreme Circumstances / No Fee Penalty.....	6
The Examination.....	6
Examination Format	6
System Requirements for Online Testing.....	6
Computer Checklist.....	7
Language.....	7
Americans with Disabilities Act.....	7
Preparing for the Examination	7
Computer-based Examination Content Outline.....	7
Authoritative References List	8
On the Day of the Examination	8
Test Admission Procedures	8
Proctoring Rules.....	8
Dismissal.....	9
Examination Irregularities	8
Handling of Tests	8
After the Examination.....	10
Notification of Results	10
Results - Passing.....	10
Results-Failing	10
Retesting: Applicant Fails	11
Appeals Policy	11
Certificants/Participants	12
Appropriate Use of the Certification.....	12
Request for Duplicate Certificate.....	12
Exam Application.....	12
Qualification & Experience Requirements.....	12
Special Accommodation.....	13
Application Fee and Examination Process.....	13

Instructions for Completing Application.....	13
Certified Elevator Technician Verification of Experience/Education	14
Ongoing Requirements.....	15
Recertification.....	15
Appeals & Complaints.....	15
Appendices.....	17
Index.....	25

Application Checklist

-  Completed application
-  Signed copy of Candidate Confidentiality Agreement
-  Signed copy of NAEC's CET Certification Statement
-  Completed Verification of Experience Form
-  Signed copy of NAEC's CET 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 Elevator Technician Certification

The purpose of the National Association of Elevator Contractors (NAEC) Certified Elevator Technician (CET™) 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 Elevator 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 Elevator 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 Elevator 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: \$680 NAEC members/\$1,095 non-members
- Education: \$95 NAEC members/\$145 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 examination at no additional charge if 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 Certified Elevator Technician exam is computer-based and is composed of 160 multiple-choice questions. Applicants have 3 ½ hours to answer 20 trial (unscored) questions and 140 scored questions. The CET examination score is scaled, and examinees must achieve a score of 300 or above to pass.

Trial questions are newly written or revised questions. They are included on the exam to enable NAEC to obtain statistics on their effectiveness. They are inserted randomly through the exam, are not labeled as trial questions, and do not count in your score. Using trial questions allows NAEC to remove any problematic questions and add only valid and reliable ones to the Item Bank.

System Requirements for Online Testing

Fast Test Web (<https://app.fasttestweb.com/testing/pr/20/2>) is the online exam portal.

To ensure successful log-in to Fast Test Web, confirm computer system compatibility. Web browsing software should be updated to latest available version. Note: **Internet Explorer** is **not** a viable web browsing option. Check Fast Test Web's website for up-to-date requirements.

Computer Checklist:

- Internet connection
- Fast Test Web accessible
- Cookies and JavaScript enabled
- Current web browser (not Internet Explorer)
- Screen Resolution 1024 x 768+
- Adobe Flash Plug-in version 9.0.115+

Language

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

Knowledge	% of Exam
Car Enclosure	5%
Controls	12%
Electric/Traction Elevators	15%
Escalators & Moving Walks	4%
Hoistway	10%
Hydraulic Elevators	13%
Job Site Assessment	4%
Lifts	4%
Maintenance	15%
Safety	14%
Special Application Elevators	4%

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 Certified 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.

- *The 2015 Elevator Industry Field Employees' Safety Handbook.*
- *Elevator Maintenance Manual 2nd Edition (McCain)*
- *NEMI Installation Manual (Elevator World)*
- *ASME A17.1 Safety Code for Elevators and Escalators (2010)*
- *ASME A18.1 Safety Standard for Platform Lifts and Stairway Chairlifts (2014)*
- *NFPA 70 (2017)*

Books can be purchased from:

- National Fire Protection Association @ www.nfpa.org <<http://www.nfpa.org>>
- IHS Standards Store @ <https://global.ihs.com/> <<https://global.ihs.com/>>
- Elevator World@ www.elevatorworld.com

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 an isolated room. In order to meet this requirement, it may be necessary to have the applicant take the examination after normal working hours. In such instances, however, the applicant 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 CET 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, cell phones or personal belongings** to the test area. All examinations are **closed book examinations**. Once the examinee starts the exam, they shall not leave the testing center until they have completed the exam. The proctors 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. Proctors must shred all distributed paper upon completion of the exam.
- The examinee **may not use any other programs on the respective computer**. Prior to the examinee logging in 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.
- If 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, Program 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 and an incident report if applicable to NAEC, 1500 Klondike Road SW, Suite A211, Conyers GA 30094. 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.
- Anyone falsifying any documents and not following these examinations procedures could be severely penalized, including suspension or revocation of their certification. Also, such activities could also be in violation of city, state, and federal laws.

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, noise 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. Any testing irregularity should be reported to NAEC **within 1 business day** by filling an incident report located in Appendix E of the applicant handbook or located on the NAEC certification webpage [here](#). If there is a power disruption or computer problem, please contact NAEC Certification Program Administrator at 770- 760-9660. To report any other concerns, you may access and fill an incident report located in Appendix G of the applicant handbook or located on the NAEC certification webpage or request one by emailing certification@naec.org.

