

CEI Recertification Process

Contents

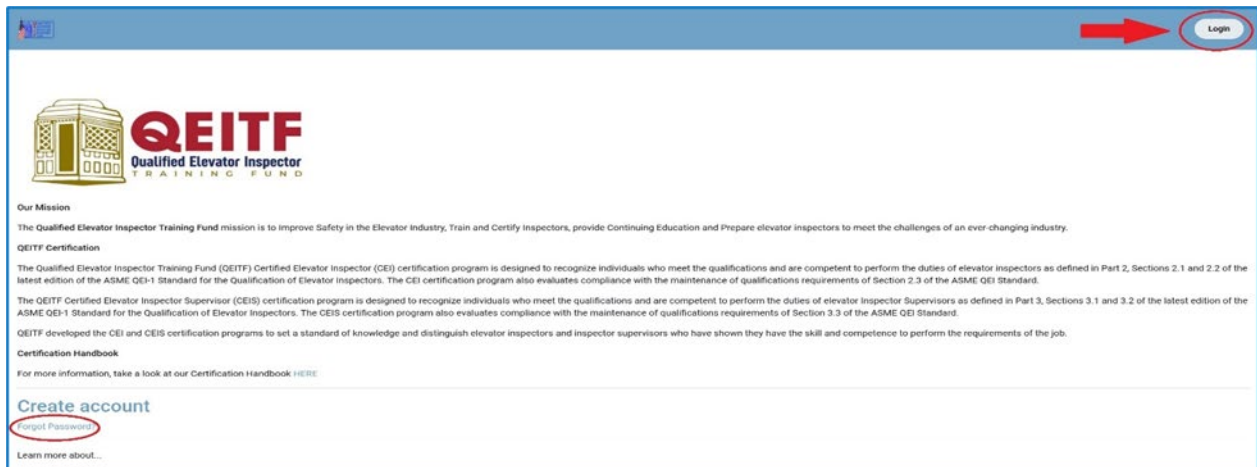
- Accessing the Certification Portal 2
- Requirements for QEI Recertification 3
- Completing the Renewal Application 4
 - Payment is made in Section 4. 6
- Completing the Maintenance of Qualifications Exam 7
 - If you pass your exam: 8
 - If you do NOT pass your exam: 8
 - Retaking the Maintenance of Qualification exam 8
- Completing Continuing Education 9
 - If you take your Continuing Education with QEITF 9
 - If you take your CE with a QEITF approved Continuing Education provider: 9
 - How to Submit Continuing Education for Review 9
- More Information 13

Accessing the Certification Portal

Access through <https://inspectors.qeif.org/>

The “login” button is in the upper right-hand corner.

Sign in with the username (your email) and password (as you set up).



If you have forgotten your password, click the reset link at the bottom of the screen.

Do not create an account. If you are still having issues with your login, please call the office.

