

INSTRUCTIONS



FOR COMPLETING APPLICATION FOR ORIGINAL OR UPGRADE LICENSE NOTE: APPLICANTS SHALL ONLY PROVIDE INFORMATION THAT IS LEGAL AND THAT IS LEGITIMATE

SECTION A

- Please print your first name and then your last name.
- 2. *Enter a valid email address.
- 3. Enter your home mailing address.
- 4. Enter a phone number where you can be reached.
- 5. Enter the city where you currently are residing.
- 6. Enter the state where you are now living.
- Enter the zip code of the city in which you are currently residing.

- 8. Enter the municipality where you reside.
- 9. Enter the county of the municipality.
- 10. Enter your date of birth.
- 11. Under the requirements of N.J.S.A. 34:7-2 and 2.1, an applicant must be a citizen of the US or have declared an intention of becoming a citizen.
- Select an exam location. If possible, you will be put in the test site you selected. See document "List of Examination Test Sites".

*Email Address: The Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance (MIBBPVC) is asking all applicants to supply a valid email address. Providing an email address will allow the MIBBPVC to provide you with dates and notifications regarding your application approval status, and notifications concerning test results, etc. You will also be able to request information and receive responses.

SECTION B

- 1. Indicate the license classification and grade you are requesting based upon your eligibility. (Example: Boiler operator low pressure; 2C Refrigeration, 1C Power Engineer)
- 2. If you currently have a Stationary, Power, Boiler Operator or Refrigeration license in the State of New Jersey check **YES** and fill out the rest of this section.

SECTION C

In this statement of experience section, you shall list the actual operating experiences obtained for the classification and grade requested for an original or upgrade license. Only pertinent, applicable, and full-time experience shall be listed. This experience shall have been completed within seven years of submitting this application. Failure to indicate experience will result in rejection of the application. (See N.J.A.C. 12:90-8.2(c) for eligibility details). Incomplete or outdated applications shall not be accepted.

SECTION D

List the details of the equipment operated as listed. Failure to complete the required information could result in rejection of the application. (See N.J.A.C. 12:90-3.3 to 3.10 and N.J.A.C. 12:90-8.2 to 8.13 for eligibility details). NOTE: The "burner-input capacity" must be used for the purpose of determining the capacity of the equipment used for proof of eligibility.

SUBMITTAL OF APPLICATION

If this is your first license in New Jersey, forward the nonrefundable application fee of \$200 with your application. If you are applying for an upgrade or additional classification, the nonrefundable fee to submit is \$160. The check or money order should be made payable to the Commissioner of LWD and be attached to the original application and mailed to address below. If you decide to email the application, you must also send the original or upgrade application along with your check. All checks must be sent by regular or express mail. CASH IS NOT ACCEPTED. Every applicant must ensure all the of the required documents are submitted to the MIBBPVC. The estimated processing time for an application is 4 to 6 weeks. If the application is approved, the applicant will be notified when and where to appear for examination.

This license application package (LAP) has several forms that will require completion: (1) "Applicant Endorsement Verification", (2) "Management Endorsement Verification", (3) Engineer's Endorsement Verification", (when applicable). NOTE: Electronic completion of the forms is allowed as well as accepted forms of validated electronic digital signatures for the applicant, engineer and manager. Each of the forms has instructions on how they should be completed. Every applicant must ensure they have submitted all of the required documents to the MIBBPVC. The documents must be returned to the address below but can also be emailed to BPVRCompliance@dol.nj.gov. Emailing the documents is the fastest way and will allow the MIBBPVC to communicate with you if there is any reason you must be contacted. Any incomplete documents will slow the application review process and failure to provide all necessary supportive information could cause the application to be rejected. If you have been deemed ineligible for any reason, you will receive a notification. Failure to appear for an examination could result in cancellation of the application. Once you submit your application and fee there is no refund if you are not approved to take the test. Proof of identity in the form of a photo I.D. will be required at the time of examination. All questions should be directed to (609) 292-2345; by fax to (609) 984-1577 or by email to the address shown above. The license application and fee should be sent by regular mail carrier to:

New Jersey Department of Labor and Workforce Development
Division of Public Safety and Occupational Safety & Health
Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance

P.O. Box 392 Trenton, NJ 08625-0392 Phone: (609) 292-2921 Fax: (609) 984-1577

Email: BPVRCompliance@dol.nj.gov



ORIGINAL AND UPGRADE APPLICATION STATIONARY/POWER/REFRIGERATION ENGINEER **BOILER AND SPECIAL OPERATOR LICENSE**

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT DIVISION OF PUBLIC SAFETY & OCCUPATIONAL SAFETY & HEALTH

\$200.00	DIVISION OF PUBLI MECHANICAL INSPECTION I	C SAFETY & OCCUPA			CF
\$160.00		P.O. BOX 392 TRENTON, NJ 0862	2	KE VESSEL COMPLIAN	CE
\$80.00	DATE EXAMINED	RECALL	PPD	DNA	
¹ Date Rec'd:					
Date Ret'd:					
² Date Rec'd:	Note: PPD = Postponed of	on Date indicated DNA	= Did Not App	pear on Date Indicated	
² Date Ret'd:	Reader/Interpreter Re	quested: 🗆 Yes 🗆 No]	Applicant Number of	on Exam Roster
³ Date Rec'd:	If "Yes" Valid Affidavit M Application for F Affidavit Reco				
³ Date Ret'd:			Reinstate	App. □Yes □No Initia	ls/Date:
			Cancel Ap	p. ☐Yes ☐No Initia	als/Date:
	LICENSE ISSUED: YES	NO LICENSE NUM	IBER ISSUE	D:	
	CLASSIFICATION/GRADE:		TEST LOCA	ATION:	
	(Ар	plicant: Do Not Write A	OVE THIS LINE)		
SECTION A	TYPE ONLY LEGAL INFORMATION				
	THE OWN ESOMETH OWN TO STATE OF		² Ema	iil Address:	
	SS:				
⁵ City:		6S	tate:	⁷ Zip Code	
⁸ Municipality:	9Co	unty:		¹⁰ Date of Birth:	
¹¹ Are you a U	.S. Citizen? Yes No (If No, pro	vide proof of your intention	on to become a	citizen in accordance with N	.J.S.A. 34.7-2.1)
¹² Exam Locatio	ns: NPT KEW PSV RD	☐ TR ☐ VL ☐ BRT ☐	WCW (Please	check the exam location wh	ere you desire to be tested
	If you do not pick a test location, one wi				·
SECTION B					
¹ The classifica	tion and grade requested		See	N.J.A.C. 12:90-8.3	
² If you curren	ntly hold a State of New Jersey Station	ary, Power, Refrigeration	Engineer or B	oiler Operator's license co	mplete this following:
^A Applicant curr	rently has license number	which expires	on	<u>.</u>	
^B Classification	and grade	^C Licenso	e held for	_year(s)months.	



SECTION C	STATEMENT OF EXPERIENCE
DECTION C	STATEMENT OF EXPERIENCE

^A Company where Experience Gained	^B Address & City Where Equipment Located	C*Title Served in While Experience Gained with Company	E _{Begin Date} of Experience Gained	FEnd Date of Experience Gained	G _{Total} Experience Years or Months

*NOTE: TITLE SERVED AS MUST BE SPECIFIC TO ELIGIBILITY IN N.J.A.C. 12:90-3.3 to 3.10 and N.J.A.C. 12:90-8.2 to 12:90-8.13

