CEI Recertification Process

Contents

Accessing the Certification Portal 2
Requirements for QEI Recertification 3
Completing the Renewal Application 4
Payment is made in Section 4. 5
Completing the Maintenance of Qualifications Exam 7
If you pass your exam: 8
If you do NOT pass your exam: 8
Retaking the Maintenance of Qualification exam 8
Completing Continuing Education 9
If you take your CE with QEITF 9
If you take your CE with someone other than QEITF 10
How to Submit Continuing Education for Review 10
More Information 14

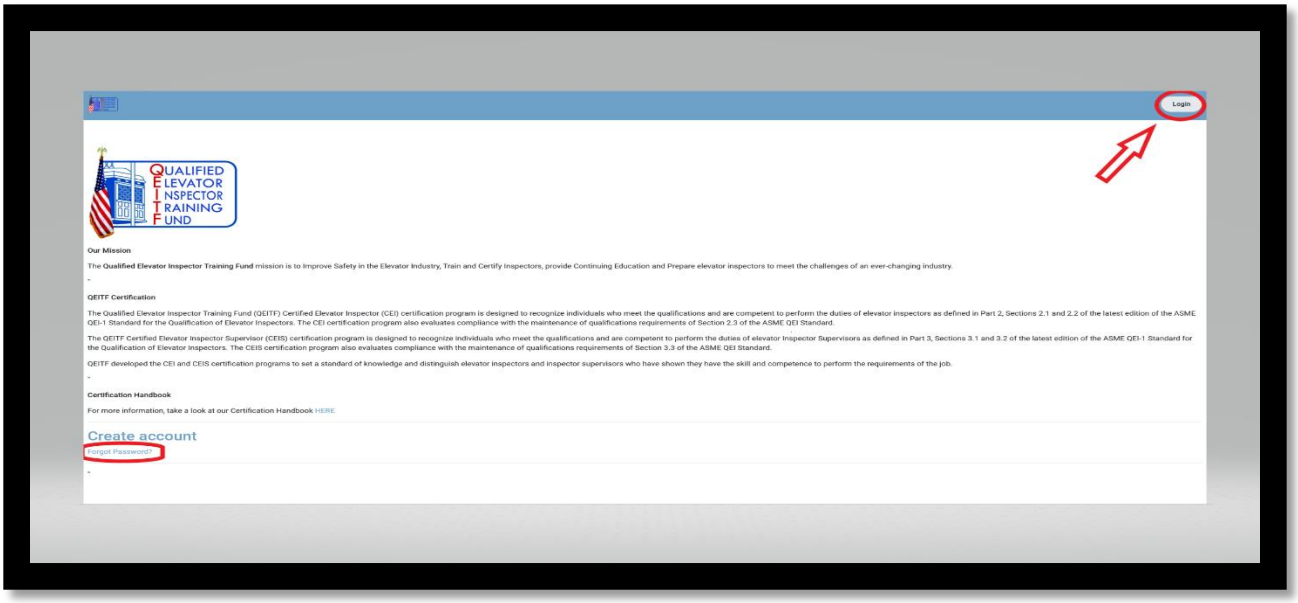
Accessing the Certification Portal

Access through [QEITF.org/ I Am an Inspector]

Select the “Applications and Exam” button. This will take you to the certification portal.

The “login” button is in the upper right-hand corner.

Sign in with the username (your email) and password (as you set up).



If you have forgotten your password, click the reset link at the bottom of the screen.

Do not create an account. If you are still having issues with your login please call the office.

You can access your account whenever you like.

