

## **Membership Information**

### **Who we are...**

**N**AESA International is an organization open to individuals from all segments of the elevator industry who are interested in improving the manufacturing, performance, inspection and safety of elevators, escalators and other conveyances.

### **What are the benefits of being a member of NAESA International?**

#### **Educational Opportunities:**

Although originally organized to provide a forum for inspectors to meet, confer and learn, NAESA has expanded to provide the same services for all disciplines within the trade. Educational programs, workshops and seminars are presented at a level that all can relate to and understand. Through these educational opportunities, NAESA International provides a forum where peers meet, discuss topics, and ask questions; individuals with the expertise to do so provide the answers and lead the discussions relating to those questions. A list of educational opportunities can be found in the “Training Calendar” and “Approved Outside Seminars” sections of our website. Members may also network with others online at [naesai.org](http://naesai.org) using the “Cracker Barrel” feature under the “Members” link at the top. Both of the items can be found on our home page at [www.naesai.org](http://www.naesai.org).

#### **Workshop Opportunities:**

Once you join NAESA International, you will be assigned to a Region based on the home address that you have provided. NAESA currently has four Regions: Canadian, Central, Eastern and Western. Workshops are held in each Region in the Spring and Fall and are centrally located for ease of access to members. In addition, NAESA International holds an Annual Workshop each year with locations alternating among the four Regions. The educational portions of these workshops provide excellent opportunities to remain current with the latest developments in elevator technology and codes. These workshops allow members to network with peers and other experts in the elevator industry - inspectors, mechanics, consultants, contractors and manufacturers – all meeting and intermingling; one assisting the other.

#### **Can I attend a Workshop in a Region other than the one I belong to?**

All members are welcome to attend any of the Regional Workshops regardless of which Region they are assigned to. The Annual Workshop is open to all members throughout NAESA. Non-members are welcome to attend as well.

**Lower Fees:**

Members of NAESA International pay substantially lower fees for their annual recertification than those who are not members. Members also realize a savings on registration fees for the Regional and Annual Workshops, and all code seminars and update classes.

**Newsletter:**

Ten times a year, NAESA International members receive a newsletter. The *Progress* informs members of the newest developments in the elevator industry, lists all currently-scheduled seminars, update classes and workshops and includes a message from the Executive Director with news from the main office, articles addressing code questions and issues, news from around the globe and advertising opportunities. The newsletter is also available to our members on our website.

**Advertisements**

Members of NAESA can advertise in the *Progress* or on-line, free of charge, however, as a member cannot place an ad, free of charge, on behalf of their employer. In addition, members are allowed to post one ad annually, at no charge. Any additional postings beyond the one ad will be charged the appropriate rates.

NAESA Advertisement Rates (Rates are for one month)			
	Website Only	Progress Only	Website/Progress
Quarter Page	\$125	\$75	\$175
Half Page	\$150	\$100	\$225
Whole Page	\$250	\$200	\$400

If a customer wants to renew or extend the ad, the cost will be the initial month price minus a \$50 discount.

**Networking:**

NAESA International provides members the opportunity to network with others of similar interests and concerns. To facilitate this, a complete list of names and phone numbers of all members is available to NAESA International members on our website.

**Historic Code Books:**

Information from codes and standards dating back to 1921 is available upon request from NAESA’s office. This information is very helpful to individuals who may encounter older equipment in their inspection travels. Members should contact the Executive Director for assistance with information from older codes and standards.

In addition, NAESA International is represented on numerous ASME committees and therefore has the most current information available to members.

### **How do I join NAESA?**

A membership application can be found on our website at [www.naesai.org](http://www.naesai.org). Once there, choose the “Members” tab from the top of the page and then the “Join NAESA” option from the drop down list. This will provide you with the link to download an application. Or, you can call our office at 360-292-4968 and request an application.

### **What Membership Classification do I belong in and what is the fee for my membership?**

NAESA International currently offers four levels of membership. Payment for membership can be made by check, money order or credit card.

**AHJ Member:** Any person who is exclusively employed or empowered by a local municipality, city, county, state, province, or federal agency and whose responsibility and function is the administration, application and enforcement of elevator and related conveyance safety codes. Examples of individuals belonging to this classification would include those employed by State or Federal agencies. The current fee for this membership is \$75.

