



Elevator Mechanic Licensing Exam Bulletin

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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 [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 exam that is offered and administered by the Division.

Q: Where is the exam offered?

A: The licensing exam is available online through the [Ohio Commerce Licensing Exam](#) website and can be taken by applicants who have access to a laptop or desktop computer with internet connection.

Q: When is the exam offered?

A: The licensing exam is administered online and may be taken at any time of the applicant’s choosing, once the Division has approved the application and assigned the exam.

Q: Is the exam open book?

A: Yes.

Q: How can I request to take an exam?

A: Please see the “[Request to Take an Exam](#)” section below.

Q: How long do I have to take the exam?

A: Applicants have a maximum of five hours to complete the exam.

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 exam.

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 exam?

A: All questions are multiple-choice and can be in various formats (e.g., true/false).

Q: How do I prepare for the exam?

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 exam?

A: For each attempt at the exam, applicants must pay a non-refundable fee of \$100.00.

Q: How long do I have to take an exam once it has been assigned for me to take?

A: If an applicant does not pass the exam 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.

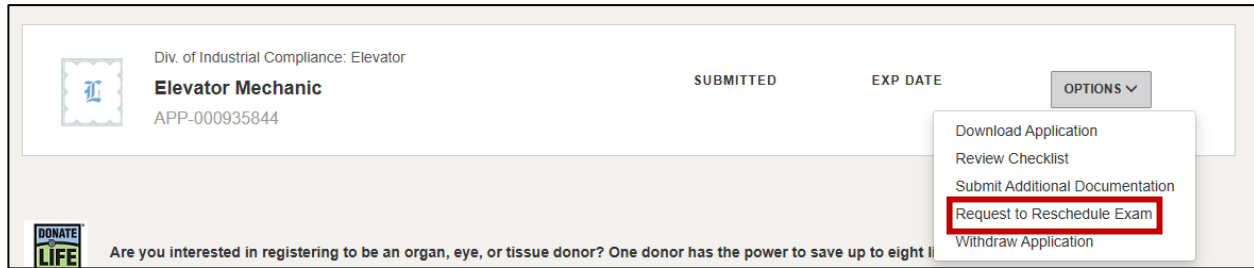
Q: When will I get my exam results?

A: Once the exam 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 exam results will be sent to the applicant.

Q: If I do not pass an exam, how soon can I retake the exam?

A: If an applicant does not pass the exam, it can be retaken at any time after submitting a request to reschedule along with the required payment. To do so, log into the [eLicense Portal](#), click the “Options” button next to your application, and select “Request to Reschedule Exam.”

Once your request has been processed, the Division will notify you when the exam has been assigned.



Q: How can I request an exam 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 exam.

Codes and Standards

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

<u>Codes and Standards</u>
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 Copies of Reference Materials

You must supply your own reference materials. Links to both free and paid resources are available below:

- [Elevator Industry Field Employees' Safety Handbook](#)
- [Ohio Building Code](#)
- [ASME A17](#)
- [NFPA Codes and Standards](#)

REQUEST TO TAKE AN EXAM

To be eligible to take the licensing exam, applicants must first submit the “DIC Elevator Mechanic Exam” application through the [eLicense Portal](#) and demonstrate that they meet all initial qualifications. Once the application is approved, the Division will assign the exam and notify the applicant of its availability.

Please note that in order to be assigned an exam, applicants must have an active OHID account registered in their own individual name, in addition to having an approved application.

For licensing requirements and step-by-step instructions on submitting a DIC Elevator Mechanic Exam 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 Exam Portal requires an applicant to have their own OHID account to log into and take a licensing exam. 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 OHID account, they will need to create one by clicking on the following link and following the instructions: [Create OH ID Account](#).

EXAM RULES, GUIDELINES, AND INSTRUCTIONS

Rules

By submitting a request to the Division to take an examination, 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 Exam Portal.
- 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 exam score and/or suspension, revocation, or other discipline.
- Once the exam has begun, the applicant shall not navigate away from the active exam screen, refresh the active exam screen, or open another browser tab or window until the exam has been submitted.
- If an applicant experiences a technical issue with the Ohio Commerce License Exam Portal while taking the exam, the applicant must report the issue to the Division via email to ElevatorSafety@com.ohio.gov within two (2) days of the technical issue occurring. The applicant should include in the email a description of the issue and other relevant information, including, but not limited to, the type of device that was in use when the issue arose (e.g., laptop, desktop computer), the internet browser in use when the issue arose (e.g., Google Chrome, Safari), etc.

