



State of New Jersey

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DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
LABOR STANDARDS AND SAFETY ENFORCEMENT
DIVISION OF PUBLIC SAFETY AND OCCUPATIONAL SAFETY & HEALTH

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NOTIFICATION OF LICENSE PROCESSING AND PROCEDURAL CHANGES

Stationary, Refrigeration, Power Engineer and/or Boiler Operator's License

January 22, 2018

The Commissioner of the New Jersey Department of Labor and Workforce Development authorized the Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance (MIBBPVC) to improve the licensing program that falls under the provisions of the Act on Licensing, New Jersey Statutes Annotated (N.J.S.A.) 34:7.1 to N.J.S.A. 34:7.26. The changes are extensive, but once completed it will allow a person to obtain an original license upgrade, renew their existing license(s), schedule examinations and eventually pay online. The improvements enhance security and include a new wallet size identification card and license certificate with the licensee's photograph and electronic imprint of their signature.

The modernization of this program will be done in phases, with instructions and procedures being provided to all affected stakeholders. Some have already experienced these changes as they begin to renew their license.

The major changes to the licensing program will be implemented over the next 12 months. A summary of the upcoming changes will include the following:

- **Passport style photograph** - Once an applicant is approved for testing and has passed the examination they must provide a passport style formatted digital photograph and their handwritten signature to the MIBBPVC by regular mail carrier or through email. Any photograph or signature you submit through email must be the actual digital image uploaded from a camera, flash card or CD/DVD. Do not sent copies as they will not process correctly in our new system and will be returned to you.
- **Wallet size ID Card** - A new hard plastic style wallet size identification card showing the photo of the licensee.
- **Wall Mounted License Certificate** - A revised wall mounted license certificate that will include the photo of the licensee.
- **Online User Portal** - An online user portal for applicants that will allow the following:
 - Pay for the initial fee and any renewal of a license
 - Apply for the initial license
 - Upload photos, documents and forms
 - Download necessary forms
 - Track the progress of your license application
 - Schedule examinations – pick your exam site
 - Receive email notifications and confirm testing date and time
 - Receive your test results and when necessary reschedule examinations
 - Communicate with the Examining Board when needed.

The **first phase** is the license application process. The application is the form submitted to the MIBBPVC when the stakeholder has met the eligibility requirements that are necessary to operate a boiler, power generating and refrigeration plant in the State of New Jersey. The requirements to meet the Act on Licensing are specified within the New Jersey Administrative Code (N.J.A.C.) 12:90. For each type of license detailed above, please see N.J.A.C. 12:90-3.10, 12:90-8.4, and 12:90-8.8. *New Jersey Is An Equal Opportunity Employer*

THE NEW APPLICATION PROCESS

1. For those wishing to obtain a license for the first time, the applicant must first obtain the revised License Application Package (LAP) from the MIBBPVC website or by calling the MIBBPVC at (609) 292-2921. Call between the hours of 8:30 AM to 4:30 PM. If you call after 4:30 PM, you must leave a voice message with your name, address, city, state and zip code where you want the application mailed. Please ensure you leave your telephone number so you can be reached if we need to clarify any of the information you provided in your message. The MIBBPVC will mail the LAP to you by regular postal carrier or by email if you want to receive it sooner. We do not send or accept license application forms by fax due to the quality of the documents.
2. When you receive the LAP, please check to ensure you have received the following documents.
 - a. N.J.A.C. 12:90, Boiler, Pressure Vessel and Refrigeration Rules
 - b. License application
 - c. Applicant Endorsement Form
 - d. Management Endorsement Form
 - e. Engineer's Endorsement Form
 - f. Instructions for obtaining a passport style photograph and your signature.
3. Please submit the completed application and endorsement forms to the MIBBPVC by email to BPVRCompliance@dol.nj.gov, or by regular mail carrier to the address shown on the application.
4. When the MIBBPVC receives the license application and endorsement forms, they will be reviewed for completeness.
5. If any information requires clarification, an applicant will receive an email from the MIBBPVC.
6. If your application is rejected and returned, you will receive an email notification or letter by regular mail carrier.
7. If the license application and endorsement forms are complete and the information reviewed meets the license eligibility requirements specified in the regulations, an applicant shall be scheduled for an examination at the first available opportunity and will receive a notification letter by email or by regular mail carrier.
8. If an applicant receives a passing score on the examination, they will be notified by email and/or regular mail carrier. Upon receiving this notification, the new "License Holder" must now obtain a passport style photo and submit it and their handwritten signature to the MIBBPVC by email or regular mail. (NOTE: If you receive an electronic "digital" version of your passport style photograph, please submit it and your separate handwritten signature, to the MIBBPVC email address shown in No. 3 with the subject line "ID Photo and Signature for License Renewal". Only a direct digital upload of the photograph and signature is allowed as an email attachment. Copies are not allowed and will be returned. A minimum image resolution of 600x600 pixels is required).

PROCEDURE FOR LICENSE RENEWAL

1. If you already have a license issued by the MIBBPVC that will require renewal, you must complete the "Renewal Application". This application also has instructions and will require you to obtain a passport style photograph with your handwritten signature and send it to the MIBBPVC as detailed in the instructions shown on last page of this document.
 - a. More information regarding the license renewal is provided on the specific document, but in general you will receive;
 - i. At the end of your three-year license renewal a new Wall Mounted license certificate, with your new passport style digital photograph and your handwritten signature placed on the certificate. Do not return your existing license certificate, because it will be invalid once you receive the new certificate. New security enhanced wallet type identification card with your photograph and signature that you should keep in your possession when operating equipment requiring the license.
2. If you maintain a "Duplicate Part-time License", you will now be required to submit the "Duplicate Part-Time Renewal Application". The instructions for this license will also require you to obtain a passport style photograph with your handwritten signature to the MIBBPVC. Since this license requires renewal every year, some licensees may receive the new Wall Mounted License certificate before their regular license expiration. See the specific document relating to "Duplicate Part-Time License" for more detailed information.

**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”**, off-white background. Also, the background must not have any other object showing such as a doorway, or other items that would distract from 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 three-quarters 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>