



PSI licensure:certification  
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 Las Vegas, NV 89121  
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**MARYLAND**  
 DEPARTMENT OF LABOR, LICENSING, AND REGULATION  
 STATE BOARD OF STATIONARY ENGINEERS

**STATIONARY ENGINEER  
 GRADE 5, GRADE 4, GRADE 3, GRADE 2, AND GRADE 1  
 QUALIFICATION INFORMATION BULLETIN  
 AND EXAMINATION APPLICATION**

**\*\* Prior PSI Approval Required for Examination \*\***

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Please refer to [www.psiexams.com](http://www.psiexams.com) for the latest updates to this bulletin.

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## INTRODUCTION

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### MARYLAND STATE BOARD OF STATIONARY ENGINEERS

The Maryland State Board of Stationary Engineers is responsible for promulgating and enforcing regulations which define qualifications for examination and certifying/licensing all individuals in the State of Maryland, who desire to become licensed as a Stationary Engineer or those involved in operating and maintaining boilers and other associated equipment.

Individuals who desire licensure as a Stationary Engineer Grade 5, Grade 4, Grade 3, Grade 2, or Grade 1 must first pass an examination.

In order to apply for an examination, an applicant must meet the work experience and license requirements for the license category desired by the applicant and provide the eligibility forms to PSI.

The examination which you will take was developed to meet the evaluation requirements established by the Board of Stationary Engineers. After passing the examination, an application for original licensure will be mailed to you by The Department of Labor, Licensing and Regulation, The State Board of Examining Engineers.

### PSI LICENSURE: CERTIFICATION

The Board has contracted with PSI licensure:certification (PSI) to conduct its examination program. PSI is a nationally recognized test development and test administration services company headquartered in Burbank, California. For Further information concerning the examinations, call PSI at **1-800-733-9267**.

### THE STATIONARY ENGINEER EXAMINATIONS

PSI administers the Stationary Engineer licensing examinations Monday through Friday, by appointment, at six test centers in Maryland.

The examination tests the applicant's knowledge of applicable codes, laws, and principles of electrical installation and is constructed to determine the fitness of the applicant for a state license.

All examination items underwent a rigorous review by a content expert panel, psychometricians, and editors. Examination content is based on the outlines approved by the State Board of Stationary Engineers.

Be sure you determine which grade you should apply for:

- **Grade 5** license permits the holder to take charge of **any plant machinery from 30 to 99 horsepower** (in a building not open for public use).
- **Grade 4** license permits the holder to take charge of **any plant machinery from 30 to 99 horsepower** (in any building regardless of use).
- **Grade 3** license permits the holder to take charge of **any plant machinery from one to 299 horse-power** (in any building)
- **Grade 2** license permits the holder to take charge of **any plant machinery from 300 to 499 horse-power** (in any building)

- **Grade 1** license permits the holder to take charge of **any plant machinery from 500 or more horsepower** (in any building)

It is not necessary to start on a lower grade if an applicant qualifies for a high grade. You may apply for any grade certification as long as you meet the minimum requirements for the grade as stated above or can demonstrate equivalent experience to the Board.

### USING THIS BULLETIN

The policies and procedures for communicating with and submitting your application to PSI during the examination process and, after the exam, with the Board during the licensing process are presented in this bulletin. You will find study information about the examinations and instructions for what to do after you have passed the exam to become licensed as a Stationary Engineer by the State of Maryland. The bulletin is essentially an "application packet." It contains the forms that must be submitted to PSI for exam eligibility determination and registration. The required forms are included at the end of this bulletin).

**READ THIS ENTIRE BULLETIN before** completing the forms. We welcome your calls to our 800 service number; however, **before** calling with questions about the forms or about the examination process please review this bulletin as it may answer your questions for you.

**KEEP THIS BULLETIN FOR REFERENCE.** Not only does it contain the examination content outline which will assist your study, but it will be a handy reference throughout the examination and application process. **PLEASE HAVE THIS BULLETIN WITH YOU** whenever you call about your application.

### EXAMINATION REGISTRATION

To be eligible to **register for the examination**, the applicant shall have satisfactorily completed the required work experience. The instructions and forms are located beginning on page 9 of this bulletin. When completing them, you may make duplicate copies of the blank forms if your information will exceed the space allowed on one sheet. Read the instructions carefully, as detailed information is provided about how to fill out each form along with step-by-step guidance to assist you in making a determination about your own eligibility before you apply.

The completed forms and a money order, cashier's check, certified check, personal check, or a company check must be submitted to PSI. Cash is not accepted. It is your responsibility to make sure that all forms are completed correctly and the correct fee is included.

Mail the forms and fee to:

**PSI licensure:certification**  
**Attn: Stationary Engineer Examinations**  
**3210 E Tropicana**  
**Las Vegas, NV 89121**



## MATERIAL REVIEW AT PSI

Please allow approximately 10 business days from the day you mail your registration materials to receive from PSI notification as to your eligibility; a notice of denial of eligibility; or a request for clarification, fee correction, or additional information.

### **Complete Registrations:**

If all information is complete and acceptable and is accompanied by the correct fee, PSI will issue a confirmation notice authorizing you to call to make a test appointment.

### **Incomplete Registrations:**

If any information is missing, incomplete, or in need of clarification, PSI will notify you by phone and/or email so that you can provide the information or fee correction necessary before your registration can be accepted. Any delay in responding to a request for additional material may jeopardize your registration and delay your test. In some cases registrations may need review and approval of the Board.

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## **ELIGIBILITY REQUIREMENTS**

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To qualify for licensure as a stationary engineer, an applicant shall meet the following requirements and pass an examination.

### EDUCATION AND EXPERIENCE REQUIREMENTS

#### Grade 5

Applicants for the Grade 5 Stationary Engineer's examination qualifies under this section if the applicant possesses a high school diploma or graduate equivalence diploma.

#### Grade 4

Applicants for the Grade 4 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 6 months of documented experience as an active grade 5 stationary engineer; or
2. 3 credit hours or continuing education units of classes in boiler operations or safety and verification of work experience.

