Elevator Mechanic Licensing Examination Bulletin

Table of Contents

Examination Information
- Codes and Standards
- Obtaining Copies of Reference Materials

Request to Take an Examination
Examination Rules, Guidelines, and Instructions
- Rules
- Instructions

Grounds for Invalidation of Examination Score
Questions

EXAMINATION INFORMATION

The Ohio Department of Commerce, Division of Industrial Compliance ("Division") is responsible for licensing elevator mechanics in the state of Ohio. To obtain an elevator mechanic's license, an applicant must first submit their application through the State of Ohio's eLicense Portal and demonstrate that they meet all preliminary qualifications. In addition to meeting these requirements, an applicant must also obtain a passing score on the elevator mechanic licensing examination that is offered and administered by the Division.

Frequently Asked Questions

Q: Where is the examination offered?
A: The licensing examination is administered in person at the Division's office, 6606 Tussing Road, Reynoldsburg, Ohio 43068. The examination is completed on a computer provided at the testing location.

Q: When is the examination offered?
A: Licensing examinations are generally offered in person at 1:00 PM on the third Monday of each month, unless the scheduled examination day falls on or is observed as a holiday. Examinations are not offered in July or August.

For upcoming examination dates and additional information, visit the Elevator Mechanic Licensing Exam webpage: https://com.ohio.gov/divisions-and-programs/industrial-compliance/boards/elevator-board/new-left-nav-licensing/elevator-mechanic-licensing-exam.
Q: What should I bring on the date of the examination?
A: Applicants must present photo identification when checking in for the examination. Failure to provide photo identification may prevent you from taking the examination.

Q: Is the examination open book?
A: Yes. However, applicants may **only use** the approved reference materials listed in this bulletin during the examination. Links to the approved reference materials will be available on the computer provided by the Division, and applicants may also bring physical copies of those approved reference materials for use during the examination.

Please note that internet activity and browser history will be reviewed following completion of the examination to ensure that only the approved reference materials identified in this bulletin were accessed. Accessing or using materials other than those listed in this bulletin may result in examination invalidation or other action in accordance with the examination requirements.

Q: Will the examination timer stop if I open a new browser tab or window to access approved reference materials?
A: No. The examination timer will continue to run for the duration of the examination, including any time spent accessing approved online reference materials in a separate browser tab or window. Applicants should manage their time accordingly while completing the examination and reviewing authorized resources.

Q: How can I request to take an examination?
A: Please see the "Request to Take an Examination" section below.

Q: How long do I have to take the examination?
A: Applicants have a maximum of three hours to complete the examination.

Q: What is a passing score?
A: An applicant must achieve a minimum score of 70% or higher to attain a passing score on the examination.

Q: Is there a penalty for incorrect answers?
A: No. There is no penalty for incorrect answers. Therefore, applicants are encouraged to answer all questions within the allotted time.

Q: What is the format of questions on the examination?
A: All questions are multiple-choice and can be in various formats (e.g., true/false).

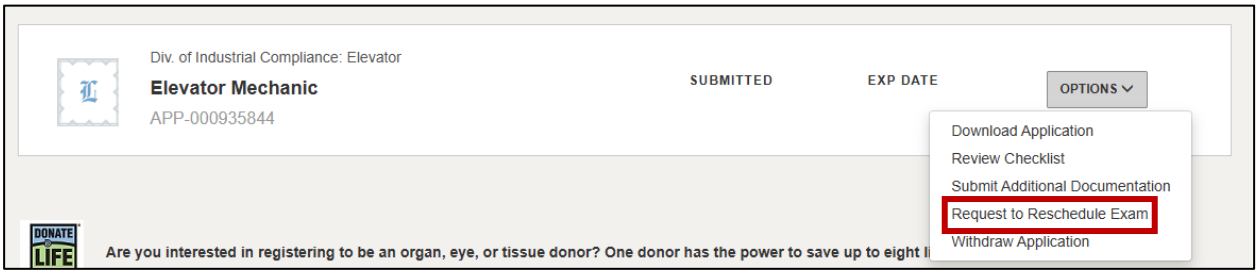
Q: How do I prepare for the examination?
A: The Division recommends applicants read through this Bulletin and study all of the codes and reference standards listed in the table below.

