

# Qualified Elevator Inspector Training Fund

## Elevator Inspector Supervisor

### Certification Maintenance Application Form



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Instructions: Complete all information requested on the application. Incomplete applications may not be processed. Certificants are advised to retain a copy of their application and any submitted documents. After your application is reviewed you will be notified if your certification renewal has been approved or if additional information is required.

#### Section 1: General Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Current QEI Certification No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_  
 Address/Street: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Has your certification ever been suspended or revoked?      No      Yes  
     If yes, please explain: \_\_\_\_\_

#### Section 2: Certification Maintenance Requirements

##### **A. Training- Part One:**

Approved Activities	CEUs Earned	Limitations	Documentation Required	Submitted Hours
Participation as a student in a seminar or technical session delivered by a QEI accredited certifying organization, or approved by a QEI accredited certifying organization and delivered by a related professional association, state code enforcement licensing agency, standards writing organization, or any related federally sponsored program.	Each clock hour of attendance is equivalent to 0.1 CEUs		Certificate of attendance or other proof of attendance	
Touring of manufacturing or testing facilities directly related to elevator technology being presented in an associated classroom training session.	Each clock hour of attendance is equivalent to 0.1 CEUs	Maximum of 0.5 CEUs may be credited per annual renewal period	Certificate of attendance or other proof of attendance	

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Approved Activities	CEUs Earned	Limitations	Documentation Required	Submitted Hours
Successful completion of a self-study course related to elevator technology and its related disciplines, offered by a QEI accredited certifying organization, state code enforcement licensing agency, or accredited academic institution.		Maximum 0.2 CEUs per annual renewal period	Certificate of attendance or other proof of attendance	
Successful completion of an online renewal update course.		Maximum 0.2 CEUs per annual renewal period	Certificate of attendance or other proof of attendance	
Instruction of a seminar, or technical session delivered for a related professional association, state code enforcement licensing agency, ASME accredited organization, standards writing organization, or any related federally sponsored program.	0.1 CEUs for each clock hour of instruction delivered		Syllabus or letter on letterhead giving topics covered, and length of seminar or technical session.	
Serving as an officer, member, or alternate on an A17.1 or A18.1 ASME committee (Standards Committee, Subcommittee, Working Group, Project Team, Ad Hoc), CSA B355 or CSA B44 Committee (Subcommittee, Working Group, Project Team, Ad Hoc), ANSI/ASSE A10.4 (Subcommittee, Working Group, Project Team, Ad Hoc), or CSA Z185 (Subcommittee, Working Group, Project Team, Ad Hoc).	1 yr of service shall be acceptable for 0.1 CEUs per committee meeting attended		Copy of meeting minutes showing attendance and roster. (Roster states membership or alternate status)	
Attending an A17.1/B44, A18.1 ASME, or CSA B355 committee (Standards Committee, Subcommittee, Working Group, Project Team, Ad Hoc) meeting.	0.05 CEUs per committee meeting attended		Copy of meeting minutes showing attendance and roster. (Roster states membership or alternate status)	
Attendance at in-house training during employment as an inspector or inspection supervisor directly related to the performance of duties other than ASME code issues.	0.1 CEUs per clock-hour of attendance	Maximum 0.4 CEUs per annual renewal period	Certificate of attendance or other proof of attendance	
Participation as a student in an accredited academic institution in coursework related to the elevator industry in the area of mechanics, electrical, electronic, and hydraulic fields.	0.1 CEUs for each academic credit	Maximum 0.6 CEUs per annual renewal period	Certificate of attendance or transcript	

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Approved Activities	CEUs Earned	Limitations	Documentation Required	Submitted Hours
Publication of a paper, book, or technical article for an academic institution or professional trade journal related to elevator devices.	0.3 CEUs per published article	Maximum 0.6 CEUs per annual renewal period	Submit article or paper	

#### **B. Training – Part Two:**

- a) List an additional 0.3 CEUs in classroom coursework related to management or supervision techniques and offered by an accredited certifying organization such as QEITF, state enforcement agency, or accredited academic institution equivalent. List courses below and submit a certificate of attendance or other proof of attendance with this application.
  - 1.
  - 2.
  - 3.
  