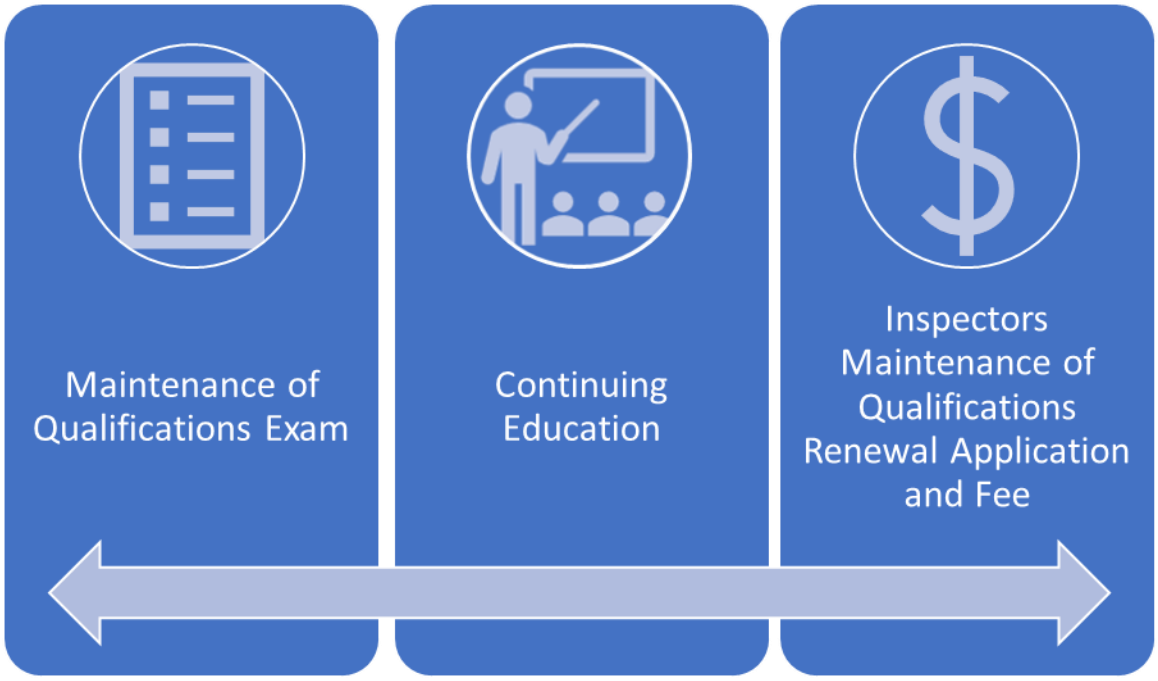
You will have visibility to:

- the status of your renewal.
- the amount of Continuing Education Units that we have received.
- dates and results of Maintenance of Qualifications exams.

Requirements for QEI Recertification

There are three requirements for recertification.

All three requirements must be met before your QEI Certification can be renewed.



Completing the Renewal Application

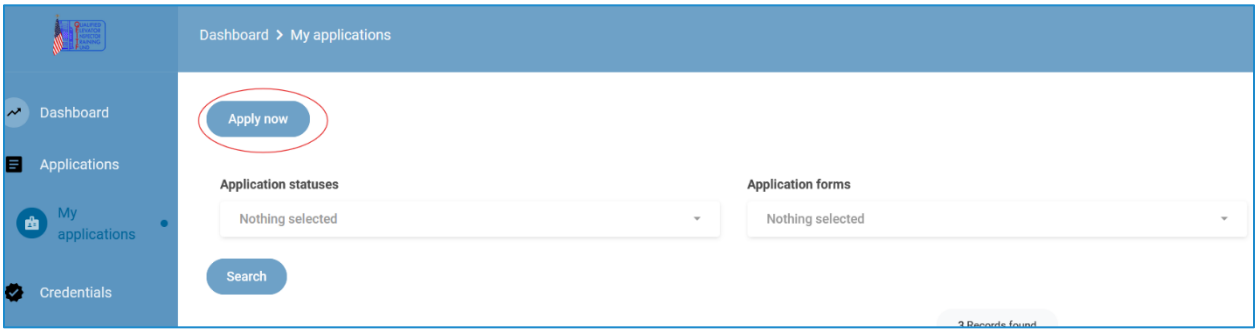
Log in via https://inspectors.qeitf.org

From the left side menu, got Applications> My Applications.

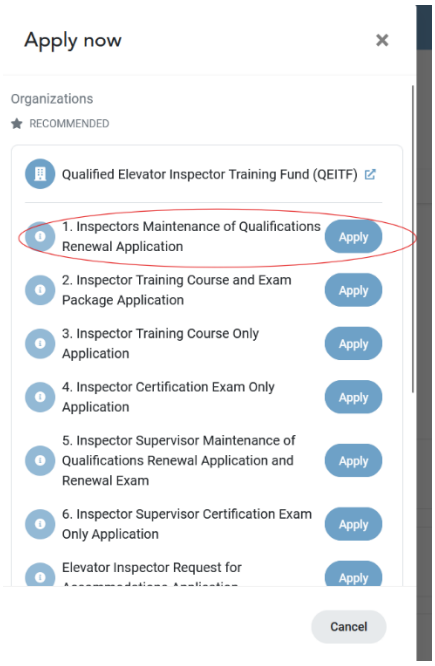
You will see the "**1. Inspectors Maintenance of Qualifications Renewal Application"** application.

