



CC0100

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 Website: [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp)

## ELEVATOR

### Work Experience Verification Form

**PRINT clearly IN INK OR TYPE**  
**MAKE A COPY OF THIS FORM FOR YOUR RECORDS**

<b>Applicant's Legal Name:</b>	<b>License / Registration Number: (if applicable)</b>	<b>SSN: (Last 4 digits Only)</b>
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**License Type:**

- |  |   |
|--|---|
| <input type="checkbox"/> Master Elevator Constructor         | <input type="checkbox"/> Limited Master Elevator Constructor        |
| <input type="checkbox"/> Journeyworker Elevator Construction | <input type="checkbox"/> Limited Journeyworker Elevator Constructor |

To apply for licensure and examination, the applicant must provide verification of their employment and qualifying work. Verification information required includes: name, address, and phone number of the employer, applicant's dates of employment with the employer, class of work performed; and hours worked. The information provided on this form is public data and shall be used to qualify the individual identified above for licensure and examination. **Individuals with multiple employers during the reporting period must make copies of the form and have each employer complete a separate verification.**

<b>Employer Name</b>			<b>License/Registration Number</b>
<b>Employer Address</b>			<b>Telephone</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Email Address</b>
<b>Name of Responsible Individual</b>		<b>License Number</b>	<b>Title</b>

Qualifying work experience is measured on a monthly basis. In order to accurately verify qualifying experience, the actual hours worked in each Class of Work must be reported. Credit of not more than 160 hours per month or 2000 hours per year is allowed as qualifying experience. Hours reported on this form must be supported by records maintained by the employer and demonstrate experience qualifying with M.S. §326B.163. Knowingly providing inaccurate or fraudulent information may subject the violator to disciplinary action and a monetary penalty of up to \$10,000 per violation. To obtain additional information regarding work experience please visit our website at [www.dli.mn.gov](http://www.dli.mn.gov).

<b>Complete a SEPARATE work experience form for each year of employment.</b>		Are the hours reported on this form taken from payroll records?  <input type="checkbox"/> YES <input type="checkbox"/> OTHER (specify)
<b>Date of Employment</b>		
<b>Start Date:</b>	<b>End Date:</b>	

<b>CLASS OF WORK</b>	<b>For Office Use Only</b>	<b>Hours Worked</b>
INSTALLING ELEVATORS	34	
INSTALLING APPARATUS, EQUIPMENT, AND WIRING FOR ELEVATORS	37	
PLANNING FOR THE INSTALLATION OF WIRING, APPARATUS AND EQUIPMENT FOR ELEVATOR RELATED DEVICES	Master	
LAYING OUT FOR THE INSTALLATION OF WIRING, APPARATUS AND EQUIPMENT FOR ELEVATOR RELATED DEVICES	Master	
SUPERVISING THE INSTALLATION OF WIRING, APPARATUS AND EQUIPMENT FOR ELEVATOR RELATED DEVICES	Master	
<b>TOTAL OF ALL QUALIFYING HOURS WORKED (MAX 2,000 HOURS PER YEAR)</b>		

**Form must be signed by the designated Responsible Person and Applicant.** I certify that I personally know or that the employer's employment records verify that this individual, during the referenced employment period, engaged in the identified classes of work for the number of hours shown. The applicant's signature below acknowledges agreement with the information provided on this form.

<b>RESPONSIBLE PERSON'S SIGNATURE</b>	<b>DATE SIGNED</b>	<b>APPLICANT'S SIGNATURE</b>	<b>DATE SIGNED</b>
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## INSTRUCTIONS

### **Employer must complete the Work Experience Verification Form.** **READ CAREFULLY BEFORE COMPLETING THIS FORM**

#### **REGISTERED UNLICENSED INDIVIDUAL WORK EXPERIENCE**

Registered unlicensed individuals, as part of renewing their registration, must provide verification of their employment by a licensed contractor or registered employer during the registration period. This form reports the verified hours and is adapted for use by unlicensed individuals registered to perform electrical work. The reason for verifying work hours each year along with renewing a registration is so the registered individual does not have to verify these hours when applying for a license examination. Verifying hours annually when renewing a registration enables the department to gradually qualify an individual for examination, which makes for quicker approvals.

- Address information on the form is the unlicensed individual's mailing address. Updates to the individual's personal or mailing address may be noted on the registration renewal form. Address changes may also be made by emailing [dli.license@state.mn.us](mailto:dli.license@state.mn.us)
- Provide exact dates of employment during the 12-month registration period (expiration date of unlicensed registration card). Include the month, day, and year.
- Indicate whether the hours reported on the form are taken from payroll records; and if not, specify the other forms of documentation used to verify the individual's work experience.
- For each class of work identified, enter the actual hours the individual performed that class of work during the registration period. (Note: Blanks will be assigned 0 hours.)
- Enter the total number of electrical work hours verified, which may not exceed 2,000 hours.

#### **EMPLOYER INFORMATION (MANDATORY INFORMATION)**

- Enter the employer's business name, address, license or registration number, contact's phone number, and email address. (NOTE: License number is mandatory, if business holds contractor license number.)
- Enter the employer's designated responsible individual's name and license number. The individual's license number must match what the department has on record as the designated responsible individual and license number.

#### **OUT OF STATE WORK EXPERIENCE**

- Provide exact dates of employment during the 12-month Include the month, day, and year.
- Indicate whether the hours reported on the form are taken from payroll records; and if not, specify the other forms of documentation used to verify the individual's work experience, must be verified by an individual/business that is properly licensed to perform that work in that state..
- For each class of work identified, enter the actual hours the individual performed that class of work during the registration period. (Note: Blanks will be assigned 0 hours, total number of electrical work hours verified, may not exceed 2,000 hours.)
- If self-employed provide two written statements from either authorized electrical or building inspector or other electrical contractors conducting business in the same vicinity per Minn. Rule 3800.3520.

#### **Certification Signature and Date**

- The employer's designated responsible individual must certify, with a signature, that the registered unlicensed individual performed the identified classes of work for the number of hours entered on the form during the 12-month registration period.
- The registered unlicensed individual's signature on the form acknowledges agreement with the information verified by the employer.

#### **QUALIFYING FOR A LICENSE EXAMINATION**

Work verification is for the following license classifications, which require a minimum number of months/hours qualifying work experience to become licensed. Detailed information on qualifying for a license exam is available at <http://dli.mn.gov/CCLD/LicElectricalExperience.asp>

License Class	Law (Rule)	Requirement	Minimum Requirements
Master Elevator Constructor	326B164	54 months	12 months as a journeyworker or 6 years of experience
Journeyworker Elevator Constructor	326B164	24 months	54 months 9,000 hours in 5 consecutive years
Limited Master Constructor	326B164		36 months
Limited Journeyworker Elevator Constructor	326B164		24 months