

Administrative Policy

Field Services & Public Safety, Elevator Program

Number: 07-16-104A

Subject: Renewal Extension for Temporary Elevator Mechanic License (Category 09)

Issued: January 1, 2015

Reference: RCW [70.87.250](#)
WACs [296-96-700](#), [00906](#), [00910](#), [00912](#), [00914](#), [00922](#)
Policy # [07-16-104](#)

Updated: October 1, 2016

Purpose and Description

The purpose is to allow the renewal of temporary elevator mechanic licenses ([category 09](#)) to extend beyond two consecutive months and no more than six licenses issued in a twelve month period up to eighteen consecutive months and no more than eighteen licenses issued in an eighteen month period, due to an abnormally high rate of construction. An extension to the limitations of renewal for temporary elevator mechanic licenses ([category 09](#)) may be extended at the discretion of the department per [WAC 296-96-00912\(3\)](#).

This renewal extension that became effective on January 1, 2015, and expired on July 1, 2016, has been extended for an additional three months and shall remain in effect from October 1, 2016, to December 31, 2016, or until rescinded, modified or is withdrawn by the Director or his or her designee.

WAC 296-96-00912(3)

Temporary elevator mechanics ([category 9](#)). The renewal is limited to two consecutive months and further limited by no greater than six permits issued in a twelve-month period. The limitation may be extended at the discretion of the department. Examples include, but are not limited to, abnormally high rate of construction, natural disaster or work stoppage.

- (a) The renewal period is thirty days from the date of issuance.
- (b) As part of the renewal process you must:
 - (i) Complete and submit a department-approved application.
 - (ii) Pay the fees specified in [WAC 296-96-00922](#).
 - (iii) Have seventy-five percent of both education and training hours to obtain a license (see education policy # [07-16-104](#)).

Policy

Individual qualifications for an extension of renewal for a temporary elevator mechanic license ([category 09](#)) up to eighteen consecutive months:

1. Meet the renewal process requirements per [WAC 296-96-00912\(3\)](#):
 - a. Renew every 30 days from the date of issuance for each temporary license per [WAC 296-96-00910\(9\)](#);

- b. Complete and submit an application approved by the department within 15 days prior to the license expiration date;
 - c. Pay the fees specified in [WAC 296-96-00922](#) for each temporary license; and
 - d. Achieve 75% or more of both documented work experience and educational training within the licensing category selected (see educational policy # [07-16-104](#)).
2. Meet the continuing education requirements per [WAC 296-96-00914](#), by completing eight hours of instruction each year.
 3. The primary point of contact for the elevator company provides acceptable proof ([WAC 296-96-00700](#)) to the department the individual applying for renewal beyond two consecutive months and/or in excess of six licenses in a twelve-month period has a minimum of 75% of the education and work experience to obtain a license (see policy # [07-16-104](#)).
 4. The elevator company provides acceptable proof ([WAC 296-96-00700](#)) to the department for each temporary licensing application a need for an extension and increase in workload and that all efforts were made to obtain a fully qualified licensed elevator mechanic(s), until all options were exhausted.
 5. The elevator company has a pass rate history of 70% or above on acceptance inspections for new equipment at the time of each renewal application.
 6. Individuals performing final adjustments or acceptance testing must be under the direct supervision of a person(s) who has in their possession a permanent elevator mechanic license.
 7. The primary point of contact for the elevator company or applicant submits an original signed copy of this policy to the department with each application.

An extension for a temporary elevator mechanic license ([category 9](#)) may be denied for applicants owing outstanding final judgments to the department per [WAC 296-96-00912](#) or applicants failing to meet the qualifications criteria.

Signature

Date

I have read this policy and agree to accept the criteria as outlined above.