

NAESA International
Training Course and QEI Test

BALTIMORE, MD

March 7-11, 2011

LOCATION and TIME:

Training Course will be held at:
SpringHill Suites Marriott
7544 Teague Rd
Hanover, MD 21076

The Course will be from 8:00am to 5:00pm, Monday through Thursday. The QEI Exam will be given on Friday 8:00am to 5:00pm.

TRAINING COURSE:

Registration is \$1,295.00.

Fee includes the QEI Test and a one-year membership in NAESA International (upon receiving a passing grade; for new members only). You may pay by check (U.S. currency), money order, MasterCard, Visa, or American Express.

CODE BOOKS REQUIRED FOR CERTIFICATION EXAM:

To be announced. Check www.naesai.org for the most up to date information.

TO ORDER COURSE MATERIALS CALL:

ASME: 800-843-2763 www.asme.org
Elevator World: 800-730-5093 www.elevatorbooks.com
Tech Street: www.techstreet.com

CERTIFICATION:

The QEI Test will be on Friday, March 11th, 2011 8 a.m. – 5 p.m.

If you plan to take the test, you must complete the Application for QEI Certification, Verification of Employment by Supervisor and QEI Test Registration Form.

Applications will not be accepted after February 22nd, 2010.

You will be notified of your eligibility to take the test.

ACCOMMODATIONS:

SpringHill Suites Marriott
7544 Teague Rd
Hanover, MD 21076

Reservations: 800-331-3131 Fax: 410-799-7146 **Reservation cutoff date is February 4th, 2011**

Room rates are \$126.00 plus tax. When making reservations, you must mention that you are with **NAESA International**. Please note: If you are making reservations online, you may not be able to input the NAESA code in order to receive the special group rate.

TRANSPORTATION:

Complimentary transportation (shuttle) is available to and from the airport. You must call the hotel (410-789-9100) upon arriving at the airport. The hotel will direct you as to where to catch the shuttle.



"In the Public Interest"

NAESA International

APPLICATION to SIT for QUALIFIED ELEVATOR INSPECTOR (QEI) EXAM

Please read the certification requirements, qualifications, and duties accompanying this application to determine your eligibility to take the test.



NAESA

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|--|------------------------|---|---|------------------------------------|
| LAST NAME: | | FIRST NAME: | | M.I. |
| HOME ADDRESS: | | | CITY: | STATE: ZIP: |
| HOME PHONE: () | CELL PHONE: () | FAX: () | | NAESA MEMBER: YES NO |
| EMAIL ADDRESS: | | | | |
| PRESENT POSITION: | | LENGTH OF TIME IN PRESENT POSITION: | | SELF-EMPLOYED: YES NO |
| PRESENT EMPLOYER: | | NAME & TITLE OF SUPERIOR: | | |
| EMPLOYER ADDRESS: | | CITY: | STATE: | ZIP: |
| WORK PHONE: () | | WORK FAX: () | | |
| ELEVATOR JURISDICTIONS IN YOUR AREA: | | | YEARS OF EXPERIENCE IN THE ELEVATOR INDUSTRY: | |
| CURRENT OR PREVIOUS QEI CERTIFICATIONS: YES NO | | NAME OF CERTIFYING ORGANIZATION: | | |
| CERTIFICATION NUMBER: | | CERTIFICATION STATUS: ACTIVE INACTIVE SUSPENDED REVOKED | | |
| REASON FOR SUSPENSION OR REVOCATION: | | | | |

"The NAESA International Certification Program contains provisions for a fair and equitable handling of disputes and provides for a detailed appeals mechanism for the resolution of disputes." Certification Program Manual Section 4.2.6

Describe in detail your experience in the areas shown below:

All information is subject to verification.

ELEVATOR CONSTRUCTION

| | | |
|------------------|---|-----------|
| Years Performed: | DESCRIBE YOUR DUTIES AS AN ELEVATOR CONSTRUCTOR: (Attach separate sheet if needed) | EMPLOYER: |
| | | |
| | | |
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| | | |

ELEVATOR MAINTENANCE

| | | |
|------------------|--|-----------|
| Years Performed: | DESCRIBE TYPES OF ELEVATOR MAINTENANCE YOU PERFORMED: (Attach separate sheet if needed) | EMPLOYER: |
| | | |
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DESCRIBE HOW YOU COMPLY WITH THE ASME QEI-1 STANDARD, SECTION 2.2 (See 2.2 – Duties, below) PERTAINING TO THE DUTIES OF AN INSPECTOR SPECIFICALLY IN MAKING ACCEPTANCE, ROUTINE AND, PERIODIC INSPECTIONS AND WITNESSING TESTS.