If there is more than one, find the one with the status "In Progress". The date on the application does not matter.

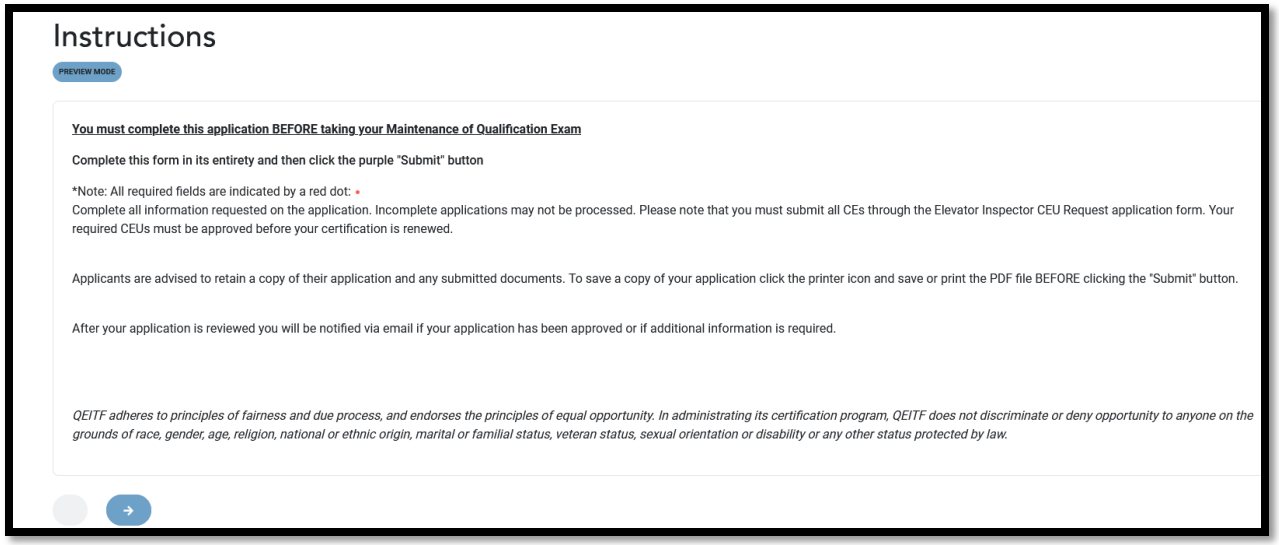
If you do not see "**1. Inspectors Maintenance of Qualifications Renewal Application", with the status "In Progress",** click the "Apply Now" button at the top of the screen.



A drop-down list will open. Choose the "Apply button" to the right of "**1. Inspectors Maintenance of Qualifications Renewal Application"**

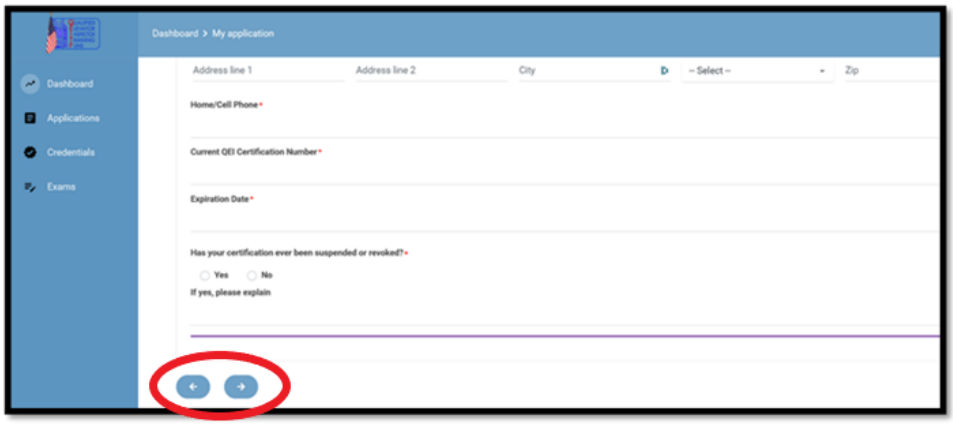


Click on it to open it.



