



## Program Description

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## NAEC'S CERTIFIED ACCESSIBILITY AND PRIVATE RESIDENCE LIFT PROGRAM

Welcome to the Certified Accessibility and Private Residence Lift Technician (CAT®) Education and Certification Program. This is a self-paced program, which spans two years and five courses of study. It is structured to meet Federal Apprenticeship requirements of 144 classroom hours and 2000 on-the-job training hours annually. The goal of the education program is certification. The sponsor and certifying body is the National Association of Elevator Contractors (NAEC).

Here are some definitions that are important to the program:

- **The NAEC Certification Board** has been created to promote quality elevator technicians; accessibility and private residence lift technicians; and related technicians through verification of formal education and examination of an individual's experience within the industry. The board consists of seven members, six of which each have 10 or more years experience in the elevator industry, and one member with education credentials.
- **CAT-C** is a Candidate (or student) in the Certified Accessibility and Private Residence Lift Technician (CAT) Education Program; an individual who has met all of the application requirements of the NAEC CAT program and has been accepted into the program.
- **CAT** is a Certified Accessibility and Private Residence Lift Technician; an individual who has met all of the application requirements of the NAEC CAT program, has successfully completed all course requirements of the NAEC CAT, or documented program as approved by the NAEC Education Committee, and has passed the required qualifying examination and has been certified by the NAEC Certification Board.

- **CAT-S** is a CAT supervisor/administrator; an individual who is a CAT (see definition above) and who has also successfully completed the NAEC CAT Supervisor Training course. Each participating company must have a CAT-S.

The role of the CAT-S is to:

- Help the assigned CAT candidates succeed in completing the CAT program and securing certification.
- Administer the basic skills test to potential candidates within the respective company.
- Ensure that potential CAT candidates within the respective company have, or have the opportunity to acquire, the requisite basic skills to succeed in the CAT program.
- Ensure that assigned candidates meet all program requirements prior to taking each examination.
- Ensure that all on-line examinations are taken in accordance with the procedures and conditions set forth by NAEC.
- Ensure that the skills verification process is complete, accurate and properly documented in accordance with the procedures and conditions set forth by the NAEC.

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The CAT® Education and Certification Program is sponsored and administered by the National Association of Elevator Contractors (NAEC). Information on applications, curriculum, testing, interactive education programs and continuing education may be obtained from their web site: [www.naec.org](http://www.naec.org) or by calling (770) 760-9660.

All print-based CAT® course materials are available from Elevator World, Inc. They may be purchased on the web site: [www.elevator-world.com](http://www.elevator-world.com) or [www.elevatorbooks.com](http://www.elevatorbooks.com) by using the candidate number assigned to each CAT student when applications are accepted. Candidates may also call Elevator World, Inc., at (251) 479-4514.

PRIMEDIA Workplace Learning provides integrated learning programs for the CAT® Education Program. Information on the company is available at <http://www.pwpl.com>. Links to interactive programs offered may be accessed through NAEC's website: <http://www.naec.org>.

## Program Outline

### **CAT Candidate Qualifications**

- High school diploma, GED or equivalent
- 18 years of age
- CAT Basic Skills Assessment (optional)
- Approval of completed candidate application
- Annual fee of \$125 NAEC members/\$525 non-member (does not include course materials)
- Access to the supervision of a CAT-S

### **CAT Program Outline:**

1. Five courses
2. 296 total classroom hours
3. Approximately 2 years to complete (4000 field hours)
4. Most of the courses will consist of 3 basic parts:
  - Text-based workbook
  - Skills verification on the job
  - Web-based courses
5. Curriculum can be purchased from Elevator World, Inc., using the student number assigned upon approval of candidate application.
6. Upon completion of each course an exam will be given:
  - Closed book
  - Multiple choice
  - Score of 85% or higher to pass
  - Questions chosen from study questions at end of each course chapter
  - Taken on-line under testing conditions in accordance with NAEC guidelines
7. CAT Final Exam – Upon completion of CAT education courses the candidate will be required to pass a CAT final exam. All rules applying to unit exams apply to the CAT final exam.
  - If the candidate fails the exam the first time, it may be taken again after a waiting period; and a third time after a waiting period and a re-testing fee is paid.

## The CAT® CURRICULUM

### YEAR ONE

#### **Course 1 – Introduction to the Vertical Transportation Industry**

Class hours – 76

Field hours – 1,000

1. Vertical Transportation History
2. Organizations Relevant to the Vertical Transportation Industry
3. National Applicable Codes and Regulations
4. Accessibility Industry Glossary of Terms
5. Types of Accessibility & Residential Equipment
6. General Safety
7. Introduction to Basic Electricity
8. Print Reading
9. Installation

Additional course materials included in Course 1 package: Accessibility Systems Poster, *Elevator Industry Field Employees' Safety Handbook*, and Course 1 Skills Verification Portfolio. Available from Elevator World, Inc. at [www.elevator-world.com](http://www.elevator-world.com) or [www.elevatorbooks.com](http://www.elevatorbooks.com).

