

**APPLICATION AND INFORMATION FOR  
TESTING FOR  
STATIONARY ENGINEER**



**PLEASE READ CAREFULLY**

**A REFERENCE LIST IS ATTACHED FOR  
EACH SPECIFIC EXAMINATION**

**TO PERSON(S) REQUESTED TO CERTIFY EXAMINEE'S EXPERIENCE**

The examinee named on the attached form is required to furnish one or more certificates in support of experience shown on his/her application. The examinee, therefore, is requesting you to certify as to your knowledge of his/her experience.

All statements made on behalf of an examinee's experience in the classification cited this form shall be verified by a qualified and responsible person, that is, by an employer, with **DIRECT KNOWLEDGE** of the examinee's qualifications and capacity to become licensed. The employer must certify that the examinee demonstrates a level of knowledge and skill expected in the classification for which the application is being made.

Your cooperation is earnestly solicited so that the City of Tulsa Mechanical Board can determine whether an applicant has had the experience necessary to become capable and qualified in the field he/she has requested examination for.

Any person who knowingly procures or offers any false or forged instrument to be filed, registered, or recorded in any public office within this state, which instrument if genuine might be filed, registered, or recorded under any law of this state or of the United States is guilty of a felony.

When filed with an application, the attached certificate becomes the property of the City of Tulsa Mechanical Board.

**DO NOT SEND THIS FORM TO THE CITY OF TULSA MECHANICAL BOARD.**  
**RETURN IT TO THE EXAMINEE IN ORDER THAT HE/SHE MAY ATTACH IT**  
**TO HIS/HER APPLICATION.**

## MECHANICAL EXAMINERS & APPEALS BOARD

### Information for License Applicants

1. Applications may be obtained from the Development Services Permit Center, 175 E. 2<sup>nd</sup> Street, 4<sup>th</sup> Floor, Tulsa, Oklahoma, 74103. Notarized “Employer’s Certification of Examinee’s Experience & Qualifications” form, which is attached to this application, is required to prove experience. If this form cannot be secured, you may present notarized letters in person to the Mechanical Board for their approval. Military experience may be shown with a copy of your DD214 or similar document.
2. Your application must be turned in to the Permit Center, 175 E. 2<sup>nd</sup> Street, 4th Floor, Tulsa, Oklahoma, 74103, before 4:00 p.m. the second (2<sup>nd</sup>) Tuesday of the month preceding the month in which you wish to test.
3. It is YOUR responsibility to call Inspection Services at 596-1614 after 11:00 a.m. following the third Tuesday to see if your application was accepted or rejected. You will also receive a letter from this office stating the following:
  - a. Approval of your application;
  - b. Date of testing;
  - c. Time of testing;
  - d. Place of testing;
  - e. Test ordered according to your application; and
  - f. Additional testing fees.

If your test request is rejected, the letter will state the reason.

4. The test fee is **\$80.00** and **must be paid** at the test site.
5. ***PLEASE READ THE ATTACHED DETAILED INFORMATION CONCERNING FILLING OUT THE APPLICATION.***

**TESTING INFORMATION:**

1. Tests are given the third Tuesday of each month at 5:30 p.m. Location of test will be announced in the letter to the applicant.
2. Test scores will be available approximately three (3) weeks after taking the examination. After passing the test, your Certification of Competency will be mailed to the address on your application. Also, a letter will accompany your certificate, giving you information concerning the required fee to activate your license.
3. If you fail your test, you may retest by paying another fee of the same amount. A new application is not necessary.

**THE FOLLOWING SCHEDULE IS FOLLOWED FOR RETAKING THE TEST**

First Failure.....Two (2) months to retest  
All Failures thereafter .....Four (4) months to retest

You may test only a maximum of three (3) times per year beginning with the month of the first test.

4. **FAILURE TO APPEAR FOR THE EXAMINATION AT THE SCHEDULED TIMES WILL RESULT IN A FORFEITURE OF THE EXAMINATION FEE.**

**PREPARATION FOR TESTING**

1. A reference list is included in this packet for each specific examination.
2. All examinations are open book, so you may bring references. **NO NOTES.**
3. Bring several sharpened No. 2 pencils; a pencil sharpener will not be available during the exam.
4. The use of calculators will be permitted only if the machine is non-electric, producing no tape, and quiet. Any memory on the calculator must be cleared when entering or leaving the classroom.
5. Any other necessary items will be supplied by the examiners.

## EXAMINATION RULES AND INFORMATION

### A. References:

1. Each applicant must provide their own references; no material of any sort may be shared by applicants.
2. Only books and references will be permitted in the examination room. All briefcases, books, etc., may be inspected by the proctors.
3. No notes of any sort will be allowed.