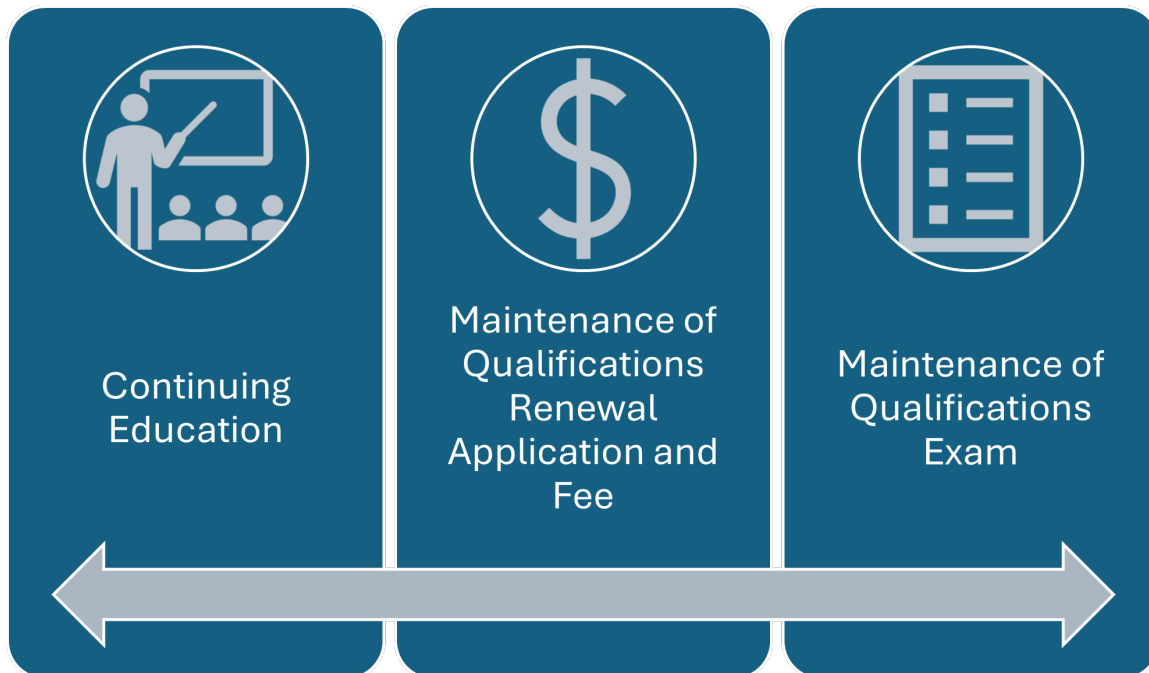
You can access your account whenever you like.

You will have visibility to:

- the status of your renewal.
- the amount of Continuing Education Units that we have received.
- dates and results of Maintenance of Qualifications exams.

Requirements for QEI Recertification

There are three requirements for recertification.
All three requirements must be met before your QEI
Certification can be renewed.

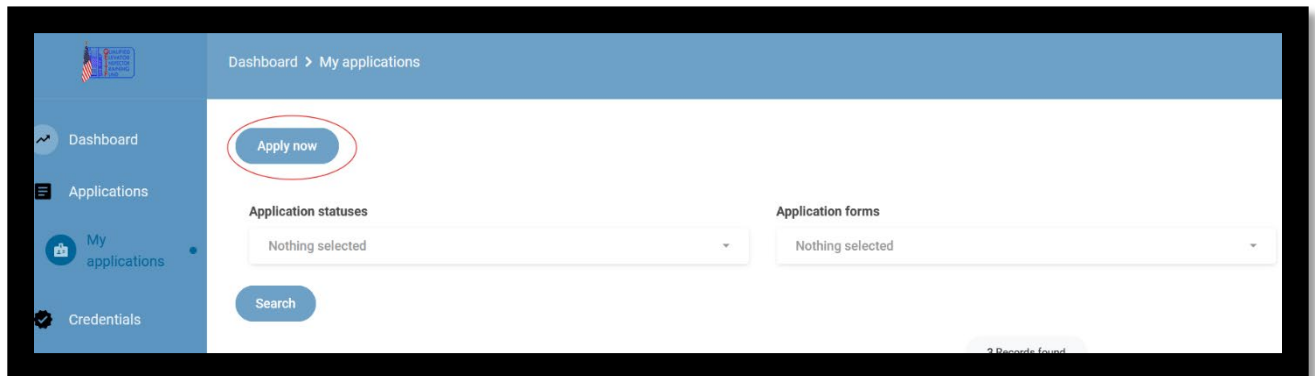


Completing the Renewal Application

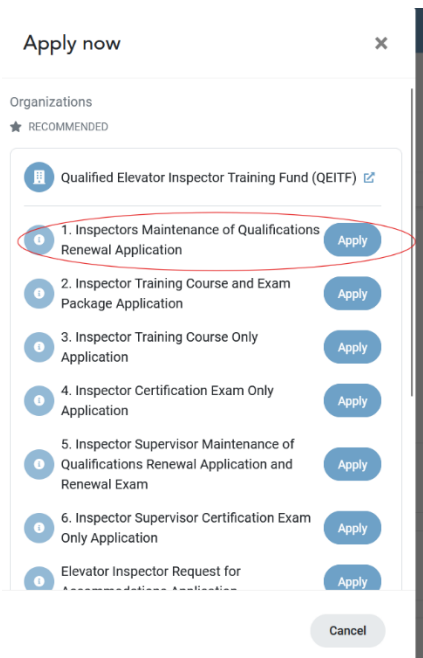
Log in via <https://inspectors.qeif.org>

