



November 9, 2017

ELEVATOR MAINTENANCE LICENSE RENEWAL

Dear Licensee:

The Occupational and Professional Licensing Administration (OPLA) is excited to introduce a brand new license management system that will fully digitize the licensing process. This new platform is now available and it is designed to improve your overall customer service experience.

The biennial license renewal deadline for Elevator Maintenance has been extended through December 31, 2017 without a late fee. Please note: beginning January 1, 2018, you will be charged a late fee to renew and after January 31, 2018, you will be required to reinstate.

We are pleased to invite you to utilize the new license management system. To complete your online renewal, follow the steps below:

1. Visit the Board's website: <https://www.dcopla.com/elevator-maintenance>.
2. Under "Licensing Services," click on the link to the online portal.
3. Under "Login," click "Forgot your password?"
4. Enter your license number as your User ID (include letters and numbers with no spaces).
5. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
6. Follow the prompts to create a new password.
7. Log in to the system using your license number and new password.
8. Once logged in, scroll down to your license type (i.e., Elevator Mechanic) Renewal or Reinstatement.
9. Click "Begin" to start the application.
10. Answer the screening questions and follow the prompts to upload documents and make payment.
 - a. **Tradespersons:** You will need to upload a full front face "passport-style" photo with a plain white background. Please do not take a picture of a photo.
 - b. **Contractors:** You will need to upload copies of bonds for the company (please maintain your originals). Note: Elevator Mechanics designated to your company will also need to log into their account and confirm their designation.

If you encounter any issues with this process or have questions, please contact a customer service representative at **1-866-270-9817**.

We are delighted to bring this innovation to OPLA, and we look forward to working with you to continue to deliver exceptional support and customer service.

Sincerely,

DC Board of Industrial Trades