Use the arrows at the bottom of the page to navigate to the next/previous section.

Required information is marked with a red dot. Complete all required fields in each section.



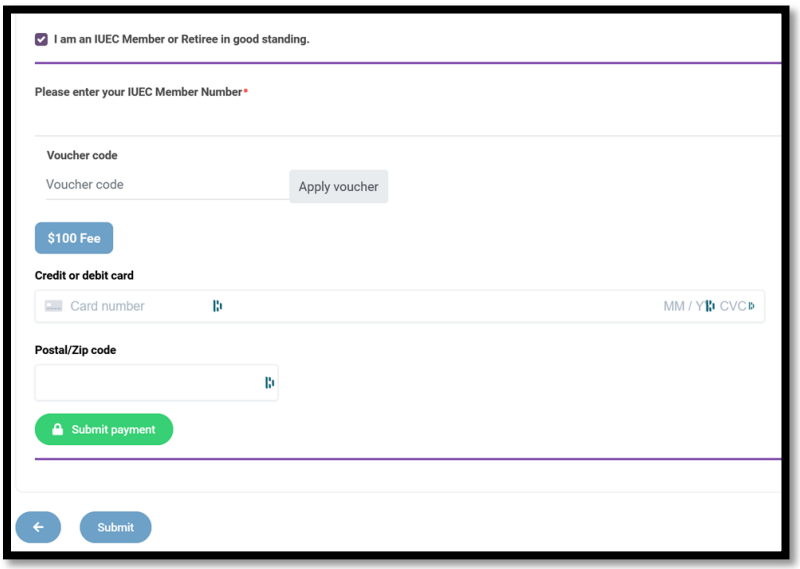
Payment is made in Section 4.

Complete the steps listed below, in order, to complete payment and finalize your application submission

1. Indicate your IUEC Membership status

2. Add your card details

3. Click "Submit payment"



Click the "**Submit**" button to submit your application for review



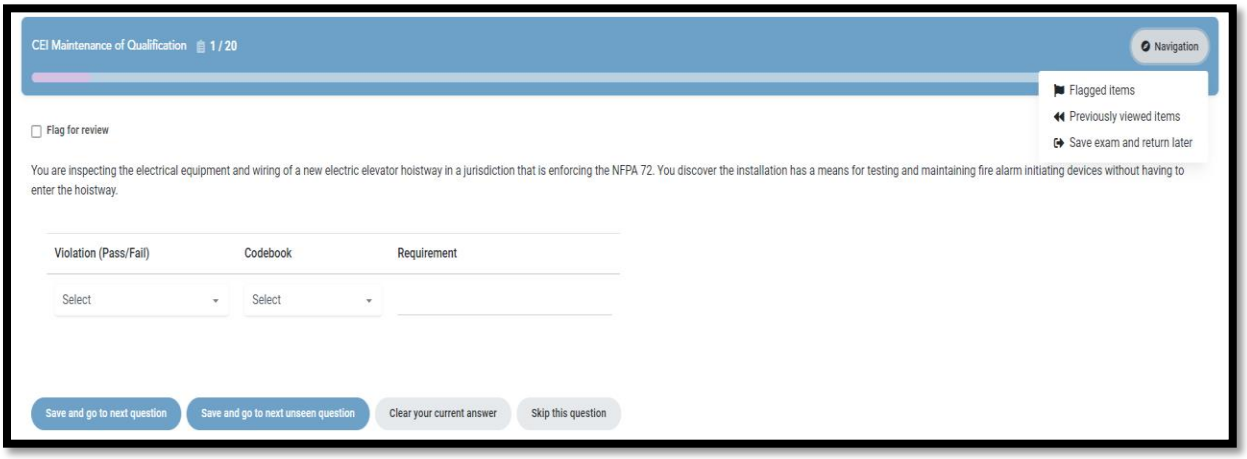
You will be notified once when the QEITF receives your application, and again when the QEITF has completed the review of your application.