**Private Inspector Member:** Any individual who is employed by a private enterprise and who regularly engages in safety-code inspections of industry-related equipment. Examples of individuals belonging to this classification would include third party inspectors who are authorized by a state agency to perform inspections. The current fee for this membership is \$75.

**Professional Member:** Any person engaged in promoting the purpose and goal of NAESA International, and is not an AHJ or Private Inspector. Examples of individuals belonging to this classification would include elevator mechanics, consultants, etc. The current fee for this membership is \$125.

**Organizational Member:** Any person who represents a company, employer, governmental agency, or other entity and is designated to represent that entity or organization. Membership must be in the name of the company, employer or other entity. The organization shall appoint its representative. The current fee for this membership is \$350.

**How do I access the website?**

Once you are a member, NAESA will provide you with an ID and a temporary password that will enable you to access the website to network with others, register online for courses, and for a variety of other things. To access the Members area of the website, go to [www.naesai.org](http://www.naesai.org). Type in your NAESA ID in the upper right hand corner of the webpage in the space provided. Then type in your temporary password in the area marked "PW". Then click on the "Login" button. Once you have accessed the website, your name will appear in the upper right hand corner of the page and the "Login" button will be replaced with one that says "Logout". After you have logged in for the first time, you will be asked to change your password. Be sure to write down your new password. For security reasons, NAESA employees do not have access to your password once you have changed it. Once you are logged in to the website, you will notice that a "Member Navigation" menu will appear above the "Navigation" menu on the homepage. You can now access the Members area by clicking on one of the items in the drop down list under "Members" at the top of the page or by choosing one of the items under the "Member Navigation" menu on the left hand side of the page.

**BE SURE TO LOGOUT ONCE YOU ARE FINISHED WITH THE SITE!**

**How can I retrieve my password if I have forgotten it?**

On NAESA's website ([www.naesai.org](http://www.naesai.org)) click on "forgot password?" under the "Login" button in the upper right hand corner of the page. This will take you to another page which will require that you supply your email address. As long as the email address you provide matches the email address we have in our system, you will be sent a temporary password to this email address.

**If you are still having problems with the website, you should call  
NAESA's office at 360-292-4968.**

## **QEI Certification Information**

**N**AESA International is accredited by ASME as one of three organizations who can certify QEI inspectors. The year 2007 marked NAESA's 20th year as an ASME-accredited organization. NAESA has an open certification program available to qualified individuals wishing to obtain credentials that attest to their expertise in the elevator industry.

### **How do I become a QEI certified inspector with NAESA International?**

Each individual wishing to become a QEI certified inspector with NAESA International must submit an application and other documentation that will verify the individual meets the education and experience requirements as required by ASME QEI-1 *Standard for the Qualification of Elevator Inspectors* Section 2.1 and those noted on NAESA's application.

A copy of the application for QEI Certification through NAESA can be found on NAESA's website ([www.naesai.org](http://www.naesai.org)) by choosing the "Certification" tab then "QEI Test Only Certification" or "QEI Training Course and Exam".

Individuals who are submitting an application for QEI certification are encouraged to submit copies of any licenses, certificates (including NEIEP, CAT and CET), degrees<sup>1</sup>, or other documentation that will support the education and experience requirements noted on the application. Payment must accompany application at the time of submission.

In addition to submitting the application and payment, individuals must also submit a picture of themselves either in hardcopy or in digital format. This picture will be placed on the individual's certification card once he or she has passed the QEI exam.

It is imperative that the application is filled out completely and correctly. Applications that have not been completed properly or that are not accompanied by supporting documentation or payment will not be processed.

The Executive Director of NAESA International will make the final determination regarding an individual's request to sit for the exam. Currently this decision cannot be appealed.

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<sup>1</sup> Note: Degrees need to be related to the technical aspects of the elevator industry (e.g. mechanical engineering, electrical engineering, etc.)

**Should I apply to take the QEI training course and exam, or the exam only?**

This is a personal decision. We encourage all individuals who wish to become QEI certified to take the training course and exam. The QEI training course is given at various locations throughout the country during the year. The course consists of 4 days of training with the exam given on the fifth day. Please check the “Training Calendar” on NAESA’s website for a list of scheduled dates, locations and fees for training courses.

