



# Candidate Information Bulletin City of New York

## Private Agency Elevator Director/Inspector License Examinations

### At a glance

The New York City Department of Buildings (Department) determines eligibility to take license qualification exams. The Department has contracted with Prometric Inc. (Prometric) to proctor its examination program.

This bulletin is your guide to the process of obtaining a City of New York **Private Agency Elevator Director License** or a **Private Agency Elevator Inspector License**. The steps below summarize the process.



### To obtain your license

- 1 Submit your Examination Application form and \$350 exam fee to the Department.  
An application form is available at [www.prometric.com/newyork/nyother](http://www.prometric.com/newyork/nyother) or [www.nyc.gov/html/dob/downloads/pdf/lic41.pdf](http://www.nyc.gov/html/dob/downloads/pdf/lic41.pdf).
- 2 Once your application is accepted, you will receive an approval letter from Prometric. You must then schedule an appointment with Prometric to take your exam—Page 3.
- 3 Prepare for your exam. Be sure to review the exam content outlines—Page 7.
- 4 Present the required identification and take the exam—Page 5.
- 5 If you pass your exam, you will be required to submit a **background investigation questionnaire** and all supporting documentation to the Department. If you pass your background investigation, you will be notified by the Department of Buildings Licensing Unit about how to apply for your license.



### To get answers not provided in this bulletin

#### For questions about exams:

Prometric  
1260 Energy Lane, St. Paul, MN 55108  
Phone: 800.343.6001  
Fax: 800.347.9242  
[www.prometric.com/newyork](http://www.prometric.com/newyork)

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

City of New York, Department of Buildings,  
Licensing Unit – Exams,  
280 Broadway – Sixth Floor  
New York, NY, 10007

<b>At a glance</b> .....	1
<b>Pre-licensure requirements</b> .....	2
<b>Submitting your exam application</b> ....	2
<b>Exam Fees</b> .....	2
<b>Scheduling an exam</b> .....	3
Special consideration .....	3
Rescheduling an exam appointment .....	4
<b>Test center locations</b> .....	4
<b>Taking your exam</b> .....	5
<b>Testing regulations</b> .....	5
<b>Your exam results</b> .....	6
Appeals process .....	7
<b>Exam content outlines</b> .....	7
Private Agency Elevator Director exam....	8
Private Agency Elevator Inspector exam .	9

#### Key

- Overview information
- Important note

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## *Pre-licensure requirements*

Licensure applicants must meet the following requirements:

### **Private Agency Elevator Director**

- Have a minimum of 10 years of satisfactory experience within the 15 years immediately prior to the date of application for the exam, **or** a minimum of five years' experience within the seven years immediately preceding the date of application for the exam, **if** you are a New York State licensed Professional Engineer or Registered Architect, in the supervision of the assembly, installation, maintenance, repair, design, or inspection of elevators; **and**
- Demonstrate to the Commissioner's satisfaction, including passing any written or oral examination covering the construction and maintenance of elevators, escalators and related equipment within the provisions of the NYC Construction Codes, including BC Chapters 11, 30, 33 and Appendix K and the administrative chapters under Title 28 of the Administrative Code **and**
- Demonstrate to the Commissioner's satisfaction that the applicant is of good moral character so as not to adversely affect his or her fitness to conduct elevator inspections.



**Note** Each agency director shall supervise the operations of only one private elevator inspection agency.

### **Private Agency Elevator Inspector**

- Have a minimum of five years of satisfactory experience, within the seven years immediately preceding the date of application for the exam, in the assembly, installation, repair, design, or inspection of elevators, or as an elevator mechanic; **and**
- Pass any written or oral tests the Commissioner may require covering the construction and maintenance of elevators, escalators, and related equipment within the provisions of the NYC Construction Codes, including BC Chapters 11, 30, 33 and Appendix K and the administrative chapters under Title 28 of the Administrative Code **and**
- Demonstrate to the Commissioner's satisfaction that the applicant is of good moral character so as not to adversely affect his or her fitness to conduct elevator inspections.

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## *Submitting your exam application*

Before you can schedule an exam, you must complete an Examination Application and submit it, along with the application fee, to the Department. Application forms are available at [www.prometric.com/newyork/nyother](http://www.prometric.com/newyork/nyother) or [www.nyc.gov/html/dob/downloads/pdf/lic41.pdf](http://www.nyc.gov/html/dob/downloads/pdf/lic41.pdf).

The application must be printed or typed. Incomplete applications or an application without the exam fee will be returned. Any false statement on your application will result in your disqualification to take the exam.

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## *Exam Fees*

The fee for each of the exams is \$350. This fee does not include the fee for the issuance of a license after passing the exam.

The fee must be paid by **money order only** and payable to the New York City Department of Buildings. Checks and cash will not be accepted. You must include your Social Security number on the front of the money order.

Retain a copy of the money order receipt as proof of filing. **The fee is nonrefundable.**

## *Scheduling an exam*

Once you receive approval to take the exam, you must schedule an appointment to take your exam. Your exam will be given by computer at a Prometric testing center. A list of testing centers in New York City is located on Page 3.



