



PSI Services LLC
<https://test-takers.psiexams.com/mdelev>
(855) 898-0715

Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.

MARYLAND
DEPARTMENT OF LABOR
ELEVATOR SAFETY REVIEW BOARD

ELEVATOR MECHANIC
QUALIFICATION INFORMATION BULLETIN AND
EXAMINATION APPLICATION
**** Prior PSI Approval Required for Examination ****

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EXAMINATIONS BY PSI

The Maryland Elevator Safety Review Board (“Board”) licenses and regulates elevator mechanics, elevator contractors, elevator renovator contractors, elevator renovator mechanics and accessibility lift mechanics, under the provisions of Public Safety Article, Title 12, Subtitle 8, Part III, Annotated Code of Maryland.

Before making a final application to the Board for a license, an applicant for an elevator mechanic license must pass a written examination administered by PSI and demonstrate at least 3 years of recent and active work experience in the elevator industry, in construction, maintenance, and service or repair, as verified by current and previous employers.

The Maryland Elevator Safety Review Board has contracted with PSI licensure: certification (PSI) to conduct its examination program. The examination administered by PSI was developed to meet the evaluation requirements of the Board and the Maryland General Assembly.

All questions and requests for information about the examination should be directed to:

PSI Services LLC
(855) 898-0715

<https://test-takers.psiexams.com/mdelev>

In accordance with Public Safety Article, §12-827. qualifications of applicants, trade experience is defined below. Listed experience MUST be verifiable. If experience cannot be verified, or is questionable, the application will be returned to applicant. If an applicant questions PSI's decision regarding eligibility to take the exam, the applicant must submit a written request to the attention of the Executive Director for review by the Board.

EXPERIENCE REQUIREMENTS

As part of the application to take the examination, you must provide a list of at least 3 years recent and active work experience in the elevator industry, in construction, maintenance, and service and repair, as verified by current and previous employers.

You must mail the completed documentation (found at the end of this Candidate Information Bulletin), including the examination fee to PSI, 3210 E Tropicana, Las Vegas, NV 89121. (*Note the fee changes to \$64 as of 1/1/2017). You may also fax it to 702-932-2666 or email to examschedule@psionline.com.

Please allow approximately 10 business days from the day you mail your registration materials, to receive from PSI, notification as to your eligibility; a notice of denial of eligibility; or a request for clarification, fee correction, or additional information. Please allow approximately 4 business days for faxed or emailed applications.

If the experience cannot be verified, or is questionable, the application will be returned by PSI to the applicant. If the applicant disputes PSI's decision regarding eligibility to take

the examination, the applicant must submit, to the Executive Director of the Board, a written request for review by the Board. A request for review by the Board should be sent in writing to:

Executive Director
Maryland Elevator Safety Review Board
500 N. Calvert Street, Room 201
Baltimore, MD 21202

WAIVER OF EXAMINATION

An applicant for an elevator mechanic license may seek a waiver of the requirement to pass the Board's written examination. In order to obtain a waiver of the examination requirement, an applicant must demonstrate to the Board that the applicant meets one of the following criteria:

Option 1: The applicant must have at least 3 years of recent and active work experience in the elevator industry, in construction, maintenance, and service or repair, as verified by current and previous employers; and the applicant must have a certificate of completion of the mechanic examination of a nationally recognized training program for the elevator industry such as the National Elevator Industry Educational Program or its equivalent.

Option 2: The applicant may have a certificate of completion of an apprenticeship program for elevator mechanics that has standards substantially to those of the Maryland Elevator Safety Review Board and is registered with the Bureau of Apprenticeship and Training of the U.S. Department of Labor or a state apprenticeship council.

Option 3: The applicant must have an active elevator mechanic license in good standing in another state or subdivision of another state that is equivalent to a license in Maryland, and became licensed in the other state or subdivision after passing an examination that is similar to the Maryland examination. The Board may grant a waiver only if the state or subdivision in which the applicant is licensed provides a reciprocal waiver of its examination requirements for individuals licensed in Maryland. **Currently Maryland does not have a reciprocal agreement with any other state.**

If you believe that you meet one of the above requirements for waiver of examination, do not fill out the application to take the examination. You may contact the Board directly, to determine if you are eligible for waiver or reciprocity.