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

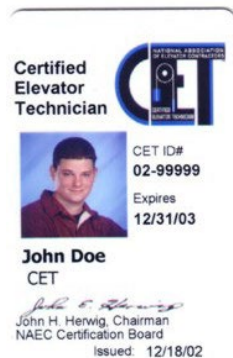
Notification of Results

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, a sample of which is displayed below.



Test has been completed

John Smith

You completed the CET Certification Exam on 2022-08-31

You did not pass. A scaled score of 300 is required to pass. Below is a list of the topics on the exam, and the number of items on each topic.

Category	Total
Electric/Traction Elevators	23
Hydraulic Elevators	20
Special Application Elevators	8
Escalators & Moving Walks	8
Lifts	6
Controls	19
Job Site Assessment	7
Hoistway	16
Car Enclosure	9
Maintenance	24
Safety	20
Total	160

Please contact certification@naec.org if you are interested in retaking.

Certification Manager

NAEC

1500 Klondike Rd. SW, Suite A211

Conyers GA 30094

www.naec.org

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.

Retesting: Applicant Fails

If an applicant fails his or her first attempt to pass the certification test, NAEC requires a waiting period of at least 30 days between the first and second attempts. Additionally, before any applicant's third attempt the applicant must wait at least 30 days and pay a \$100 retest fee. 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 CET Certification, the certificant may use the respective NAEC CET logo and/or status on his or her uniform, clothes, business cards, letterhead, and other business items. In all instances, the use of the CET 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. Under no circumstance may the CET 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 CET 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 CET logo and/or status in accordance with these provisions by an individual is authorized if that individual is certified as a CET 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.

Exam Application

The applicant must complete all required fields of this [online application here](#). ***Please be prepared to provide the following information before you begin application. Online application must be submitted at once.***

Qualification & Experience Requirements

The following are the minimum criteria for NAEC to accept an application to become a **Certified Elevator Technician**:

- The applicant must have had a minimum of 10,000 documented hours (5 years) of on-the-job training within the elevator industry as of December 31, 2007, to apply with experience or completion of the NAEC CET Training Program, NEIEP, CEIEP, L.I.T.S. Education Program or equivalent to apply with education.
- Must demonstrate knowledge of construction-oriented safety practices while working on or installing elevator equipment as reviewed in **The Elevator Industry Field Employees' Safety Handbook**.
- Must demonstrate knowledge of elevator industry equipment and terminology as reviewed in the **Elevator Maintenance Manual**.
- Must demonstrate general knowledge of electrical circuitry, construction principles, and electrical safety practices as reviewed in the **NEMI Installation Manual**.
- Must demonstrate general knowledge of safety codes and standards as defined in **ASME A17.1 Safety Code for Elevators & Escalators**.

- Must demonstrate general knowledge of proper inspection and testing standards and procedures as defined in **ASME A17.1 Safety Code for Elevators and Escalators.**
 - Must demonstrate general knowledge of safety codes and standards for existing installations as defined in **ASME A17.3 Safety Code for Elevators and Escalators.**
 - Must pass a certification exam based on all criteria listed above.
 - If the applicant fails the test, the following process will be applicable:
 - (1) Failing the 1st Time --The applicant may retake the test after a waiting period,
 - (2) Failing the 2nd Time --The applicant may retake the exam after paying a \$100 re-test fee, and
 - (3) Failing the 3rd Time --The applicant may reapply after a waiting period.
- (Note: All publications specified in this application are available from Elevator World.)*

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

- Applying with Experience: Union statements, W2, 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 CET Educational Training Program, NEIEP Education Program, CEIEP Education Program, L.I.T.S Education Program or equivalent.

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

A **nonrefundable application fee** is as follows:

- Experience: \$680 (US\$) for employees of NAEC member companies or \$1,095 (US\$) for employees of non-NAEC members.
- Education: \$95 (US\$) for employees of NAEC member companies or \$145 (US\$) for employees non-NAEC members.
- The application fee must be submitted by the CET applicant along with the properly signed copy of the application.

The following items are included in the application fee:

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

Instructions for Completing Application

- [Click Here](#) to submit the online application.
- A red asterisk (*) at the end of a fill in the blank question means that an answer is required for the respective question. Applications that do not have all the items completed as directed will not be processed.
- After completing each of the items, select the "Submit Application" button at the end of this application.
- If you have any problems or questions regarding this application or other aspects of the CET program, please contact NAEC at 770-760-9660 or email certification@naec.org.

Certified Elevator Technician Verification of Experience/Education

Please be prepared to provide the following information before you begin application. Online application must be submitted at once.