- b) Attend or conduct at least one professional level seminar or workshop related to inspector duties. List below and attach a certificate of attendance or other proof.
  - 1.

#### **C. Additional Requirements**

1. Changes to local administrative or operating procedures necessary to discharge duties of the job:  
I attest that I have reviewed and understand all changes to local administrative or operating procedures necessary to discharge the duties of the job.  
 Describe the activities you completed to meet this requirement:
  
2. Maintain knowledge of recent revisions and awareness of published interpretations of ASME Codes for the elevator trade.  
I attest that I have maintained by knowledge of recent revisions and awareness of published interpretations of ASME Codes for the elevator trade.  
 Describe the activities you completed to meet this requirement:

#### **D. Supervision**

I attest that during the certification renewal period I spent at least 10% of my work time actively supervising inspectors in the field who are engaged in the performance of inspections.

#### **E. Code of Ethics**

I have read and understand the QEITF Code of Ethics included in the Certification Handbook. By applying for certification I agree to adhere to the Code of Ethics. I understand that any violation of any portion of the Code may result in disciplinary action as outlined in the Disciplinary Policy.

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#### **F. Access to Standards**

I attest that I either have in my possession or have workplace access to the Standards listed in paragraphs 1.5.1 and 1.5.2 of the QEI-1 Standard as required.

#### **G. Demographics (Optional)**

Gender:                      Male                      Female  
Race:                      White                      Black                      Hispanic                      Asian                      Other

#### **Section 3: Statement of Understanding**

I understand that the Qualified Elevator Inspection Supervisor (QEI-Supervisor) certification program is designed to recognize individuals who meet the qualifications and are competent to perform the duties of elevator Inspection Supervisors as defined in Part 3, Sections 3.1 and 3.2 of the latest edition of ASME QEI-1 *Standard for the Qualification of Elevator Inspectors*. The QEI-Supervisor certification program also evaluates compliance with the maintenance of qualifications requirements of Section 3.3 of the ASME QEI Standard.

By applying for certification, I attest that I have read and understand the Certification Handbook and agree to abide by the policies of the QEITF and QEITF Certification Council, including confidentiality and disciplinary rules. I understand that the information I provide to QETIF will be audited to verify my eligibility. I agree to provide any information necessary to verify my eligibility and I authorize QEITF to make any necessary inquiries in this regard. I agree to inform QEITF, without delay, of any matter that affects my ability to continue to fulfil the certification requirements.

By applying for certification, I agree to adhere to the Code of Ethics. I understand that any violation of any portion of the Code of Ethics and/or QEITF policies and procedures may result in disciplinary action as outlined in the Disciplinary Policy. I understand that the QEITF Ethics Committee reserves the right to conduct checks of inspections made by certificants as needed as part of the complaints and disciplinary process.

I certify that the information contained in this application is true, complete, and correct to the best of my knowledge. I understand that submission of false or misleading information at any time may be cause for withdrawal or revocation of this application and/or certification without refund of any fees.

I agree that all claims made regarding my certification status must be in compliance with QEITF policies including the acceptable use policy and that I may use the certification only as authorized. I agree to refrain from making any statement regarding the certification that is inaccurate, misleading, or unauthorized.

I agree to return the certificate/wallet card promptly to QEITF and discontinue the use of the certification name and logo if my certification is suspended, terminated or withdrawn.

I understand that it is my responsibility to notify QEITF immediately of any change in mailing address, phone number, or email address that take effect at any point after the submission of this application.

Signature:/s/

Date:

#### **Section 4: Payment**

\$150.00 IUEC Member or Retiree in good standing

\$300.00 All Others.

Note: this fee is in addition to the normal Inspector recertification fee for application processing.

QEITF adheres to principles of fairness and due process and endorses the principles of equal opportunity. In administering its certification program, QEITF does not discriminate or deny opportunity to anyone on the grounds of race, gender, age, religion, national or ethnic origin, marital or familial status, veteran status, sexual orientation or disability or any other status protected by law.