Web-based education for Course 1 includes the following Primedia Courses: *Electrical Safety, Back Safety, Industrial Safety, Basic Electrical Review, AC Circuits, Introduction to NEC (National Electrical Code), Blueprint Reading and Electrical Diagrams*. These can be accessed via a link on NAEC's website [www.naec.org](http://www.naec.org).

#### **Course 2 – Vertical Platform Lifts**

Class hours – 40

Field hours – 500

1. Overview
2. Landing Doors and Gates
3. Landing Door and Gate-Locking Devices
4. Machinery Tower/Mast
5. Platforms
6. Safeties and Governors
7. Hoistway/Runway Enclosure
8. Wiring, Power Supplies, Control Circuits and Operation
9. Other Components

Additional course materials included in Course 2 package: *Course 2 Skills Verification Portfolio, VPL Manufacturers Compilation*. Available from Elevator World, Inc. at [www.elevator-world.com](http://www.elevator-world.com) or [www.elevatorbooks.com](http://www.elevatorbooks.com).

#### **Course 3 – Inclined Platform Lifts**

Class hours – 40

Field hours – 500

1. Overview
2. Power Supply and Wiring
3. Stairways
4. Power Transfer/Landing Calls
5. Battery-Operated Models
6. Barrier Arms
7. Controls and Operation
8. Platforms, Safeties and Governors

Additional course materials included in Course 3 package: *Course 3 Skills Verification Portfolio, IPL Manufacturers Compilation*. Available from Elevator World, Inc. at [www.elevator-world.com](http://www.elevator-world.com) or [www.elevatorbooks.com](http://www.elevatorbooks.com).

### YEAR TWO

#### **Course 4 – Inclined Stairway Chairlifts**

Class hours – 20

Field hours – 400

1. Overview
2. Power Supply and Wiring
3. Track Installation

Additional course materials included in Course 4 package: *Course 4 Skills Verification Portfolio, Inclined Stairway Chairlift Manufacturers Compilation*. Available from Elevator World, Inc. at [www.elevator-world.com](http://www.elevator-world.com) or [www.elevatorbooks.com](http://www.elevatorbooks.com).

#### **Course 5 – Private Residence Elevators**

Class hours – 120

Field hours – 1,800

1. Overview
2. Drive Types General
3. Power Supply and Wiring
4. Hoistway
5. Car and Sling
6. Landing Door/Gate Interlocks & Lock and Contacts
7. Before Leaving the Jobsite

Additional course materials included in Course 5 package: *Course 5 Skills Verification Portfolio, Private Residence Elevator Manufacturers Compilation*. Available from Elevator World, Inc. at [www.elevator-world.com](http://www.elevator-world.com) or [www.elevatorbooks.com](http://www.elevatorbooks.com).

## Final Exam

Upon successful completion of all unit exams, all required skills verification, all required web-based courses, and the candidate will be required to pass a final exam. All rules applying to unit exams apply to the CAT final exam. After successfully passing the CAT final exam the candidate will become a Certified Accessibility and Private Residence Lift Technician and be given a certification card and number from the NAEC Certification Board.

## AFTER GRADUATION

### Continuing Education Requirements

**CAT Continuing Education** - Successfully complete ten (10) contact hours of NAEC approved continuing education designated for CAT. All applicable courses must be completed in the current calendar year.

**Safety Course** - At least one (1) contact hour in safety must be included in the ten (10) contact hours required for continuing education. Safety hours **cannot** be rolled over. A maximum of three (3) contact hours in safety will be accepted. All safety contact hours in excess of the maximum will **not** be applied towards CAT renewal contact hours.

Courses submitted for the previous year's renewal **cannot** be taken again and applied towards the current year's renewal - there must be at least 1 year between completion dates before a repeat course can be given credit again.

**CET/CAT Dual Continuing Education** - Successfully complete fifteen (15) contact hours of NAEC approved continuing education. A minimum of ten (10) contact hours designated for CET and five (5) contact hours designated for CAT. All applicable courses must be completed in the current calendar year.

**Safety Course** - At least one (1) contact hour in safety must be included in the fifteen (15) contact hours required for continuing education. Safety hours **cannot** be rolled over. A maximum of three (3) contact hours in safety will be accepted. All safety contact hours in excess of the maximum will **not** be applied towards CET/CAT renewal contact hours.

Courses submitted for the previous year's renewal **cannot** be taken again and applied towards the current year's renewal - there must be at least 1 year between completion dates before a repeat course can be given credit again.