- Applying with Experience: Union statements, W2, 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 CET Educational Training Program, NEIEP Education Program, CEIEP Education Program, L.I.T.S Education Program or equivalent.
- List any industry-related education or training you have successfully completed.
- Elevator Industry-Related Work Experience.
- This section provides space to help document that you have the number of workhours required for CET Certification.
- List all positions and total number of hours worked in the associated position. (Current up to 3 previous employers).
- Description of job responsibilities *
- If you are applying under experience, please complete the information below

Number of hours on commercial equipment.

Field hours worked with this employer prior to 12/31/2007*

- Commercial elevators
- Dumbwaiters
- Moving Walks
- LULA
- Number of hours on accessibility and residential equipment
- Stairway chairlifts
- Vertical Platform lifts
- Incline platform lifts
- Private residence elevators
- Number of non-field hours worked
- 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 amount 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 10,000 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 CET 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 CET 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 Elevator 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 CET renewal contact hours.
- Code of Ethics form D must be signed, dated and uploaded
- Pay a renewal fee of \$105 (NAEC members) or \$195 (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 Elevator 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 CET 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 CET or CAT Certification programs to be heard. Therefore, through this policy, individuals wishing to appeal a decision affecting one's CET/CET-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 *CET™ Application* and the *CET™ Application Verification Form* (application) are true and complete to the best of my knowledge and understand that if I am selected as a candidate in the *CET™* program, falsified or misleading information provided on the application shall constitute good and sufficient grounds for retracting my *CET™* status or immediate cancellation on my *CET™ 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 (CET™™)* 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 *CET™* program, nor any members that assisted with the development, presentation, or implementation of the *CET™* 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 *CET™* 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 *CET™* program, and any and all vendors that assisted with the development, presentation, or implementation of the *CET™* 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 *CET™* program.

a. **Signature of the applicant**

Applicant name: _____ Signature: _____ Date: _____
PRINT NAME

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

Company Name: _____

Representative name: _____ Signature: _____ Date: _____
PRINT NAME

CET Supervisor (CET-S)

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

Do you want to participate in *CET-S*?

Yes No

a. Signature of the applicant

Applicant name: _____ Signature: _____ Date: _____
PRINT NAME

b. Signature of an authorized representative of the employer

Company Name: _____

Employer name: _____ Signature: _____ 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 CET 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: _____

CET or CET-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 elevator technician, studying to renew my certification and working as a NAEC certified elevator 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.

CET-S Code of Ethics: In carrying out the responsibilities of a CET-S, I understand and agree to follow all elements of the NAEC CET-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 CET® candidate under my charge is protected and that personal and CET® 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 CET® program assessments and examinations of every CET® under my charge are properly proctored and that verification by legal identification with pictures is provided to the proctor before the respective CET® candidate takes each assessment and examination. In the case of the CET® program, proper proctoring means that the CET® 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 CET® candidate during the examinations. Also, there will be at least one company employee in the same room with the CET® candidate during the entire assessment and examination process.
- Ensure that the skills verification for every CET® candidate under my charge is signed off only by a qualified CET® and that verification by legal picture identification is provided to the CET® who will be conducting skills verification for the respective CET® candidate.
- Notify my employer and the NAEC if I have witnessed, or have reason to believe, that an individual has obtained CET® candidate status, CET®, or CET-S certification under false pretenses.
- To act in a professional manner when conducting CET-S responsibilities.

I understand that NAEC is the owner of the CET™ 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 CET™ Certification card and no longer be authorized to use the CET™ 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:



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 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

Index

- ADA Accommodation Request* ■ 7, 13, 22, 23
- Admission Procedures* ■ 8
- Appendices Forms* ■ 17 - 24
- Appeals Policy* ■ 11, 15
- Applicant Code of Ethics* ■ 4, 15, 21
- Application* ■ 4, 5, 12, 13
- Cancellation* ■ 6, 21
- Complaint & Appeals* ■ 15
- Content Outline* ■ 7
- Certification Sample* ■ 10
- Dismissal* ■ 9
- Documentation Of Disability-Related Needs* ■ 23
- Duplicate Certificate* ■ 12
- Eligibility* ■ 4, 5, 6, 9, 11
- Examination Irregularities* ■ 9
- Fees* ■ 4, 5, 6
- Handling of Tests* ■ 9
- Hardship* ■ 6
- Incident Report* ■ 8, 9, 24
- Incomplete Application* ■ 6
- Language* ■ 7
- Non-Discrimination* ■ 4
- Notification of Results* ■ 10
- Ongoing Requirements* ■ 15
- Overview* ■ 4, 5
- Postmark Deadlines* ■ 5
- Preparing for the Examinations* ■ 7
- Proctoring Rules* ■ 8
- Purpose* ■ 4
- Re-examination Fee* ■ 9
- References* ■ 8
- Results* ■ 10, 11
- Results – Passing* ■ 10
- Retesting* ■ 11
- Scheduling an Exam* ■ 5
- Use of the Certification* ■ 12
- Verification of Experience Form* ■ 20



National Association of Elevator Contractors

1500 Klondike Rd. SW Suite A211

Conyers GA 30094

Tel: 770-760-9660

Fax: 770-760-9660

Email: certification@naec.org