Individuals, who are not members of NAESA and elect to take the training course and exam, will be given one year’s complimentary membership if they are successful in passing the exam.

Individuals desiring to take the QEI exam only may do so at any of the locations where the exam is being given at the conclusion of a QEI training course, at a Regional Workshop, at NAESA’s Annual Workshop, or at NAESA’s office in Tumwater, WA. Individuals wishing to take the exam only must make arrangements with NAESA’s office regarding the desired test location once their application has been approved.

**What if my application is denied?**

An application may be denied if an individual cannot show that he or she meets the experience or educational requirements as required by the QEI-1 Standard and those noted on NAESA’s application. Individuals may resubmit their applications for reconsideration upon securing the necessary education and experience and submitting the supporting documentation.

**My application was approved. What do I do next?**

Once your application has been approved, you will be notified by phone or by mail that you may sit for the exam. You are expected to make your own reservations for lodging. In most cases, NAESA will contract with a hotel for rooms at a reduced rate for attendees. This information can be found on the Training Calendar portion of our website by clicking on the location link.

NAESA does not supply any codebooks for use during the training courses or exams. Attendees are required to bring their own codebooks with them. A list of the required codebooks will be mailed to you with your approval letter. The list can also be found on our website under the “What’s New” section. Be sure that you use the list for certification! Computers and electronic versions of the codebooks can be used in the course and while taking the exam.

NAESA reserves the right to cancel any class that does not meet the required

minimum for attendees. Before making any non-refundable travel arrangements, please call NAESA's office to ensure that the class will be held.

**I've been approved to take the QEI class, but I am not able to attend due to personal or business reasons. What do I do?**

We understand that there are occasional upsets in plans. The course 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 training course. No refunds will be given in the two weeks immediately prior to the start date of the course. Individuals will be allowed to attend a substitute training course without incurring a cancellation fee if they submit a written request to NAESA prior to the actual day of the original training course.

**Is there anything else that I need to know before I take the QEI exam?**

Prior to the start of the exam, you will be required to sign the "Code of Professional Conduct for Certified Personnel". All certified inspectors are expected to adhere to this Code of Conduct while you carry the QEI certification with NAESA International. Failure to do so may result in the suspension or revocation of your certification. The original signed copy of the Code of Conduct will be placed in your file. You will be provided with a copy of this document.

**What does the exam consist of and how much time is allowed to take the exam?**

The QEI certification exam consists of randomly generated questions using open book format. Currently the exam consists of 160 questions with multiple choice responses. All questions are based on the codebooks that are listed on NAESA's website. Applicants will receive a copy of this list with their approval letter as well.

Individuals are given 8 hours to take the exam. Breaks will be allowed at the discretion of the instructor.

**What score do I need to achieve to pass the exam?**

The test value is 100%. All questions are of equal value. You must achieve a score of 70% or better to pass the exam.

**How soon after taking the exam will I be notified of the results?**

Individuals will be notified of the results by regular mail within thirty (30)

working days after the date the exam is given. We do not supply scores, only pass/fail status.

**What if I am notified that I failed the exam?**

Individuals who fail the certification exam will be required to resubmit their application including all supporting application materials and payment. The new application will go through the same approval process as the previous one.

**I passed the exam. What is the next step?**

Once you have passed the certification exam, as long as we have your picture on file, you will be given a certification card noting the expiration date.

Individuals who successfully complete the exam between May 1<sup>st</sup> and October 31<sup>st</sup> will be required to renew their certification by June 30<sup>th</sup> the following year.

Individuals who successfully complete the exam between November 1<sup>st</sup> and April 30<sup>th</sup> will be required to renew their certification on December 31<sup>st</sup> the following year.

Your name, city and state of residence, certification number and the date of your initial certification, along with the expiration date of your certification, will be posted on the public area of our website in accordance with the QEI-1 Standard.

**I'm interested in becoming certified as a QEI Inspection Supervisor. What do I need to do?**

In order to be eligible for certification as an Inspection Supervisor, you must first be a certified inspector through NAESA. In addition to meeting the qualifications of a certified inspector under ASME QEI-1, Section 2.1, you must also meet the qualifications specified in ASME QEI-1, Section 3.1. You must submit an application and other documentation which will verify that you meet these education and experience requirements.