Q: What is the fee for the examination?
A: For each attempt at the examination, applicants must pay a non-refundable fee of $100.00.

Q: How long do I have to take an examination once it has been assigned for me to take?
A: If an applicant does not pass the examination within 90 days of submitting their application, the Division may proceed with reviewing the application as-is. Since the application would still be considered incomplete at that point, this may result in the application being closed or denied.

Q: When will I get my examination results?
A: Once the examination is submitted – either voluntarily by the applicant or automatically when the allotted time expires – results are provided immediately. Applicants will be directed to a score screen indicating whether they passed or failed. Additionally, a confirmation email with the examination results will be sent to the applicant.

Q: If I do not pass an examination, how soon can I retake the examination?
A: If you do not achieve a passing score, you may retake the examination by submitting a request to reschedule and paying the required reexamination fee. Once your request and payment have been processed, you may reserve a seat for the next available examination date and time. To request a retake, log into the eLicense Portal, click the "Options" button next to your application, and select "Request to Reschedule Examination."



Q: How can I request an examination accommodation?
A: The Ohio Department of Commerce is committed to providing access, inclusion, and reasonable accommodation in its services, activities, programs, and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. To request an ADA reasonable accommodation due to a disability, please contact Dwanna Bagner, Human Resources Administrator, at (614) 728-4292 or Dwanna.Bagner@com.ohio.gov at least 14 days prior to when you wish to take the examination.

Codes and Standards

The codes and standards that may be covered in the examination are listed below:

Codes and Standards
Latest version of ASME A17.1
Latest version of ASME A17.2
Latest version of ASME A17.3
Latest version of ASME A17.4
Latest version of ASME A17.5
Latest version of ASME A17.6

Latest version of ASME A17.7
Latest version of ASME A17.8
NFPA 13
NFPA 70
NFPA 72
Ohio Building Code
Elevator Industry Field Employees' Safety Handbook
Reference materials directly related to maintenance, repair and installation vertical transportation.

Obtaining or Accessing Copies of Reference Materials

During the examination, links to the approved reference materials listed below will be readily available on the computer provided by the Division. Applicants may also bring physical copies of these approved reference materials for use during the examination.

Some reference materials may require paid access. Applicants are responsible for obtaining any necessary subscriptions, licenses, or purchases needed to access those materials.

- Elevator Industry Field Employees' Safety Handbook
- Ohio Building Code
- ASME A17
- NFPA Codes and Standards

REQUEST TO RESERVE AN EXAM SEAT

To be eligible to take the licensing examination, applicants must first submit the "DIC Elevator Mechanic Examination" application through the eLicense Portal and demonstrate that they meet all initial qualifications. Once the application is approved, the applicant may reserve a seat for an available examination date and time.

Please note that examinations are administered in person at a Division-designated examination location and are completed electronically through the Ohio Commerce Licensing Examination portal. Applicants must have an active OHID account registered in their own individual name in order to access the examination portal, in addition to having an approved application.

For licensing requirements and step-by-step instructions on submitting a DIC Elevator Mechanic Examination application through the eLicense portal, please visit the Elevator Contractor and Elevator Mechanic License webpage and select the Elevator Mechanic License Requirements tab.

OHID Account

The Ohio Commerce Licensing Examination Portal requires an applicant to have their own OHID account to log into and take a licensing examination. An OHID account is a secure account that allows individuals to interact with various State of Ohio agencies and their websites. If an applicant does not have an OH|ID account, they will need to create one by clicking on the following link and following the instructions: Create OH ID Account.

