

State of New Jersey
Department of Labor and Workforce Development
Division of Public Safety and Occupational Safety & Health
Mechanical Inspection Bureau of Boiler & Pressure Vessel Compliance
1 John Fitch Way
PO Box 392
Trenton, NJ 08625-0392

AFFIDAVIT OF RECORD

FOR

USE OF AN INTERPRETER

FOR THE BOILER OPERATOR EXAMINATION

In accordance with N.J.A.C. 12:90-8.14(f) the Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance (MIBBPVC,) allows that a person applying for a boiler operator examination may have a interpreter and/or interpreter to assist them with the examination. This assistant is to read and/or interpret the English text for the applicant. This individual must not have any career experiences past or present in other countries, the U.S or Canadian provinces that were in the field of Engineering, Heating Ventilation, Air Conditioning or Refrigeration (HVACR), Boilermaker, Instrument or Process Control Technician, Plumber, Burner Mechanic, Energy Consultant, Energy Auditor, Teacher or Student in any of the aforementioned trades and occupations or other type of relevant trades equivalent or similar to Stationary or Power Plant Engineering. Specific job functions include but, is not limited to boiler design, installation, operations, repair, alteration, service, or maintenance of such equipment in a utility, refinery, heating, process, or other plant or environment where such equipment may be utilized.

INSTRUCTIONS AND INFORMATION FOR COMPLETION OF AFFIDAVIT

- a. Under the provisions established by the Boiler, Pressure Vessel and Refrigeration Regulations N.J.A.C. **§12:90-8.14 Examinations** under paragraph (f) “An applicant for a special or boiler operator's license may, upon prior request, be examined through a reader and/or interpreter accompanying the applicant provided *the interpreter is acceptable* to the Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance.
- b. The affidavit must be included with the application you submit to the MIBBPVC. Once you have completed the application and affidavit, you can scan and email it to BPVRCompliance@dol.nj.gov or sent it by regular mail to the address indicated on the cover page.
- c. The Interpreter must complete Part 1 and 2 where indicated. For the Employer section Under Part 1, indicate as necessary your status. If you are retired, a homemaker, student, or unemployed you must still indicate your status on this line. Incomplete affidavits are not accepted.
- d. Notarization must not occur unless entire interpreter section is completed.
- e. Applicant may complete the contents of Part 3 but must not sign the form until in the presence of the notary and only after Part 2 “Reader Statement” is completed.
- f. Affidavits shall not be accepted at the test site unless prior approval has been obtained from the MIBBPVC.

GUIDELINES FOR INTERPRETER

Note: All questions rely on a license candidate’s ability to comprehend and respond to the test materials exactly as written. Any additional information, explanation, or translation outside of specific allowances as delineated, would affect that which the tests are designed to measure.

1. To ensure uniformity and consistency with the conditions and terms specified in this document, the Interpreter must be proficient in English.
2. Readers are allowed to assist students by reading/interpreting written directions and translate verbal and/or written instructions.
3. The license candidate and Interpreter must arrive at least 30 minutes prior to the examination for proper seating. Upon arrival to the test site, the Interpreter and license candidate must identify themselves to the Examiner and show a valid government issued or employee photo identification.
4. The Reader/Interpreter must:
 - a. Not influence the candidate’s response in any way; and
 - b. Avoid any exaggerated inflection, either vocally or visually which the candidate could interpret as an encouragement or prompt to answer a test question.
 - c. Pay careful attention to ensure that during the test that no personal interpretation be given to the candidate.
 - d. Not clarify, elaborate, or assist the candidate on the meaning of the question.
 - e. Ensure to speak or interpret each test items/questions and text word-for-word; exactly as written.
5. The interpreter should not divulge information to lead the candidate to specific information needed for answering, and questions should not be re-read or interpreted unless prompted by the candidate.
6. Test booklets may not be unstapled. You may mark a specific question in the booklet to go back to it.
7. The technical words used throughout the test are commonplace terms that the license candidate should recognize from their experience and must have a familiarization within order to be proficient as an operator. No electronic dictionary or assistance is allowed unless approved on a case-by-case basis by the Examiner.

AFFIDAVIT OF RECORD FOR INTERPRETER

PART 1

BPVRC RECORD No. _____

1. My name is _____ and I work as a/an _____ for the company mentioned below or as indicated. I hereby declare that in the performance of my job I have virtually no contact with or have any familiarity with boiler and/or their installation, operation, service, or maintenance. In addition, I have never held any position during my career that involved boiler plants or similar systems installation, service, repair, maintenance, or assessments of such systems.
2. I understand the purpose of this affidavit is to establish assurance that I will act only as an Interpreter for the applicant, who may be unable to read, write, hear or speak sufficiently for the purpose of examination to obtain a boiler operator's license. I fully understand that falsifying this affidavit would be fraud and as such could subject me to criminal prosecution under the Laws in New Jersey.

(Home Address)

(City)

(State)

(Telephone No.) Cell or Home

(Employer – See Instructions)

NOTE: Reader may complete the section above but, must not sign the "Reader Statement" below until you are in the presence of a notary public. You must bring a photo I.D. with you to the notary's office

PART 2 – Reader Statement

Under penalties as provided by New Jersey Law, the undersigned certifies that the statements set forth in this affidavit are true and correct.

(Interpreter's Signature)

Executed and sworn before me on this _____ day of _____, 20_____

Notary Sign, Stamp and/or Seal

PART 3 – Applicant Statement

BPVRC RECORD NO. _____

NOTE: Applicant may complete the contents of this section but, must not place their signature until in the presence of a notary public. You must bring a Photo ID with you to the notary public.

I _____ wish to exercise my right under N.J.A.C. 12:90-8.14 to use a Reader and/or Interpreter to assist in my examination for a boiler operator’s license issued by the Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance (MIBBPVC), State of New Jersey, Department of Labor and Workforce Development.

_____ (Home Address) _____ (City) _____ (State)

_____ (Telephone No.) Cell or Home _____ (Employer)

(Applicant’s Signature in presence of Notary)

Executed and sworn before me on this _____ day of _____, 20 _____

Notary Sign, Stamp and/or Seal