## TO RECEIVE AND MAINTAIN CERTIFICATION

Upon successful completion of the 2-year program the candidate will be required to pass a CAT® final exam. The exam will contain multiple-choice questions randomly chosen from the course exam questions. The exam will be taken on-line under testing conditions in accordance with NAEC guidelines. A student must score 85% or higher to pass the exam. Upon successful completion of all the unit exams, all required skills verifications, all required web-based courses the candidate will become a CAT® (Certified Accessibility and Private Residence Lift Technician). He will be issued a CAT photo ID card.

To maintain certification the CAT must

- Complete 10 hours of continuing education\* by December 31 of each year.
- Pay an annual renewal fee to the certifying body.

\*The NAEC Education Committee is constantly adding to the approved courses available for continuing education. For a complete list, go to the NAEC Website at: [www.naec.org](http://www.naec.org), [www.naec.org/UserFiles/Cont\\_Ed\\_4.2.08.pdf](http://www.naec.org/UserFiles/Cont_Ed_4.2.08.pdf).

## USE OF THE CAT LOGO

Under no circumstance may the CAT logo and/or status be used in a manner to imply that a company or organization is certified under the NAEC Certification Program. Also, use of the NAEC CAT logo and/ status is prohibited in such a manner as to bring the NAEC or the NAEC Certification Board and program into disrepute or in a manner that is considered misleading.

Use of the NAEC CAT logo and/or status in accordance with these provisions by an individual is authorized as long as that individual is certified as a CAT by the NAEC Certification Board. Authorization for use of the NAEC CAT logo and/or status is automatically revoked in the event that an individual fails to properly apply and receive renewal of the certification from the Certification Board, in the event that the respective individual's CAT certification is suspended or revoked, or in instances the individual has improperly used the CAT logo and/or status.

## **Projected Cost of the CAT® Program**

The first step in getting your company started in the CAT Candidate Program is to get your company's CAT-S in place. The CAT-S is the company administrator of the program. The CAT-S is a CAT who has successfully completed the NAEC CAT Supervisor Training Course. Each Participating Company must have a CAT-S in place

**Projected CAT-S Fees:**

<p>CAT-S Kit includes          CAT-S Training Manual          CAT Course Guide          CAT-S Log Book          Course 1 – Introduction to the Vertical Transportation Industry          Course 2 – Vertical Platform Lifts*          Course 3 – Inclined Platform Lifts *          Course 4 – Inclined Stairway Chairlifts *          Course 5 – Private Residence Elevators*          Accessibility Systems Poster          Current EW magazine with a 2-year subscription card attached</p> <p>*Courses will be delivered to the CAT-S in the first 2 years “as developed” instead of in one package. The package cost is like a subscription during the development phase. Once the program is fully developed the CAT-S package will contain all courses.</p> <p>(Please note the CAT-S Kit can be a one-time purchase – the kit can be maintained in-house and used by more than one CAT-S. The CAT-S Training Manual and CAT-S Log Books are elements of the kit that cannot be shared. They can be purchased separately after the purchase of the initial Kit if you have multiple CAT-S' in your company)</p> <p>Additional CAT-S Training Manuals are \$50 Member / \$65 Non-member each          Additional/replacement CAT-S Log Books are \$25 Member / \$30 Non-member each          Replacement Units 1-11 are \$55 Member / \$65 Non-member each</p>	<p style="text-align: right;">\$600.00 NAEC Member          \$750.00 Non-member</p>
<p>TABE Assessment Materials:</p> <p style="padding-left: 40px;">TABE-PC Starter Set - Includes initial starter software and 7 test administrations</p> <p style="padding-left: 40px;">TABE-PC 50 - Includes 50 test administrations (must have previously purchased the starter set)</p> <p style="padding-left: 40px;">TABE-PC 100 - Includes 100 test administrations (must have previously purchased the starter set)</p>	<p style="text-align: right;">\$175.00 NAEC Member          \$200.00 Non-member</p> <p style="text-align: right;">\$442.00 NAEC Member          \$530.00 Non-member</p> <p style="text-align: right;">\$837.00 NAEC Member          \$1005.00 Non-member</p>