Examination waiver and reciprocity request, and other questions concerning licensure, should be directed to:

Maryland Elevator Safety Review Board
500 N. Calvert Street - Room 201
Baltimore, MD 21202
(410) 230-6231
Fax (410) 244-0977
www.dllr.state.md.us

EXAMINATION CONTENT OUTLINE

The Examination Content Outline has been approved by the Board. This outline reflects the minimum knowledge required by professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in the published examination content outline.

Use the outline as the basis of your study. The outline lists the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

**ELEVATOR MECHANIC, 80 Items,
Passing Score: 56 (70%)
240 Minutes to complete this portion.**

Topic Area	No. Items
Accessibility Equipment	2
Adjusting	5
Drives and Controls	8
Electrical	8
Emergency Power	2
Escalators and Moving Walks	3
Fire Service	4
Hydraulic Machines	2
Maintenance and Repairs	7
Maryland Laws and Regulations	4
Rails and Brackets	4
Rigging and Hoisting	3
Safety Devices	5
Safety Practices	8
Testing and Inspection	7
Traction Machines	5
Wire Rope	3

EXAMINATION REFERENCE MATERIALS

This is an OPEN BOOK examination. The ONLY materials permitted in the examination room are the following references:

ASME A17.1 - 2007, 2010 or 2013, Safety Code for Elevators and Escalators, American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10065, (800) 843-2763, [https://www.asme.org/products/codes-standards/handbook-on-safety-code-for-elevators-and-esca-\(1\)](https://www.asme.org/products/codes-standards/handbook-on-safety-code-for-elevators-and-esca-(1))

- *Section: 2.14 Car Enclosures*
- *Rule: 8.7.2.15.2 (Increase or decrease in deadweight of car which may constitute an alteration).*

Dllr's Division of Occupational and Professional Licensing, Links to Maryland Law and Regulations, www.dllr.state.md.us/license/law/elevlaw.shtml:

- *Elevator Safety Law;*
- *Public Safety Article, Title 12, Subtitle 8, Annotated Code of Maryland; and*
- *Code of Maryland Regulations.*

Elevator Industry Field Employees' Safety Handbook, 2010 NEII with Elevator Word, Inc. Published by and available from Elevator World, Inc. P.O. Box 6507, Mobile, Alabama 36660, <http://safety.elevator-world.com>

NFPA 70 National Electrical Code, 2011 or 2014 edition, National Fire Protection Association, The Authority on fire, electrical and building safety, (A17.1 rule 2.26 4.1 Electrical Equipment & Wiring Reference) 1 Batterymarch Park Quincy, MA 02169, (800) 344-3555, <http://www.nfpa.org/catalog/product.asp?pid=70HB11>

Code of Federal Regulations - 29 CFR Part 1926 (OSHA), with latest available amendments, U.S. Government Printing Office, (866) 512-1800 or https://www.osha.gov/pls/oshaweb/owastand.display_stand_group?p_toc_level=1&p_part_number=1926

OR

Code of Federal Regulations - 29 CFR Part 1926 Selections by PSI, with latest available amendments, (866) 589-3088, www.psiolinestore.com (See order form at the end of the Candidate Information Bulletin.)

THESE REFERENCES WILL NOT BE AVAILABLE IN THE TEST CENTER. Books published by other testing companies are not allowed at the examination center.

Reference books may be highlighted, underlined, and/or indexed. They must be otherwise unmarked (not written in) and may not contain additional papers (loose or attached).

You may tab your reference materials using the following

Acceptable Tabs: Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs, Redi-Tag Self-Stick Permanent Adhesive Index Tabs.

The following tabs are unacceptable: Post-It Index Flags
Post-It Flags

NO MATTER WHAT IS ON THE TAB PACKAGE, IF THE PSI PROCTOR IS ABLE TO REMOVE THE TABS WITHOUT RIPPING THE PAGE, YOU WILL NEED TO REMOVE THE TABS BEFORE YOU TAKE THE EXAM. DO NOT USE THE TABS THAT HAVE PAPER INSERTS. THE PAPER INSERTS WILL BE REMOVED.