### B. Scratch Paper:

1. No paper of any kind is to be brought to the examination. Use the back of the pages for scratch paper during the examination.

### C. Note taking:

1. No part of the examination may be copied or reproduced in any manner, or removed from the examination room. If notes are made in references, the proctor will pick up the references and turn them in to the examining board.

### D. Talking:

1. No talking is permitted during the exam, except to the proctor.

### E. Smoking:

1. No smoking is permitted in the examination room.

### F. Applicant Number:

1. Do not put your name on the exam; use only the assigned applicant number.

### G. Questions:

1. No technical questions of any sort will be answered by the proctor. If you do not understand a question on the exam, do your best to answer it.
2. Answer all questions. There is no penalty for guessing.

### H. Materials:

1. Bring all references, several sharpened No. 2 pencils and an eraser, a calculator, and personal identification documents (one must display your photograph).

**VIOLATION OF ANY OF THE ABOVE RULES WILL DISQUALIFY THE APPLICANT AND NO GRADE WILL BE ISSUED, LEGAL AND DISCIPLINARY ACTION CAN BE TAKEN BY THE EXAMINATION BOARD.**

## FIRST CLASS STATIONARY ENGINEER

### SCOPE

Any person holding a First Class Engineer's License is qualified to operate and maintain all steam generating boilers, pressure vessels, superheaters, refrigeration plants and air conditioning units of unlimited tonnage, horsepower and pressure and all pumps and apparatus in conjunction therewith.

### EXAMINATION REFERENCES

The references on the list are used to prepare the questions for the examination. During an open-book section of an examination, you may refer to any or all of these references, except for the study aids.

These references can be obtained directly from the publishers or from local trade bookstores.

1. (2001) Low Pressure Boilers – Frederick M. Steingress – (ATP) American Technical Publishers, Inc. Homewood, Illinois 60430-4600.
2. Ordinance No. 20572 – (2000) Mechanical Code 2000 Edition – City of Tulsa, Oklahoma.
3. (2000) International Mechanical Code – International Code Council, Inc. (ICC).
4. (2000) International Fuel Gas Code – International Code Council, Inc. (ICC).
5. (2000) Refrigeration & Air Conditioning Technology – 4<sup>th</sup> Edition – Whitman, Johnson & Tomczyk – Delmar Thompson Learning.

6. (2003) High Pressure Boilers – Frederick M. Steingress, Harold J. Frost and Daryl R. Walker – (ATP) American Technical Publishers, Inc., Homewood, Illinois 60430-4600.

Some of the questions will be based on field experience and knowledge of basic trade practices; therefore, questions will not be limited to these references.

If a revised or updated version of any of these references (other than Code books) becomes available prior to the examination date, the updated reference will also be application to the examination questions. Please note that the examinations will be based on the editions of the Code books listed on the reference list.

No marks, highlighting or notes of any sort may be made in the reference material during the examination. Highlighting and permanent tabbing prior to the examination is acceptable. Please note, "Post It" notes are not permanent and will not be allowed. NO handwritten notes may be made in the reference materials prior to or during the examination.

We recommend that candidates order their books far enough in advance to ensure books arrive before the test date.

**FIRST CLASS LIMITED  
STATIONARY ENGINEER**

**SCOPE**

Any person holding a First Class Limited License is qualified to operate and maintain all boilers with an operating temperature of less than 250 degrees F and subject to a pressure not exceeding 15 psi steam or 160 psi water and refrigeration and air conditioning units of unlimited tonnage including all pumps and apparatus in conjunction therewith.

**EXAMINATION REFERENCES**

The references on the list are used to prepare the questions for the examination. During an open-book section of an examination, you may refer to any or all of these references, except for the study aids.

These references can be obtained directly from the publishers or from local trade bookstores.

1. (2001) Low Pressure Boilers – Frederick M. Steingress – (ATP) American Technical Publishers, Inc. Homewood, Illinois 60430-4600.
2. Ordinance No. 20572 – (2000) Mechanical Code 2000 Edition – City of Tulsa, Oklahoma.
3. (2000) International Mechanical Code – International Code Council, Inc. (ICC).
4. (2000) International Fuel Gas Code – International Code Council, Inc. (ICC).
5. (2000) Refrigeration & Air Conditioning Technology – 4<sup>th</sup> Edition –

Whitman, Johnson & Tomczyk –  
Delmar Thompson Learning.

6. (2003) High Pressure Boilers – Frederick M. Steingress, Harold J. Frost and Daryl R. Walker – (ATP) American Technical Publishers, Inc., Homewood, Illinois 60430-4600.

