

Instructions for applying to take the QEI exam

1. Pick a date and location. All our courses and exams are listed on the Training Calendar at www.naesai.org. If you don't see one that will work for you, feel free to turn in your application and we will hold it until something more convenient to you is scheduled.
2. Fill out the attached application completely. This includes the letter signed by a supervisor or certified inspector and the *payment form. It's important to include an email address and a working phone number so that you may be contacted about your eligibility.
This application is for individuals who would like to apply for the Qualified Elevator Inspector's exam per ASME QEI-1. The application does not guarantee you a spot in the training course or the exam. You must be approved based on your experience in the elevator industry to be able to take the exam. Experience requirements are listed on the following two pages.
*Payments will not be processed until your application has been approved. However, not providing payment upfront may delay the approval process.
3. Provide supporting documentation along with your application. This can include a mechanic's license or certificate, state licenses, union membership cards, etc. This documentation must support the claim that you meet the standards of QEI-1 per the requirements listed below.
4. Turn in your application:
By Mail: NAESA International
6957 Littlerock Rd SW Ste A
Tumwater, WA 98512
By Fax: 360-292-4973
By Email: felicity@naesai.org
5. The Executive Director will review your application. If we need additional information, you will be contacted. If you're approved, a letter or email will be sent with more information. If you are denied, you will be sent a letter explaining the circumstances of your denial.
6. Purchase your books. Information on what books to purchase and where to purchase them can be found on www.naesai.org.
7. Make your hotel and flight reservations.
8. The four day training course will help you prepare for the 160 question exam on the 5th day. The exam is open book and multiple choice. The best way to study beforehand is to familiarize yourself with the code books and how to navigate them.
9. After the exam you may call the office to find out your results if you wish. Please note that grading exams is a time-consuming process and we may not have your results for up to three weeks afterwards.
10. If you pass the exam, you will be sent a packet in the mail with your new QEI card and additional information about NAESA International and what it means to be QEI certified. If you attended the four day training course you will be entitled to a membership with the organization. Additional information regarding membership will be included in your packet as well. If you do not pass, a letter will be sent out explaining your options.

Questions? Comments? Don't hesitate to call us at 360-292-4968 Mon-Fri 8am to 5pm.



NAESA International

ELEVATOR INSPECTOR (QEI) EXAM APPLICATION



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

"In the Public Interest"

"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

LAST NAME:		FIRST NAME:		M.I.
HOME ADDRESS:			CITY:	STATE: ZIP:
HOME PHONE: ()	CELL PHONE: ()	FAX: ()		NAESA MEMBER: <input type="checkbox"/> YES <input type="checkbox"/> NO
EMAIL ADDRESS:				
PRESENT POSITION:		LENGTH OF TIME IN PRESENT POSITION:	SELF-EMPLOYED: <input type="checkbox"/> YES <input type="checkbox"/> 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: <input type="checkbox"/> YES <input type="checkbox"/> NO NAME OF CERTIFYING ORGANIZATION:				
CERTIFICATION NUMBER:		CERTIFICATION STATUS: <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE <input type="checkbox"/> SUSPENDED <input type="checkbox"/> REVOKED		
REASON FOR SUSPENSION OR REVOCATION:				

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:

ELEVATOR MAINTENANCE

Years Performed:	DESCRIBE TYPES OF ELEVATOR MAINTENANCE PERFORMED: (Attach separate sheet if needed)	EMPLOYER:

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.

HIGHEST EDUCATION LEVEL ATTAINED (Circle One)	GRADE SCHOOL <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	HIGH SCHOOL/TECH <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	COLLEGE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	GRADUATE SCHOOL <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 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. 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 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 years' 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.
- 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 Office
6957 Littlerock RD SW, Ste. A
Tumwater, WA 98512



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

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



NAESA International

National Association of Elevator Safety Authorities

Executive Office

6957 Littlerock Rd SW Suite A

Tumwater, WA 98512

Phone: 360-292-4968 Fax: 360-292-4973

Email: dotty@naesai.org Web: www.naesai.org



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:	
Region of Choice: <input type="checkbox"/> Eastern <input type="checkbox"/> Central <input type="checkbox"/> Western <input type="checkbox"/> Canadian		Title:	
TRAINING COURSE & QEI TEST LOCATION SELECTION			
EXAM LOCATION:			
TEST DATE:			
PAYMENT METHOD			
FEE: \$150 This price includes the Test Only and does not include the four-day course of membership.		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. NO REFUNDS ON NO-SHOWS	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Check <input type="checkbox"/> MO		TOTAL AMOUNT:	
Credit Card #:		Exp Date:	
Billing Street Address:		Security Code:	
Phone:		Billing Zip Code:	
Name as it appears on card:			
I hereby certify that the above information is true, accurate, and complete.			
SIGNATURE:		DATE:	

PLEASE NOTE:

APPLICATIONS WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED.

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