



Elevator Mechanic License Application

Elevator Occupational Licensing

www.oklahoma.gov/labor

OKLAHOMA DEPARTMENT OF LABOR

409 NE 28th St, 3rd Floor

Oklahoma City, OK 73105

405-521-6100/888-269-5353

APPLICATION TYPE

- New
- Renewal
- Late Renewal
- Reinstatement
- Replacement

APPLICATION FEE

- \$75.00
- \$75.00
- \$85.00 *if license expired, but **LESS than 30 days**
- \$175.00 *If license expired **30 or MORE days**, but less than 365 days
- \$25.00

Please make your Check, Money Order or Cashiers Check payable to ODOL

ODOL License #, if not new

All new applicants must demonstrate proper qualifications by submitting documentation per OAC 380:70-5-2 (see 2nd page)

REQUIRED DOCUMENTATION FOR NEW APPLICANTS

U.S. CITIZENS:

- Affidavit of Lawful Presence, signed
- A valid, unexpired Driver's License **OR** State Issued Photo Identification Card **OR** Military ID **AND**
- Birth Certificate **OR** Social Security Card **OR** A valid, unexpired passport **OR** a current W-2/1099 form

NON-U.S. CITIZENS:

- Affidavit of Lawful Presence, signed
- A valid, unexpired Driver's License **OR** State Issued Photo Identification Card **OR** Military ID **AND**
- Birth Certificate **OR** Social Security Card **OR** A valid, unexpired Passport **OR** a current W-2/1099 form
- Verification of Immigration Status

REQUIRED DOCUMENTATION FOR RENEWAL APPLICANTS

U.S. CITIZENS:

- 8 or more hours continuing education per OAC 380:70-5-7
- Copy of valid, unexpired Driver's License **OR** State issued Photo-identification Card **OR** Military ID **AND**
- Copy of Expiring Occupational License

NON-U.S. CITIZENS:

- All required documentation of U.S. Citizens **PLUS**
- Verification of Immigration Status

All applicants can appear **IN PERSON** at the Oklahoma Department of Labor, ODOL approved facility, or provide a current passport photo on initial application and every 10 years thereafter

Name:

Employed By:

Mailing Address:

City:

State:

Zip Code:

Social Security #:

Date of Birth:

Cell Phone #: ()

E-mail Address:

MILITARY STATUS:

*Within the past six (6) months, have you been honorably discharged from the Armed Forces of the United States, coming off Active Duty as a member of the National Guard or Reserves, or transferred from another state to Oklahoma? Yes No

If yes, provide date of discharge/transfer: _____

*Are you a spouse of an active duty member of the Armed Forces of the United States? Yes No

I certify all statements are true to the best of my knowledge and that all work shall be done in compliance with the State of Oklahoma elevator law, rules, and regulations adopted by the Oklahoma Department of Labor; I also certify I am actively employed by the company I'm representing and that in the event of my leaving said company I agree to immediately notify the Oklahoma Department of Labor.

Applicant Signature / APPLICATION CANNOT BE PROCESSED WITHOUT A SIGNATURE AND FEE

DATE

FOR OFFICE USE ONLY

The Department of Labor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Date:

Lic #:

Receipt #:

Initials:

Payment Type:

Amount:

380:70-5-2. Elevator Mechanic's License: Issuance, denial, and renewal

(a) Upon the effective date of this Chapter, no person shall work as an elevator mechanic to install, service, repair, alter, remodel or maintain any elevator or conveyance subject to the provisions of this Act and this Chapter without having first been issued a valid elevator mechanic's license by the Department. There shall be a six (6) month grace period after the effective date of this Chapter to allow new and existing elevator mechanics to comply with the requirements of this Section.

(b) No license shall be granted to any person who has not sufficiently demonstrated their qualifications and abilities. Applicants for an elevator mechanic's license must demonstrate the following qualifications:

(1) An acceptable combination of documented experience and education credits: Not less than three (3) years work experience in the elevator industry, in construction, maintenance and service/repair, as verified by current and previous employers licensed to do business in this state or other such jurisdiction having an elevator program substantially equal to this Act; Satisfactory completion of a written examination administered by the Chief Elevator Inspector on the most recent referenced codes, standards, and this Act;

(2) Any person who furnishes the Commissioner with acceptable and verified proof that they have previously worked in elevator construction, maintenance, or repair may, upon making application for an elevator mechanic's license and paying the license fee, be entitled to receive a license without an examination. They shall have worked without direct or immediate supervision for an elevator contractor licensed to do business in this state or other jurisdiction having a program substantially equal to this Act. This employment shall not be less than three (3) years immediately prior to the effective date of this Act;

(3) Provide certificates of completion demonstrating successful passage of a mechanic's examination of a nationally recognized training program for the elevator industry such as the National Elevator Industry Education Program or its equivalent; or

(4) Provide certificates of completion of an apprenticeship program for elevator mechanic's registered with the Bureau of Apprenticeship and Training, of the U.S. Department of Labor or a state apprenticeship council;

(5) A license may be issued to an individual holding a valid elevator mechanic's license from a state having standards substantially equal to those of this Act, upon application and payment of such fees as provided for in this Act, without examination.

(6) An elevator mechanic's license may be issued to an individual demonstrating, in the judgment of the Chief Elevator Inspector, sufficient training and experience in the erection, maintenance, and operation of transport platforms. The elevator mechanic's license issued pursuant to this paragraph shall not authorize an individual to install, service, repair, alter, remodel, or maintain any elevator or conveyance other than a transport platform.

(c) Applications for an elevator mechanic's license shall be on forms provided by the Department.

(d) Elevator mechanic's licenses shall be valid for a period of one (1) year and expire on the last day of the month of initial issuance. The Department shall notify holders of valid elevator mechanic's licenses not less than sixty (60) days prior to the expiration date of the license that it must be renewed within the next sixty (60) days. Elevator mechanic's licenses not renewed on or before the expiration date shall become invalid.

(e) Elevator mechanic's licenses not renewed on or before the expiration date shall be subject to late fee and renewal fees as provided for in the Act.

(f) Elevator mechanic's licenses once issued become the property of the licensee and must be carried on his/her person at all times when working on elevators or conveyances and made available upon request by the Commissioner, Chief or Deputy Elevator Inspector, or any Special Inspector.