#### Grade 3

Applicants for the Grade 3 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 2 years of documented experience as an active Grade 4 or Grade 5 stationary engineer;
2. 1 year of documented experience as an active Grade 4 or Grade 5 engineer and 6 credit hours or continuing education units of classes in boiler operations or safety; or
3. a valid marine engineer's certificate or chief petty Officer's certificate from the United States Navy; or
4. equivalent experience to 1,2 or 3 above may be submitted to the Board for consideration and approval. See Business Occupations and Professions Article, Annotated Code of Maryland, § 6.5-303..

#### Grade 2

Applicants for the Grade 2 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 36 months of documented experience as an active Grade 3 engineer under the direction and control of a licensed Grade 2 or Grade 1 stationary engineer, that may include:
  - 1 year of credit for 6 credit hours of classes or continuing education units in boiler safety or operations; and
  - 1 year of credit for holding a current active license as a:
    - master plumber;
    - master heating, ventilation, air-conditioning, and refrigeration contractor; or
    - master restricted heating, ventilation, air-conditioning contractor; or
2. 4-year degree in mechanical engineering from an accredited university or college; or
3. licensure as a professional engineer and 6 months of documented experience as a Grade 3, Grade 4, or Grade 5 stationary engineer, or
4. a valid marine engineer's certificate or Chief Petty Officer's certificate from the United States Navy; or
5. equivalent experience to 1,2, 3 or 4 above may be submitted to the Board for consideration and approval. See Business Occupations and Professions Article, Annotated Code of Maryland, § 6.5-303.

#### Grade 1

Applicants for the Grade 1 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 5 years of documented experience as an active Grade 2 stationary engineer under the direction and control of a Grade 1 stationary engineer, toward which an applicant may receive:
  - 1 year of credit for 6 credit hours of classes or continuing education units in boiler safety or operations; and
  - 1 year of credit for holding a current active license as:
    - master plumber;
    - master heating, ventilation, air-conditioning, and refrigeration contractor; or
    - master restricted heating, ventilation, air-conditioning contractor; or
2. a 4-year degree in mechanical engineering from an accredited university or college; or
3. licensure as a professional engineer including:
  - 1 year of documented experience as a professional engineer; and
  - 1 year of documented experience as a Grade 2 stationary engineer under the direction and control of a Grade 1 stationary engineer; or
4. a valid marine engineer's certificate or a Chief Petty Officer's certificate from the United States Navy with documentation of steam boiler engineer training; or
5. equivalent experience to 1,2 3 or 4 above may be submitted to the Board for consideration and approval. See Business Occupations and Professions Article, Annotated Code of Maryland, § 6.5-303.

## PREPARING FOR THE EXAMINATION

### TIPS FOR EXAMINATION PREPARATION

The following suggestions will help you prepare for your exam. Planned preparation increases your likelihood of passing.

- Use the exam content outline provided in this bulletin as the basis of your study.
- Learn the major points associated with each outline topic.
- Underline or highlight key ideas for later review.
- Review the Code, making sure you understand each idea before going on to another.
- Check each topic off the outline when you feel you have an adequate understanding. Plan to take your test when all topics have been checked.
- Your studies will be most effective if you study frequently, for about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIALS

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference.

If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

### STATIONARY ENGINEER GRADE 5

# of Questions	Minimum Passing Score	Time Allowed
60	70% (42 items correct)	120 minutes

### CONTENT OUTLINE

Subject Area	# of Items
GENERAL KNOWLEDGE AND PROBLEM SOLVING	20
BASIC ELECTRICITY	5
BOILER TYPES AND EQUIPMENT	5
BURNERS AND FUEL TRAIN	5
PUMPS AND VALVES	5
INSPECTIONS AND MAINTENANCE	5
WATER TREATMENT	5
EMERGENCY OPERATIONS	5
AUXILIARY EQUIPMENT	5

## REFERENCE LIST

This examination is an OPEN BOOK examination. Candidates may bring in reference books. However, no study guides are allowed. Reference books may be indexed, and may contain highlighted or underlined text. All materials must be unmarked (not written in) and may not contain additional papers (loose or attached).

**THIS REFERENCE WILL NOT BE PROVIDED AT THE TEST CENTER. THESE ARE THE ONLY REFERENCES ALLOWED IN THE TESTING ROOM.**

- Boiler Operator's Guide, 4th edition, 1997, Kohan, Anthony, McGraw-Hill, (800) 262-4729, [www.books.mcgraw-hill.com](http://www.books.mcgraw-hill.com)
- Lessons in Electric Circuits Volume 1 - DC (Chapters 1, 2, 3, 5, and 8), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>
- Lessons in Electric Circuits Volume 2 - AC (Chapter 1), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>

Available on-line:

- The Boiler and Pressure Vessel Safety Act, Public Safety Title 12, Subtitle 9 of the Annotated Code of Maryland, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>
- The Boiler and Pressure Vessel Safety Regulations, Code of Maryland Regulations, Public Safety Article, Title 9, Subtitle 12, Chapter 1, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>
- Business Occupations and Professions Article, Annotated Code of Maryland, Title 6.5, (<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>)
- Code of Maryland Regulations ("COMAR"), Title 09, Subtitle 17 ([http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.\\*](http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.*))

You may tab your reference materials using the following acceptable tabs: Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs; Redi-Tag Self-Stick Permanent Adhesive Index Tabs.

The following tabs are unacceptable: Post-It Index Flags; Post-It Flags.