**Projection Candidate Fees:**

Candidate Fee includes: Administration Fee Required Web-based Education for first year	\$125.00 NAEC Member \$525.00 Non-member
Course I – Introduction to The Vertical Transportation Industry Candidates Course Guide Course 1 Textbook Skills Verification Portfolio Poster of Accessibility Systems <i>Elevator Industry Field Employees' Safety Handbook</i> First issue of complimentary subscription of Elevator World	\$250.00 NAEC Member \$300.00 Non-member
Course II – Vertical Platform Lifts Candidates Course Guide Course 2 Textbook Skills Verification Portfolio <i>Compilation of VPL Manufacturer's Information</i>	\$200.00 NAEC Member \$300.00 Non-member
Course III – Inclined Platform Lifts Candidates Course Guide Course 3 Textbook Skills Verification Portfolio <i>Compilation of IPL Manufacturer's Information</i>	\$200.00 NAEC Member \$300.00 Non-member
Cost for First Year of Program per Candidate	\$775.00 NAEC Member \$1,425.00 Non-member
Candidate Fee includes: Administration Fee Required Web-based Education for first year	\$125.00 NAEC Member \$525.00 Non-member
Course IV – Inclined Stairway Chairlifts Candidates Course Guide Course 4 Textbook Skills Verification Portfolio <i>Compilation of ISC Manufacturer's Information</i>	\$200.00 NAEC Member \$300.00 Non-member
Course V – Private Residential Elevators Candidates Course Guide Course 5 Textbooks Vol 1 & 2 Skills Verification Portfolio <i>Compilation of PRE Manufacturer's Information</i>	\$300.00 NAEC Member \$400.00 Non-member
Cost for Second Year of Program per Candidate	\$500.00 NAEC Member \$700.00 Non-Member
Projection of Total Costs for Candidates	<b>\$1,400 NAEC Member</b> <b>\$2,700 Non-member</b>