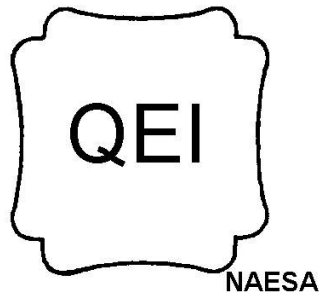
Once your application has been approved, the remainder of the certification process for Inspection Supervisor is the same as that for an Inspector with one exception—the exam for an Inspection Supervisor consists of administrative multiple choice questions and is limited to four hours.

**Can I use the QEI logo on my business card and other documents once I am QEI certified?**

The QEI logo is limited to use by individuals holding valid certified inspector or certified inspection supervisor credentials. In addition to using the QEI logo in their certification documentation, certified inspectors and certified inspection supervisors may use the logo on advertising materials or other literature. The

name or acronym of the certifying organization [NAESA] shall be noted immediately adjacent to the QEI logo.

Individuals holding valid certifications from an accredited organization may use the designation CEI (for Certified Elevator Inspector) or CEIS (for Certified Elevator Inspection Supervisor) after their name.



## **Transfer of Certification**

**I am currently certified with another organization. Can I transfer my certification to NAESA International?**

If you have a current certification with one of the another accredited organization and you wish to transfer your certification to NAESA International, you must submit an application, a photograph (this may be in digital format), supporting documentation to verify that your certification is current and the appropriate fee. Once all documentation and accompanying payment has been submitted and approved, you will be issued a certification card under NAESA's Credential Assessment Method. This will eliminate the need for you to take the initial certification exam. However, you will be expected to fulfill all the recertification requirements prior to the expiration date of your certification.

## **Complaints and Appeals**

### **I believe an inspector who is certified with NAESA is not behaving ethically. What can I do about this?**

If you believe an inspector certified through NAESA is not behaving ethically or professionally, you may file a complaint against the individual. Complaints must be submitted in writing using form NQ-127 and should be accompanied by all documentation that will support your allegations. You may request this form from NAESA's office.

Once NAESA has received the complaint, the individual named in the complaint (the appellant) will be notified that a complaint has been filed against him or her and will be supplied with a copy of the information you have submitted. The appellant will be allowed some time to respond to your allegations.

The Chair of the Board of Certification will review the complaint to determine its validity and, if the complaint is found valid, the Chair will assign the Executive Director and a member of the Board of Certification to investigate the complaint.

The investigators will interview the complainant and the appellant and may interview others who can supply information regarding the complaint. Once the investigators have completed their interviews, they will present their findings to the members of the Board of Certification. The Board of Certification members will review the findings and make a determination regarding a course of action, which may include suspension or revocation of the appellant's certification. The Board of Certification's determination will be presented to the Board of Directors.

The complainant and the appellant, along with ASME, will be notified of the determination made by the Board of Certification. If the determination includes suspension or revocation, the appellant's employer, the other certifying organizations, and any relevant authorities having jurisdiction will be notified also.

### **Can the Board of Certification's decision be appealed?**

A person aggrieved by the decision of the Board of Certification may present new information for consideration within 60 days from the date of receipt of the Board's decision. The appeal must be made in writing using form NQ-127. You may request this form from NAESA's office.

## **Recertification Information**

**N**AESA will mail a courtesy reminder regarding your recertification to your last known residential address approximately one month prior to the beginning of the recertification period. In addition, this information is published in the “*Progress*” one to two months prior to the beginning of the recertification period and is continuously published throughout the recertification period.

### **I’m unable to recertify due to extenuating circumstances. What should I do?**

If you are unable to complete the recertification process due to a temporary disability, a stressful life event such as the death of a spouse or child, or you are serving in active duty in the armed services, you may request a temporary abeyance from renewal of certification.

If you wish to put your certification in abeyance, you must submit a written request to the Executive Director prior to the end of the grace period immediately following the expiration date of your certification. Abeyance requests must be accompanied by any pertinent documentation which will assist the Executive Director in determining the merit of the request.

