

**STEP ONE:** You must apply to take the Private Agency Elevator Inspector or Director Exam.

- A. Thoroughly complete the [Examination Application \(LIC41\)](#) and check the box that indicates you are a Private Agency Elevator Inspector / Director exam candidate. This application is used to register applicants for exams and to evaluate a candidate's work and training experience.
- B. You must:
- Be at least 18 years old
  - Be able to read, write, and understand the English language
  - Have good moral character, so as to not adversely impact upon your fitness to perform the duties and responsibilities of this license
- C. You must also meet the required qualifications, listed below, for the exam you wish to take:

Please see Section 11-01 of Title 1 of the Official Compilation of the Rules of the City of New York for all qualification requirements, except as modified by Section 101-07(c)(4) of Title 1 of the Official Compilation of the Rules of the City of New York.

#### **PRIVATE AGENCY DIRECTORS**

- Have a minimum of 10 years of satisfactory experience, within the 15 years immediately preceding the date of the application for the exam, in the SUPERVISION of the assembly, installation, maintenance, repair, design or inspection of elevators, or:
- Have a minimum of 5 years of satisfactory experience, within the 7 years immediately preceding the date of the application for the exam, if you are a New York State licensed Professional Engineer or Registered Architect, in the supervision of the assembly, installation, maintenance, repair, design, or inspection of elevators.

#### **PRIVATE AGENCY INSPECTORS**

- Have a minimum of 5 years of satisfactory experience, within the 7 years immediately preceding the date of application for the exam, in the assembly, installation, repair, design, or inspection of elevators, or as an elevator mechanic.

D. Submit the application, along with exam fee of \$350 payable by money order only, to:

**NYC Department of Buildings  
Licensing Unit - Exams  
280 Broadway, 6<sup>th</sup> floor  
New York, NY 10007**

**STEP TWO:** Schedule your Private Agency Elevator Inspector / Director Exam

- A. If your application is accepted you will receive a letter from [Prometric](#), the exam administrator, in three to four weeks. It will include instructions about how to schedule your exam. Exams are given at several New York City locations.
- B. The exam is a multiple-choice test assessing your knowledge of the installations, operation, and repair of new, existing, or relocated dumbwaiters, elevators, escalators, moving walks, wheelchair and stair chair lifts, and special hoisting and conveying equipment. You will be allowed to use reference materials during the exam.

### Reference Materials include:

1. *ANSI A117.1 – Accessible and Usable Buildings and Facilities*, 2003 Edition, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
2. *ANSI/ASSE A10.4 – 2004: Safety Requirements for Personnel Hoists and Employee Elevators for Construction and Demolition Operations*, 2004, American Society of Safety Engineers (ASSE), 1800 East Oakton Street, Des Plaines, IL 60018, [www.asse.org](http://www.asse.org).
3. *ASME A17.1 – Safety Code for Elevators and Escalators* (with Addenda through 2003), 2000-2003, American Society of Mechanical Engineers (ASME), 22 Law Drive, Fairfield, NJ 07007-2350, [www.asme.org](http://www.asme.org).
4. *ASME A18.1 – 1999: Safety Standard for Platform Lifts and Stairway Chairlifts* (with Addenda through 2001), 1999-2001, American Society of Mechanical Engineers (ASME), 22 Law Drive, Fairfield, NJ 07007-2350, [www.asme.org](http://www.asme.org).
5. *ASME B20.1 – 2003: Safety Standard for Conveyors and Related Equipment*, 2003, American Society of Mechanical Engineers (ASME), 22 Law Drive, Fairfield, NJ 07007-2350, [www.asme.org](http://www.asme.org).
6. *New York City Construction Code, Chapter 30: Elevators & Conveyors, Appendix K: Elevators; Chapter 33: Personnel Hoist; Chapter 11: Accessibility and Adm Code Sect. 304*, as amended through 2008, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, [nyc.gov/citystore](http://nyc.gov/citystore).
7. *New York City Electrical Code, Amendments to 2005 NEC, 2007*, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, [nyc.gov/citystore](http://nyc.gov/citystore).

*These reference materials can be purchased from IHS Global Engineering Documents, 15 Inverness Way East, Englewood CO 80112, Phone: (303) 397-2230 [www.global.ihs.com](http://www.global.ihs.com).*

- C. To pass, you must score at least 70 percent on the Private Agency Elevator Inspector / Director exam. You will be notified of your score immediately upon finishing the exam.

### STEP THREE: You must pass a background investigation.

After successfully passing the Elevator examination, you are required to submit a [background investigation questionnaire](#) and all supporting documentation of qualifying work and training experience. You must call the Buildings Special Investigations Unit at (212) 825-3330 to schedule an appointment. Candidates without an appointment will not be seen. **If you fail to answer any questions on your background investigation questionnaire or do not submit all required supporting documentation (including, but not limited to: Social Security History of Earnings, notarized letters from all employers being used towards qualifying experience; and copies of your driver's license, Social Security card, and exam report) your background will be returned, delayed, or denied.** You must submit notarized letters from your immediate supervisor(s) for all your relevant experience. The letters must include your dates of employment, titles held and daily duties.

### STEP FOUR: Apply for your Private Agency Elevator Inspector / Director License

If you successfully pass the written examination and the background investigation you will be notified in writing by the Department of Buildings Licensing Unit that you are eligible to apply for a Private Agency Elevator Inspector / Director license. The notice will include an application form and a list of additional documents required by the Licensing Unit. You have one year from the date of that letter to begin submitting the required documents for your license. If you do not complete the process within one year of the date of the first document submission, you will be required to retake the examination. Candidates can make an appointment to apply for a certificate by calling (212) 566-4100 between 9:00 a.m. and 4:00 p.m. Monday through Friday.