Completing the Maintenance of Qualifications Exam

From the menu on the left side of the screen, go to the Exam > My Exams area.

Start the exam by clicking the "**Start Exam**" button.

You are not required to complete the Maintenance of Qualification exam all at once. You can click the "**Navigation**" icon in the upper right-hand corner or the screen and then click "**Save exam and return later**" at any point.



Your response to a question is saved immediately after you click any button other than "Skip this question".

You can return to your exam at any time by going to the **Exams > My Exams** area and clicking the "**Return to exam**" button



If you pass your exam:

You will be notified via email.

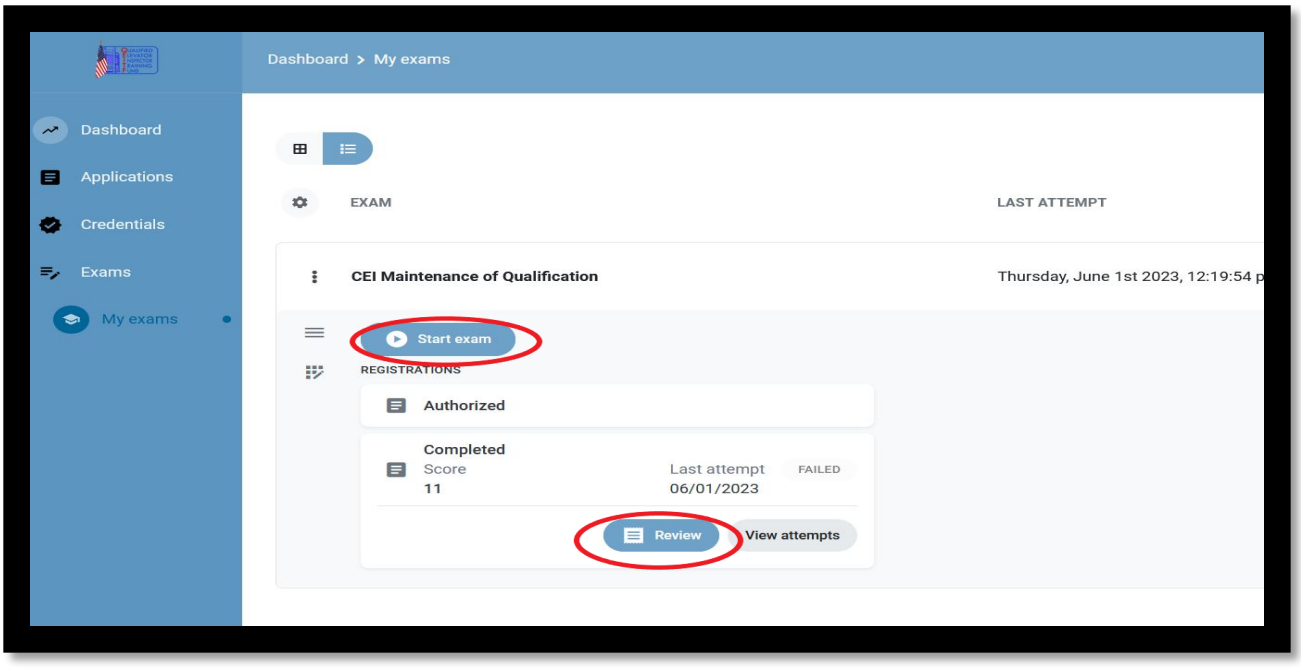
If you have not done so already, complete the Inspectors Maintenance of Qualifications Renewal Application and confirm your 0.8 CEUs of continuing education.

If you do NOT pass your exam:

Retaking the Maintenance of Qualification exam

A CEI who fails the Maintenance of Qualification exam should call or email the office and ask to have their exam reset. After your exam is reset, you can review the questions answered incorrectly on the first exam.

Go to Exam> My exams on menu at the left. After you have reviewed your completed exam, choose "Start Exam" button next to the new exam registration to begin the exam again.



