



"In the Public Interest"

# NAESA International

## APPLICATION FOR CERTIFICATION OF QEI INSPECTION SUPERVISOR

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

**You must currently be a certified Inspector with NAESA International to qualify for consideration as an Inspection Supervisor**



"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:		FULL FIRST NAME:		M.I.
HOME ADDRESS:		CITY	STATE	ZIP
HOME PHONE: ( ) ( )	CELL PHONE: ( ) ( )	FAX: ( ) ( )		NAESA MEMBER: YES NO
EMAIL ADDRESS: <i>(PLEASE NOTE: A valid email address is REQUIRED to complete the online courses.)</i>				
PRESENT POSITION:		LENGTH OF TIME IN PRESENT POSITION: Years	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:		
<b>Current NAESA Certification Number:</b> <i>Note: You must currently be QEI certified to qualify for Supervisor status.</i>				
Describe how you comply with the ASME QEI-1, Section 3-2 (See 3-2 – Duties, below) pertaining to the duties of an Inspection Supervisor. <i>Please provide supporting documentation.</i>				
I CERTIFY THAT THE ABOVE IS TRUE.				DATE:
SIGNATURE :				DATE:
<b>FOR NAESA STAFF USE ONLY</b>				
Date link was sent to applicant:		Date certificates due by:		
<input type="checkbox"/> Essential Skills of Communication	Received On: _____	ALL CERTIFICATES RECEIVED ON TIME? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Essential Skills of Leadership	Received On: _____			
<input type="checkbox"/> Managing Complaints	Received On: _____			
CERTIFICATION NUMBER: S-	DATE ISSUED:	DATE EXPIRES:		
VERIFICATION DATE:	AUTHORIZED BY:	APPLICATION ACCEPTED: YES <input type="checkbox"/> NO <input type="checkbox"/>		
COMMENTS:				

## **Experience Requirements\***

You must have satisfied the requirements for a Certified Elevator Inspector and carry a current **NAESA** certification as a QEI elevator inspector to qualify for consideration for an Inspection Supervisor's certification.

### **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 Supervisor 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 of the Supervisor Certification examination date.

- **DO NOT SEND SPECIAL ACCOMODATION REQUESTS TO ANY OTHER ADDRESS!**
- **DO NOT MAKE ANY REQUESTS ORALLY!**
- **ALL REQUESTS MUST BE IN WRITING!**

### **CERTIFICATION REQUIREMENTS OF INSPECTION SUPERVISORS**

#### **3-1 Qualifications**

- 1) An Inspection Supervisor shall have the qualifications of para. 2-1 and the following:
  - a) demonstrated aptitude for leadership, administration, and management (should acquire management training within the first year).
  - b) demonstrated in-depth knowledge of the applicable codes.
  - c) demonstrated ability to perform the administrative and technical duties in para.3-2. An inspection supervisor shall also meet one of the following experience requirements:
    - i) five years' experience as an elevator inspector or in a job in an equivalent field at an equivalent level, 2 years of which must have been spent dealing directly with elevator inspections.
    - ii) four years' experience as an elevator inspector and a diploma or certificate of successful completion from a technical/vocational school (including high school) in an equivalent field.
    - iii) three years' experience as an elevator inspector and a bachelor's degree in an equivalent field.
    - iv) two years' experience as an elevator inspector and a bachelor's degree in engineering from an accredited school in an equivalent field.
  - d) 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)
  - e) must have workplace access to current editions of documents referenced in para. 1-5(b)

#### **3-2 Duties**

- 1) 3-2.1 Administrative. The administrative duties of an inspection supervisor include, but are not limited to, the following:
  - a) scheduling of inspections and assignments
  - b) training of inspectors and, where appropriate, others requiring elevator safety familiarity
  - c) development of budget
  - d) selection of new inspectors and trainees
  - e) maintenance and analysis of records that include records of inspections, accident reports, and inspector performance, including inspector compliance with the requirements of para. 2-2
  - f) personnel matters, such as performance appraisals and disciplinary actions
  - g) handling public relations matters and serving as a liaison to concerned parties
  - h) mediation of disputes
  - i) assuring that inspectors under his or her supervision perform their duties in compliance with the requirements of para. 2-2
  - j) maintain his or her personal copy of QEI-1 to be the latest edition, as well as the current edition of documents referenced in para. 1-5(a)

#### **3-2.2. Technical.**

- 1) The technical duties of an inspection supervisor include, but are not limited to, the following:
  - a) reviewing inspection reports and ensuring enforcement of legally adopted requirements
  - b) reviewing applications for waivers and variances and making recommendations to proper authorities as required
  - c) mediating disputes
  - d) answering questions on Code, and obtaining formal interpretations from code-developing organizations
  - e) actively participating in relevant code-developing committees on national, regional, or local levels
  - f) assuring review of elevator plans and drawings
  - g) investigating complaints and accidents
  - h) helping to develop local policies and laws, and advocating adoption of the latest national codes



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## INSPECTION SUPERVISOR APPLICATION FEE PAYMENT FORM



Last Name:	First Name:
Address:	Phone Number:
City/State/Zip:	Fax:
Email:	Cert #:

A \$50 processing fee must be submitted along with the application. Please send the completed application, all supporting documentation and the \$50 fee to NAESA's office. You may use this form to pay by credit card, send a check or money order by mail, or we can take a credit card payment over the phone.

***You will be notified of your eligibility to complete the Inspection Supervisor Courses. If approved, you will be emailed information on how to register and complete the online courses.***

If paying by check, please make all checks payable to NAESA International.

Mailing address: NAESA International  
Executive Office  
6957 Littlerock Rd, Suite A  
Tumwater, WA 98512

Supervisor Application Fee Payment Form	
Name:	Total Charge: \$50.00
Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx	
Credit Card #:	Exp:
Name on Card:	Billing Zip Code:
<i>I certify that the above is true.</i>	
Signature:	Date:

### **Cancellation Policy**

NAESA will *not* refund any monies to the applicant, regardless of the status of the application, if the applicant informs NAESA that he or she does not want to take the Supervisor courses after payment has already been processed.

The online courses through Corexcel are non-refundable as well.