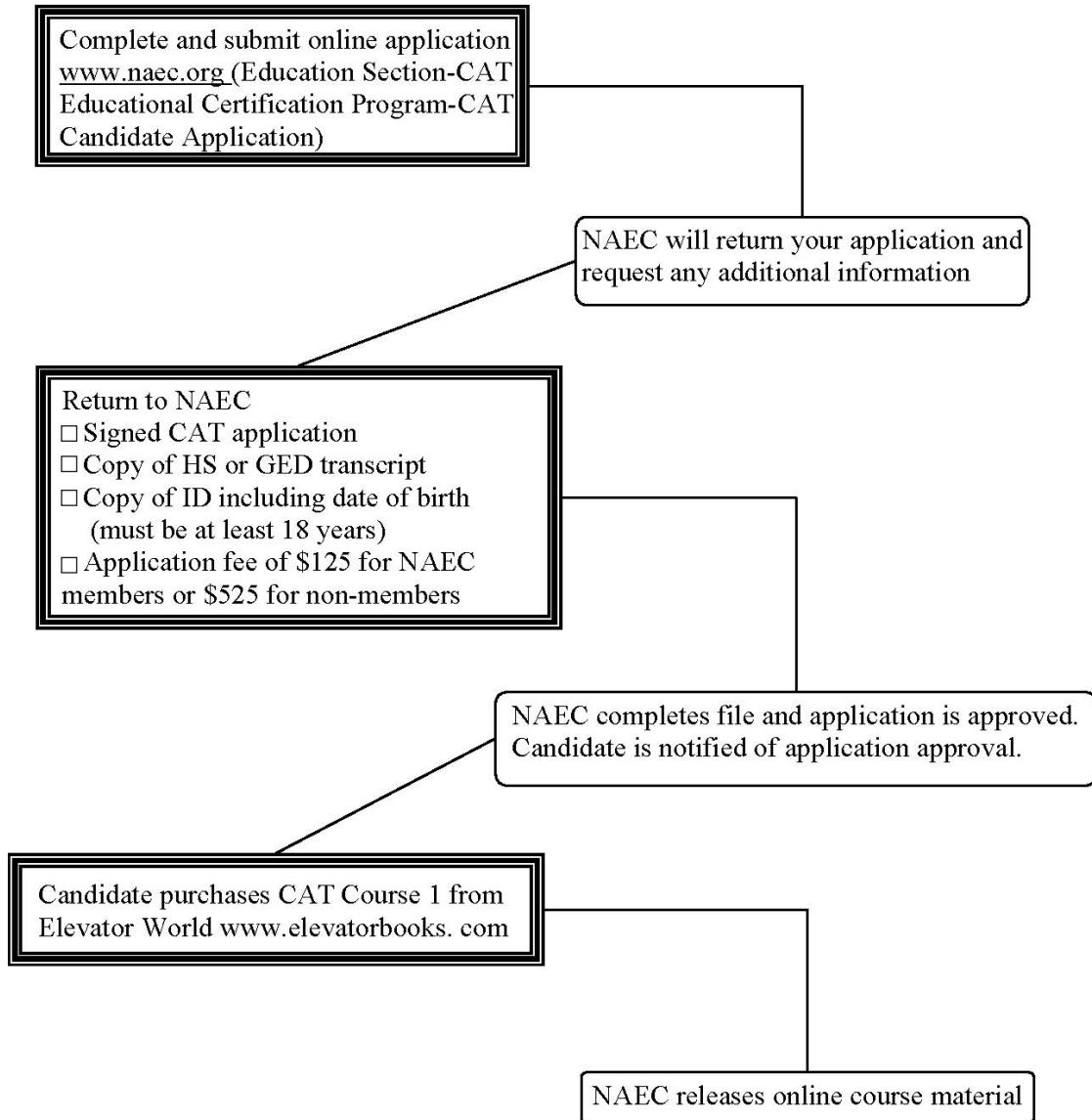
**Projected CAT Renewal Fees:**

CAT Renewal Fee: \$125.00 Non-member	\$65.00 NAEC Member / \$125.00 Non-member
NAEC Sponsored Web-based Continuing Education (prices will vary for non-NAEC sponsored courses)	\$35.00 NAEC Member / \$50.00 Non-member
CAT Renewal Late Fee (if renewal is received after January 30)	\$35.00

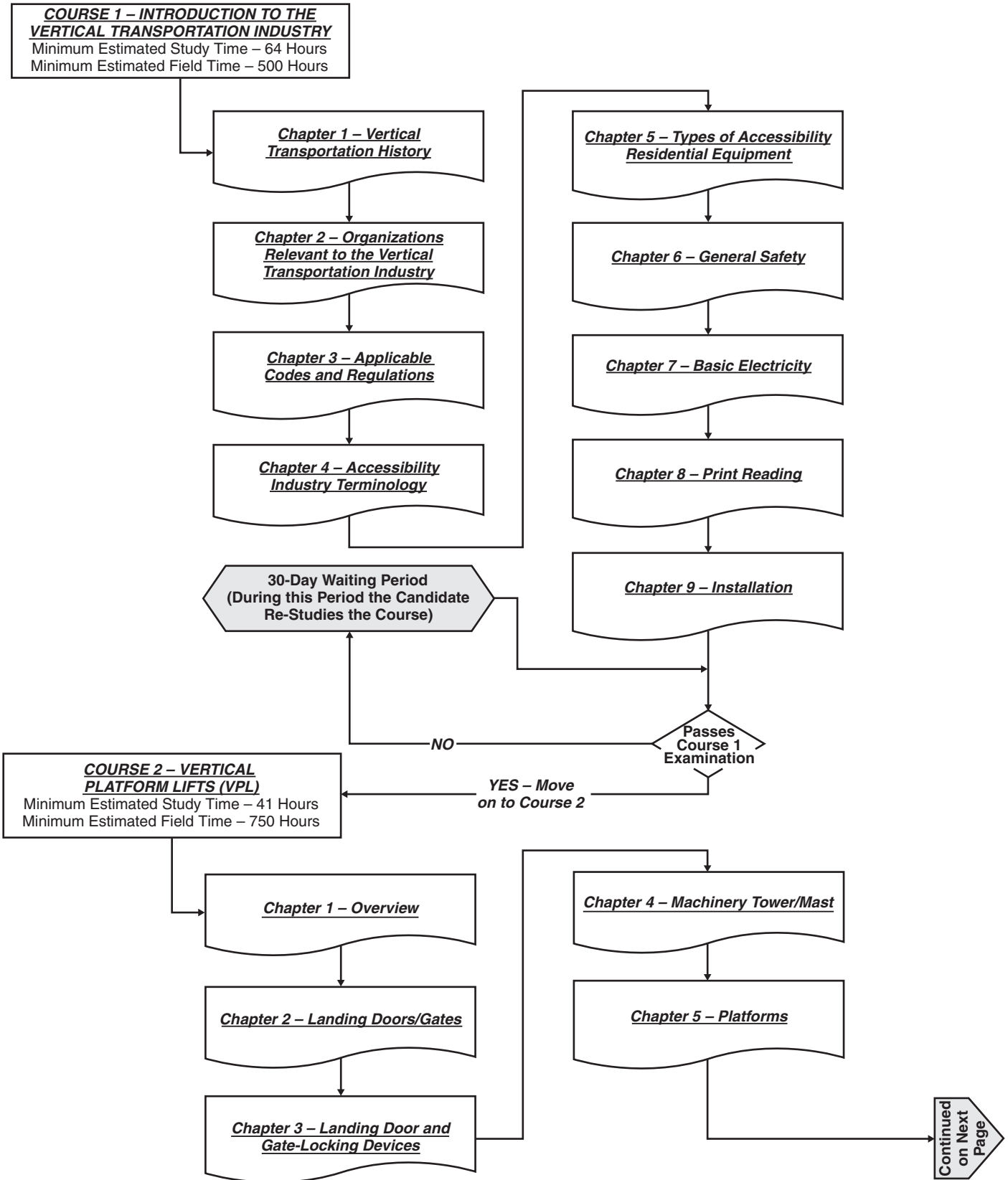
*Do you have field personnel with less than 6,000 hours (approx. 3-years) of field experience that need to become certified as a CAT®?*

