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 Chief Mechanical Inspector and/or Mechanical Board can determine whether an applicant has had the experience necessary to become capable and qualified in the field for which he/she has requested examination.

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.

DO NOT SEND THIS FORM TO THE CITY OF TULSA CHIEF MECHANICAL INSPECTOR OR THE 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. 2nd Street, 4th 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 Chief Mechanical Inspector or 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 into the Permit Center, 175 E. 2nd Street, 4th Floor, Tulsa, Oklahoma, 74103, before 4:00 PM. the second (2nd) Tuesday of the month preceding the month in which you wish to test.

3. It is YOUR responsibility to call Inspection Services at (918) 596-1846 after 11:00 AM. 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.

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, including E-Cigarettes, 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, 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.


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 materials 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.

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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.

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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.


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PROCESS STEAM BOILER OPERATOR

SCOPE

Any person holding a Process Steam Boiler Operator license may operate high-pressure process team 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.


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

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


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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.


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APPLICATION

Date of Birth: _____________

Finance Receipt No.: ________________

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<th>Address</th>
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<tr>
<td>License or Certificate Requested</td>
<td>Present Employer</td>
<td>Phone</td>
<td>Number</td>
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**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.

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<td>Journeyman/Contractor</td>
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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: _______________________

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<th>Certificate or License No.</th>
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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