SCHEDULING PROCEDURES

Examination Fee: \$65

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

CONFIRMATION NOTICE

Upon approval of your registration materials, PSI will confirm your eligibility to take the examination by mailing you a confirmation notice which authorizes you to call to make a test appointment. If you do not receive a confirmation notice within three weeks of sending your registration materials, call 1-(855) 898-0715 to confirm your status at PSI.

Once approved, it is your responsibility to contact PSI to pay and schedule for the examination.

ON-LINE

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/mdelev>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

TELEPHONE

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (855) 898-0715, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

CANCELING OR RESCHEDULING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at <https://test-takers.psiexams.com/mdelev> or call PSI at (855) 898-0715.

Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the test as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment two days before the scheduled testing date; or
- Do not appear for your examination appointment; or
- Arrive too late to begin your test without disrupting the center's schedule; or
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS AND OUT OF STATE TESTING

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

Applicants who live outside of Maryland and wish to take the Master Electrician examination at a location outside of the State should also follow the instructions on the form.

EMERGENCY TEST CENTER CLOSING

In the event that inclement weather or other emergencies force the closure of a test center on an assigned test date, your examination will be rescheduled. You will be notified of the new date and time of the test. Every effort will be made to schedule a convenient time as soon as possible.

COMPUTER EXAMINATION CENTER LOCATIONS

The following are the examination centers where you may take the licensing examination.

Baltimore

2622 Lord Baltimore Dr, Suite C-D Baltimore, MD 21244

From I-695 N - Take exit 17 for Security Blvd toward Woodlawn. Keep left at the fork and merge into Security Blvd. Turn right onto Lord Baltimore Dr. At the traffic circle, continue straight to stay on Lord Baltimore Dr. At the next traffic circle, again stay straight to stay on Lord Baltimore Dr. A little over ½ mile later, the PSI test center will be on your left.

From I-695 S - Take exit 18 for MD-26/Liberty Rd toward Lochearn/Randallstown. Continue straight onto Lord Baltimore Dr, using the signs for MD-26/Lochearn). The PSI test center is roughly 1 ½ miles from here on the right.

College Park Center

The Sterling Building 4920 Niagara Road, Suite 400 College Park, MD 20740

From I-95 North/Beltway, take Exit 25/Route 1 toward College Park. Continue straight across Route 1 onto Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.

From I-95 South, take Exit 25. Stay in the left turn lane and make a left at the next light which is Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.

**Crofton Center
Morauer III Building
2137 Espey Court, Suite 3
Crofton, MD 21114**

From Defense Highway 450, take the Priest Bridge Rd exit going South. Turn right on Espey Court.

From the Washington Beltway, take 50 East to Route 3 North. Turn right on Defense Highway 450, take the Priest Bridge Rd exit going South. Turn right on Espey Court.

**Hagerstown Center
140 West Franklin St Suite A
Hagerstown, MD 21740**

From I 70: Take exit 32B Hagerstown. This is US Route 40 west. Follow Route 40 for 4.1 miles to 140 W. Franklin St. It is slightly past the intersection of Jonathan and Franklin. You must turn into the church parking lot on the right before you reach 140 W. Franklin St.

There are many parking spots reserved for PSI testing on that lot. You will then walk past the front of the church and into 140 W. Franklin St. Suite A is on the ground floor. No steps required to enter.

From I 81: Take exit 6 US Route 40 east. Follow on Route 40 for 1.6 miles and turn left on to Jonathan St. After one block turn left on to Franklin St. Stay right and enter the church parking lot. This will come up quickly on the right.

There are many parking spots reserved for PSI testing on that lot. You will then walk past the front of the church and into 140 W. Franklin St.. Suite A is on the ground floor. No steps required to enter.

There is one handicapped spot reserved for PSI on the lot at 140 W. Franklin St. near the entrance door. All other parking has to be on the church lot.

**Mid-Atlantic Testing Company
13992 Baltimore Ave, Suite 205
Laurel, MD 20707**

Take exit 33A off of I-95. Take ramp right for MD-198 East toward Laurel. Turn right onto US-1 South - Washington Blvd S. The last intersection is Cypress St. - Arrive at 13992 Baltimore Ave.

**Brainseed Testing Services
1322 Belmont Ave, Bldg 2, Suite 203
Salisbury, MD 21801**

Directions: Brainseed Testing - Salisbury is located at 1322 Belmont Avenue, Bldg #2, Suite 203, Salisbury, MD 21801. The Center is located with the East Park Professional Center and is just off route 50.

