

Frequently Asked Questions

- **How much does it cost for a Material Handling Equipment (MHE) License?**
 - New and Renewal cost is the same, each application is \$68.00 each.
- **How does my activity/organization pay for licensing?**
 - Your supervisor/coordinator should contact the finance department of your activity/organization. Your finance department should provide a funding document to the supervisor/coordinator.
- **Can anyone submit an MHE Application?**
 - No, applications that have been signed and approved by the supervisor can be submitted. Only the supervisor or a designated coordinator appointed by the supervisor can submit applications.
- **What else is needed after the completed application & correct documents have been submitted?**
 - New – Wait to receive two separate emails, one email will have a user id and the other will have a password. Complete the online training to receive an MHE Permit.
 - Password is only good for 30 days.
 - Renewal – The supervisor/coordinator will issue the MHE License to the operator once they have received it from the Forklift License Examiner.
- **How long is the MHE Permit good for?**
 - The MHE Permit is good for only 90 days (3 months).
- **Who does the hands-on training for “New” operators?**
 - The supervisor will task an MHE Licensed operator to conduct the hands-on site specific training.
- **Who conducts the evaluation?**
 - Your supervisor/coordinator will arrange an appointment with a certified evaluator.
- **Can I get licensed on a forklift that is not in my shop?**
 - No. Applicants can only get qualified for equipment that is in their designated work-site area and cannot exceed tonnage of assigned equipment.
- **How long is the “Grace Period” for an expired license?**

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- There is No “Grace Period”. The supervisor can start the Renewal process 3 months before the MHE License expires.
 - Reasons: Renewal of medical certificate or if any unforeseen emergencies that may occur causing MHE License to expire.
- **How do I get an upgrade and is there a cost?**
 - The supervisor will have to submit an application form and an evaluation form for the equipment upgraded tonnage. There is no cost for an upgrade.