

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

**AFFIDAVIT OF RECORD**

**FOR**

**READER/INTERPRETER (READER)**

**BOILER OPERATOR EXAMINATION**

*In accordance with N.J.A.C. 12:90-8.14(f) the Bureau of Boiler and Pressure Vessel Compliance (BB&PVC) allows that a person submitting an application for a boiler operator examination may have a reader/interpreter to assist them with the examination. This assistant is to read the text 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 Engineering or Boiler Operators. 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. **§12:908.14 Examinations** under paragraph (f) “An applicant for a special or boiler operator's license may, upon prior request, be examined through a reader or interpreter accompanying the applicant provided the reader or interpreter is acceptable to the Bureau of Boiler and Pressure Vessel Compliance”.
- b. The affidavit must be included with the application you submit to the BB&PVC. Once you have completed the application and affidavit, you can scan and email it to [BPVRCompliance@dol.state.nj.us](mailto:BPVRCompliance@dol.state.nj.us) or sent it by regular mail to the address indicated on the cover page.
- c. The Reader 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 reader 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. Affidavit shall not be accepted at the test site unless prior approval has been obtained from the BB&PVC.

### GUIDELINES FOR READER

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 Reader must be proficient in English.
2. Readers are allowed to assist students by reading written directions and when necessary translate instructions provided by the Examiner.
3. The license candidate and Reader must arrive at least 30 minutes prior to the examination for proper seating. Upon arrival to the test site, the Reader and license candidate must identify themselves to the Examiner and show a valid government issued or employee photo identification.
4. The Reader must:
  - a. Not influence the candidates 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 while reading the test that no personal interpretation is given to the candidate.
  - d. Not clarify, elaborate, or assist the candidate on the meaning of the question.
  - e. Speak each test items/questions and text word-for-word; exactly as written.
5. The reader should not divulge information to lead the candidate to specific information needed for answering, and questions should not be re-read unless prompted by the candidate.
6. Test booklets may not be unstapled from their original order to make it easier for readers to serve a small group needing reading accommodations.
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 with in order to be proficient as an operator. No electronic dictionary or assistance is allowed.

# AFFIDAVIT OF RECORD FOR READER

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 or other installation, operation, service or maintenance. In addition, I have never held any position during my career that involved boilers.
2. I understand the purpose of this affidavit is to establish assurance that I will act only as Reader for the applicant who may be unable to read, write, or speak English 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.

\_\_\_\_\_  
(Reader's Signature)

Executed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Sign and 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 I.D. with you to the notary's office.**

I \_\_\_\_\_ wish to exercise my right under N.J.A.C. 12:90-8.14 to use a Reader to assist in my examination for a boiler operator's license issued by the Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance (BB&PVC), 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 and Seal