SECTION D EQ	UIPMENT OPERATEL	MUST SATISFY CLAS	SSIFICATION R	EQUIREMENTS & OPER	ATING ELIGIBILITY
PART 1 – Identify the E	quipment – (This is the eq	uipment located at Section	C above where ha	ands-on training was obtained	<u> </u>
The jurisdiction nur	mber starts with the lett	Which Requires a Licen ers NJ – Example: NJ0 This number must also b	12345-07H (The	e Jurisdiction Number is fo	ound on the Certificate of
NJ	NJ	NJ	NJ	NJ	NJ
(Note: Only Applicable in New	w Jersey. Include NJ Jurisdiction	Number of All Interconnected Equ	ipment Comprising the	System; Number in Top Left Corner of	Certificate of Inspection)
^B Mfg. of Equipmen	t (Boiler, Fired PV, HF	RSG, Prime-Mover, Cog	gen. or Refrig. P	lant):CTotal	Found in Plant:
^D Total Interconnect	ed Input Capacity of E	quipment		EBtu/hr, kW-input	$l_{\rm c}$, $l_{\rm bS}/h_{\rm f}$ (Circle the Rating)
FSafety Valve(s) Set	tpoint:	psi ^G Safety	Valve(s) Capac	ity:Hlbs	s/hr or Btu/hr
^I (Total) MAWP of l	Equipment:psi. ^J O	perating Pressure:	psi. ^K Typ	oe of Fuel Burned:	
PART 2 – Gas Turbine a	and/or Steam Turbine Det	ails (if applicable) - Comple	ete this Part if You	r Plant is Cogeneration and/or	Steam Turbine(s) in the Plant
^A Cogeneration Plant	Output:	(kW of Generator) ^B Fuel:	^C Heat Rate:	Btu/kWh
^D Turbine HP/Throttl	e Capacity:	^E Use:		FSteam Pressure:	psig
G Condensing Turbine	e – 1st Stage and Exhaust pre	ssPsig or	in. Hg. ^H 🔲 No	oncondensing Turbine – Backpre	essure psig. Temp
PART 3 – Refrigeration	<u>System</u>				
Refrigeration Plants	s Must Also Complete	this section: (NOTE: *O	btain from the Eq	uipment Manufacturer or AN	SI/ASHRAE Standard 34)
^{A*} Refrigerant numb	er: B*	Refrigerant Safety Gro	up: (Ex: A1, B2, A3)	^C *System Classificat	iOn(Ex: Direct, Indirect)
^D Compressors in Sy	vstem: ETons of F	Refrigeration Cap:	Tons	FRefrigeration System	Use :

IMPORTANT: The following 8-documents are considered part of the LAP (License Application Package) mentioned in the instructions. Items Nos. 2), 3), 4), and 5) are mandatory documents that must be sent to the MIBBPVC along with the nonrefundable application fee. You will only need to provide Item No. 6) and 7) if you obtain a passing score on your examination (Do Not Send a Photo or Signature unless you are notified). It is the applicant's responsibility to complete this application and they should seek out help doing so if needed to avoid unnecessary delays. Item No. 5) is not needed for low-pressure boiler operator applicants unless, they received documented hands-on training from an Engineer licensed by the MIBBPVC. Item No. 8) is the Boiler, Pressure Vessel and Refrigeration Rules and must be kept by the applicant. Every applicant must understand that all the documents used for the purpose of determining the eligibility of an applicant are legal documents where all information you complete and present shall be valid and true.

① License Application Instructions	② License Application	3 Applicant Endorsement Verification	Management Endorsement Verification
⑤ Engineers Endorsement	© When you pass the Test provide	② List of Test Sites.	® N.J.A.C. 12:90
Verification (when needed)	a Passport Style Photo 2" x 2" and		
	your handwritten signature.		