**NO MATTER WHAT IS ON THE TAB PACKAGE, IF THE PSI PROCTOR IS ABLE TO REMOVE THE TABS WITHOUT RIPPING THE PAGE, YOU WILL NEED TO REMOVE THE TABS BEFORE YOU TAKE THE EXAM. DO NOT USE THE TABS THAT HAVE PAPER INSERTS. THE PAPER INSERTS WILL BE REMOVED.**

### STATIONARY ENGINEER GRADE 4

# of Questions	Minimum Passing Score	Time Allowed
60	70% (42 items correct)	120 minutes

## CONTENT OUTLINE

Subject Area	# of Items
GENERAL KNOWLEDGE AND PROBLEM SOLVING	20
BASIC ELECTRICITY	5
BOILER TYPES AND EQUIPMENT	5
BURNERS AND FUEL TRAIN	5
PUMPS AND VALVES	5
INSPECTIONS AND MAINTENANCE	5
WATER TREATMENT	5
EMERGENCY OPERATIONS	5
AUXILIARY EQUIPMENT	5

## REFERENCE LIST

This examination is an OPEN BOOK examination. Candidates may bring in reference books. However, no study guides are allowed. Reference books may be indexed, and may contain highlighted or underlined text. All materials must be unmarked (not written in) and may not contain additional papers (loose or attached).

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- Lessons in Electric Circuits Volume 1 - DC (Chapters 1, 2, 3, 5, and 8), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>
- Lessons in Electric Circuits Volume 2 - AC (Chapter 1), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>

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- The Boiler and Pressure Vessel Safety Act, Public Safety Title 12, Subtitle 9 of the Annotated Code of Maryland, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>
- The Boiler and Pressure Vessel Safety Regulations, Code of Maryland Regulations, Public Safety Article, Title 9, Subtitle 12, Chapter 1, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>
- Business Occupations and Professions Article, Annotated Code of Maryland, Title 6.5 (<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>)
- Code of Maryland Regulations ("COMAR"), Title 09, Subtitle 17 ([http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.\\*](http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.*))

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## STATIONARY ENGINEER GRADE 3

# of Questions	Minimum Passing Score	Time Allowed
80	70% (56 items correct)	120 minutes

## CONTENT OUTLINE

Subject Area	# of Items
GENERAL KNOWLEDGE AND PROBLEM SOLVING	10
BASIC ELECTRICITY	5
BOILER TYPES AND EQUIPMENT	10
BURNERS AND FUEL TRAIN	10
PUMPS AND VALVES	10
SEQUENTIAL OPERATIONS	10
INSPECTIONS AND MAINTENANCE	5
CENTRAL STATION AND CHILLERS	5
WATER TREATMENT	5
EMERGENCY OPERATIONS	5
AUXILIARY EQUIPMENT	5

## REFERENCE LIST

This examination is CLOSED BOOK.

**The following reference materials are not allowed in the examination center:**

- Boiler Operator's Guide, 4th edition, 1997, Kohan, Anthony, McGraw-Hill, (800) 262-4729, [www.books.mcgraw-hill.com](http://www.books.mcgraw-hill.com)
- Pump Handbook, 4<sup>th</sup> Edition, 2007, Karassik, Messina, Cooper and Heald, McGraw-Hill, (800) 262-4729, [www.mhprofessional.com](http://www.mhprofessional.com)
- Modern Refrigeration and Air Conditioning, Althouse, Turnquist, Bracciano, 19<sup>th</sup> or 20<sup>th</sup> Edition, Goodheart-Willcox Company, Inc., [www.g-w.com](http://www.g-w.com)
- Lessons in Electric Circuits Volume 1 - DC (Chapters 1, 2, 3, 5, and 8), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>
- Lessons in Electric Circuits Volume 2 - AC (Chapter 1), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>

### Available on-line:

- The Boiler and Pressure Vessel Safety Act, Public Safety Title 12, Subtitle 9 of the Annotated Code of Maryland, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>
- The Boiler and Pressure Vessel Safety Regulations, Code of Maryland Regulations, Public Safety Article, Title 9, Subtitle 12, Chapter 1, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>



- Business Occupations and Professions Article, Annotated Code of Maryland, Title 6.5 (<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>)
- Code of Maryland Regulations (“COMAR”), Title 09, Subtitle 17 ([http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.\\*](http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.*))

### STATIONARY ENGINEER GRADE 2

# of Questions	Minimum Passing Score	Time Allowed
80	70% (56 items correct)	120 minutes

### CONTENT OUTLINE

Subject Area	# of Items
GENERAL KNOWLEDGE AND PROBLEM SOLVING	5
BASIC ELECTRICITY	5
BOILER TYPES AND EQUIPMENT	5
BURNERS AND FUEL TRAIN	10
PUMPS AND VALVES	10
SEQUENTIAL OPERATIONS	10
INSPECTIONS AND MAINTENANCE	10
CENTRAL STATION AND CHILLERS	5
WATER TREATMENT	10
EMERGENCY OPERATIONS	5
AUXILIARY EQUIPMENT	5

### REFERENCE LIST

This examination is CLOSED BOOK.

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- Boiler Operator's Guide, 4th edition, 1997, Kohan, Anthony, McGraw-Hill, (800) 262-4729, [www.books.mcgraw-hill.com](http://www.books.mcgraw-hill.com)
- Pump Handbook, 4th Edition, 2007, Karassik, Messina, Cooper, and Heald, McGraw-Hill, (800) 262-4729, [www.books.mcgraw-hill.com](http://www.books.mcgraw-hill.com)
- Modern Refrigeration and Air Conditioning, Althouse, Turnquist, Bracciano, 19th or 20th Edition, Goodheart-Willcox Company, Inc., [www.g-w.com](http://www.g-w.com)
- Lessons in Electric Circuits Volume 1 - DC (Chapters 1, 2, 3, 5, and 8), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>
- Lessons in Electric Circuits Volume 2 - AC (Chapter 1), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>

Available on-line:

- The Boiler and Pressure Vessel Safety Act, Public Safety Title 12, Subtitle 9 of the Annotated Code of Maryland, Maryland Department of Labor, (410) 767-2990, <http://www.dllr.state.md.us/labor/boil.html>
- The Boiler and Pressure Vessel Safety Regulations, Code of Maryland Regulations, Public Safety Article, Title 9, Subtitle 12, Chapter 1, Maryland Department of Labor, (410) 767-2990, <http://www.dllr.state.md.us/labor/boil.html>

