



Ohio Administrative Code

Rule 1301:3-11-14 Licensee shortage; Temporary elevator mechanic's license.

Effective: November 1, 2024

(A) An elevator contractor shall notify the division of industrial compliance within the department of commerce when there are no licensed elevator mechanics available to provide conveyance services by submitting notice of a licensee shortage on a form prescribed and provided by the division, as well as the following:

(1) A brief description of the nature of the licensee shortage that the elevator contractor has observed; and

(2) A brief description of the steps the elevator contractor has undertaken, if any, to find licensed elevator mechanics to fill the purported shortage.

(B) After an elevator contractor has submitted notice of a licensee shortage in accordance with paragraph (A) of this rule, an elevator contractor may submit an elevator mechanic certification to the division on a form prescribed and provided by the division. The elevator contractor shall provide the following information to the division on the certification form:

(1) Name, address, email address, and telephone number of the elevator contractor;

(2) Name, address, email address, and telephone number of the individual on behalf of whom the elevator contractor is providing the certification form;

(3) A brief description of the experience and education of the individual on behalf of whom the elevator contractor is providing the certification that demonstrates the individual is qualified to provide conveyance services without direct and immediate supervision; and

(4) A statement that the elevator contractor plans to employ the individual the elevator contractor is providing the certification form on behalf of if the individual is issued a temporary elevator mechanic's license.



(C) Any individual certified by an elevator contractor in accordance with paragraph (B) of this rule may submit an application for a temporary elevator mechanic's license to the division on a form prescribed and provided by the division. The applicant shall provide the following information to the division on the application form:

- (1) Name, address, email address, and telephone number of the applicant;
- (2) A brief description of the applicant's experience and education relevant to the individual's qualifications to provide conveyance services;
- (3) The application fee required under rule 1301:3-11-07 of the Administrative Code; and
- (4) Any additional information the division may reasonably require.

(D) Upon receipt of an application submitted in accordance with paragraph (C) of this rule, the division shall make a determination as to whether the applicant is qualified to obtain a temporary elevator mechanic's license. Upon a favorable finding, the division shall issue a temporary elevator mechanic's license to the applicant that includes a notation of the term the temporary license will be valid.

(E)

(1) Within thirty days of the expiration of a temporary elevator mechanic's license, the holder of a temporary license may submit a renewal application on a form prescribed and provided by the division, as well as the following:

- (a) Evidence demonstrating that the holder of the temporary elevator mechanic's license is still employed with the elevator contractor that certified the individual as being qualified;
- (b) A certification by the elevator contractor that the licensee shortage has not been alleviated;
- (c) The renewal fee required under rule 1301:3-11-07 of the Administrative Code; and



(d) Any additional information the division may reasonably require.

(2) A temporary elevator mechanic's license issued in accordance with this rule remains effective during the period a renewal application is being reviewed by the division.

(3) Upon a favorable finding, the division shall issue a renewal of a temporary elevator mechanic's license that includes a notation of the term that the renewal of the temporary license will be valid.

(F) A temporary elevator mechanic's license issued in accordance with this rule shall expire immediately, with no action needing to be taken by the division, upon the termination of the employment relationship between the temporary licensee and the licensed elevator contractor that certified the individual as being qualified.