Some of the questions will be based on field experience and knowledge of basic trade practices; therefore, questions will not be limited to these references.

If a revised or updated version of any of these references (other than Code books) becomes available prior to the examination date, the updated reference will also be application to the examination questions. Please note that the examinations will be based on the editions of the Code books listed on the reference list.

No marks, highlighting or notes of any sort may be made in the reference material during the examination. Highlighting and permanent tabbing prior to the examination is acceptable. Please note, “Post It” notes are not permanent and will not be allowed. NO handwritten notes may be made in the reference materials prior to or during the examination.

We recommend that candidates order their books far enough in advance to ensure books arrive before the test date.

## **THIRD CLASS STATIONARY ENGINEER**

### **SCOPE**

Any person holding a Third Class Engineer's license is qualified to operate and maintain heating boilers with an operating temperature of less than 250 degrees F and subject to a pressure not to exceed 15 psi steam or 160 psi water and all pumps and apparatus in connection therewith.

### **EXAMINATION REFERENCES**

The references on the list are used to prepare the questions for the examination. During an open-book section of an examination, you may refer to any or all of these references, except for the study aids.

These references can be obtained directly from the publishers or from local trade bookstores.

1. (2001) Low Pressure Boilers – Frederick M. Steingress – (ATP) American Technical Publishers, Inc. Homewood, Illinois 60430-4600.
2. Ordinance No. 20572 – (2000) Mechanical Code 2000 Edition – City of Tulsa, Oklahoma.
3. (2000) International Mechanical Code – International Code Council, Inc. (ICC).
4. (2000) International Fuel Gas Code – International Code Council, Inc. (ICC).

Some of the questions will be based on field experience and knowledge of basic trade practices; therefore, questions will not be limited to these references.

If a revised or updated version of any of these references (other than Code books) becomes available prior to the examination date, the updated reference will also be application to the examination questions. Please note that the examinations will be based on the editions of the Code books listed on the reference list.

No marks, highlighting or notes of any sort may be made in the reference material during the examination. Highlighting and permanent tabbing prior to the examination is acceptable. Please note, "Post It" notes are not permanent and will not be allowed. NO handwritten notes may be made in the reference materials prior to or during the examination.

We recommend that candidates order their books far enough in advance to ensure books arrive before the test date.

## **PROCESS STEAM BOILER OPERATOR**

### **SCOPE**

Any person holding a Process Steam Boiler Operator license may operate high-pressure process steam boilers of fifty (50) horsepower or less and subject to an operating pressure not to exceed 150 psig. Seventy-five (75) percent of the total boiler capacity must be used for the process system operation.

### **EXAMINATION REFERENCES**

The references on the list are used to prepare the questions for the examination. You may use any or all of the references on the open book section of the examination.

These references can be obtained directly from the publishers or from local trade bookstores.

1. (2003) High Pressure Boilers – Frederick M. Steingress, Harold J. Frost and Daryl R. Walker – (ATP) American Technical Publishers, Inc., Homewood, Illinois 60430-4600.

Some of the questions will be based on field experience and knowledge of basic trade practices; therefore, questions will not be limited to these references.

If a revised or updated version of any of these references (other than Code books) becomes available prior to the examination date, the updated reference will be based on the editions of the Code Books listed on the reference list.

No marks, highlighting or notes of any sort may be made in the reference material during the examination. Highlighting and permanent tabbing prior to the examination is acceptable. NO handwritten notes may be made in the reference materials prior to or during the examination.

We recommend that candidates order their books far enough in advance to ensure books arrive before the test date.

## STEAM SPECIAL

### SCOPE

Any person holding a Steam Special License may operate and maintain all boilers, engines, pumps and apparatus in conjunction therewith.

### EXAMINATION REFERENCES

The references on the list are used to prepare the questions for the examination. During an open-book section of an examination, you may refer to any or all of these references, except for the study aids.

These references can be obtained directly from the publishers or from local trade bookstores.

1. (2001) Low Pressure Boilers – Frederick M. Steingress – (ATP) American Technical Publishers, Inc. Homewood, Illinois 60430-4600.
2. Ordinance No. 20572 – (2000) Mechanical Code 2000 Edition – City of Tulsa, Oklahoma.
3. (2000) International Mechanical Code – International Code Council, Inc. (ICC).
4. (2000) International Fuel Gas Code – International Code Council, Inc. (ICC).
5. (2003) High Pressure Boilers – Frederick M. Steingress, Harold J. Frost and Daryl R. Walker – (ATP) American Technical Publishers, Inc., Homewood, Illinois 60430-4600.