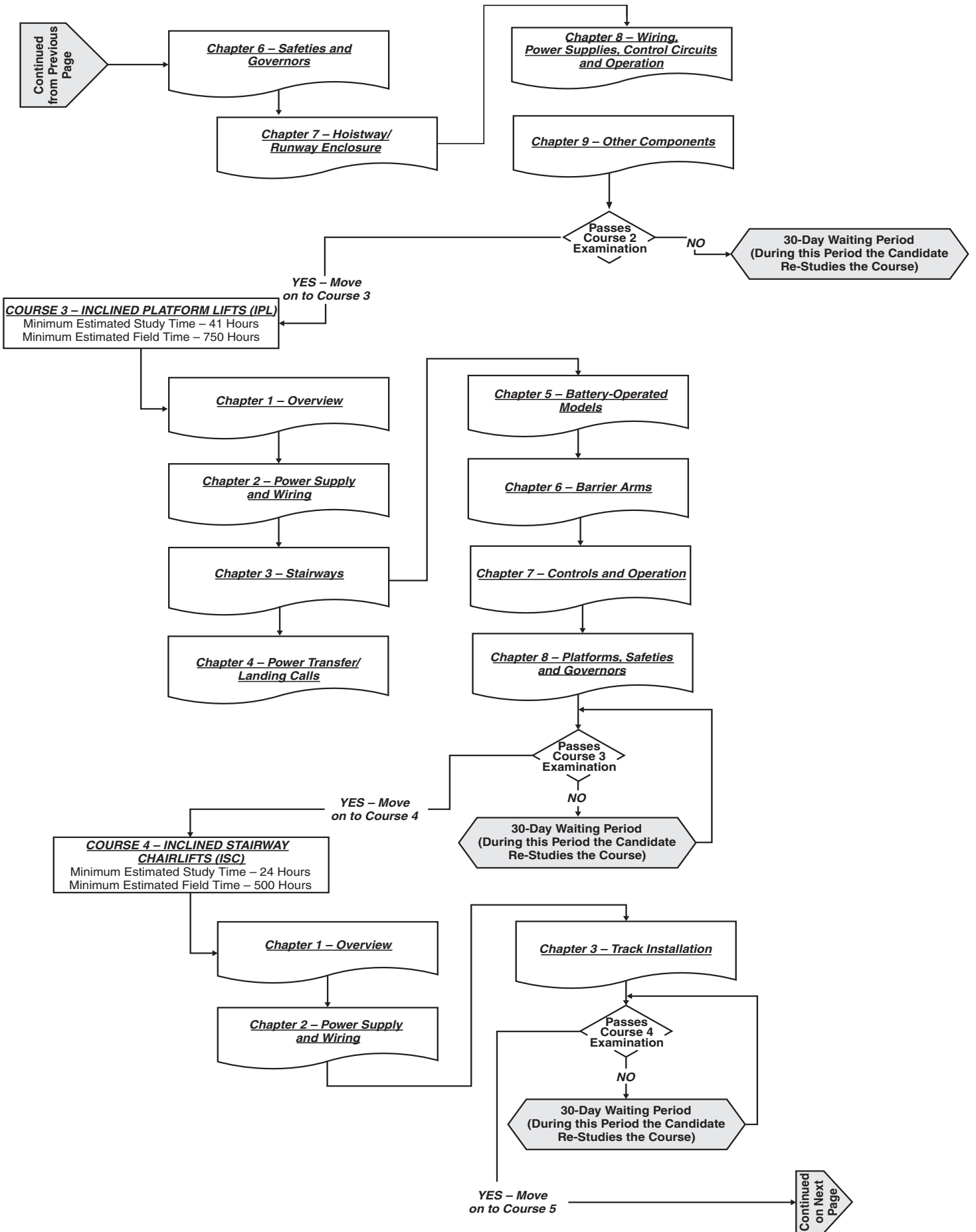
## CAT Candidate Application Process

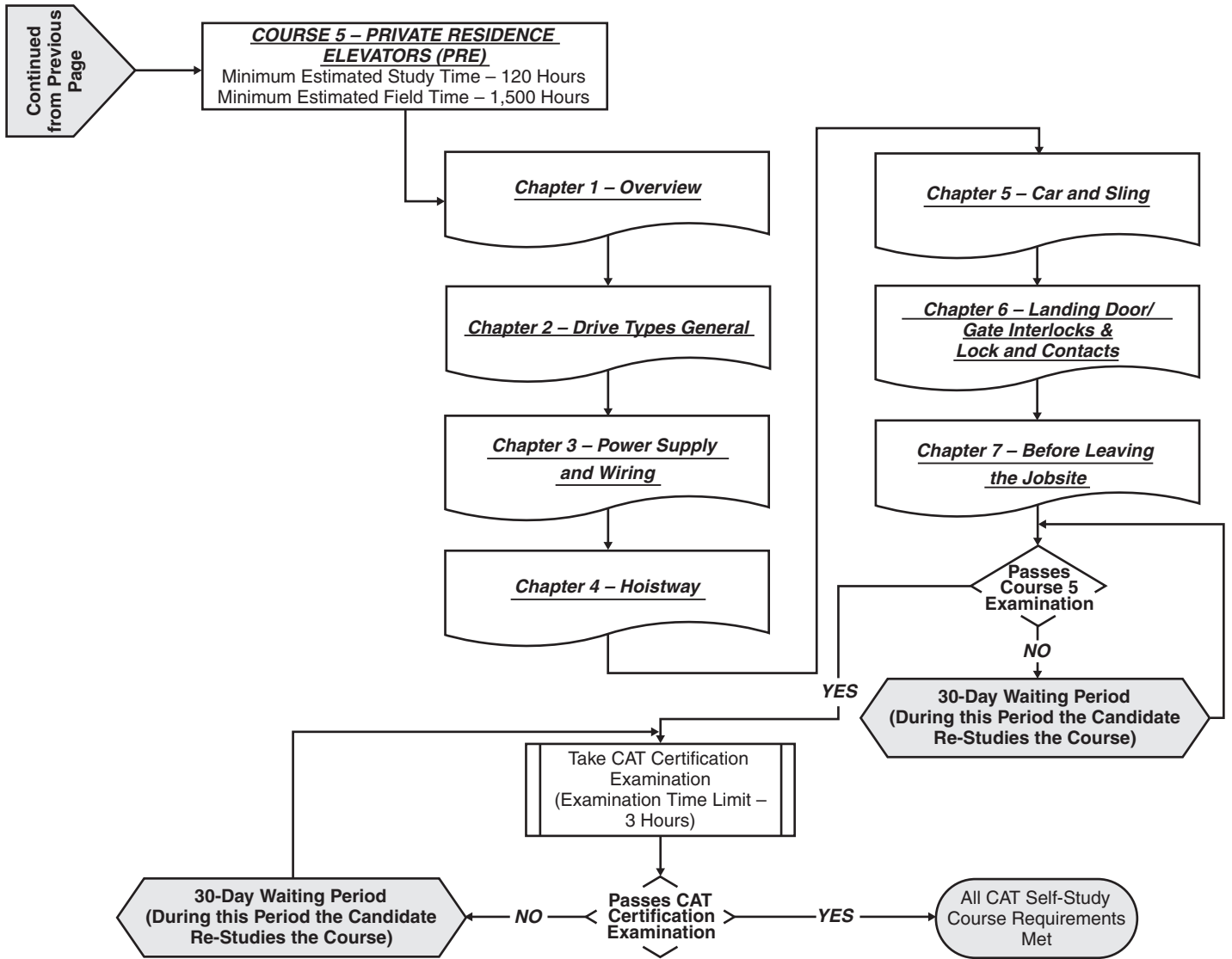
\*Employer must have a CAT-S in place



**Begin your studies as a CAT® Candidate.**







### **CAT-S CODE OF ETHICS**

Every CAT Supervisor (CAT-S) is required to sign a document attesting that he or she will follow the NAEC CAT-S Code of Ethics. NAEC CAT-S Code of Ethics is as follows: In carrying out the responsibilities of a CAT-S, I understand and agree to follow all elements of the NAEC CAT-S Code of Ethics as specified in the following:

- Ensure that the confidentiality of every CAT candidate under my charge is protected and that personal and CAT program progress information will only be provided to the management of the sponsoring company and supervisors required to know to properly conduct their jobs.
- Ensure that CAT program assessments and examinations of every CAT under my charge are properly proctored and that verification by legal identification with pictures is provided to the proctor before the respective CAT candidate takes each assessment and examination. In the case of the CAT program, proper proctoring means that the CAT candidate will not be permitted to use books, notes, or any other information during the examinations and that no one is permitted to help or coach the CAT candidate during the examinations. Also, there will be at least one company employee in the same room with the CAT candidate during the entire assessment and examination process.
- Ensure that the skills verification for every CAT candidate under my charge is signed off only by a qualified CAT and that verification by legal picture identification is provided to the CAT who will be conducting skills verification for the respective CAT candidate.
- Notify my employer and the NAEC in the event that I have witnessed, or have reason to believe, that an individual has obtained CAT candidate status, CAT, or CAT-S certification under false pretenses.
- To act in a professional manner when conducting CAT-S responsibilities.

