# 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 for the latest updates to this bulletin.
INTRODUCTION

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, 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).

Grades 1 through 5:
- 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**

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.
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

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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.

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/lab/or.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/lab/or.boil.html
▪ Code of Maryland Regulations (“COMAR”), Title 09, Subtitle 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.

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• 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.*)

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• The Boiler and Pressure Vessel Safety Regulations, Code of Maryland Regulations, Public Safety Article, Title 9, Subtitle 12, Chapter 1, Maryland Department
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.

SCHEDULING PROCEDURES

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. 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.

CANCELLING 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 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 PSI 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

Applicants who live outside of Maryland and wish to take the Stationary Engineer examination at a location outside of the State should follow the instructions on 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.
REPORTING FOR THE EXAMINATION

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

BALTIMORE
2622 Lord Baltimore Dr, Suite C-D
Baltimore, MD 21244
From I-695 N - Take exit 17 for Security Blvd toward Woodlawn. Keep left at the fork and merge into Security Blvd. Turn right onto Lord Baltimore Dr. At the traffic circle, continue straight to stay on Lord Baltimore Dr. At the next traffic circle, again stay straight to stay on Lord Baltimore Dr. A little over ½ mile later, the PSI test center will be on your left.
From I-695 S - Take exit 18 for MD-26/Liberty Rd toward Locearn/Randallstown. Continue straight onto Lord Baltimore Dr, using the signs for MD-26/Locearn). The PSI test center is roughly 1 ½ miles from here on the right.

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 Ill 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-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 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. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
  - 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.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI’s sole discretion.
- 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.

TAKING THE EXAMINATION

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.
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 or by calling 800-733-9267.

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**ELIGIBILITY/QUALIFICATION APPLICATION**

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.

**LICENSE APPLICATION**

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) ____________________________

APPLICATION FORM, PAGE 1
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*
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
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 ______________ to ______________
(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

APPLICATION FORM, PAGE 5
QUALIFICATION APPLICATION FOR GRADE 1 EXAMINATION

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, and refrigeration contractor;

2. 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

3. a 4-year degree in mechanical engineering from an accredited university or college.

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.

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.

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

APPLICATION FORM, PAGE 6
In accordance with Executive Order 01.01.1983-18, the Department of Labor 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 for further investigation.

_________________________________________  ____________________________
Name of Applicant   (PLEASE PRINT)                      Date

_________________________________________  ____________________________
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**

<table>
<thead>
<tr>
<th>1. Legal Name:</th>
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<tbody>
<tr>
<td>Last Name</td>
<td>Generation (e.g., Jr., III.)</td>
<td>First Name</td>
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<td></td>
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<td>Middle Name (If none, enter NMN)</td>
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<th>2. Social Security:</th>
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<td>(REQUIRED BY THE MD DEPT OF LABOR, LICENSING AND REGULATION)</td>
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<tr>
<th>3. Mailing Address:</th>
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<tbody>
<tr>
<td>Number, Street</td>
<td>Apt/Ste</td>
<td>City</td>
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<td></td>
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<td>State</td>
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<td>Zip Code</td>
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<tr>
<th>4. Telephone:</th>
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<tbody>
<tr>
<td>Cell</td>
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<td>Office</td>
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<tr>
<td>Area Code</td>
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<td>Area Code</td>
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<thead>
<tr>
<th>5. Birth Date/Birth Place:</th>
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<tbody>
<tr>
<td>M M D D Y Y</td>
<td>City</td>
<td>State</td>
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<tr>
<td></td>
<td>County</td>
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<th>6. Examination:</th>
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<tbody>
<tr>
<td>5th Grade</td>
<td>4th Grade</td>
<td>3rd Grade</td>
<td>2nd Grade</td>
<td>1st Grade</td>
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</tbody>
</table>

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

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<thead>
<tr>
<th>7. Current MD Reg #</th>
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<td>(INDICATE # PREVIOUSLY ASSIGNED BY THE STATE OR LEAVE BLANK)</td>
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<tr>
<th>8. Current or Prior License:</th>
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<tbody>
<tr>
<td>Do you now or have you ever held a Stationary Engineer License?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>State of Licensure</th>
<th>Registration Number</th>
</tr>
</thead>
</table>

Copy of current/former license is attached  Yes  No
9. 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? ................................................................................................................. ☐ ☐

2. A misdemeanor that is directly related to your fitness and qualification to provide services as a stationary engineer? ................................................................. ☐ ☐

B. Have you ever been convicted or received probation before judgment for a drug offense committed after January 1, 1991? ................................................................. ☐ ☐

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

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:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

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:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Printed Name of immediate supervisor/reference____________________________

Signature of supervisor/reference______________________________________________

If licensed include MD Stationary engineer License Number _____________________

Phone number for reference_______________________________
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 should request for alternative arrangements by Clicking Here.

Requirements for exam accommodation requests:
You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be uploaded 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

MAKE SURE YOU ARE REGISTERED FOR THE EXAMINATION BEFORE REQUESTING EXAMINATION ACCOMMODATIONS
PSI licensure:certification
3210 E Tropicana
Las Vegas, NV  89121