From the left side menu, go to Applications> My Applications.

Click the “Apply Now” button at the top of the screen.



A drop-down list will open. Choose the “Apply button” to the right of “**1. Inspectors Maintenance of Qualifications Renewal Application**”



Click on it to open it.

Instructions

PREVIEW MODE

You must complete this application BEFORE taking your Maintenance of Qualification Exam

Complete this form in its entirety and then click the purple "Submit" button

*Note: All required fields are indicated by a red dot: •
Complete all information requested on the application. Incomplete applications may not be processed. Please note that you must submit all CEs through the Elevator Inspector CEU Request application form. Your required CEUs must be approved before your certification is renewed.

Applicants are advised to retain a copy of their application and any submitted documents. To save a copy of your application click the printer icon and save or print the PDF file BEFORE clicking the "Submit" button.

After your application is reviewed you will be notified via email if your application has been approved or if additional information is required.

QEITF adheres to principles of fairness and due process, and endorses the principles of equal opportunity. In administrating 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.

← →

Use the arrows at the bottom of the page to navigate to the next/previous section.

Required information is marked with a red dot. Complete all required fields in each section.

Dashboard > My application

Address line 1 Address line 2 City ID* - Select - Zip

Home/Cell Phone*

Current QEI Certification Number*

Expiration Date*

Has your certification ever been suspended or revoked?*

Yes No

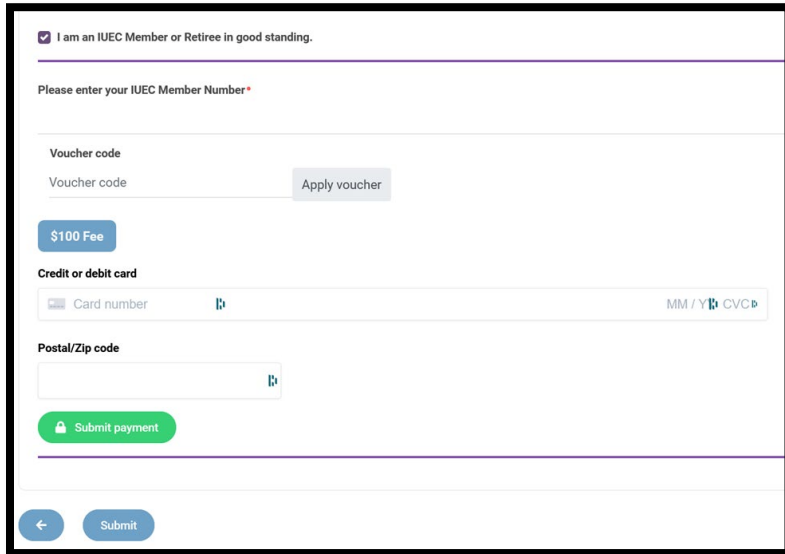
If yes, please explain

← →

Payment is made in Section 4.