APPLICANT ENDORSEMENT VERIFICATION



ORIGINAL AND UPGRADE APPLICATION STATIONARY/POWER/REFRIGERATION ENGINEER BOILER AND SPECIAL OPERATOR LICENSE

Proper Processing of an Application Requires the Completion of all Information

IDENTIFY THE A	APPLICANT
Applicant Name	:
the specified Stareceived the necessary for the equipment required under a specified at N.J. as proof that you training, including conduct a review appropriate. Fair	the Applicant's Endorsement Verification is to confirm the experience of the applicant for the equipment found in ationary, Power, or Refrigeration Plants. Completion of the license application requires you to validate that you essary training, gained the experience and that you meet the qualifications at the location specified in Section On the detailed at Section D. The training you received must be real and shall have been recorded within a logbook as the provisions of N.J.A.C. 12:90-3.10. The duration of the training must meet or exceed the established provisions A.C. 12:90-8.4 through 12:90-8.13. The MIBBPVC requires you to provide a valid, properly completed logbool are training, was done in accordance with the regulations. The logbook must show details regarding your hands-oning the duration of time you spent in the boiler room, along with the appropriate signatures. The MIBBPVC shall we of the logbook, License Application, the Management and Engineer Endorsement Verification forms as lure to provide the requested documents or to meet the established regulatory provisions for eligibility, may cause upgrade license application to be rejected.
Applicant Initial	WORK HISTORY – The State of my Experience and the Details of the Equipment in Section C and D of the original or upgrade application is a true representation of my employment history and experience gained. It can be substantiated by my employer.
Applicant Initial	HANDS-ON TRAINING – I attest that the organized hands-on training was provided to me by my employer at the location and time period presented on the original and upgrade license application. I confirm that the training is documented in a logbook as required by N.J.A.C. 12:90-3.10 and that the logbook copy presented is a true representation and record of my training as the applicant requesting a license.
NOTICE: Applic scheduled for ar	cant must be at least 18 years old to obtain a boiler operator's license. No applicant under 17 years old will be a exam.
and qualification	to meeting or exceeding the established licensing requirements and have achieved the necessary experience ons as set forth in New Jersey Administrative Code (N.J.A.C.) 12:90 eligibility requirements for examination :90-8.4 through N.J.A.C. 12:90-8.13 at my employer's business location detailed in Section C of the
considered an a is a Crime of the Act on Lice	nat any invalid or erroneous information submitted by me for an original or upgrade application shall be act of fraud, which pursuant to New Jersey Statutes Annotated (N.J.S.A.) 2C:21-1 is Criminal Forgery and the Third Degree. Also, in accordance with N.J.S.A. 34:7-26, any person who shall violate any provisions of operating Engineers and Fireman shall be liable to a penalty of not less than \$500.00 nor more per day for each violation.
are a valid repr	ed applicant, I hereby upon oath duly administered, declare that all the information and details provided resentation of my acquired experience, qualifications and training as specified by the MIBBPVC under the J.A.C. 12:90-8.4 through N.J.A.C. 12:90-8.13.
	Subscribed and sworn to before me
	ture/Date or an Acceptable Electronic Digital Signature this day of 2 Applicant Signature must be legible)

Notary Public Stamp/Signature

MANAGEMENT ENDORSEMENT VERIFICATION



ORIGINAL AND UPGRADE APPLICATION STATIONARY/POWER/REFRIGERATION ENGINEER BOILER AND SPECIAL OPERATOR LICENSE

IDENTITY OF T	HE APPLICANT			
	e:Stre	et Address:		
	StreeStreeStreeStreeStreeStreeStreeStreeStree			
The Mechanica application from	al Inspection Bureau of Boiler and Pressure in the applicant named above. This applicant he the statements listed on your employee's appli	Vessel Con as indicated	mpliance (MIBBPVC) h that he is an employee v	as received a li with your compa
Manag. Initial	WORK HISTORY – I attest that the information upgrade application is valid and true.	provided i	n Section C and D preser	nted on the origin
Manag. Initial	<u>HANDS-ON TRAINING</u> – I attest that the org completed at the location and time period proconfirm that the training is documented in a logbook copy presented by the applicant to the training as the applicant requesting a license.	esented on t logbook as ne MIBBPV	he original and upgrade required by N.J.A.C. 12	license applicati 2:90-3.10 and tha
	ENDORSEMENT: n is a legally binding document and the signat			
Representative facility listed by a valid employed owner or design licensed operative rification that equipment local in the Operator.	n is a legally binding document and the signat (Management) validates that the equipment list by the applicant. In addition, the signature provide of the company, has received the required docume, Management also acknowledges that the proof familiar with the operation of the equipment at the licensed operator that conducted the traited at their facility. In addition, Management also /Engineer's Logbook as set forth in New Jersey and all other applicable eligibility requirements	ed on the orded by Manumented expractical train the place of ning has the oconfirms to Administrat	iginal and upgrade applic agement shall attest to the perience and practical training was given by an exp f employment. This acknowle appropriate classificate that this training has been ive Code (N.J.A.C.) 12:9	eation, is located the fact that application. As the conserienced and properly document in a properly document of the fact that application and grade for properly document of the fact that are the fact that are the fact that are that the fact that are the fact that are the fact that are the fact that are the fact that applies that applies that are that applies that are the fact that applies that appl
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ENGINEER ENDORSEMENT VERIFICATION

