

The Elevator and Escalator Moving Walkway Mechanics Board Application Phases and Timeline

<p>Phase I</p> <p>Current Timeframe: 1 – 2 weeks</p>	<p>Phase I is the estimated time between receipt of a completed online application and the Board’s initial review of the application and supplemental documentation. At the conclusion of Phase I, the Board will email you and advise you of any application deficiencies.</p>
<p>Phase II</p> <p>Current Timeframe: The Board meets once a month. All application(s) must be completed within 2 weeks prior to the Boards meeting date.</p>	<p>Phase II is the estimated time between Phase I and the receipt of your deficiency items.</p> <p>*Please note Phase II is contingent on applicant action takes immediate action when notified of application deficiencies. If applicant disclose criminal history the documents must be obtained regarding criminal activity and approved by both the Board and the Deputy Attorney General. This will delay the application process if the Board request additional information or if a hearing is requested.</p> <p>If no criminal history is disclosed the applicant automatically moves to Phase III.</p>
<p>Phase III</p> <p>Current Timeframe: 1 to 2 weeks</p>	<p>Phase III is the estimated time between Phase II and when the application is approved.</p> <p>Upon approval of your application, a Congratulations letter will be emailed to you requesting that you to provide a 10k Surety Bond and remittance of online licensing fee. Payment should post within 24 hours. Board will issue the applicants license number. Please allow 1 to 2 weeks for receipt of the physical license.</p>