EXAMINATION RULES, GUIDELINES, AND INSTRUCTIONS

Rules

By selecting a preferred examination date and reserving a seat, each applicant acknowledges that they have read this Bulletin in full and agrees to abide by the following rules:

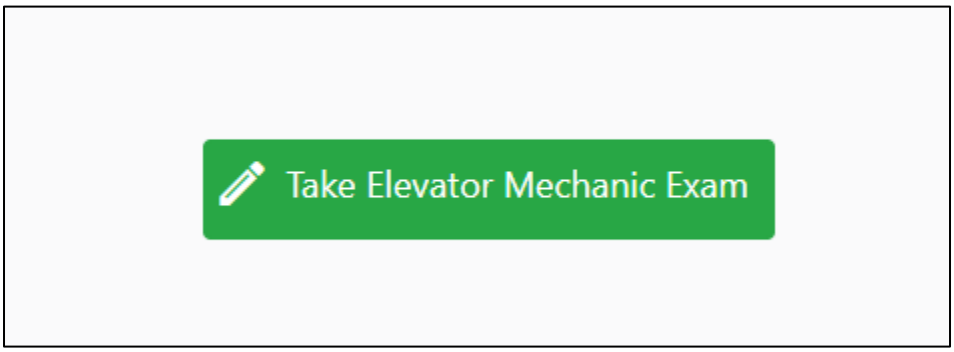
- The name of the applicant that is on the eLicense application shall be the only individual who views and takes the examination assigned on the Ohio Commerce Licensing Examination Portal.
- Each applicant shall only use the approved reference materials listed in this bulletin. The use of any other material or resources (e.g., artificial intelligence (AI), email accounts, websites not identified as approved reference materials, etc.) is prohibited and may result in examination invalidation or other action in accordance with the examination requirements.
- Each applicant shall not use or access any external devices during the examination, including cellular phones, smart watches, tablets, or similar electronic devices, to access reference materials, communicate with others, or obtain assistance.
- Once the examination has begun, the applicant shall not navigate away from the active examination screen or refresh the active examination screen. If the applicant needs to access approved reference materials online, they may open a separate browser tab or window for that purpose. All other websites, resources, and materials are prohibited.
- Each applicant shall take the examination independently and without assistance from another individual or party.
- Each applicant shall not communicate, verbally or non-verbally, with another individual or party during the examination.
- Each applicant shall not copy, photograph, record, or share any questions or answers on the examination. Applicant understands that all examination content is the property of the Division. Failure to comply with this requirement may subject applicant to legal action by the Division, in addition to the cancellation of the examination score and/or suspension, revocation, or other discipline.

Instructions

Once the application has been approved and the examination fee has been paid, the applicant may reserve a seat to take the examination at any available date and time. The applicant shall report to the designated examination location on the scheduled examination date and complete the examination through the Ohio Commerce Licensing Examination website. The following instructions apply to applicants taking an examination at the designated location:

1. Upon arrival, check in with Division staff and present any required identification.
2. Division staff will assign the examination in the Ohio Commerce Licensing Examination website on the scheduled examination date.
3. When instructed by Division staff, log in to the examination website using your numerical OHID User ID and password.

4. You should see a “Welcome Page” with the Elevator Mechanic Examination tile.



5. Before starting the examination, carefully review all rules, guidelines, and instructions provided by Division staff.
6. When instructed to begin, click on the examination tile. You will be prompted with reminders about the examination and asked to confirm that you wish to begin.
7. After selecting “Begin Examination,” you will be taken to the examination screen. A timer in the upper-right corner will display the remaining examination time.
8. Answer each question by selecting the radio button next to your chosen response. You may change your answers at any time before submitting the examination.
9. When you are ready to submit the examination, click the “Submit” button at the bottom of the page. You will be prompted to confirm your submission.
10. If the examination is not submitted before the allotted time expires, it will automatically be submitted for scoring.
11. Once the examination is submitted, either voluntarily or automatically, a score screen will appear informing you whether you achieved a passing score.
12. You will also receive an email from ElevatorSafety@com.ohio.gov with your results. If you achieved a passing score, save that email, as it is proof that you passed the licensing examination.

GROUNDS FOR INVALIDATION OF EXAMINATION SCORE

The Division reserves the right to nullify any examination score if it has reason to believe that an applicant was involved in a violation of any term or rule set forth in this Bulletin or if any other circumstances exist that call into question the validity of an examination score.

QUESTIONS

For any questions about the elevator mechanic’s examination, please contact the Division at ElevatorSafety@com.ohio.gov or 614-644-5676.