ORIGINAL AND UPGRADE APPLICATION STATIONARY/POWER/REFRIGERATION ENGINEER BOILER AND SPECIAL OPERATOR LICENSE

Proper Processing of an Application Requires the Completion of all Information **IDENTITY OF THE APPLICANT** Applicant Name: _____ Street Address: _____ State: Zip Code: City: The purpose of the Engineer Endorsement Verification is to confirm the experience of the applicant for the equipment found in the specified Stationary, Power, or Refrigeration Plants. Only an Engineer(s) that possess the appropriate license issued by the Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance (MIBBPVC), shall provide an endorsement on this form. The endorsement shall not be from an applicant's immediate family. An Engineer licensed by the MIBBPVC shall only endorse for an applicant when either of the statements following the blocks below is true. Please check the appropriate block(s). WORK HISTORY - The Engineer'(s) worked in the same plant with the applicant, and can provide proof by submitting to the MIBBPVC, the work location, and the day, month or years you worked with the applicant. HANDS-ON TRAINING – The Engineer conducted the organized hands-on training of the applicant and shall provide written verification to the MIBBPVC on this form. This training took place at the location shown on the original or upgrade application and is the same plant that is indicated on this verification form. (Note: The training received must have been organized and followed an established curriculum put in place by the equipment owner or the Engineer conducting the training)

As detailed in N.J.A.C. 12:90, an Engineer's Endorsement is not necessary when any of the following criterion or circumstances exist.

- A. When an applicant has Stationary Engineer's experience or Boiler operator's experience from another jurisdiction and all necessary supporting documentation has been provided that allows for a determination and comparison with the N.J.A.C. 12:90 regulatory requirements.
- B. When Stationary Engineer or boiler operator experience is obtained from the U.S. Armed Forces or Merchant Marine with discharge papers and evidence of the required training in engineering. Supply copies of DD-214 or trip discharges with application. Anything other than an honorable discharge from the U.S. military may not be considered.
- C. When out of state experience is being considered, the applicant must provide written statements from one or more former or present employers' signed on the business letterhead, by the management representative responsible for the facility boiler, heating, power or refrigeration plant. The statement must provide information on the equipment operated or supervised that is detailed and specific enough so that it may allow the MIBBPVC to determine the eligibility of the applicant for the license classification listed on the original application.
- D. The plant equipment is of a capacity that only requires operation by a boiler operator high-pressure license, (a black seal high-pressure license needed over 100 Bhp but not over 500 Bhp). Thus, the applicant need only obtain validation of the plant training and experience from the facility management. (The Management Endorsement Verification Form would be completed).

NOTICE: Applicant must be at least 18 years old to obtain a boiler operator's license. No applicant under 17 years old will be scheduled for an examination with the MIBBPVC.



MIBBPVC Licensed Engineer

First Name:	MI:	Last Name:		
Address/St. Name:	City	/:	State: _	Zip:
License No: L	icense Classification/Type:	License Ex	xpiration Date: _	
Email Address:	Mobile Pho	one No.:		
Current Employer:	How lon	g have you known	the Applicant: _	years/mont
Identify the plant where you won	ked with the Applicant:			
Identify the plant where you train	ned the Applicant hands-on/doc	cumented training	in accordance wi	th N.J.A.C. 12:90.
Address:	City:		State:	Zip:
ENGINEER'S ENDORSEMENT ST		ionae af tha analia	ant and that much	tical hands on turin
ENGINEER'S ENDORSEMENT ST As an Engineer licensed by the I		ience of the applic	ant and that prac	tical hands-on train
As an Engineer licensed by the I was completed as required by N confirmed the training by review	MIBBPVC, I attest to the exper I.J.A.C. 12:90, the Boiler, Pres ing the documentation, and veri	sure Vessel and R fy that it was prope	efrigeration Rule orly recorded in the	es. In addition, I have Engineer/Operato
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As an Engineer licensed by the I was completed as required by N confirmed the training by review Logbook as set forth in New Jers all applicable eligibility requirer I	MIBBPVC, I attest to the exper I.J.A.C. 12:90, the Boiler, Pres ing the documentation, and veri ey Administrative Code (N.J.A. nents for examination, as set for hereby upon hereby upon hereby upon duly noted above in this docum MIBBPVC under the provisions of the Act on Licensing of Ope 0.00 nor more than \$5,000.00 p	sure Vessel and R fy that it was prope C.) 12:90-3:10 (f). rth in N.J.A.C. 12: on oath duly admin ent, has acquired to s of N.J.A.C. 12:90 erating Engineers a er day for each vio	efrigeration Rule orly recorded in the The training recorded No. 4 through No. 4 through No. 4 through No. 5 in the experience, quality is a land Fireman shall	es. In addition, I have Engineer/Operators eived meets or exce J.J.A.C. 12:90-8.13 to my personal malifications any person I be liable