Guidelines

To avoid technical issues and for best results, the Division recommends the following to applicants using the Ohio Commerce Licensing Exam website:

- Applicant should take the examination in an environment and during a time period where there will be no interruptions.
 - Once the applicant starts the examination, the timer with the allotted exam time will start and cannot be paused or stopped at any time for any reason.
- Applicant should take the examination using the most updated version of the Google Chrome web browser on a laptop or desktop computer that has a reliable and strong internet connection, is fully charged, and is connected to an energy source.

*****EXAM RESET*****

Please note that if you navigate away from or close the browser window while the exam is in progress – before submitting your answers – all responses will be lost. The exam timer with your allotted time will continue to run and will not reset.

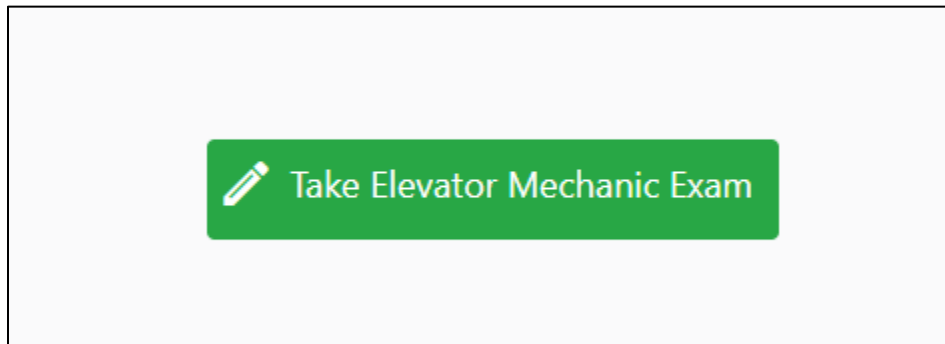
If this occurs, you should return to the Ohio Commerce Licensing Exam website, log in, and begin the exam again as soon as possible. A new version of the exam will be generated, and you will only have the remaining time left on the original timer to complete it.

Please be aware that any exam reset – whether intentional or accidental – will not be considered valid grounds for waiving the reexamination fee if the applicant fails, unless the Division determines the issue was caused by a technical error on its end.

Instructions

Once the Division has notified the applicant that the exam is available to be taken on the Ohio Commerce Licensing Exam website, the applicant may do so at any time within 90 days of when the application was submitted. Below are instructions for how an applicant may take an exam on the Ohio Commerce Licensing Exam website:

1. Open a Google Chrome internet browser window.
2. Go to <https://mhpexam.com.ohio.gov/>.
3. Make sure any other internet browser windows or tabs are closed and that the Ohio Commerce Licensing Exam website is the only open and active window.
4. Log in with your OHID username and password.
5. You should see a "Welcome Page" with the Elevator Mechanic Exam tile.



6. Before clicking on the exam tile, make sure you have read through all of the rules, guidelines, and instructions and are ready to take the exam.
7. When you are ready to begin, click on the exam tile, and you will be prompted with reminders about the exam and asked to confirm that you wish to begin the exam. If you wish to begin, click "Begin Exam." If you are not ready to begin the exam, click the "Cancel" button.
8. Once you click "Begin Exam," you will be taken to the exam screen. A timer in the top right corner will begin to run and show you how much time you have left to take the exam.
9. Go through each question and click the radio button next to your chosen answer. You will be able to change the answer at any time prior to submission of the exam for scoring.
10. When you are ready to submit the exam, click the "Submit" button at the bottom of the page. You will be prompted to confirm whether or not you wish to submit the exam. If you wish to submit the exam for scoring, click "Submit." If you are not ready to submit the exam, click the "Cancel" button.
11. If you have not submitted the exam when the timer runs out, the exam will be automatically submitted for scoring.
12. Once your exam is submitted, voluntarily or automatically, you will be taken to a score screen, informing you whether you achieved a passing score or did not achieve a passing score.

13. 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 exam.

Important Note: Exam results are sent automatically via email, and the Division does not receive notification when you complete the exam. To expedite the issuance of your license, if you receive a passing score, please forward a copy of your results email to ElevatorSafety@com.ohio.gov.

14. If you have any issues or questions while taking the exam, contact the Division at ElevatorSafety@com.ohio.gov or 614-644-5676.

GROUNDS FOR INVALIDATION OF EXAM SCORE

The Division reserves the right to nullify any exam 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 exam score.

QUESTIONS

For any questions about the elevator mechanic's exam, or the [Elevator Contractor and Elevator Mechanic License](#) webpage, please contact the Division at ElevatorSafety@com.ohio.gov or 614-644-5676.