Complete the steps listed below, in order, to complete payment and finalize your application submission

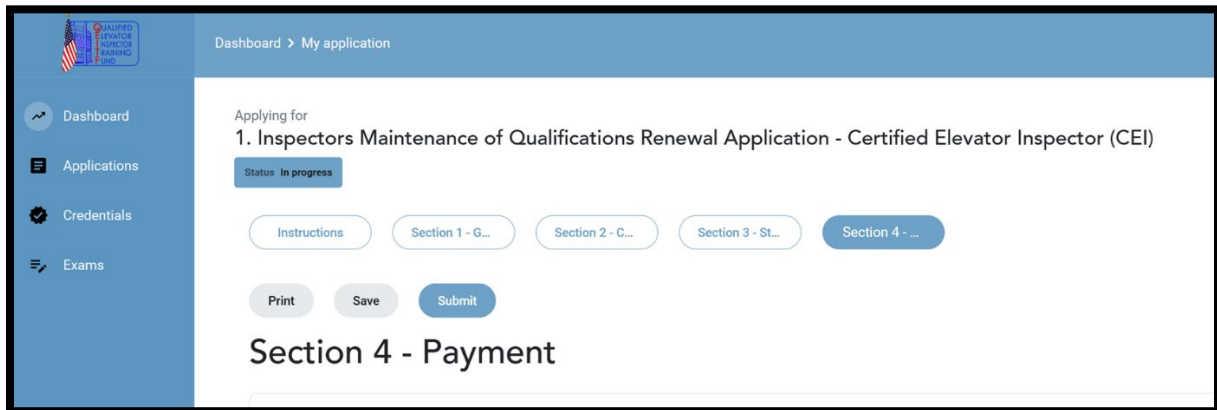
1. Indicate your IUEC Membership status
2. Add your card details
3. Click "Submit payment"



The screenshot shows a payment form with the following elements:

- A checked checkbox: "I am an IUEC Member or Retiree in good standing."
- A text input field: "Please enter your IUEC Member Number*"
- A "Voucher code" section with a text input field and an "Apply voucher" button.
- A "\$100 Fee" button.
- A "Credit or debit card" section with a card number input field, a "MM / Y" dropdown, and a "CVC" dropdown.
- A "Postal/Zip code" section with a text input field.
- A green "Submit payment" button.
- A navigation bar at the bottom with a back arrow and a "Submit" button.

Click the **"Submit"** button to submit your application for review



The screenshot shows a dashboard with the following elements:

- Header: "Dashboard > My application"
- Left sidebar: "Dashboard", "Applications", "Credentials", "Exams"
- Main content area: "Applying for 1. Inspectors Maintenance of Qualifications Renewal Application - Certified Elevator Inspector (CEI)"
- Status: "Status In progress"
- Progress indicators: "Instructions", "Section 1 - G...", "Section 2 - C...", "Section 3 - St...", "Section 4 - ..." (highlighted in blue)
- Buttons: "Print", "Save", "Submit" (highlighted in blue)
- Section title: "Section 4 - Payment"

You will be notified via email when QEITF receives your application, and again when QEITF has completed the review of your application.

It will be sent to the email address associated with the portal account.

Completing the Maintenance of Qualifications Exam

From the menu on the left side of the screen, go to the Exam > My Exams area.

Start the exam by clicking the **“Start Exam”** button.

You will not be able to access the Maintenance of Qualifications exam until your renewal application has been approved. Please see page 4 for instructions on completing the Maintenance of Qualifications Renewal Application.

You are not required to complete the Maintenance of Qualification exam all at once. You can click the **“Navigation”** icon in the upper right-hand corner of the screen and then click **“Save exam and return later”** at any point.

CEI Maintenance of Qualification 1 / 20

Navigation

Flag for review

You are inspecting the electrical equipment and wiring of a new electric elevator hoistway in a jurisdiction that is enforcing the NFPA 72. You discover the installation has a means for testing and maintaining fire alarm initiating devices without having to enter the hoistway.

Violation (Pass/Fail)	Codebook	Requirement
Select	Select	

Save and go to next question Save and go to next unseen question Clear your current answer Skip this question

Your response to a question is saved immediately after you click any button other than **“Skip this question”**.