Notary Public Stamp/Signature



PASSPORT STYLE PHOTOGRAPH REQUIREMENTS AND SIGNATURE FOR AN APPROVED LICENSE APPLICATION WITH THE MECHANICAL INSPECTION BUREAU OF BOILER AND PRESSURE VESSEL COMPLIANCE

ALERT: DO NOT SUBMIT THE PHOTOGRAPH OR SIGNATURE UNTIL YOU HAVE BEEN NOTIFIED THAT YOU PASSED THE EXAMINATION

In order to obtain your license certificate and wallet identification card, you must do the following:

- **Provide** one color passport type 2 inch x 2 inch digital photograph, with a minimum image resolution of 600x600 pixels and your separate handwritten signature. The photo must be taken against a "non-reflective", "non-glare", offwhite background. Also, there must not be any other object showing such as a doorway, or other items in the background of the photograph. You must not wear a white t-shirt or any similar type of white shirt.
- Your entire face must be shown in the photograph, being not less than threequarters of an inch in width. No selfies are allowed.
- Do not wear a hat, glasses, or any other item which may alter or disguise your facial features in the photographs.
- There must not be any objects sticking out of your shirt or hung on your shirt collar.
- Do not cut your pictures to size.

All applications will be rejected and returned if the required information is not completed and if the photograph is not of the passport type/size or if no signature has been provided.

- Photocopies are not acceptable. Please sign your signature on a separate paper that does not have lines. This paper must have a white background and your signature should be written in "Black or Blue Ink" in the center of the page. No other ink color is allowed. Your handwritten signature must be legible and easy to understand. Please print your name on the bottom or top of the page.
- Please include your email address, as it has proven to be the best method of communication with the MIBBPVC.

NOTE: The requirements for a passport photo can be found on the following website: https://travel.state.gov/content/passports/en/passports/photos.html

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MECHANICAL INSPECTION BUREAU OF BOILER & PRESSURE VESSEL COMPLIANCE

LIST OF EXAMINATION TEST SITES

(For Information Purposes Only – Not Part of Application)

Test Location and Address	Site Identifier
Monmouth County One-Stop Career Center	
60 Taylor Avenue	NPT
Neptune, NJ 07753	
*The Training Center	
Avis Building	KEW
60 South 31st Street	KE W
Kenilworth, NJ 07033	
**International Union of Operating Engineers	
Local 68-68A-68B	PSV
850 North Franklin Blvd.	PS V
Pleasantville, NJ 08232	
Morristown County One-Stop Career Center	
13 Emery Avenue	RD
Randolph, NJ 07869	
State of New Jersey	
Department of Labor and Workforce Development	
Division of Public Safety and Occupational Safety & Health	TDD
Bureau of Boiler and Pressure Vessel Compliance	TR
1 John Fitch Way, 3 rd Floor	
Trenton, NJ 08625	
Burlington County One-Stop Career Center	
795 Woodlane Road	BRT
Westampton, NJ 08060	
**International Union of Operating Engineers	
Local 68-68A-68B	WOW
14 Fairfield Place	WCW
West Caldwell, NJ 07006	

^{*}This test site is for those enrolled at this facility.

^{**} This examination location is used to administer exams to IUOE members and to the public, so please select this site if you live where this location is closer to your home or work address.