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your examination appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

You must provide 2 forms of VALID (not expired) identification. One must be a government-issued

identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form. If you cannot provide the required identification, you must call (855) 898-0715 1 month prior to your scheduled appointment to arrange a way to meet this security requirement. **Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.**

NOTE: If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your examination registration form and your 2 forms of identification.

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Candidates may bring reference books. Reference books may be highlighted, underlined, and/or indexed. They must be otherwise UNMARKED (not written in). Sample Examinations are not allowed.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or

on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.

- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified in the "Examination Content Outline", a small number (5 to 10) of "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

SCORE REPORTING

Your passing or failing indication will appear immediately on the computer screen at the end of your test.

Applicants who pass the exam will NOT receive any additional notices from PSI. They will receive a registration card that is used in conjunction with electronic filing for the actual license from DLLR.

Failing candidates will receive a failing score report which includes a diagnostic report indicating their strengths and weaknesses by exam topic. If you fail the licensing examination, there is a waiting period of 30 days before you are eligible to retake the test.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 898-0715 .

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the examination. They are intended primarily to familiarize you with the style and format of questions you can expect to find in the examination. The examples do NOT represent the full range of content or difficulty levels found in the actual examinations.

- 1) When considering the best practices for electrical safety, an elevator mechanic should know
 - A) to treat all circuits as live unless tests prove otherwise.
 - B) what color gloves to wear while working.
 - C) how to use an amp meter.
 - D) what options exist for emergency egress from the work area.
- 2) When working on an elevator controller, an elevator mechanic must remember
 - A) that electrical energy may be present on a controller that has had the main line disconnect switch deactivated.
 - B) to keep a static energy bonding jumper grounded to his body.
 - C) To carefully read all safety signage.
 - D) To stand on a protective mat.
- 3) The machine room or control room/machinery space or control space lighting switch shall be located
 - A) within sight of the equipment.

- B) near an accessible outlet.
 - C) at the point of entry.
 - D) outside the point of entry.
- 4) When an electrical protective device is activated, it shall cause the electrical power to be removed from the elevator
- A) driving machine motor and brake.
 - B) controller unit.
 - C) car station.
 - D) car top operation device.
- 5) The transfer between the normal and emergency or standby power system for elevators shall be
- A) delayed.
 - B) manual.
 - C) automatic.
 - D) progressive.
- 6) The anti-creep device on a hydraulic elevator unit shall maintain the car within how many inch(es) of the landing, irrespective of the positioning of the hoist way doors?
- A) 1 inch
 - B) 2 inches
 - C) ½ inch
 - D) 3/4 inch

Answer key:

1:A, 2:A, 3:C, 4:A, 5:C, 6:A



MARYLAND ELEVATOR MECHANIC EXAMINATION REGISTRATION FORM

Social Security Number		Date of Birth ____/____/____ Month Date Year	
Legal Last Name		Legal First Name	Middle Initial
Residence Address			
City	State	Zip Code	Contact Phone Number (including area code) ()
Email Address			

ALL APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS

	Yes	No
• I am 18 years of age or older	<input type="checkbox"/>	<input type="checkbox"/>
• Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you ever had this type of license, registration, or permit denied, suspended or revoked by Maryland or any other jurisdiction?*	<input type="checkbox"/>	<input type="checkbox"/>

If you answer "yes" to any of the conduct questions above, please attached a true test copy of the court docket or record relating to your conviction.

AFFIDAVIT

"Under penalty of perjury I certify that, to the best of my knowledge and belief, this application is true, correct, and complete. I am 18 years of age or older. I authorize release of any information on this form to the Department of Labor. I understand that any misrepresentation of my experience or training shall be considered perjury under Article 27, Section 439, Annotated Code of Maryland, which provides that conviction for perjury may result in a prison sentence of up to ten (10) years. I have read and understand the PSI Licensing Examination Information Bulletin."

Applicant's Signature _____ Date _____

Mail this Registration Form to

PSI ATTN: MD EL.
450 N Stephanie St. Suite 200/2nd Floor
Henderson, NV 89014

Or email to examschedule@psionline.com.