### **How do I recertify?**

There are two methods to recertify. The most popular method is to recertify online. This method provides immediate feedback on the results of your exam.

The second, less popular, method is by paper copy. Individuals may request that their exam be mailed to them by NAESA’s office, or they may elect to print out a paper copy once they have accessed the online website and mail the paper copy back to NAESA’s office for input. Due to the processing required by NAESA’s staff, there is an additional administrative fee for this service.

Individuals who prefer to have a paper copy mailed to them should contact NAESA’s office to request a paper copy and to arrange for payment.

### **What does the recertification exam cover?**

ASME QEI-1, *Standard for the Qualification of Elevator Inspectors*, requires that inspectors and inspection supervisors maintain knowledge of the most recent revisions of ASME A17.1, ASME A17.3, ASME A18.1, an awareness of B44.1/A17.5, and the applicable requirements in the building, fire, electrical, and accessibility codes.

In order to ensure that inspectors have this knowledge, NAESA's recertification exam is based on the most current codes. A list of the codes utilized for recertification is published on NAESA's website and in the *Progress*.

### **What is the format of the recertification exam?**

The recertification exam is an open book exam. The current exam is comprised of 20 questions which are randomly selected from a database of questions. The answer is in two parts: multiple-choice and a fill-in field for the code reference. Each answer (multiple choice and code reference) is given the same value.

The value of the exam is 100%. Passing score is 70%.

### **How do I access the website?**

Upon successfully passing your initial QEI exam, you should have been provided with a NAESA ID and a temporary password. To access the online recertification section of the website, go to [www.naesai.org](http://www.naesai.org). Type in your NAESA ID in the upper right hand corner of the webpage in the space provided. Then type in your password or temporary password (as applicable) in the area marked "PW". Then click on the "Login" button. Once you have accessed the website, your name will appear in the upper left hand corner of the page and the button "Login" button will be replaced with one that says "Logout". Remember; for security reasons, NAESA employees do not have access to your password once you have created it.

Once you are logged in to the website, you can begin the online recertification process by choosing the "Certification" tab at the top of the page. Then choose the "Online Recertification" from the drop down list.

*NOTE: If you are a first time user to the web site you will need to enter your temporary password. Otherwise you will need to enter the password that you created on your first visit to the website.*

### **How can I retrieve my password if I have forgotten it?**

On NAESA's website ([www.naesai.org](http://www.naesai.org)) type your NAESA ID into the area provided in the upper right hand corner of the page, then click on the "Login" button. You will receive an error message. At the bottom of the message, you will see a note indicating what to do to retrieve your password. This will take you to another page that will require that you supply your email address. As long as the email address you provide matches the email address we have in our system, you will be sent a temporary password to this email address. If you are still unable to access the website, you should call NAESA's office at 360-292-4968.

**I receive an error message when I log in to the website. What's wrong?**

We have found that this error message is usually a result of your website caching pages. Prior to calling our office for help, make sure that you are logged out of the website. If you are using Internet Explorer, once you are logged out of NAESA's website, choose the "Tools" option from your browser toolbar. Then choose "Internet Options" from the drop down list. Locate the area that allows you to delete cookies and delete temporary internet files. Once you have deleted the cookies and temporary files, try to log on to the website again using your NAESA ID and Password.

*NOTE: The menu options may differ in nomenclature depending on the browser you are using.*

If you are still unable to access the website, it may be that your firewall or security settings are preventing you from doing so. Since there are so many different firewalls and security systems in use, it is not possible for us to tell you how to reduce or disable these items. However, you are welcome to call our office for assistance and we will check to make sure that your NAESA ID and password are working.

**I have accessed the online recertification. What do I need to do next?**

Once you have accessed the online recertification you will be expected to supply information on the following items, so be sure you have the necessary documentation on hand.

- **Payment:** You will be expected to make payment before you can access your exam, so be sure to have a valid credit card (Visa, Master Card or American Express) on hand. We do not currently accept payment by debit card. Once you have submitted your payment, you will be able to print out a receipt from this page.
- **Maintenance of Qualifications:** You will also be expected to provide information verifying that you meet the maintenance of qualifications. Be sure to have the information regarding the dates and locations of any training you may have conducted or attended on hand so that you can submit this online as well.
- **Code of Conduct:** All inspectors are required to review NAESA's Code of Conduct on an annual basis. You will also be asked to read the Code of Conduct and you must check that you have done so before you will be allowed to continue on to the exam.

