

# NOTICE REGARDING LICENSE TESTING, RENEWAL APPLICATIONS AND EMERGENCY OPERATING PERMISSION FOR UNLICENSED PERSONS

February 4, 2021

To: Employers and Licensed Stationary, Power Plant, Refrigeration Engineers and Boiler Operators

Because of the current health crisis and the mandated social distancing Executive Order put into effect by the Governor, the regular operation of the Mechanical Inspection Bureau of Boiler & Pressure Vessel Compliance (MIBBPVC) has been interrupted, and the office is operating with partial staffing. Due to some functions of the MIBBPVC being under restrictions because of the COVID-19 pandemic, we cannot test original and upgrade license applications indoors at this time. When the weather permits, the MIBBPVC will establish an outdoor license testing venue that meets the social distancing mandates. Indoor testing will resume when deemed safe to do so. The MIBBPVC is also experiencing a license renewal processing backlog.

It is your responsibility to submit your renewal application and fee to the MIBBPVC within 60-days of the expiration date. You may use the online renewal portal<sup>a</sup> or send the completed renewal application found on our website<sup>b</sup> or send it by regular mail delivery along with the required fee payment.

Any employer may contact the MIBBPVC with questions concerning an employee's license status. If you, as the employer, require license renewal evidence, contact the MIBBPVC by email as mentioned below. Employers may continue to allow their employees to operate equipment during the MIBBPVC delay in license renewal processing, provided the MIBBPVC has received the renewal fees in the mail or through our renewal portal. An Examining Board member must review those seeking to renew an expired license on a case-by-case basis. Since no indoor test scheduling will occur until further notice, the MIBBPVC realizes that an employee or individual may already have submitted an original license application last year seeking a test date. The MIBBPVC has procedures for when an employer has employees they wish to use for shift coverage, but the employee is currently unlicensed. When such conditions exist, the employer must ensure the employee seeking the license is experienced, is familiar with, or has received enough in-house training on the equipment to be assigned the responsibility to cover a shift. The given amount of training will depend on the type of plant, the process, size, and complexity. When an employer can safely utilize an unlicensed employee in an emergency, the regulatory provisions allow for "Emergency Operating Permission" (EOP) operation under the requirements established by the New Jersey Administrative Code (N.J.A.C) 12:90-8.20 Employment of unlicensed person in emergency.

If you have any questions regarding an original license, upgrade or renewal applications, contact the MIBBPVC by email at [BPVRCompliance@dol.nj.gov](mailto:BPVRCompliance@dol.nj.gov). You may also call (609) 292-2921 and leave a voicemail message 24-hours a day. See the address for regular or expedited mail delivery below. (Note: for expedited mail delivery, drop the P.O. Box 392 within the address shown)

Sincerely,  
The Examining Board  
Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance

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<sup>a</sup> <https://joportal.com/nj/Spa/>

<sup>b</sup> [https://www.nj.gov/labor/forms\\_pdfs/lse/MI-228.pdf](https://www.nj.gov/labor/forms_pdfs/lse/MI-228.pdf)

<sup>c</sup> To obtain the EOP procedure and instructions, contact the MIBBPVC by email: [BPVRCompliance@dol.nj.gov](mailto:BPVRCompliance@dol.nj.gov) and make the subject: Request for EOP Procedure. Indicate the business name, contact person's name, the contact person's telephone number and email address.

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Division of Public Safety and Occupational Safety & Health  
Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance  
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