



## Ohio Administrative Code

### Rule 1301:3-11-05 Elevator contractor's and mechanic's license application review process; Disqualifying offenses.

Effective: November 1, 2024

(A) Upon approval of the applicant's qualifications, the division shall notify the applicant it has been approved to obtain an elevator contractor's license pending receipt of proof of insurance coverage as required by section 4785.07 of the Revised Code, if proof of coverage has not yet been provided by the applicant.

(B)

(1) Upon approval of the applicant's qualifications, the division shall notify the applicant in writing that the applicant has been approved either to take the mechanic's examination, if the application was submitted under paragraph (B)(1) of rule 1301:3-11-04 of the Administrative Code, or to obtain an elevator mechanic's license, if the application was submitted under paragraph (B)(2) of rule 1301:3-11-04 of the Administrative Code, pending the receipt of an acceptable criminal records check. The notice shall instruct the applicant on how to submit to a criminal records check, if such a check is required, as set forth in Chapter 4776. of the Revised Code and this chapter

(2) Upon receipt of the criminal records check, the division shall determine whether the applicant has been convicted of, had a judicial finding of, or pleaded guilty to a disqualifying offense, as that term is defined in rule 1301:3-11-01 of the Administrative Code.

(3) Upon the receipt of an acceptable criminal records check, the division shall notify the applicant in writing of either of the following:

(a) If the application was submitted under paragraph (B)(1) of rule 1301:3-11-04 of the Administrative Code, that the applicant has been approved to take the elevator mechanic's examination, as provided for in rule 1301:3-11-06 of the Administrative Code. The notification shall include a schedule of test dates and information pertaining to the third party authorized to administer the test, if any. The notification shall be sent to the applicant in such a manner that the applicant will receive the notification within a reasonable time prior to the scheduled date of the examination.



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(b) If the application was submitted under paragraph (B)(2) of rule 1310:3-11-04 of the Administrative Code, that the applicant has been approved to obtain an elevator mechanic's license.