- **Instructions:** Please read the instructions carefully as they provide valuable information on how to input code references. Once you have read the instructions for the exam you must check the box indicating that you have done so before you will be allowed to continue.

Once you have completed these items, you may access the online exam. We encourage you to print out their exam, save and exit, logout, research the responses, then log back in and enter your responses. **(There is no extra fee for you to print out the exam. The extra fee applies only if you submit a paper exam for scoring to NAESA's office.)**

**Why is nothing happening when I try to print out the exam?**  
This could be due to your "pop up blocker". Ensure that your system allows you to receive pop ups and try again. If you are still not able to print out your exam, please call our office.

**Note:** Be sure to click on the "submit answer" button before moving on to the next question. If it is necessary for you to leave the exam before you have completed it, simply make sure that you have clicked on the "save and exit" button before leaving the exam.

**\*DO NOT CLICK ON THE "SCORE TEST" BUTTON UNTIL YOU HAVE COMPLETED THE ENTIRE EXAM!!\***

As long as you have not submitted your exam for scoring, you will be able to review and revise any of your responses. Once you submit your exam for scoring, you will no longer be able to make any changes to your responses.

Once you have submitted your exam for scoring, you will receive immediate notification as to whether you passed or failed the exam. In addition, you will also receive information regarding which responses you had incorrect.

**I've passed my recertification. How long before I receive my certification card?**

You will not receive your certification card until we have received your picture. You can mail in a photograph or email a digital picture of yourself to felicity@naesai.org. We will then print out a new certification card which will typically be mailed out within a week.

**What happens if I fail my recertification exam?**

If you should fail your first exam, you can immediately open a second exam by logging back into the system and starting the online recertification process again.

The system should allow you to go right to the exam, skipping over the Payment, Instructions, Code of Conduct, and Maintenance of Qualifications pages. Individuals are allowed a total of three attempts to pass the recertification exam. However, all three attempts must be completed prior to the end of the grace period.

**How long do I have to complete the recertification process?**

You have until the expiration date noted on your certification card to complete the recertification process. This process includes submitting any documentation for maintenance of qualifications, completing the exam, and submitting payment.

However, we urge all inspectors not to wait until the 11th hour to renew their certification. Individuals who do wait until the last minute and experience problems with their computers or our website not be given any special consideration.

If your recertification is not completed by the expiration date, your certification will be revoked. However, individuals will be given a grace period of an additional calendar month beyond the expiration date of their certification to recertify. An additional late fee in the amount of the original cost of recertification will apply.

**What happens if I fail to complete my certification by the end of the grace period?**

Individuals who fail to complete their recertification process by the end of the grace period will have their certifications revoked. Notice of the revocation will be sent to the individual, the individual's last employer on record, the other certifying organizations and any relevant authorities having jurisdiction.

**How can I regain my certification once it is revoked?**

If your certification has been revoked because you failed to complete your recertification process, you can only become certified again by taking the 160 question, 8-hour certification exam.

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## *OFFICERS*

President Norm Martin, OH  
Vice-President Dean McLellan, Canada  
Secretary Bill Snyder, FL  
Treasurer Jim Runyan, OR  
Executive Director Doty Stanlaske, WA

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## *BOARD of CERTIFICATION*

James W. Coaker – VA  
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George W. Gibson – Advisor – AZ  
Norm Martin (2009) - OH  
James R. Runyan (2009) – OR - Chair  
William Snyder (2010) – FL  
Doty Stanlaske – Exec. Dir. - WA  
Joseph Strzelec (2009) – CA

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## *BOARD of DIRECTORS*

### **AHJ CLASSIFICATION**

Jim Borwey (2009) — IA  
Jonathan Brooks (2010) — NC  
Al Griffin (2011) - Canada  
Norman Martin (2010) — OH  
Dean McLellan (2009) — Canada  
Lawrence Watson (2011) — MO  
Doug Warne (2010) — Canada

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