



## Ohio Administrative Code

### Rule 1301:3-11-04 Initial application for elevator contractor's license and elevator mechanic's license.

Effective: November 1, 2024

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(A) In order to obtain an elevator contractor's license, a business entity shall submit a completed application to the division of a form designated by the division, as well as the following:

(1) Any fees required by rule 1301:3-11-07 of the Administrative Code;

(2) Documentation of the approximate number of individuals, if any, to be employed by the applicant, and if applicable, satisfactory evidence that the employees are or will be covered by worker's compensation insurance in accordance with section 4785.07 of the Revised Code;

(3) Satisfactory evidence that the applicant and all employees are, or will be, covered by general liability, personal injury, and property damage insurance in accordance with section 4785.07 of the Revised Code;

(4) A description of the criminal convictions and pleas of guilty, if any, of each of the applicant's employees that hold or are seeking to obtain an elevator mechanic's license, as verified by a criminal records check; and

(5) Such other information as the division considers appropriate.

(B) In order to obtain an elevator mechanic's license, an initial applicant shall do either of the following:

(1) If the initial applicant is seeking to obtain an elevator mechanic's license by passing an examination administered by the division, or by a testing agency approved by the division, the initial applicant shall submit a completed application to the division on a form designated by the division, as well as the following:

(a) Any fees required by rule 1301:3-11-07 of the Administrative Code;



- (b) Satisfactory evidence that the applicant has not less than three years of work experience in the elevator industry, in construction, maintenance, service, repair, or any combination thereof, as verified by current and previous employers licensed to do business in this state;
  - (c) A description of the criminal convictions and pleas of guilty of the applicant, if any, as verified by a criminal records check; and
  - (d) Such other information as the division considers appropriate.
- (2) Obtain a passing score on the elevator mechanic's examination in accordance with rule 1301:3-11-06 of the Administrative Code.
- (3) If the initial applicant is seeking to obtain an elevator mechanic's license without passing an examination administered by the division, or by a testing agency approved by the division, the initial applicant shall submit a completed application to the division on a form designed by the division, as well as the following:
- (a) Any fees required by rule 1301:3-11-07 of the Administrative Code;
  - (b) Evidence demonstrating to the satisfaction of the division that the applicant meets the qualifications to obtain an elevator mechanic's license in one of the following ways:
    - (i) A certificate of completion or other evidence of having successfully passed the mechanic examination of a nationally recognized training program for the elevator industry;
    - (ii) A certificate of completion of an apprenticeship program for elevator mechanics that has standards substantially equal to those of this chapter and is registered with the bureau of apprenticeship and training, United States department of labor, or a state apprenticeship council;
    - (iii) Evidence demonstrating that the initial applicant is license as an elevator mechanic in a state having standards substantially equal to those of this chapter; or



(iv) Acceptable proof that the applicant has worked as an elevator construction, maintenance, or repair person, consisting of having worked without direct and immediate supervision for an elevator contractor authorized to do business in this state for a period of not less than three years immediately prior to the effective date of section 4785.04 of the Revised Code, as provided in division (D)(2) of section 4785.04 of the Revised Code. An applicant seeking to establish qualifications as provided in this paragraph shall apply within one year of the effective date of this rule.

(c) A description of the criminal convictions and pleas of guilty of the applicant, if any, as verified by a criminal records check; and

(d) Such other information as the division considers appropriate.

(C) Upon receipt of an application submitted in accordance with this rule, the division shall notify the applicant if any additional information or records are needed to properly evaluate the applicant's qualification for licensure as an elevator contractor or elevator mechanic. Upon that determination, the division may request the applicant provide additional information in a manner the division deems appropriate.