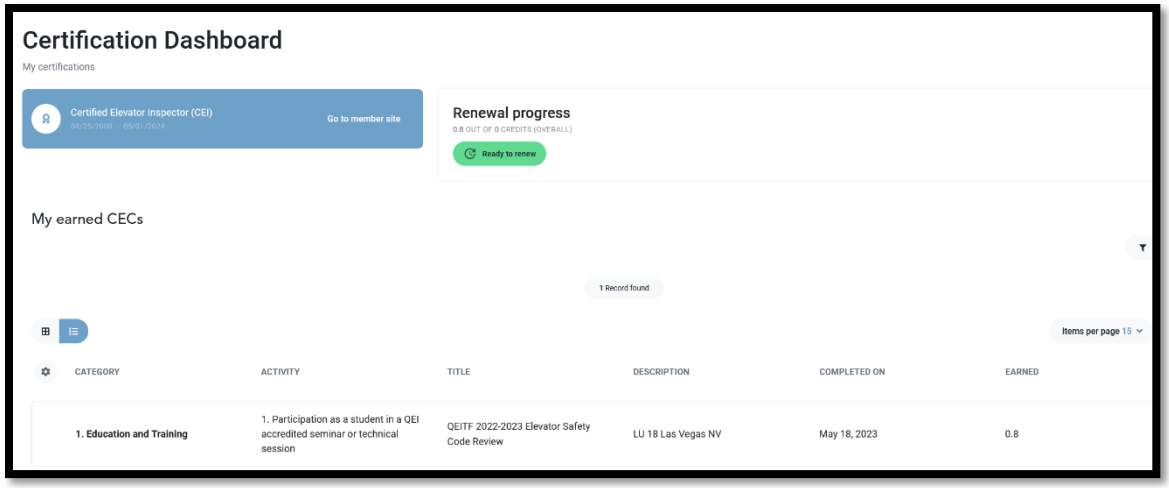
If you need further assistance, please send an email or call the office.

Completing Continuing Education

If you take your CE with QEITF

If you take your CE with QEITF, we will apply the credits earned toward your recertification upon completion of the class. ***Please allow up to two workdays for the posting of the CEUs.***

From the left side menu, go to Certifications > My Certifications to see if your continuing education has been applied.



You can now upload your continuing education certificates directly into your account.

Follow the instructions below for "How to submit Continuing Education for Review." You can check the status of any submitted CEUs within your recertification portal account at any time.

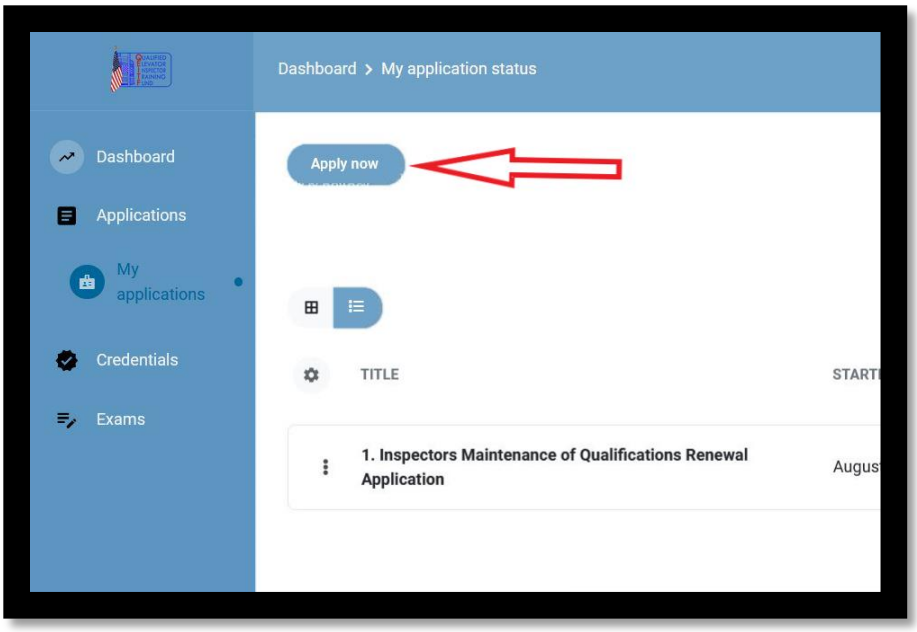
If you take your CE with someone other than QEITF