- Business Occupations and Professions Article, Annotated Code of Maryland, Title 6.5 (<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>)
- Code of Maryland Regulations (“COMAR”), Title 09, Subtitle 17 ([http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.\\*](http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.*))

### STATIONARY ENGINEER GRADE 1

# of Questions	Minimum Passing Score	Time Allowed
80	70% (56 items correct)	120 minutes

### CONTENT OUTLINE

Subject Area	# of Items
GENERAL KNOWLEDGE AND PROBLEM SOLVING	5
BASIC ELECTRICITY	5
BOILER TYPES AND EQUIPMENT	5
BURNERS AND FUEL TRAIN	10
PUMPS AND VALVES	10
SEQUENTIAL OPERATIONS	10
INSPECTIONS AND MAINTENANCE	10
CENTRAL STATION AND CHILLERS	5
WATER TREATMENT	10
EMERGENCY OPERATIONS	5
AUXILIARY EQUIPMENT	5

### REFERENCE LIST

This examination is CLOSED BOOK.

*The following reference materials are not allowed in the examination center:*

- Boiler Operator's Guide, 4th edition, 1997, Kohan, Anthony, McGraw-Hill, (800) 262-4729, [www.books.mcgraw-hill.com](http://www.books.mcgraw-hill.com)
- Pump Handbook, 4th Edition, 2007, Karassik, Messina, Cooper, and Heald, McGraw-Hill, (800) 262-4729, [www.mhprofessional.com](http://www.mhprofessional.com)
- Modern Refrigeration and Air Conditioning, Althouse, Turnquist, Bracciano, 19th or 20th Edition, Goodheart-Willcox Company, Inc., [www.g-w.com](http://www.g-w.com)
- Lessons in Electric Circuits Volume 1 - DC (Chapters 1, 2, 3, 5, and 8), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>
- Lessons in Electric Circuits Volume 2 - AC (Chapter 1), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>

Available on-line:

- The Boiler and Pressure Vessel Safety Act, Public Safety Title 12, Subtitle 9 of the Annotated Code of Maryland, Maryland Department of Labor, (410) 767-2990, <http://www.dllr.state.md.us/labor/boil.html>
- The Boiler and Pressure Vessel Safety Regulations, Code of Maryland Regulations, Public Safety Article, Title 9, Subtitle 12, Chapter 1, Maryland Department



of Labor, (410) 767-2990,  
<http://www.dllr.state.md.us/labor/boil.html>

- Business Occupations and Professions Article, Annotated Code of Maryland, Title 6.5 (<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>)
- Code of Maryland Regulations (“COMAR”), Title 09, Subtitle 17 ([http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.\\*](http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.*))

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## FEES

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Payment of the registration fee is valid for one examination only. Examination registration fees are not refundable and are not transferable. **Examination registration fees are valid for 90 days.**

- Stationary Engineer Examination ..... \$65

Payment can be made by money order, certified check, cashier’s check, personal check, or company check made payable to PSI. Cash is not accepted.

Include your name and/or social security number on your check to ensure that your fee is properly assigned.

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security number only as an identification number in maintaining your records and reporting your grades to the Department. The Department requires all candidates to accurately disclose their Social Security number.

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## SCHEDULING PROCEDURES

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### CONFIRMATION NOTICE

Upon approval of your registration materials, PSI will confirm your eligibility to take the examination by mailing you a confirmation notice which authorizes you to call to make a test appointment. If you do not receive a confirmation notice within three weeks of sending your registration materials, call 1-800-733-9267 to confirm your status at PSI.

**Once approved, it is your responsibility to contact PSI to pay and schedule for the examination.**

### ON-LINE (WWW.PSIEXAMS.COM)

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI’s registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

- Log onto PSI’s website and create an account. Please enter your email address and first and last name. This information must match exactly with the information PSI has on file. Be sure to **check the box next to “Check here to attempt to locate existing records for you in the system”**.

- You will be asked to select the examination and enter your SS#. Your record will be found and you will now be ready to schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

### TELEPHONE

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

### CANCELING OR RESCHEDULING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at [www.psiexams.com](http://www.psiexams.com) or call PSI at (800) 733-9267.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.**

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the test as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment two days before the scheduled testing date; or
- Do not appear for your examination appointment; or
- Arrive too late to begin your test without disrupting the center’s schedule; or
- Do not present proper identification when you arrive for the examination.

### EXAM ACCOMMODATIONS AND OUT-OF-STATE TESTING

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate’s needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form on at the end of bulletin and fax it to PSI at (702) 932-2666. You may also email it to [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).

Applicants who live outside of Maryland and wish to take the Stationary Engineer examination at a location outside of the State should complete the Out-of-State Testing Request form found at the end of this Candidate Information Bulletin.

### EMERGENCY TEST CENTER CLOSING

In the event that inclement weather or other emergencies force the closure of a test center on an assigned test date, your examination will be rescheduled. You will be notified of the new date and time of the test. Every effort will be made to schedule a convenient time as soon as possible.



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## REPORTING FOR THE EXAMINATION

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### TESTING CENTER LOCATIONS

The following are the testing centers where you may take the examinations:

#### **BALTIMORE FALLS ROAD CENTER:**

Mount Washington Area  
6115 Falls Road, Suite 100  
Baltimore, MD 21209

*From the Beltway I-695, take I-83 South (Jones Falls Expressway) to the Northern Pkwy exit East. Turn left onto Northern Pkwy heading East. Turn left onto Falls Road. Go about 1 mile. You will come to a light rail overpass/bridge. The testing center building is **immediately** on your right, on the other side of the overpass/bridge. When you turn in, you will drive past the "MAIN Entrance" and turn right in the lot, proceeding to free parking available on the left side and rear side of the building. Please come back to the "MAIN Entrance" and enter the building there (not the rear entrance). PSI is in Suite 100, the first suite door to your left. This site is also conveniently located adjacent to an MTA light rail station, and accessible by MTA bus routes.*

**Note: Due to building management requests, please DO NOT DISTURB other business neighbors for directions to PSI's office.**

