DC Board of Industrial Trades – ELEVATOR LICENSE RENEWAL NOTICE

RENEW YOUR LICENSE BEFORE November 30, 2019.

On December 1, 2019, a $50 late fee will be assessed. On February 1, 2020, you will be required to reinstate.

Begin the renewal process online at https://www.dcopla.com/trades

2. Under “Login,” click “Forgot your password?”
3. Enter your license number as your User ID (include letters and numbers with no spaces).
4. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
5. Follow the prompts to create a new password.
6. If you have an account, please do not create a new user id and password, use existing account information.
7. Log in to the system using your license number and new password.
8. Once logged in, scroll down to your license type and choose Renewal.
9. Click “Begin” to start the application.
10. Answer the screening questions and follow the prompts to upload documents and make payment.
11. A 2”X2” photo is not required for this renewal cycle.

Note: If you allow your license to expire, you will have five years from the expiration date to reinstate your license. If you allow more than five years to lapse, you will be required to complete all licensing requirements as a first-time applicant and submit a new license application.

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