



# 2010 Candidate Information Bulletin State of Hawaii

## Elevator Mechanic Licensing Examinations

The State of Hawaii Elevator Mechanics Licensing Board (the Board) has contracted with Prometric Inc., to conduct its examination program.

### At a glance

This bulletin is your guide to the process of taking a Hawaii elevator mechanic licensing exam. The steps below summarize the process. For information about a step, go to the page listed.



#### To obtain your license

- 1** Obtain an application from the Board. Mail your completed application and fee to the Board at the address below.  
Once the Board approves your application, you will be sent an exam registration form.
- 2** Submit your exam registration form and the (\$70) exam fee to Prometric by the deadline date.  
In return, you will receive an admission letter and exam appointment—Page 3.
- 3** Prepare for your exam, using this bulletin and other materials—Page 4.
- 4** Present your admission letter and required identification; then take the exam—Page 3.



#### To get answers not provided in this bulletin

##### For questions about exams:



Prometric  
354 Uluniu Street, Suite 308  
Kailua, HI 96734  
Phone: 808.261.8182  
[www.prometric.com/hawaii](http://www.prometric.com/hawaii)

##### For questions about eligibility requirements and licensing:

State of Hawaii  
Department of Commerce and Consumer Affairs  
Elevator Mechanics Licensing Board  
King Kalakaua Building  
335 Merchant Street, Room 301  
Honolulu, HI 96813  
Phone: 808.586.3000  
[www.hawaii.gov/dcca/areas/pvl](http://www.hawaii.gov/dcca/areas/pvl)

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#### Key

-  Overview information
-  Important note

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### ***Submitting your license application***

Eligibility to sit for a license qualification exam is determined by the Board based on Chapter 448H, HRS; and Rules, Chapter 16-81, HAR.

You can obtain an application form and detailed information about eligibility requirements from the Board or online at [www.hawaii.gov/dcca/areas/pvl](http://www.hawaii.gov/dcca/areas/pvl). Send the completed application and the application fee to the Board. When your application is approved, the Board will send you an exam registration form.

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### ***Registering for exams***

Once you receive approval from the Board, you should:

- 1** Complete the exam registration form.  
When completing the registration form, you must provide your contact information, Social Security number, exam scheduling preferences and payment. Prometric will treat your Social Security number as **confidential**. It will be used only as an identification number in maintaining your record and reporting your score to the Board.
- 2** Mail the registration form **and** exam fee (\$70) to Prometric at the address shown on the form.  
Payment can be made by Visa or MasterCard, check, or money order.  
**Once you pay the exam fees, you may not reschedule your exam or receive a refund.**



**Note** Prometric **must** receive your registration form and fee **on or before** the deadline date. If you have problems meeting the deadline date, call Prometric immediately at 808.261.8182.

**Exam dates and registration cutoff dates.** Exams are offered on specific dates each month at several locations. An exam schedule with testing locations, exam dates and registration deadline dates will be sent with your approval information and is available for viewing online at [www.prometric.com/hawaii](http://www.prometric.com/hawaii).

If you are unable to take the exam on the scheduled test date because of religious restrictions, submit a letter of explanation with your exam registration form.

**Walk-in testing at the Oahu location.** Walk-in testing is available under certain circumstances. If you have been approved for an exam by the Board, you may take the exam by appointment on a date other than the scheduled test dates offered. For an appointment, call the Prometric office. A "walk-in" fee of \$50 is added to the basic exam fee. All other conditions in this bulletin apply.

### **Special consideration**

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 808.261.8182 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

**ESL note.** If English is your second language, please note that a language barrier is not considered a disability.

### Admission letters

If your registration form, approval letter and payment are received by the registration deadline, Prometric will send you an admission letter. This letter provides information regarding the specific date, time and location of your exam. You **must** present this letter at the testing center or you will not be allowed to test.

You should receive your admission letter approximately 10 days before the exam. If you lose your admission letter or have not received it three days before the exam, call Prometric immediately at 808.261.8182.

Be sure to notify Prometric and the Board of any change of address.



**Important** If you do not appear for your exam on the date and at the time shown on your admission letter, you forfeit all fees. A candidate arriving after an exam has started will **not** be admitted.