#### **COLLEGE PARK CENTER:**

The Sterling Building  
4920 Niagara Road, Suite 211  
College Park, MD 20740

*From I-95 North/Beltway, take Exit 25/Route 1 toward College Park. Continue straight across Route 1 onto Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.*

*From I-95 South take Exit 25. Stay in the left turn lane and make a left at the next light which is Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.*

#### **CROFTON CENTER:**

Morauer III Building  
2137 Espey Court, Suite 3  
Crofton, MD 21114

*From Defense Highway (450), take the Priest Bridge Rd exit going South. Turn right on Espey Court.*

*From the Washington Beltway, take 50 East to 3 North. Turn right on Defense Highway (450), take the Priest Bridge Rd exit going South. Turn right on Espey Court.*

#### **HAGERSTOWN CENTER:**

140 West Franklin Street, Suite A  
Hagerstown, MD 21740

*From I 70: Take exit 32B Hagerstown. This is US Route 40 west. Follow Route 40 for 4.1 miles to 140 W. Franklin Street. It is slightly past the intersection of Jonathan and Franklin. You must turn into the church parking lot on the right before you reach 140 W. Franklin Street.*

*From I 81: Take exit 6 US Route 40 east. Follow on Route 40 for 1.6 miles and turn left on to Jonathan Street. After one*

*block turn left on to Franklin Street. Stay right and enter the church parking lot. This will come up quickly on the right.*

*There are many parking spots reserved for PSI testing on the lot. You will then walk past the front of the church and into 140 W. Franklin Street, Suite A is on the ground floor. No steps required to enter.*

*There is one handicapped spot reserved for PSI on the lot at 140 W. Franklin Street near the entrance door. All other parking has to be on the church lot.*

#### **LANHAM CENTER:**

5900 Princess Garden Pkwy  
Suite 501  
Lanham, MD 20706

*Take the 20B-A/Annapolis Road Exit towards Lanham. Take Princess Garden Parkway exit. Turn left, following Princess Garden Parkway exit, veer into far right lane. Turn right on Princess Garden Parkway - turn left at first driveway.*

#### **SALISBURY CENTER:**

1323 Mt. Hermon Road  
Beaglin Park Plaza, Suite 2A  
Salisbury, MD 21804

*From Rt. 50 E, take 50 Business thru Salisbury. Turn right onto Beaglin Park Dr. Turn left onto Mt Hermon Road. Take the first left into Beaglin Park Plaza Complex. Look for Building 2.*

*From Rt. 13S, take 13 S Norfolk exit. Take 50 Business exit and turn left onto Beaglin Park Dr. Turn left onto Mt Hermon Rd. Take the first left into Beaglin Park Plaza Complex. Look for Building 2.*

*From Rt. 13N, take Rt. 50/Salisbury Business exit. Turn left onto Beaglin Park Dr. Turn left onto Mt Hermon Rd. Take the first left into Beaglin Park Plaza Complex. Look for Building 2.*

### REPORTING TO THE TEST CENTER

On the day of the exam, you should arrive at least 30 minutes before your scheduled appointment. This extra time is for sign-in and identification and to familiarize you with the test process.

### REQUIRED IDENTIFICATION

You must provide two (2) forms of identification. One must be a VALID form of government-issued identification (Driver's License, State ID, Passport, Military ID) which bears your signature and has your photograph or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form and your education certification.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*





## SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.

- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

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## TAKING THE EXAMINATION

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The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The "Function Bar" at the top of the test question provides mouse-click access to the features available while taking the examination.

The screenshot shows a computer interface for a test question. At the top, there is a "Function Bar" with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: "Question: 3 of 40", "Answered: 2", "Unanswered: 1", "Marked: 0", "View: All", and "Time Left(Min): 359". The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

## SCORE REPORTING

Your passing or failing indication will appear immediately on the computer screen at the end of your test. Your score is given as an overall pass/fail grade and if you fail, as a set of scores for the major sections of the exam outline. Exam results are confidential and will be revealed only to you and the Board/Department. A passing grade of **70%** is required to qualify for a license as a Stationary Engineer.

Passing candidates will receive notice of successful completion of the examination on a form which becomes the official application for licensure, from the Board.

If you do not pass, you may submit a new examination registration form to PSI with the appropriate fee and schedule a new appointment to retake the exam.

**NOTE:** Applicants who have failed the Stationary Engineer examination must wait for 30 days from their most recent exam before retaking the exam.

## EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, a small number of five to ten "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

## EXAMINATION REVIEW

Failing candidates will have the option of reviewing their examination in a secure environment. Once a month, PSI will conduct an examination review meeting for candidates who have submitted a written request within the previous 15-day period. During the review candidates will be presented with the questions the candidate incorrectly answered during the examination on a desktop computer. Additionally, the candidate will be given the correct answer to the question. The purpose of the review is to allow the candidate to self-research the question to determine why the answer they selected was incorrect. If the candidate feels that there is an error in the question, the candidate may comment about the question during the review by clicking the "Comment" link on the test question screen. The Board will review the candidate's comments and make a determination as to the validity of the candidate's comments. Examination reviews are one hour in length.

Standard examination security practices will be followed throughout this procedure. Call 1-800-733-9267 for details about the monthly review sessions.

**NOTE:** Applicants who have reviewed the Stationary Engineer examination must wait for 30 days before retaking the exam.

## DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 800-733-9267.

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## ELIGIBILITY/QUALIFICATION APPLICATION

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The forms to be used to verify the required experience are found at the back of this bulletin. These pages may be photocopied for the submission of additional experience information. Original pages must be submitted with original signatures to PSI.

Before sending your application package to PSI...

- Make sure that you have completed all applicable sections of the application form including the work experience data sheet(s).
- Make sure that **your supervisor has signed the experience certification.**
- Make sure that **BOTH you and your supervisor have signed Section 1 Page 7 of the Application Form You are required to sign again in Section 2 Page 7**
- Make sure you have filled out the Examination Registration Form and included the correct examination fee.

