

Candidate Information Bulletin State of Hawaii

ELEVATOR MECHANIC LICENSING EXAMINATION



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

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 take an exam

- 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

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: 808.587.3222
www.cca.hawaii.gov/pvl

*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.cca.hawaii.gov/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.

*Registering for
an exam*

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, MasterCard, money order or cashier's check. **Personal checks and cash are not accepted. Fees are nonrefundable.**



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.

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 \$60 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. This form must be submitted, along with written professional verification of your disability, **before** you schedule your exam. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

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

Admission letter

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.

What to bring on exam day

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

- Your admission letter from Prometric.
- A current, valid, government-issued photo identification, such as a passport or driver's license.
- 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.

Test center 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

- You **must not** bring any personal/unauthorized items into the test center. Such items include but are not limited to: cell phones, PDAs, pagers, cameras, recording devices, photographic equipment, watches, outerwear, hats, food, drinks, purses, briefcases, backpacks, and notebooks.

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, 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.

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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 property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

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.

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, you will receive retake procedure information with your score report.

Certificate of achievement. Candidates passing their exams deserve recognition for their accomplishment. Prometric has prepared a beautifully designed 8.5"x11" 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.

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 would like to submit an appeal concerning examination content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal by visiting www.prometric/contactus.

The Appeals Committee will review your concern and send you a written response within 20 business days of receipt.

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.

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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, 100 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
General Elevator Requirements and Safety	20
Electric Elevators	30
Hydraulic Elevators	30
Escalators and Moving Walkways	10
Other Equipment	10

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

1	<i>ASME A17.1 Safety Code for Elevators and Escalators</i> , 2010, American Society of Mechanical Engineers (ASME), (www.asme.org), 22 Law Drive, P.O. Box 2350, Fairfield, NJ 07007-2350,
2	<i>NFPA 70 National Electrical Code</i> , 2011 Edition, National Fire Protection Association, (www.nfpa.org), 1 Batterymarch Park Quincy, MA, 02619

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

3	<i>Hawaii Elevator Safety Standards</i> (HAR Title 12, Part 11) Hawaii Department of Labor and Industrial Relations, (www.hawaii.gov/labor), Princess Keelikolani Bldg., Punchbowl Street Honolulu, HI, 96813
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