



NATIONAL ASSOCIATION OF ELEVATOR CONTRACTORS

**NAEC
QUALIFIED ELEVATOR INSPECTOR
CERTIFICATION**

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APPLICANT HANDBOOK

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NAEC QUALIFIED ELEVATOR INSPECTOR CERTIFICATION HANDBOOK

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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)

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. 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.

**Please note: This process may vary if the exam is in Beta Testing. During Beta Testing, applicants will complete the exam and return all required proctoring materials; however, certification will not be awarded until the Beta Testing period has concluded.*

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, the Certification Department, 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 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 the proctor, the necessary information for the online Certification Examination.

Fees

The current application fee is \$280 for members and \$560 for non-members.

**Please note: These fees may vary if the exam is in Beta Testing.*

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 exam is computer-based and is composed of 130 multiple-choice questions. Applicants have 8 hours to answer 130 scored questions in open book format.

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 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.

Reference	% of Exam
ASME A17.1/CSA B44: Safety Code for Elevators and Escalators	47%
ASME A17.2 Guide for Inspection of Elevators, Escalators, and Moving Walks	20%
ASME A17.3 Safety Code for Existing Elevators and Escalators	10%
NFPA70 National Electric Code	8%
Additional Documents	15%

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. 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 2022*
- *ASME A17.2 Guide for Inspection of Elevators, Escalators, and Moving Walks 2023*

- *ASME A17.3 Safety Code for Existing Elevators and Escalators NFPA 2023*
- *NFPA 70 National Electric Code 2023*
- *ASME A17.6 Standard for Elevator Suspension, Compensation, and Governor Systems 2022*
- *ASME A18.1 Safety Standard for Platform Lifts and Stairway Chairlifts 2020*
- *ANSI/ASSE A10.4 Safety Requirements for Personnel Hoists and Employee Elevators on Construction and Demolition Sites 2016*
- *Elevator Industry Field Employees' Safety Handbook 2025*
- *ASME QEI-1 Standard for the Qualification of Elevator Inspectors 2024*

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 in a low traffic, quiet, and well-lit area**, preferably located in a separate room. 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 **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. Proctors will check all reference materials brought by the examinee to ensure only those on the approved list are used. The proctors shall provide plain white paper and pencil to the examinee and must collect all pencils and collect and shred all distributed paper before the examinee leaves the examination area.
- 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 testing time does not stop. Only one examinee will be allowed to leave at a time.
- 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

This exam is currently in beta testing, so scores will not be released immediately after you complete it. Scores will be issued once 30 candidates have taken the exam and our psychometric team determines the official passing score. This process typically takes a few months but may take longer depending on participation. We will keep examinees updated throughout the process.

Retesting- Applicant Fails

In the event an applicant fails his or her first attempt to pass the Qualified Elevator Inspector exam: there is a 30-day waiting period between the 1st, 2nd, and 3rd attempt. On the 3rd attempt there is a \$100 retesting fee. If the 3rd attempt is unsuccessful the applicant may reapply after a 180-day waiting period.

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 if 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.

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 all at once.***

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 copies of any previous or current QEI certifications and any other official documentation if applicable.
- 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.

- 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/training and/or 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 inspector" * 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,
- 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 examination consisting of 130 code questions. A half-hour break is required. The exam must be proctored by an NAEC-approved proctor. More information on proctoring is available upon request.

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 QEI program, please contact NAEC at 770-760-9660 or email certification@naec.org.

Certification Requirements for Inspectors; (Reference the current QEI standard.)

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). ASME A18.1 or CSA B355, ANSI/ASSE A10.4 or CSA Z185, and ASME QEI-1 and awareness of published interpretations of the Standards Committees
 - 1. classifications of usage:
 - a) passenger elevators
 - b) freight elevators (Classes A, B, C1, C2, and C3)
 - c) private residence elevators
 - d) sidewalk elevators
 - e) special purpose personnel elevators
 - f) inclined elevators
 - g) material lifts and dumbwaiters with automatic transfer devices
 - h) dumbwaiters
 - i) elevators used for construction
 - j) personnel hoists and employee elevators
 - 2. classifications of driving means:
 - a) traction
 - b) winding drum
 - c) hydraulic (direct-plunger hydraulic, electro-hydraulic, maintained-pressure hydraulic, and roped hydraulic)
 - d) screw machine
 - e) rack and pinion
 - f) hand
 - g) 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; hoist way 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) 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. 1.5.1
- p) must have workplace access to current editions of documents referenced in para. 1.5.2

2.2 Duties

The duties of an inspector include the following:

- a) 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
- b) 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
- c) reporting the results of the inspection and testing in accordance with the appropriate administrative procedures and the following:
 - 1) 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
 - 2) The report shall be signed by the certified inspector, and shall include his or her certification number and certifying agency
 - 3) All Code deficiencies noted in the report shall include a reference to the applicable code and rule number(s)
 - 4) The report shall include the date and time that the inspection was conducted
- d) maintain his or her copy of QEI-1 to be the latest edition, and current edition of documents referenced in para 1.5.1

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) [10 contact hours] 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 \$125 NAEC members /\$225 non-members.
Renewal fees are set annually. The amount shown reflects the current year's fee and may change in future years.

Recertification

The NAEC Qualified Elevator Inspector certification term is 1 year, begins annually on October 1 and expires on September 30. The individual may be required to complete a recertification exam.

The cutoff date for certification is the 2nd. quarter of the year, June 30. Individuals who become certified between January 1 and June 30 must recertify in the same calendar year they achieved certification. For example, if you become certified on or before June 30, 2026, you must recertify by September 30, 2026.

Individuals who become certified between July 1 and September 30 will be required to recertify the following calendar year. For example, if you become certified on or after July 1, 2026, you must recertify by September 30, 2027.

Appeals & Complaints 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
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 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.

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 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 the wall certificate 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 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 healthcare 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



Authorization for Release of Certification Status

Candidate/Certificant Name: _____

Date of Birth (optional for identification): _____

Certification (CAT/CET/QEI): _____

Certification Number: _____

Phone: _____

Email: _____

I hereby authorize The National Association of Elevator Contractors to release information regarding my certification status to the individual(s) or organization listed below. This authorization permits the disclosure of information including, but not limited to:

- Current certification status
- Certification number
- Effective date
- Expiration date
- Disciplinary status (if applicable)
- Verification of good standing

I understand that this authorization is voluntary and that I may revoke it at any time by submitting a written request to The National Association of Elevator Contractors, except to the extent that action has already been taken based on this authorization.

Recipient Information

Name of Individual/Organization: _____

Contact Person (if applicable): _____

Email: _____

Mailing Address: _____

Phone: _____

Term of Authorization

This authorization will remain in effect:

Until the following date: _____

For one-time verification only

Until revoked in writing by the undersigned

I certify that the information provided is accurate and that I am the individual named above.

Signature: _____

Printed Name: _____

Date: _____

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National Association of Elevator Contractors

1500 Klondike Rd. SW Suite A211

Conyers GA 30094

Tel: 770-760-9660

Email: certification@naec.org