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## LICENSE APPLICATION

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Passers will NOT receive any additional notices from PSI. Passers will receive a card from DLLR. The card will have your registration number used for electronic filing; you will be instructed to create a password used in conjunction with the registration number for electronic filing.

Questions regarding the license application should be directed to the State Board of Examining Engineers at 410-230-6162. **Do not contact PSI.**

# APPLICATION FORM

NOTE: APPLICANTS MUST COMPLETE ALL PORTIONS OF THE APPLICATION THAT IS APPLICABLE. THE SUPERVISOR MUST SIGN THE APPLICABLE EXPERIENCE CERTIFICATION SECTION OF THIS APPLICATION. BOTH THE APPLICANT AND THE SUPERVISOR MUST SIGN SECTION 1 ON PAGE 7 OF THIS APPLICATION. PLEASE CHECK WHAT GRADE YOU ARE APPLYING FOR:

Grade 5       Grade 4       Grade 3       Grade 2       Grade 1

## CANDIDATE INFORMATION

LEGAL NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CURRENT AGE: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

HOME TELEPHONE #: \_\_\_\_\_ DAYTIME TELEPHONE #: \_\_\_\_\_

DO YOU NOW OR HAVE YOU EVER HELD A STATIONARY ENGINEER LICENSE?       Yes       No

If yes, provide the date of original issue, license state, and registration number below and enclose a copy of the current/former license. (NOTE: This information will be asked from you again when you register to sit for the exam.)

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Date      State of Licensure      Registration Number

COPY OF CURRENT/FORMER LICENSE IS ATTACHED       Yes       No

## EDUCATION SUBSTITUTE FOR EXPERIENCE

COMPLETE THIS PORTION ONLY IF EDUCATION IS SUBSTITUTED FOR EXPERIENCE. An applicant for any examination may substitute two (2) years of education in a trade or vocational school for one (1) year practical experience. Education may be composed of classroom work or study under a vocational or technical program accredited by the State Department of Education or under an apprenticeship agreement registered with the Maryland Apprenticeship and Training Council.

1. School, (SCHOOL NAME & ADDRESS): \_\_\_\_\_

DATES ATTENDED: FROM \_\_\_\_\_ TO \_\_\_\_\_

2. Apprenticeship Council, (APPRENTICESHIP COUNCIL NAME & ADDRESS): \_\_\_\_\_

DATES ATTENDED: FROM \_\_\_\_\_ TO \_\_\_\_\_

Attach copy of school records, transcripts, diploma, or have this application signed by responsible authority to attest that you attended the school above or were associated with the Apprenticeship Council named in this application.

(PRINT NAME) \_\_\_\_\_ (TITLE) \_\_\_\_\_

(SIGNATURE) \_\_\_\_\_ (LICENSE NUMBER) \_\_\_\_\_



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## QUALIFICATION APPLICATION FOR GRADE 5 EXAMINATION

Applicants for the Grade 5 Stationary Engineer's examination qualifies under this section if the applicant possesses a high school diploma or graduate equivalence diploma.

High School or Graduate Equivalence Diploma

(NAME) \_\_\_\_\_

(ADDRESS) \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

*Attach copy of Diploma*

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## QUALIFICATION APPLICATION FOR GRADE 4 EXAMINATION

Applicants for the Grade 4 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 6 months of documented experience as an active grade 5 stationary engineer; or
2. 3 credits hours or continuing education units of classes in boiler operations or safety.

I am applying based on (check one box and complete the section information):

**For 1:**

I certify that \_\_\_\_\_

was employed by \_\_\_\_\_

(COMPANY NAME) \_\_\_\_\_

(COMPANY ADDRESS & TELEPHONE #) \_\_\_\_\_

from \_\_\_\_\_ until \_\_\_\_\_.

(PRINT NAME) \_\_\_\_\_ (TITLE) \_\_\_\_\_

(SIGNATURE) \_\_\_\_\_ (LICENSE NUMBER) \_\_\_\_\_

**Attach Work Summary Data Sheet for Each Position**

**For 2:**

*Attach proof of completion of 3 credit class or continuing education units of classes*

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## QUALIFICATION APPLICATION FOR GRADE 3 EXAMINATION

Applicants for the Grade 3 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 2 years of documented experience as an active Grade 4 or Grade 5 stationary engineer; or
2. 1 year of documented experience as an active Grade 4 or Grade 5 engineer and 6 credits hours or continuing education units of classes in boiler operations or safety; or
3. a valid marine engineer's certificate or Chief Petty Officer's certificate from the United States Navy; or
4. equivalent experience to 1,2 or 3 above may be submitted to the Board for consideration and approval. See Business Occupations and Professions Article, Annotated Code of Maryland, § 6.5-303.

I am applying based on (check one box and complete the section information):

For 1 & 2:

I certify that \_\_\_\_\_

was employed by \_\_\_\_\_

(COMPANY NAME) \_\_\_\_\_

(COMPANY ADDRESS & TELEPHONE #) \_\_\_\_\_

from \_\_\_\_\_ until \_\_\_\_\_.

(PRINT NAME) \_\_\_\_\_

(TITLE) \_\_\_\_\_

(SIGNATURE) \_\_\_\_\_

(LICENSE NUMBER) \_\_\_\_\_

**Attach Work Summary Data Sheet for Each Position**

For 3:

Attached is a valid Marine Engineer Certificate Number \_\_\_\_\_, OR a Chief Petty Officer Certificate from the United States Navy which reflects steam boiler engineering training dated \_\_\_\_\_.

For 4:

I do not meet any of the specific qualifications as listed in 1 through 3 above and am applying for licensure based on equivalent education and experience. Attached are work summary sheets demonstrating equivalent experience including dates, responsibilities, and specific equipment operated.