You can return to your exam at any time by going to the **Exams > My Exams** area and clicking the **“Return to exam”** button



If you pass your exam:

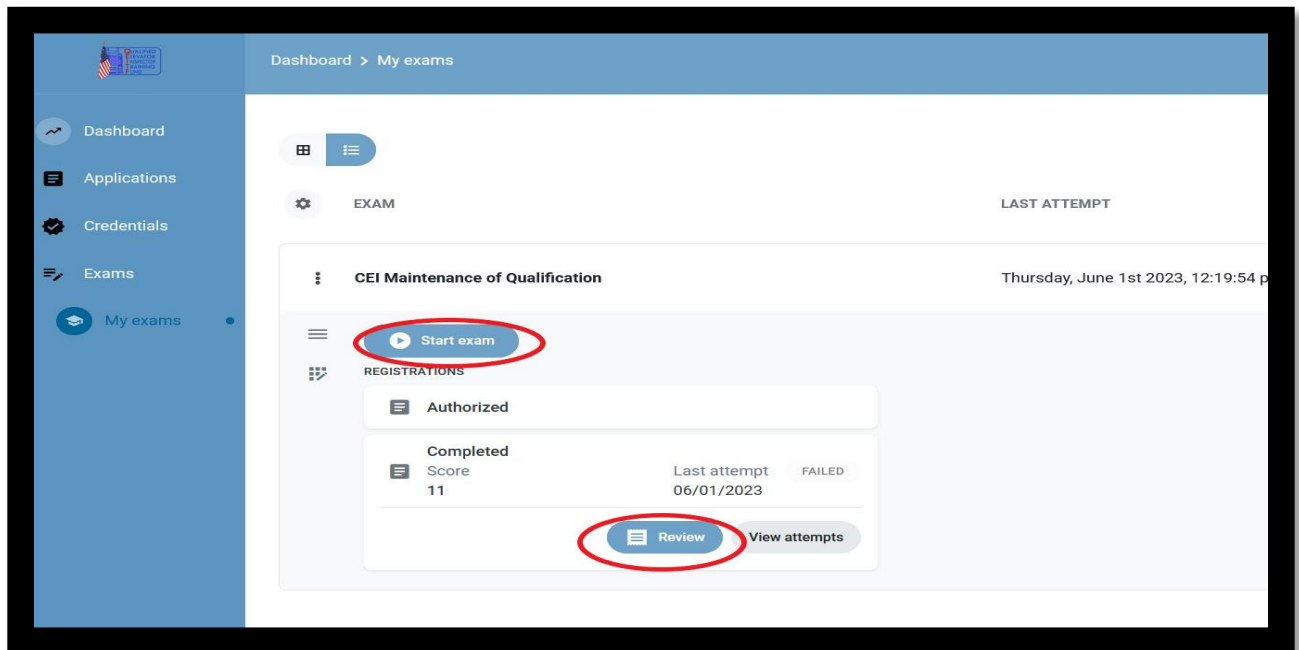
You will be notified via email that you have passed your exam.

If you do NOT pass your exam:

Retaking the Maintenance of Qualification exam

A CEI who fails the Maintenance of Qualification exam should call or email the office and ask to have their exam reset. After your exam is reset, you can review the questions answered incorrectly on the first exam.

Go to Exam > My exams on menu at the left. After you have reviewed your completed exam, choose "Start Exam" button next to the new exam registration to begin the exam again.