Some of the questions will be based on field experience and knowledge of basic trade

practices; therefore, questions will not be limited to these references.

If a revised or updated version of any of these references (other than Code books) becomes available prior to the examination date, the updated reference will also be application to the examination questions. Please note that the examinations will be based on the editions of the Code books listed on the reference list.

No marks, highlighting or notes of any sort may be made in the reference material during the examination. Highlighting and permanent tabbing prior to the examination is acceptable. Please note, “Post It” notes are not permanent and will not be allowed. NO handwritten notes may be made in the reference materials prior to or during the examination.

We recommend that candidates order their books far enough in advance to ensure books arrive before the test date.

## REGRIGERATION SPECIAL

### SCOPE

Any person holding a Refrigeration Special License may operate and maintain refrigeration plants and units of unlimited tonnage or horsepower.

### EXAMINATION REFERENCES

The references on the list are used to prepare the questions for the examination. During an open-book section of an examination, you may refer to any or all of these references, except for the study aids.

These references can be obtained directly from the publishers or from local trade bookstores.

1. Ordinance No. 20572 – (2000) Mechanical Code 2000 Edition – City of Tulsa, Oklahoma.
2. (2000) International Mechanical Code – International Code Council, Inc. (ICC).
3. (2000) International Fuel Gas Code – International Code Council, Inc. (ICC).
4. (2000) Refrigeration & Air Conditioning Technology – 4<sup>th</sup> Edition – Whitman, Johnson and Tomczyk – Delmar Thompson Learning.

Some of the questions will be based on field experience and knowledge of basic trade practices; therefore, questions will not be limited to these references.

If a revised or updated version of any of these references (other than Code books)

becomes available prior to the examination date, the updated reference will also be application to the examination questions. Please note that the examinations will be based on the editions of the Code books listed on the reference list.

No marks, highlighting or notes of any sort may be made in the reference material during the examination. Highlighting and permanent tabbing prior to the examination is acceptable. Please note, “Post It” notes are not permanent and will not be allowed. NO handwritten notes may be made in the reference materials prior to or during the examination.

We recommend that candidates order their books far enough in advance to ensure books arrive before the test date.



**APPLICATION**

Date of Birth: \_\_\_\_\_

Finance Receipt No.: \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

License or Certificate Requested \_\_\_\_\_ Present Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

**EXPERIENCE:** Please include **type and size** all equipment you have installed, serviced, and/or operated, and the number of years of experience you have on each.

<b>Chillers:</b>	<b>Tonnage</b>		<b># Years</b>	<b>Employed By:</b>	<b>From:</b>	<b>To:</b>
<b>Boilers:</b>	<b>PSIG</b>	<b>TEMP</b>	<b>#Years</b>	<b>Employed By:</b>	<b>From:</b>	<b>To:</b>
<b>Other</b>	<b>Size</b>		<b>#Years</b>	<b>Employed By:</b>	<b>From:</b>	<b>To:</b>
<b>Experience as:</b>	<b>Employed By:</b>			<b>From:</b>	<b>To:</b>	
<b>Apprentice</b>						
<b>Journeyman/Contractor</b>						

Being of legal age and after being duly sworn, I depose and say that the above information and statements are true and correct, and that this affidavit is made for the purpose of meeting the requirements to be granted the license or certificate noted above. Further affiant sayeth not.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>				
Certificate or License No. Issued	Grade	Problem	Amount of Fee Paid	Approve Recommended _____ Yes _____ No
Chairman's Signature and Date			Secretary's Signature and Date	



**EMPLOYER'S CERTIFICATION OF EXAMINEE'S EXPERIENCE AND QUALIFICATION**

To be filled out by examinee:

Name of applicant: \_\_\_\_\_

Type of test requested: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**CERTIFIER MUST COMPLETE REMAINDER OF THIS FORM**

I, \_\_\_\_\_, certify that I personally have known \_\_\_\_\_ from (month) \_\_\_\_\_, (year) \_\_\_\_\_, to \_\_\_\_\_ from (month) \_\_\_\_\_, (year) \_\_\_\_\_.

Company name of Certifier: \_\_\_\_\_

Examinee, \_\_\_\_\_, was/is employed with the above named company from \_\_\_\_\_ to \_\_\_\_\_ as a(n) \_\_\_\_\_.

**DESCRIBE IN DETAIL THE TYPE OF WORK PERFORMED BY THE EXAMINEE (DETAIL TRADES, DUTIES, AND EQUIPMENT):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the examinee demonstrate a level of knowledge and skill expected? \_\_\_\_\_

I certify under penalty of perjury under the laws of the State of Oklahoma that the foregoing is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Notary Public