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| HIGHEST EDUCATION LEVEL ATTAINED (Circle One) | GRADE SCHOOL | HIGH SCHOOL/TECH | COLLEGE | GRADUATE SCHOOL |
|--|-----------------|------------------|----------------------|-----------------|
| | 1 2 3 4 5 6 7 8 | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |
| COLLEGE | DATE COMPLETED | | DEGREE/CERTIFICATION | |
| GRADUATE SCHOOL | DATE COMPLETED | | DEGREE/CERTIFICATION | |
| TECHNICAL VOCATIONAL SCHOOL | DATE COMPLETED | | DEGREE/CERTIFICATION | |
| OTHER CERTIFICATES OF PROFESSIONAL/VOCATIONAL COMPETENCE OR LICENSES | | | | |
| MEMBERSHIP IN PROFESSIONAL VOCATIONAL ASSOCIATIONS | | | | |

| | |
|---|-------------|
| I CERTIFY THAT ALL OF THE ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE. | DATE |
| SIGNATURE | |

PLEASE INCLUDE COPIES OF ANY CERTIFICATES (INCLUDING NEIEP, CAT AND CET), LICENSES, DEGREES OR OTHER DOCUMENTATION TO SUPPORT THE EDUCATIONAL EXPERIENCES NOTED BELOW. ALSO INCLUDE COPIES OF ANY PREVIOUS OR CURRENT QEI CERTIFICATIONS. FAILURE TO PROVIDE THIS DOCUMENTATION MAY DELAY PROCESSING OF YOUR APPLICATION.

| NAESA OFFICE USE ONLY | | | | |
|--|------------------------------------|----------------|--|--|
| TEST DATE: | TEST LOCATION: | | APPLICATION ACCEPTED Circle One: Yes No | |
| TEST GRADE%: PASS FAIL | CERTIFICATION NUMBER: C- | DATE ISSUED: | DATE EXPIRES: | |
| VERIFICATION DATE: | SOURCE: | AUTHORIZED BY: | | |
| COMMENTS: | | | | |

CANCELLATION POLICY: THE SEMINAR/COURSE FEE OR TEST FEE, LESS A \$50.00 CANCELLATION FEE, WILL BE REFUNDED IF WRITTEN NOTICE IS GIVEN TO NAESA AT LEAST TWO WEEKS PRIOR TO THE START DATE OF THE SEMINAR/COURSE OR TEST. NO REFUNDS WILL BE GIVEN AFTER THIS DATE. INDIVIDUALS WILL BE ALLOWED TO ATTEND A SUBSTITUTE SEMINAR/COURSE OR TEST, WITHOUT INCURRING A CANCELLATION FEE, IF THEY SUBMIT A WRITTEN REQUEST TO NAESA PRIOR TO THE ACTUAL DAY OF THE SEMINAR/COURSE OR TEST. NAESA International RESERVES THE RIGHT TO CANCEL THE COURSE.

Experience Requirements*

1) Four (4) years' 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 documented training AND 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 year's 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 experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1.

OR:

3) Meet the definition of "elevator personnel"*** and have documented training AND at least one year's 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.

*If the education or experience provided by the applicant cannot be verified, NAESA may administer essay questions from Part 3, (NQ-103, Appendix 3) of the NAESA Certification Manual to determine the eligibility of the applicant to take the certification test. Upon completion of administering the questions, the Executive Director shall make a final determination of the applicant's eligibility and there shall not be any further means of appeal.

**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 ACCOMODATIONS

NAESA is a proud supporter of the *Americans with Disabilities Act*. If you believe that you require non-standard conditions to take any NAESA certification examination, you must make a request *in writing* to Executive Director, NAESA International, 6957 Littlerock Road SW, and Ste. A, Tumwater, WA 98512. Upon receipt of a written request, NAESA will issue to the applicant Special Accommodation Petition forms. These forms must be completed by the applicant and healthcare professionals to provide details and documentation relating to a disability. They must be returned to NAESA seventy-five (75) days prior to the date of the certification examination that you wish to take. **DO NOT SEND SPECIAL ACCOMODATION REQUESTS TO ANY OTHER ADDRESS AND DO NOT MAKE ANY REQUESTS ORALLY. ALL REQUESTS MUST BE IN WRITING.**

CERTIFICATION REQUIREMENTS FOR INSPECTORS: (Ref. QEI-1 Standard; latest edition)