### **CAT CODE OF ETHICS**

Every CAT Grandparent and CAT Candidate is required to sign a document attesting that he or she will follow the NAEC CAT Code of Ethics. NAEC CAT Code of Ethics is as follows: In studying to become a CAT, studying to renew a CAT certification, and working as a CAT, I understand and agree to follow all elements of the NAEC CAT Code of Ethics as specified in the following:

- Providing falsified or misleading information related to my CAT renewal constitutes good and sufficient grounds for the immediate cancellation of my CAT Certification.
- Providing falsified or misleading information related to my CAT Candidate Skills Verification constitutes good and sufficient grounds for the immediate cancellation of my CAT Candidate status.
- Providing falsified or misleading information related to a CAT Candidate Skills Verification constitutes good and sufficient grounds for the immediate cancellation of my CAT status.
- Cheating or receiving help of any type not authorized by the NAEC on any CAT examination or test constitutes good and sufficient grounds for the immediate cancellation of my CAT or CAT Candidate status.
- Providing falsified or misleading information on work-related documents, reports, and logs while working as a CAT constitutes good and sufficient grounds for the immediate cancellation of my CAT status.
- Failing to follow related industry codes, standards, local and federal laws related to my work-related duties, and company work rules constitutes good and sufficient grounds for the immediate cancellation of my CAT status.

## **APPEALS AND COMPLAINTS ASSOCIATED WITH THE CET™ OR CAT™ PROGRAM**

It is the policy of the NAEC Certification Board (Board) that the CET and CAT programs are of quality and that all applicants, candidates, certified persons and their employers, and other parties within the certification process and criteria, as well as the performance of certified persons, have a fair and impartial forum to appeal decisions adversely affecting their certification status and/or a fair and impartial forum for complaints associated with the CET or CAT programs to be heard. Therefore, through this policy, individuals wishing to appeal a decision affecting one's CET/CET-S, CET Candidate, CAT/CAT-S, or CAT Candidate status or having a complaint as to the performance of certified/candidate persons may file an appeal/ complaint within thirty (30) calendar days of the occurrence which the appeal/complaint is about, or of the date on which the Appellant first knew or reasonably should have known of the occurrence. Appeals/complaints are to be submitted to the Certification Board in writing including the full name, postal mailing address, and telephone number of the appellant/complainant and specifying the conditions and circumstances of the appeal/complaint. The Certification Board will not consider anonymous or unsigned appeals/complaints. The written and signed appeal/complaint shall be sent to the Certification Board via the U.S. Postal Service or courier to the following address:

Certification Board  
National Association of Elevator Contractors  
1298 Wellbrook Circle, NE Suite A  
Conyers, GA 30012-3873

The Certification Board will not consider incomplete appeals/complaints or appeals/complaints sent via email or by fax.

Upon receipt of an appeal/complaint, the Chair of the Certification Board shall promptly review the appeal/complaint to determine disposition of the appeal/complaint. If the Chair of the Certification Board determines that the appeal/complaint is of a nature that there should be imposed an interim resolution pending the outcome of the appeals procedure, then he or she may impose an interim resolution of the matter. The interim resolution may include temporary suspension of a certification or candidate status. Such a temporary suspension immediately mitigates a potential public safety issue. Any such temporary resolution shall not be construed as punitive, disciplinary, conclusive, or indicative of guilt.

Within ten (10) calendar days of the date the Certification Board receives an appeal/ complaint, the appeal/complaint will be investigated by an Appeals/Complaint Committee consisting of three individuals: (1) The NAEC Board of Directors Education Committee Liaison, (2) The NAEC Bylaws Committee Chair, and (3) A representative from the Education Committee appointed annually by the Education Committee Chair. The investigation procedure(s) shall include: (1) A factual investigation of the appeal/complaint allegations in light of the applicable NAEC Certification Program rules and regulations as well as any applicable statute, rule, regulation, or policy, with the investigation including, but not necessarily being limited to, interviews of the appellant/complainant and any designated respondent to the appellant/complainant; and (2) A written determination on the disposition of the appeal/complaint. The investigation and final determination report shall be completed and issued to all parties within 30 days of receipt of the assignment of the appeal/ complaint to the Appeals/Complaint Committee from the Certification Board Chair. The resolution determined by the Appeals/Complaint Committee shall be limited to: (1) Exonerating the CET/CET-S, CET Candidate, CAT/CAT-S, or CAT Candidate of any wrong doing, (2) Suspension of the certification or candidate status of the respective CET/CET-S, CET Candidate, CAT/CAT-S, or CAT Candidate status, or (3) Revoking the certification or candidate status of respective CET/CET-S, CET Candidate, CAT/CAT-S, or the CAT Candidate.

The decision of the Appeals/Complaint Committee is final. Also, for purposes of this policy, one-year, annually, and certification period are defined as a calendar year.