### What to bring on exam day

Bring all the following items with you to your exam appointment:

- Your admission letter from Prometric.
- Photo identification (current driver’s license is acceptable).
- Two sharpened No. 2 pencils.



**Important** Failure to provide appropriate identification and your admission letter at the time of the exam is considered a missed appointment. If you miss an appointment or arrive late, you forfeit your fees.

### Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

#### References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

#### Personal items

We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

#### Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

#### Visitors

- No guests, visitors or family members are allowed in the testing area.

## YOUR EXAM RESULTS

### Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

### Weapons

- Weapons are not allowed at the testing center.



**Important** Before an exam begins, the test center administrator will inspect all briefcases, purses, and so on to ensure that candidates are not in violation of any of these rules. The administrator will collect any materials that violate the rules.

**Copyrighted questions.** All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

**If questions arise.** Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

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### Your exam results

A score report will be mailed to you approximately 10 business days after your exam date. To ensure confidentiality, scores will **not** be disclosed over the phone.

**Passing score.** A score of 70 percent or above is required to pass your exam. You will receive licensing information with the score report.

**Retake information.** If you do not pass the exam, a retake application will be included with the score report.

**Certificate of achievement.** Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"×11" certificate of achievement. This certificate is suitable for framing and contains your name and the name of the exam you successfully completed in a calligraphy typeface. All passing candidates receive an order form. The cost is \$15.

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### Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address.

Mail your appeal letter to:

**Prometric**  
**ATTN: Appeals Committee**  
 1260 Energy Lane  
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. Faxed appeals are not accepted because an original signature is required.

***Exam content outline***

Following is the content outline for the elevator mechanics licensing exam. The outline indicates the total questions on the exam and the maximum time allowed. It also lists all topics covered in the exam and the approximate percentage of questions asked about each topic.

A passing score of at least 70 percent is required for licensure. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

**Exam references.** The outline lists all references that were used to develop the exam. **Some information found in the references does not apply to the exam.**

**Elevator Mechanic Exam**  
**Closed Book, 50 questions, 2-1/2 hours**

**Scope** – “Elevator mechanic” means any person who engages in the construction, reconstruction, alteration, maintenance, mechanical, or electrical work or adjustments of any elevator, dumbwaiter, stage lift, mechanized parking garage elevator, escalator, moving walk or ramp, manlift including any construction, reconstruction, alteration, or adjustment of the structure or facility of which the same may be a part or to which the same may be attached, necessary for proper completion of the work on the elevator, dumbwaiter, stage lift, mechanized parking garage elevator, escalator, moving walk or ramp, or manlift.

Subject	Percentage
Electricity and Electronics	20
Hydraulic Systems and Equipment	10
Controls and Safety Devices	14
Elevator Maintenance and Installation	20
Escalators and Moving Walks	10
Testing and Inspections	8
Codes (ASME, NEC, ANSI)	8
Safety	10

**The following references have been used to create the exam but are not allowed in the test center**

- NFPA 70 National Electrical Code*, 2002 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- ASME A17.1 Safety Code for Elevators and Escalators*, 2004 Edition, American Society of Mechanical Engineers (ASME), 22 Law Drive, P.O. Box 2350, Fairfield, NJ 07007-2350, www.asme.org.
- ASME A17.2-2001-2002: Guide for Inspection of Elevators, Escalators and Moving Walks*, 2001-2002 Edition, American Society of Mechanical Engineers (ASME), 22 Law Drive, P.O. Box 2350, Fairfield, NJ 07007-2350, www.asme.org.
- ASME A17.3 Safety Code for Existing Elevators and Escalators*, 2002 Edition, American Society of Mechanical Engineers (ASME), 22 Law Drive, P.O. Box 2350, Fairfield, NJ 07007-2350, www.asme.org.
- Mike Holt’s Illustrated Guide to Basic Electrical Theory*, Second Edition, 2004, Mike Holt Enterprises, Inc., 7310 West McNab Road, Suite 201, Tamarac, FL 33321, www.NECcode.com.
- Code of Federal Regulations, Title 29, Part 1926 (OSHA)*, July 1, 2004, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954, www.access.gpo.gov.

OR

*OSHA Excerpts for Contractors*, Fifth Edition, 2004, Prometric, 1260 Energy Lane, St. Paul, MN 55108.