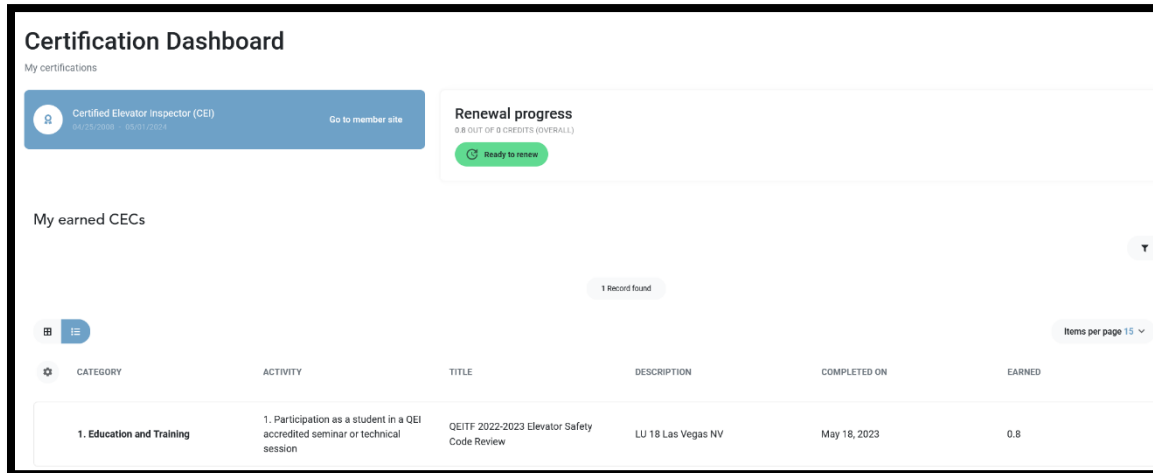
If you need further assistance, please send an email or call the office.

Completing Continuing Education

If you take your Continuing Education with QEITF

If you take your CE with QEITF, we will apply the credits earned toward your recertification upon completion of the class. **Please allow up to three workdays for the posting of the CEUs.**

From the left side menu, go to Certifications > My Certifications to see if your continuing education has been applied.



You can upload your continuing education certificates directly into your account.

Follow the instructions below for “How to submit Continuing Education for Review.” You can check the status of any submitted CEUs within your recertification portal account at any time.

If you take your CE with a QEITF approved Continuing Education provider:

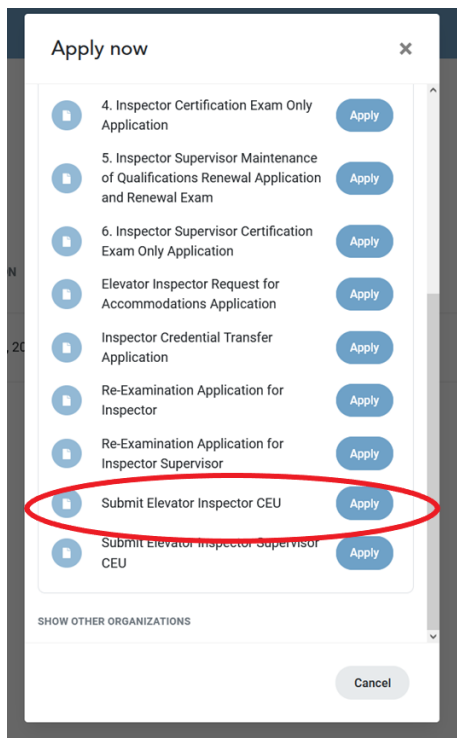
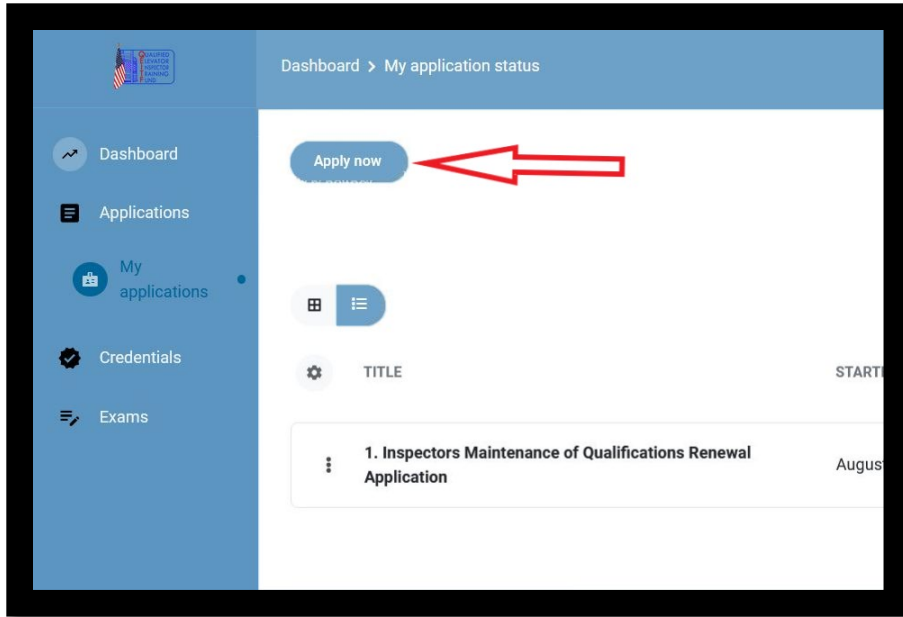
Please make sure the Continuing Education provider is approved by the QEITF before taking the course.