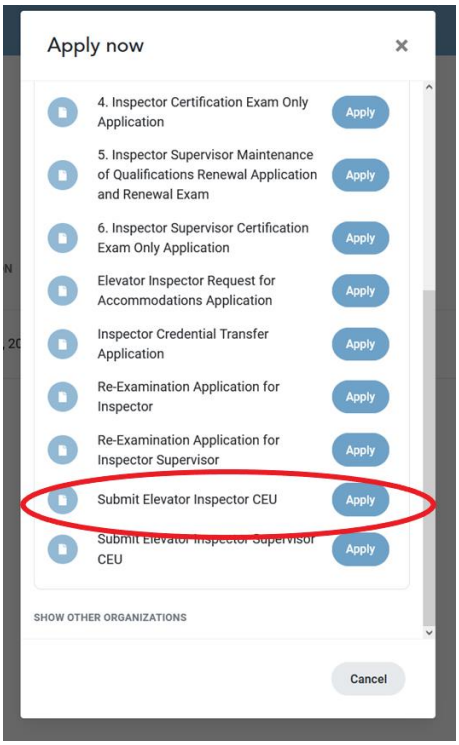
If you take your CE with someone other than QEITF, please upload your certificate (or proof of attendance) according to the following directions.

You can check the status of any submitted CEUs within your recertification portal account at any time.

How to Submit Continuing Education for Review

1. Applications > My Applications
2. Click on the "Apply Now" button
3. Scroll down until you see the "Submit CEUs"





After clicking the button, you will be directed to a "**Submit Elevator Inspector CEU - Continuing education for Certified Elevator Inspector (CEI)"** application.

- Start date of Activity: The day you took the continuing education.
- Select **"I want to enter the details of the activity"**

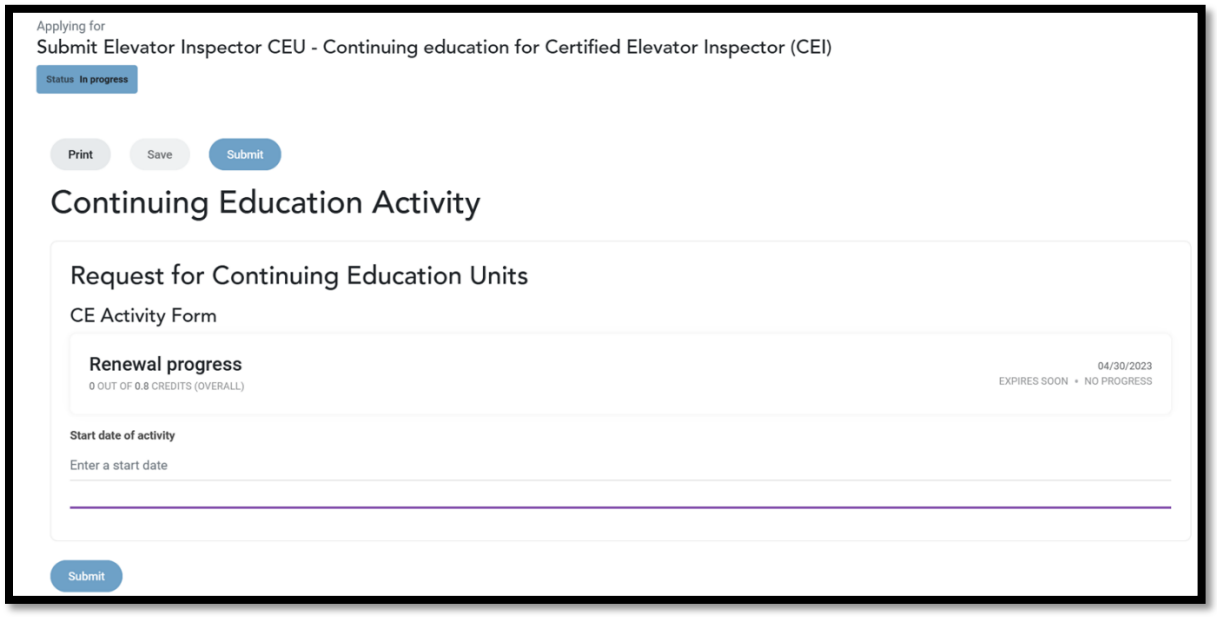
- From “Category” select “**Education and Training”***

From “**Activity**” select option **1. Participation as a student in a QEI accredited seminar or technical session.**

- For Name, enter the name of the approved organization that held the CE, along with the name of the course. (For example, NAESA is often “Code Update Seminar”)
- For **Completion Date of Activity**, if you took a multi-day course, choose the date of the last day. If it was just one day, select the same date as the start date.
- For Activity units, enter the number of CEUs on the certificate or proof of attendance.
- Under “Documentation”, select the “**Choose files”** button. Then upload a .pdf or .jpg of your certificate or proof of attendance.