**Attach Work Summary Data Sheet for Each Position**

## QUALIFICATION APPLICATION FOR GRADE 2 EXAMINATION

Applicants for the Grade 2 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 36 months of documented experience as an active Grade 3 engineer under the direction and control of a licensed Grade 2 or Grade 1 stationary engineer, that may include:
  - 1 year of credit for 6 credit hours of classes or continuing education units in boiler safety or operations; and
  - 1 year of credit for holding a current active license as a:
    - master plumber;
    - master heating, ventilation, air-conditioning, and refrigeration contractor; or
    - master restricted heating, ventilation, air-conditioning, and refrigeration contractor;
2. licensure as a professional engineer and 6 months of documented experience as a Grade 3, Grade 4, or Grade 5 stationary engineer, or
3. a 4-year degree in mechanical engineering from an accredited university or college; or
4. a valid marine engineer's certificate or Chief Petty Officer's certificate from the United States Navy; or equivalent experience to 1, 2, 3 or 4 above may be submitted to the Board for consideration and approval. See Business Occupations and Professions Article, Annotated Code of Maryland, § 6.5-303.

I am applying based on (check one box and complete the section information):

For 1 & 2:

I certify that \_\_\_\_\_

was employed by \_\_\_\_\_

(COMPANY NAME) \_\_\_\_\_

(COMPANY ADDRESS & TELEPHONE #) \_\_\_\_\_

from \_\_\_\_\_ until \_\_\_\_\_.

(PRINT NAME) \_\_\_\_\_ (TITLE) \_\_\_\_\_

(SIGNATURE) \_\_\_\_\_ (LICENSE NUMBER) \_\_\_\_\_

### Attach Work Summary Data Sheet for Each Position

For 3: College or University

(NAME) \_\_\_\_\_

(ADDRESS) \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

*Attach copy of Diploma*

For 4:

Attached is a valid Marine Engineer Certificate Number \_\_\_\_\_, OR a Chief Petty Officer Certificate from the United States Navy which reflects steam boiler engineering training dated \_\_\_\_\_.

For 5:

I do not meet any of the specific qualifications as listed in 1 through 4 above and am applying for licensure based on equivalent education and experience. Attached are work summary sheets demonstrating equivalent experience including dates, responsibilities, and specific equipment operated.

### Attach Work Summary Data Sheet for Each Position

# QUALIFICATION APPLICATION FOR GRADE 1 EXAMINATION

- Applicants for the Grade 1 Stationary Engineer's examination shall possess at least ONE of the following qualifications:
- 5 years of documented experience as an active Grade 2 stationary engineer under the direction and control of a Grade 1 stationary engineer, toward which an applicant may receive:
    - 1 year of credit for 6 credit hours of classes or continuing education units in boiler safety or operations; and
    - 1 year of credit for holding a current active license as:
      - master plumber;
      - master heating, ventilation, air-conditioning, and refrigeration contractor; or
      - master restricted heating, ventilation, air-conditioning, and refrigeration contractor;
  - licensure as a professional engineer including:
    - 1 year of documented experience as a professional engineer; and
    - 1 year of documented experience as a Grade 2 stationary engineer under the direction and control of a Grade 1 stationary engineer; or
  - a 4-year degree in mechanical engineering from an accredited university or college.
  - a valid marine engineer's certificate or a Chief Petty Officer's certificate from the United States Navy with documentation of steam boiler engineer training.
  - equivalent experience to 1,2 3 or 4 above may be submitted to the Board for consideration and approval. See Business Occupations and Professions Article, Annotated Code of Maryland, § 6.5-303.

I am applying based on (check one box and complete the section information):

**For 1 & 2:**

I certify that \_\_\_\_\_

was employed by \_\_\_\_\_

(COMPANY NAME) \_\_\_\_\_

(COMPANY ADDRESS & TELEPHONE #) \_\_\_\_\_

from \_\_\_\_\_ until \_\_\_\_\_.

(PRINTSUPERVISOR NAME) \_\_\_\_\_ (TITLE) \_\_\_\_\_

(SUPERVISOR SIGNATURE) \_\_\_\_\_ (LICENSE NUMBER) \_\_\_\_\_

## Attach Work Summary Data Sheet for Each Position

**For 3: College or University**

(NAME) \_\_\_\_\_

(ADDRESS) \_\_\_\_\_

Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_

*Attach copy of Diploma*

**For 4:**

Attached is a valid Marine Engineer Certificate Number \_\_\_\_\_, OR a Chief Petty Officer Certificate from the United States Navy which reflects steam boiler engineering training dated \_\_\_\_\_.

**For 5:**

I do not meet any of the specific qualifications as listed in 1 through 4 above and am applying for licensure based on equivalent education and experience. Attached are work summary sheets demonstrating equivalent experience including dates, responsibilities, and specific equipment operated.

## Attach Work Summary Data Sheet for Each Position



## CERTIFICATIONS

In accordance with Executive Order 01.01.1983-18, the Department of Labor, Licensing and Regulation is required to advise you as follows regarding the collection of personal information.

Personal information requested by the licensing agency of this Department is necessary in determining you eligibility for licensure. Such personal information is also intended for use as an additional means of verifying the licensee's identity or to enable the agency to communicate, in a timely manner with the licensee should the need arise. The licensee has the right to inspect his personal record and to amend or correct the personal data if necessary.

Personal information is generally available for inspection by the public only in accordance with the Public Information Act. Personal information is not routinely shared with state, federal, or governmental agencies.

### ← MUST BE SIGNED BY THE APPLICANT AND THE SUPERVISOR

*I hereby certify that I understand this application is subject to a random audit by the Board of Examining Engineers to verify the materials stated on this application as to the type of job, time of employment on the specific job, and time under direct supervision of the Stationary Engineer signing the Qualification Application. If it is found that any of the material provided in this application is fraudulent, action would be taken to disqualify the license applicant, and action could be taken against the supervisor signing the license application if the supervisor is a licensed stationary engineer.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Signature of Supervisor signing the Verification

\_\_\_\_\_  
Date

### ← MUST BE SIGNED BY THE APPLICANT

*I hereby certify under penalty of perjury that the information contained herein is true and correct to the best of my knowledge, information, and belief. I further authorize the release of any information contained within this application to an authorized representative of the Maryland Department of Labor, Licensing, and Regulation for further investigation.*

\_\_\_\_\_  
Name of Applicant (PLEASE PRINT)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## IMPORTANT

**YOU MUST FILL OUT THE FOLLOWING EXAMINATION REGISTRATION FORM AND SUBMIT THE EXAMINATION FEE, ALONG WITH THIS APPLICATION**

# MARYLAND STATIONARY ENGINEER EXAMINATION REGISTRATION FORM

Please provide all information requested, enclose attachments as applicable, and submit it with the fee payment. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee and other forms will be returned unprocessed. Registration fees are not refundable or transferable.