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 17.2
 - 3) terms defined and used in the National Electrical Code
 - 4) administrative terminology used by the jurisdictional authority
- c) ability to read architectural and installation drawings, including hoistway and machine room layouts
- d) working knowledge of electrical, electronic, and circuit construction principles, including but not limited to:
 - 1) voltage, currents, and resistance
 - 2) series and parallel circuits
 - 3) grounding
 - 4) ability to read circuit diagrams
- e) knowledge of the purpose and function of safety devices in the following locations:
 - 1) machine rooms and machinery spaces
 - 2) hoistways
 - 3) on the cars
 - 4) pits
 - 5) escalators, moving walks, and other related equipment

- f) working knowledge of mechanical principles as applied to structures, machines, mechanisms, and the effects of traction on ropes and sheaves
- g) working knowledge of hydraulic principles as applied to the operation of valves, pumps, plungers, piping, and buffers
- h) knowledge of the various types of equipment; their code requirements, uses, and limitations; and any special problems or applications as included in ASME A17.1 (past and present) and local regulations:
 - 1) classifications of usage:
 - 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
 - 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; hoistway systems; safety system testing and functions; pit equipment; escalators; moving walks; electrical devices and hydraulics
- j) knowledge of inspection and testing procedures as described in ASME A17.2
- k) working knowledge of applicable building, fire, electrical, and accessibility codes
- l) demonstrated ability to perform the duties specified in pars. 2.2
- m) working knowledge of the requirements of ASME A17.3
- n) awareness of B44.1/A17.5 to the extent that it is specified in ASME A17.1 and ASME A18.1
- o) knowledge of the various types of equipment; functions and operations; their code requirements, uses, and limitations; and any special problems or applications as included in ASME A18.1 (past and present) and local regulations
- p) must have in his or her personal possession the latest edition of QEI-1, as well as the current editions of the documents referenced in para. 1.5(a)
- q) must have workplace access to current editions of documents referenced in para. 1.5(b)

2.2 Duties

The duties of an inspector include the following:

- 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(a)



NAESA International

Executive Offices
6957 Littlerock RD SW, Ste. A
Tumwater, WA 98512



NAESA

Phone: 360-292-4968 FAX: 360-292-4973

"In the Public Interest"

Dear Applicant,

Changes in the 2004 ASME QEI-1 Standard Section 2.1 (shown below) now require additional qualifications for applicants to become Certified Elevator Inspectors. NAESA International requires the applicant's supervisor or another QEI Inspector or Inspection Supervisor to certify in writing the applicant meets this requirement. Applicants will be disqualified from taking the QEI test without this completed certified approval letter.

2.1 Qualifications

An applicant seeking to take the QEI exam 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.

I, _____, Supervisor, Certified Inspector, or Inspection Supervisor* (Please circle one) certify that _____, employee of _____, meets the requirements of ASME QEI-1 Standard Section 2.1 as described above.

Signature: _____ Date: _____

*Certification number: _____ Relationship to applicant: _____

Yours in Elevator Safety

Executive Director



"In the Public Interest"

NAESA International

National Association of Elevator Safety Authorities International

Executive Office

6957 Littlerock Rd SW Ste A

Tumwater, WA 98512

Phone: 360-292-4968 FAX: 360-292-4973

Email: felicity@naesai.org Website: www.naesai.org



NAESA

Dotty Stanlaske
Executive Director

TRAINING COURSE & QEI TEST REGISTRATION FORM

| Personal Information | | Employer Information | | | |
|--|-------------------------------|---|-------------------------------|-----------------------------|-----------------------------|
| Full Name: | | Company Name: | | | |
| Address: | | Address: | | | |
| City/ State/Zip: | | City/State/Zip: | | | |
| Home Phone: | Cell: | Work Phone: | Fax: | | |
| Email: | | Website: | | | |
| | | Title: | | | |
| TRAINING COURSE & QEI TEST LOCATION SELECTION | | | | | |
| TRAINING COURSE LOCATION: | | | | | |
| TRAINING COURSE DATES: | | | | | |
| PAYMENT METHOD | | | | | |
| FEE: \$1,295 | | <i>Send registration forms to address or fax number provided above. Registration forms will be accepted up to three (3) weeks prior to Training Course and not after.</i> | | | |
| NO REFUNDS ON NO-SHOWS | | | | | |
| <input type="checkbox"/> Check | <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> AMEX | <input type="checkbox"/> MO | TOTAL AMOUNT: |
| Credit Card #: | | | | | Exp Date: |
| Credit Card Billing Zip Code: | | | | | 3 or 4 digit Security Code: |
| Name as it appears on card: | | | | | |
| I hereby certify that the above information is true, accurate, and complete. | | | | | DATE: |
| SIGNATURE: | | | | | |

PLEASE NOTE:

APPLICATIONS WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED.

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NAESA International RESERVES THE RIGHT TO CANCEL THE COURSE