**Important** You have one year from your exam approval date to pass the exam and begin the background investigation process. After one year, you will need to reapply and pay another \$350 exam fee.

**Holidays.** Testing generally does not occur on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day and the day before
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day and the day after

Additional state holidays may be observed in the state where you schedule your exam appointment.



### *To schedule an exam online*

- 1 Access [www.prometric.com/newyork](http://www.prometric.com/newyork).
- 2 Under New York City Department of Buildings License Exams, click **Private Agency Elevator Director/Inspector**.
- 3 Click on **Schedule, Reschedule, Cancel or Confirm an Exam** and follow the prompts.
- 4 **Schedule** your exam appointment.



### *To schedule an exam by phone*

You may schedule your exam by calling 800.343.6001 between 8 a.m. and 9 p.m. (Eastern time), Monday through Friday. Please have your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

Schedule your exam early to get your preferred site and time.

## **Special consideration**

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 800.343.6001 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act 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.

### Rescheduling an exam appointment

To avoid an additional fee, you must contact Prometric at least **three full business days** (does not include weekends and holidays) before the day of your originally scheduled appointment.

Rescheduling fees will apply as follows:

- **No fee** if you reschedule on the fourth business day or sooner prior to your appointment date.
- **\$40 fee** if you reschedule **one to three business days** before your appointment date.
- **Another full examination fee** if you do not take your exam on the scheduled date.

#### If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, your entire examination fee will be forfeited. You must then reapply to the Department and pay **another full exam fee** before you can schedule a new appointment.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

#### Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you must reapply to the Department and pay **another full exam fee** before you can schedule a new appointment.

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### *Test center locations*

Prometric test center locations that may be convenient for New York City candidates are listed below. A list of testing centers in other locations is available online at [www.prometric.com/newyork](http://www.prometric.com/newyork). Test center locations are subject to change.

Test Sites	Address
<b>Brooklyn</b> 718.722.1434	111 Livingston Street, 11th Floor Brooklyn, NY 11201
<b>Manhattan</b> 212.760.1137 - Suite 1540 212.631.0020 - Suite 1728	1 Penn Plaza, Suites 1540 and 1728 New York, NY 10019
<b>Manhattan</b> 646.487.6320	675 Third Avenue, Second Floor New York, NY 10017
<b>Queens</b> 718.275.3409	95-25 Queens Boulevard, 11th Floor Queens, NY 11374

## Taking your exam

Your exam will be given by computer at a Prometric testing center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

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.

**Arrival.** You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification.

**Identification required.** You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, military identification card or passport).
- Contain **both** a current photo (or a physical description) and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



**Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

## 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

- Only approved references are allowed during the exam. Photocopies of reference materials may **not** be used. No handwritten or additional notes (letters, words, diagrams, etc.) are allowed in reference books. Any reference material that has been written in during the exam will be confiscated. Highlighting and permanent tabbing added before your arrival at the test center is acceptable. Post-it® notes are not considered permanent tabbing and will not be allowed.
- Reference materials will be checked at the examination site before and after the exams.
- Sharing reference materials is not allowed.
- No other 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.
- 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, sharing supplies, 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.

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## *Your exam results*

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report indicates your overall score and grade, including the numerical percentage of questions answered correctly and whether you passed or failed.

The New York City Department of Buildings has established the recommended passing score for the New York Elevator examinations by determining the minimum knowledge needed to be licensed. A score of 70 percent or above is required to pass each exam.

**Release of score information.** Exam scores are released only with the candidate's written consent. The exam registration form constitutes written authorization for Prometric to release exam scores to the Department.

**Passing score.** After passing the exam, you are required to submit a Background Investigation Questionnaire that can be found at [www.nyc.gov/html/dob/downloads/pdf/licensee.pdf](http://www.nyc.gov/html/dob/downloads/pdf/licensee.pdf). The questionnaire must be submitted to the Buildings Special Investigations Unit, Attn: Backgrounds, located at 83 Maiden Lane, Fourth Floor, New York, NY, 10038, along with all required documents (including a copy of your driver's license, Social Security card, Social Security History of Earnings, notarized employment letters and passing examination report).

When you have successfully passed both the examination and background investigation, you will be notified by the Department of Buildings Licensing Unit about how to file an application for your license.

**Retake information.** If you fail the exam, your score report will also contain your numerical score and a Strength and Weakness Report. You can use the Strength and Weakness Report to help you prepare to retake the exam.

You must wait 14 days before retaking a failed exam. You may retake the same exam up to three times within a six-month period. Each time you wish to take the exam, you must reapply through the Department and pay the full exam fee.

### 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.

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### *Exam content outlines*

Both exams are open-book. They consist of multiple-choice questions, with all questions weighted equally. You will have three hours to complete each exam. A score of 70 percent or above is required to pass each exam.

The outlines list all topics covered in the exam and the percentage of questions asked about each topic.

**Exam references.** The outline list the references that were used to develop the exams. You may use these references during the exams (be sure to bring the correct edition).