**BE SURE TO COMPLETE BOTH SIDES OF THIS FORM AND SIGN THE AFFIDAVIT IN ITEM 11**

1. Legal Name:      
Last Name Generation (e.g., Jr. III.)

First Name Middle Name (If none, enter NMN)

2. Social Security:  -  -  (REQUIRED BY THE MD DEPT OF LABOR, LICENSING AND REGULATION)

3. Mailing Address:  Home  Work  
   
Number, Street Apt/Ste

-    
City State Zip Code

County

Email Address \_\_\_\_\_ @ \_\_\_\_\_

4. Telephone: Cell   -  Office   -   
Area Code Area Code

5. Birth Date/Birth Place:        
M M D D Y Y City State

County

6. Examination:  5<sup>th</sup> Grade  4<sup>th</sup> Grade  3<sup>rd</sup> Grade  2<sup>nd</sup> Grade  1<sup>st</sup> Grade

Is this the first time you are taking this exam?  Yes  No If no, provide most recent date: \_\_\_\_\_

7. Current MD Reg #  (INDICATE # PREVIOUSLY ASSIGNED BY THE STATE OR LEAVE BLANK)

8. Current or Prior License: Do you now or have you ever held a Stationary Engineer License?  Yes  No

If yes, provide the date of original issue, license state, and registration number below and enclose a copy of the current/former license

\_\_\_\_\_ Date

\_\_\_\_\_ State of Licensure

\_\_\_\_\_ Registration Number

Copy of current/former license is attached  Yes  No

9. I am submitting the Exam Accommodations Request Form found at the end of this bulletin.    Ye     No

10. Fee     Stationary Engineer (\$65.00)

Registration fees must be paid by money order, certified check, cashier’s check, personal check, or company check. Make your money order or check payable to PSI and print your name and Social Security Number on it. **CASH IS NOT ACCEPTED. REGISTRATION FEES ARE NOT REFUNDABLE AND ARE NOT TRANSFERABLE.**

For your initial examination registration, you should mail your registration form with all required attachments and exam fee to PSI.

**Retaking the Exam:** You may re-take an examination thirty (30) days from the date of the examination which you failed.

Check one:    VISA     MasterCard     American Express     Discover

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No: \_\_\_\_\_ *The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).*

Billing Street Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

**11. ALL CANDIDATES MUST COMPLETE THE FOLLOWING QUESTIONS BY ANSWERING "YES" OR "NO" TO EACH:**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| A. In any State, District of Columbia or Federal Court have you ever been convicted of:   |                          |                          |
| 1. A felony? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A misdemeanor that is directly related to your fitness and qualification to provide services as a stationary engineer? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have you ever been convicted or received probation before judgment for a drug offense committed after January 1, 1991? ..... | <input type="checkbox"/> | <input type="checkbox"/> |

If you answer “yes” to any of the conduct questions above, please attached a true test copy of the court docket or record relating to your conviction.

**WHAT IS YOUR FIRST LANGUAGE:**     Chinese    English    French    German    Hindi    Korean    Russian  
 Spanish    Tagalog    Vietnamese    Other \_\_\_\_\_

**12. Affidavit/Signature:**

*If the address of this registration is not within the State of Maryland, I do hereby irrevocably consent that suits and actions may be commenced against me in the proper courts of the State of Maryland as provided by the Annotated Code of Maryland.*

*I hereby certify that the information provided on both sides of this registration and in the attached application forms is true and correct and the Maryland State Board of Stationary Engineers may rely on its truthfulness in considering this registration, and that this registration is signed and sworn to under penalty of perjury.*

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

Complete and send the application forms, this registration form, the fee, and applicable attachments to:

**PSI \* ATTN: Stationary Engineer Registration**  
**3210 E Tropicana \* Las Vegas \* NV \* 89121**  
**Fax (702) 932-2666 \* (800) 733-9267 \* TTY (800) 735-2929**  
[www.psiexams.com](http://www.psiexams.com)

**REMEMBER TO SIGN ITEM #12 AND ENCLOSE ALL ATTACHMENTS REQUIRED.**

## Work Summary Data Sheet

Name \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

*Instructions: Include one sheet for each job or engagement completing each section listed. Use as many sheets as needed to document your experience. Number the pages to be sure all experience is reviewed and considered. Be sure to include the name and phone number of a reference who can confirm your experience.*

Employed by \_\_\_\_\_

Total years of experience \_\_\_\_\_ years

Start Date (MM/YY) \_\_\_\_\_ End Date (MM/YY) \_\_\_\_\_

Describe job duties and responsibilities:

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Describe and list specific equipment operated (include horsepower rating for each boiler or piece of equipment). The largest plant equipment is most important for Board review:

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Printed Name of immediate supervisor/reference \_\_\_\_\_

Signature of supervisor/reference \_\_\_\_\_

If licensed include MD Stationary engineer License Number \_\_\_\_\_

Phone number for reference \_\_\_\_\_



# EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### Requirements for exam accommodation:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing.
- Recommended accommodation/modification.
- Name, title and telephone number of the medical authority or specialist.
- Original signature of the medical authority or specialist.

Date: \_\_\_\_\_ Social Security or ID#: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street City, State, Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

### Check any exam accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: \_\_\_\_\_)
- Large-print written examination
- Other \_\_\_\_\_
- \*Out-of-State Testing Request (this request does not require additional documentation) \_\_\_\_\_

Site requested: \_\_\_\_\_  
*\*You may email your out-of-state request to [OutofStateRequest@psionline.com](mailto:OutofStateRequest@psionline.com)*

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.**

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121