



NOTICE OF INTENT TO SIT FOR INDIANA ELEVATOR MECHANIC WRITTEN COMPETENCY EXAM

CONTACT INFORMATION

Name: _____ Email: _____

Phone Number: _____ Address: _____

By submitting this form, I am notifying the Department of my intent to sit for the above-mentioned exam and acknowledge the following:

1. Passing the exam, alone, does not qualify me for a mechanic license, and I must also meet one of the eligibility requirements in IC 22-15-5-12(b)(2)(A).
2. The Department has **not** determined that I meet the eligibility requirements, and this determination is made following submission of an application to obtain a license.
3. At least 1 day prior to my exam, I must purchase the test online at this link: <https://www.elevatorbooks.com/shop/continuing-education/indiana-elevator-mechanic-competency-exam/> (the current cost is \$149), which will require me to set up login credentials that I need to bring with me on the date of the exam.
4. The fee for the exam is nonrefundable and is **not** charged or collected by the Department. All billing issues must be addressed with the exam provider.
5. If I submit this notice after the deadline, I will not be able to sit for the exam.
6. If I do not arrive at the exam location on time, I may be prevented from taking the exam.
7. I may not use any materials to assist me during the exam, and I may be disqualified for violating this requirement or communicating with others during the exam.
8. I am not allowed to bring any items with me to the exam, specifically all communication devices shall remain outside of the exam room or in an area designated by the proctor, and if I am found to be in possession of any item I may be disqualified from the exam.
9. I am not allowed to wear any hats or jackets during the exam, and I may be prevented from completing the exam if I do.
10. I may be asked to present a photo ID prior to taking the exam and my failure to do so may prevent me from taking the exam.
11. I will comply with all COVID-19 precautions, including social distancing and wearing a face mask during the exam, and I may be required to leave the exam for failure to do so.
12. If I successfully complete the exam, I must apply for a license with the Department to continue the licensing process.