**Note** ASME reference materials are available for purchase from Billy Hughes, IHS Global Engineering Documents, 15 Inverness Way East, Englewood, CO 80112; phone: 303.397.2230, fax: 303.397.2740, www.global.ihs.com.

## Private Agency Elevator Director exam

**Open Book, 60 questions, 3 hours**

**Scope** – Private Agency Elevator Director is authorized as the responsible representative of an entity that carries on business as an independent contractor to witness tests and inspect elevators, escalators and related equipment. Those who pass the exam are qualified to supervise the operations of a private inspection agency as well as to inspect and test the operation of elevators, dumbwaiters, escalators, moving walkways, wheelchair lifts, and other special hoisting and conveying equipment.

Subject Area	Percentage
General Knowledge	14
New York City Regulations	14
Electric Elevators	18
Hydraulic Elevator	10
Elevators with other Driving Machines	5
Escalators and Moving Walks	16
General Requirements	9
Inspections	10
Accessibility	4

### References for the Private Agency Elevator Director exam

The following reference materials may be used during the exam.

1. *ANSI A117.1 – Accessible and Usable Buildings and Facilities*, 2003 Edition, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
2. *ANSI/ASSE A10.4 – 2004: Safety Requirements for Personnel Hoists and Employee Elevators for Construction and Demolition Operations*, 2004, American Society of Safety Engineers (ASSE), 1800 East Oakton Street, Des Plaines, IL 60018, [www.asse.org](http://www.asse.org).
3. *ASME A17.1 – Safety Code for Elevators and Escalators* (with Addenda through 2003), 2000-2003, American Society of Mechanical Engineers (ASME), 22 Law Drive, Fairfield, NJ 07007-2350, [www.asme.org](http://www.asme.org).
4. *ASME A18.1 – 1999: Safety Standard for Platform Lifts and Stairway Chairlifts* (with Addenda through 2001), 1999-2001, American Society of Mechanical Engineers (ASME), 22 Law Drive, Fairfield, NJ 07007-2350, [www.asme.org](http://www.asme.org).
5. *ASME B20.1 – 2003: Safety Standard for Conveyors and Related Equipment*, 2003, American Society of Mechanical Engineers (ASME), 22 Law Drive, Fairfield, NJ 07007-2350, [www.asme.org](http://www.asme.org).
6. *New York City Construction Code, Chapter 30: Elevators & Conveyors, Appendix K: Elevators; Chapter 33: Personnel Hoist; Chapter 11: Accessibility and Adm Code Sect. 304*, as amended through 2008, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, [nyc.gov/citystore](http://nyc.gov/citystore).
7. *New York City Electrical Code, Amendments to 2005 NEC*, 2007, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, [nyc.gov/citystore](http://nyc.gov/citystore).

## Private Agency Elevator Inspector exam

### Open Book, 50 questions, 3 hours

**Scope** – Private Agency Elevator Inspector is authorized to witness periodic inspections and testing for operating elevators, dumbwaiters, escalators, moving walkways, wheelchair lifts, and other special hoisting and conveying equipment. Those who pass this exam are qualified to inspect the installations, operation, and repair on new, existing, or relocated elevators, dumbwaiters, escalators, moving walkways, wheelchair lifts, and special hoisting and conveying equipment.

Subject Area	Percentage
General Administration	14
New York City Regulations	12
Electric Elevators	18
Hydraulic Elevators	10
Elevators with other types of Driving Machines	4
Escalators and Moving Walks	10
Inspection, Testing and Maintenance Requirements for New and Existing Elevators	28
Accessibility	4

### References for the Private Agency Elevator Inspector exam

The following reference materials may be used during the exam.

1. *ANSI A117.1 – Accessible and Usable Buildings and Facilities*, 2003 Edition, International Code Council (ICC), 4051 West Flossmoor Road, Country Club Hills, IL 60478-5795, [www.iccsafe.org](http://www.iccsafe.org).
2. *ANSI/ASSE A10.4 – 2004: Safety Requirements for Personnel Hoists and Employee Elevators for Construction and Demolition Operations*, 2004, American Society of Safety Engineers (ASSE), 1800 East Oakton Street, Des Plaines, IL 60018, [www.asse.org](http://www.asse.org).
3. *ASME A17.1 – Safety Code for Elevators and Escalators* (with Addenda through 2003), 2000-2003, American Society of Mechanical Engineers (ASME), 22 Law Drive, Fairfield, NJ 07007-2350, [www.asme.org](http://www.asme.org).
4. *ASME A18.1 – 1999: Safety Standard for Platform Lifts and Stairway Chairlifts* (with Addenda through 2001), 1999-2001, American Society of Mechanical Engineers (ASME), 22 Law Drive, Fairfield, NJ 07007-2350, [www.asme.org](http://www.asme.org).
5. *ASME B20.1 – 2003: Safety Standard for Conveyors and Related Equipment*, 2003, American Society of Mechanical Engineers (ASME), 22 Law Drive, Fairfield, NJ 07007-2350, [www.asme.org](http://www.asme.org).
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7. *New York City Electrical Code, Amendments to 2005 NEC*, 2007, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, [nyc.gov/citystore](http://nyc.gov/citystore).