If you take your CE with someone other than QEITF, please upload your certificate (or proof of attendance) according to the following directions.

You can check the status of any submitted CEUs within your recertification portal account at any time.

How to Submit Continuing Education for Review

1. Applications > My Applications
2. Click on the “**Apply Now**” button
3. Scroll down until you see the “**Submit Elevator Inspector CEU**”



After clicking the button, you will be directed to a **“Submit Elevator Inspector CEU - Continuing education for Certified Elevator Inspector (CEI)”** application.

- Start date of Activity: The day you took the continuing education.
- Select **“I want to enter the details of the activity”**
- From **“Category”** select **“Education and Training” ***

From **“Activity”** select option **1. Participation as a student in a QEI accredited seminar or technical session.**

- For **Name**: enter the name of the approved organization that held the CE, along with the name of the course. (For example, NAESA is often **“Code Update Seminar”**)
- For **Completion Date of Activity**: if you took a multi-day course, choose the date of the last day. If it was just one day, select the same date as the start date.
- For **Activity units**, enter the number of CEUs on the certificate or proof of attendance.
- Under **“Documentation”**, select the **“Choose files”** button. Then upload a .pdf or .jpg of your certificate or proof of attendance.

Documentation is required. If you have taken an approved Continuing Education course and do not have documentation, please contact the course provider. If they can’t help, please contact QEITF.

Finally, click the **“Submit”** button to send the request to the QEITF for review.

Applying for
Submit Elevator Inspector CEU - Continuing education for Certified Elevator Inspector (CEI)