Documentation is required. If you have taken an approved Continuing Education course and do not have documentation, please contact the course provider. If they can’t help, please contact QEITF.

Finally, click the **“Submit**” button to send the request to the QEITF for review.

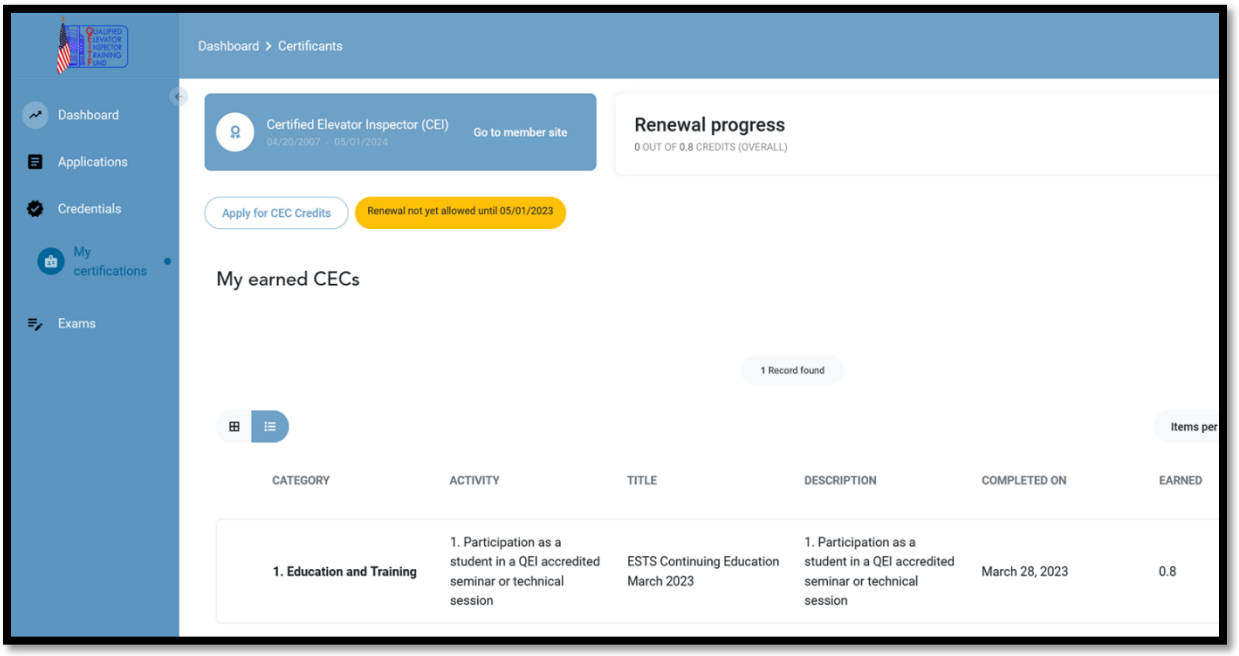


The application will automatically save every 5 minutes if any data within it has changed. You can access an in-progress CEU request from the Applications > My Applications menu and clicking on it.



You will be notified via email of all CEU approvals or rejections after the review has been completed by the QEITF.

Approved CEU requests will display within the "**My Earned CECs**" area of the "**My Certifications**" page.



**If you are submitting something other than an approved Continuing Education course for your CEU requirement, please contact the office for guidance.*

More Information

As always, if you have any questions or need any further information the office staff will be available to help.

If you have any questions about your renewal, (CE requirements, problems with the test questions) please contact **info@qeitf.org**.

If the portal is not working correctly, (username and password issues, navigation issues) please contact **support+qeitf@prolydian.com**.

You can also use the “help” button on the portal. Thank you for your patience and your continued support of QEITF.