Status: In progress

Print Save Submit

Continuing Education Activity

Request for Continuing Education Units

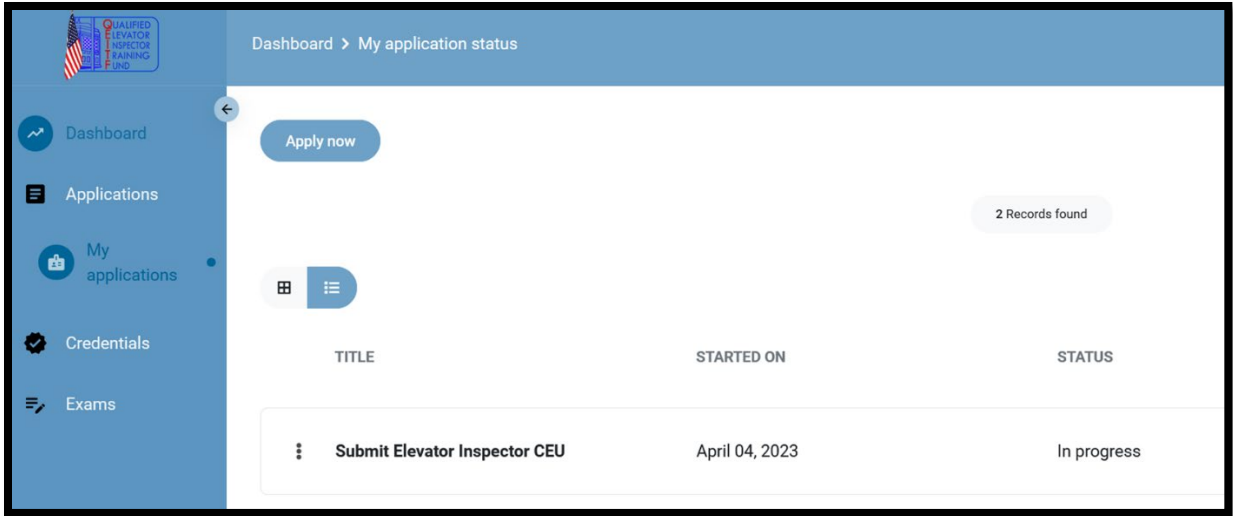
CE Activity Form

Renewal progress
0 OUT OF 0.8 CREDITS (OVERALL) 04/30/2023
EXPIRES SOON • NO PROGRESS

Start date of activity
Enter a start date

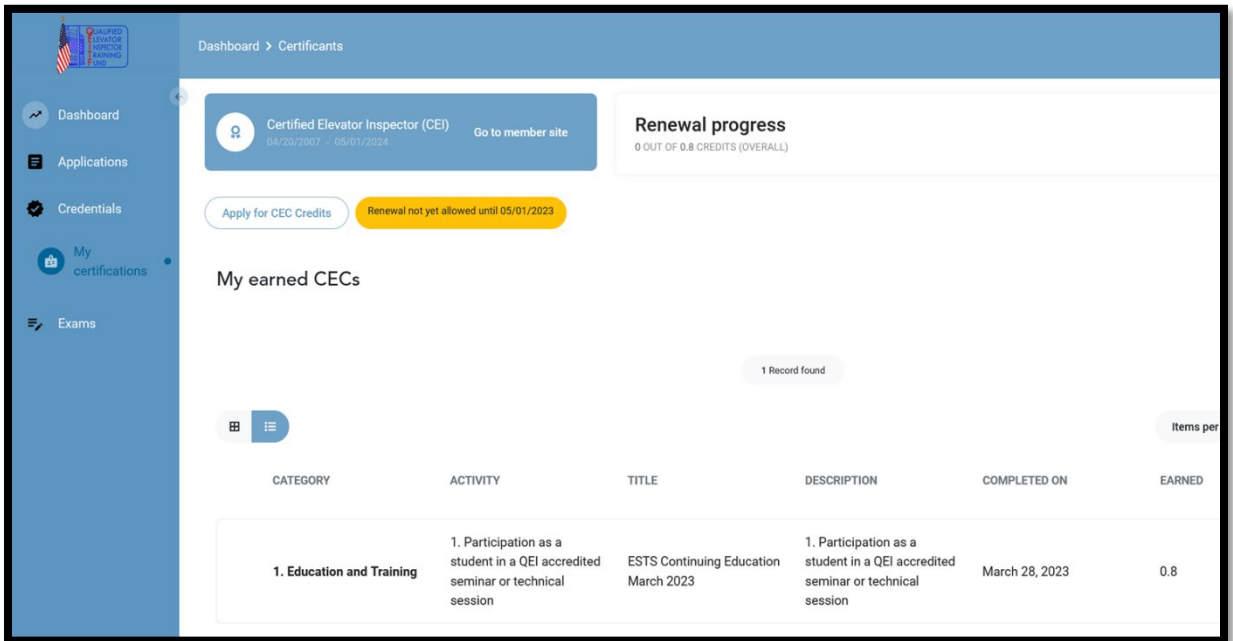
Submit

The application will automatically save every 5 minutes if any data within it has changed. You can access an in-progress CEU request from the Applications > My Applications menu and clicking on it.



You will be notified via email of all CEU approvals or rejections after the review has been completed by the QEITF.

Approved CEU requests will display within the **“My Earned CECs”** area of the **“My Certifications”** page.



**If you are submitting something other than an approved Continuing Education course for your CEU requirement, please contact the office for guidance.*

More Information

As always, if you have any questions or need any further information the office staff will be available to help, or email contact@qeitf.org.

You can also use the “help” button on the portal. Thank you for your patience and your continued support of QEITF.

