

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF INDUSTRIAL TRADES – STEAM AND OTHER OPERATING ENGINEERS



APPLICATION INSTRUCTIONS AND FORMS FOR ALL LICENSE TYPES IN THE STEAM AND OTHER OPERATING ENGINEERS TRADES IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed in the steam and other operating engineers industries in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

This package contains the forms to apply for a license in the steam and other operating engineers industries in the District of Columbia. Follow the instructions provided below for the license type you are interested in and complete all sections. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

THE APPLICATION PROCESS

Upon submission of the required application documents, the DC Board of Industrial Trades – Steam and Other Operating Engineers will review your application. Upon final approval of your application, you will either be issued a license to practice in the District of Columbia (for Pressure Vessel Inspector or Asbestos Worker only) or be authorized to sit for the District of Columbia Steam and Other Operating Engineers examination.

If you submit an application that is incomplete or otherwise deficient, Pearson VUE's processing staff will notify you of the deficiencies. If the Board has any additional questions or concerns, they will contact you directly.

WHERE TO FILE

All license applications, supporting documents for licensure, examination scheduling form and licensing fees should be sent to the following address:

**Pearson VUE
Department DC - ST
8401 Corporate Drive
Metro-Plex I, Suite 250
Landover, MD 20785**

If you have any questions, call Pearson VUE's **toll-free** Customer Service line at 1-877-543-5217 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Illegible applications and applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

EXAMINATIONS AND FILING DEADLINES

All applicants must pass the DC examination. All examinations are computerized and are administered monthly. Examinations will be scheduled on a first come, first served basis. It is your responsibility to file the licensing application, examination scheduling form, fees and supporting documents correctly and completely. Applications submitted with incorrect fees or without notarization will be returned to the applicant.

Your completed examination scheduling form (with one photo attached) and examination fee, must be submitted directly to Pearson VUE. It is your responsibility to mail these items. You will NOT be billed for the examination fee. If you are approved by the Board to sit for the examination, you will receive your examination confirmation notice directly from the Board of Industrial Trades about two weeks prior to the examination date.

Code books and other resource materials can be purchased from the following resources.

Code Book Used	
1	Boiler Operators Guide – Fourth Edition (Anthony L. Kohan)
2	International Mechanical Code – 2000 Edition

An applicant who fails to pass the required examination for a Class 1, Class 2, or Class 3 license shall not be granted to sit for another examination until a period of six (6) months has elapsed. The applicant will be required to submit a new license application and the corresponding fees.

An applicant who fails to pass the required examination for a Class 4, Class 5, Class 6, Class 7, or Class 8 license shall not be granted another examination until a period of three (3) months has elapsed. The applicant will be required to submit a new license application and the corresponding fees.

Pending License Applications

Pending license application will become invalid after 90 days if the application has not been completed due to failure to submit required materials. Should the applicant wish to pursue licensure after that time, she/he must submit and pay the required fee once again.

GENERAL REQUIREMENTS FOR ALL APPLICANTS FOR LICENSURE

All applicants applying for licensure in the District of Columbia shall meet the following requirements:

1. Applicant must be at least 18 years of age; and
2. Applicant must not have been convicted of a crime or moral turpitude which bears directly on the applicant's fitness to be licensed; and
3. Applicant must submit a complete and notarized application, including required supporting documents and TOTAL fees; and
4. Two passport-type photos of the applicant's face, measuring approximately 2" x 2" with the applicant's name printed on the back. Home snapshots or computer photographs are not acceptable; and
5. Notarized employment verification on company letterhead, containing the following information:
 - a. Dates of employment
 - b. Description of duties performed in detail and include the type of equipment, exact dates of employment and if employer is licensed, the license number and jurisdiction or other authorized signature of the person certifying the employment
 - c. Specify class of licensure (Read each class under "License Class Descriptions" on pages 3 and 4 to best determine requirements)
 - d. **Steam Engineers only** - Signature of a currently licensed DC Chief Engineer with license number on letter. Include the horsepower, location and type of equipment operated, along with number of hours worked in boiler room per week.
 - e. **Operating Engineers only** – Signature of Foreman or Supervisor
 - f. **Class 1, Class 2, Class 3 and Class 8A only** – Must submit a copy of Universal Chloro Fluro Certification (CFC) Certificate.
6. **Certificate of Moral Character must be completed by three individuals (who are not related to the applicant) attesting to the applicant's character.**

LICENSE CLASS DESCRIPTIONS

STEAM ENGINEERS:

CLASS 1: The experience and knowledge to take charge of and operate any plant; and in addition to the experience required for the Class 3 Steam Engineer License, two years experience, one of which shall be as an engineer in a 2nd Class plant, or as a Class 2 Steam Engineer and Assistant Engineer in a 1st Class plant while holding a 2nd Class license.

CLASS 2: The experience and knowledge to take charge of, and operate a high pressure steam plant where total horsepower of the boiler and engines or refrigeration machinery is not in excess of seven hundred fifty (750) horsepower. In addition to the experience required for examination for the Class 3 Steam Engineer license, one year experience as an assistant engineer in charge of a 3rd Class plant.

CLASS 3: The experience and knowledge to take charge and operate any of the following:

- (1) A plant having high pressure steam boilers not to exceed four hundred (400) horsepower or a combination of high pressure boilers and heating boilers or refrigeration equipment, not to exceed a total of four hundred (400) horsepower;
- (2) A heating plant having low pressure steam boilers with a pump return and refrigeration equipment, with no limitation on total capacity; or
- (3) A heating plant having hot water boilers and refrigeration equipment, with no limitation on total capacity.

At least two (2) years experience in a high pressure steam plant of more than seventy five (75) boiler horsepower as an assistant engineer, fireman, or oiler, or four years experience in a plant of not less than fifty (50) horsepower (7,000 square feet of steam radiation or 11,200 square feet of water radiation at one hundred fifty (150) degrees fahrenheit). One year experience will be waived for a graduate mechanical engineer from a duly recognized school of technology or a graduate of an approved engineer apprentice training program.

CLASS 4: The experience and knowledge to take charge of and operate high pressure stationary steam boiler not in excess of seventy five (75) horsepower and steam pressure not in excess of one hundred twenty five (125) pounds per square inch. At least six (6) months experience in the care and operation of steam boilers.

CLASS 5A: The experience and knowledge to take charge of and operate high pressure stationary steam boilers not in excess of twenty five (25) horsepower and steam pressure not in excess of 125 pounds per square inch. At least six (6) months experience in the care and operation of steam boilers.

CLASS 6: The experience and knowledge to take charge of and operate steam and hot water heating boilers, where the steam pressure does not exceed fifteen (15) pounds per square inch and steam or hot water heating boilers do not exceed two hundred (200) horsepower [twenty eight thousand (28,000) square feet of steam radiation or forty-four thousand eight hundred (44,800) square feet of water radiation at one hundred fifty (150) degrees fahrenheit]; at least one (1) year experience as a fireman or operator of boiler other than a Miniature boiler.

OPERATING ENGINEERS:

CLASS 7: Portable and Construction Equipment Operator – the experience and knowledge to take charge of, and operate portable and construction equipment and machinery where the prime mover is in excess of twenty five (25) horsepower or as otherwise designated in the following classifications (7A, 7B and 7C).

CLASS 7A: Air Compressors having a capacity in excess of one hundred ten (110) cubic feet per minute at one hundred (100) pounds per square inch, hoists and similar related equipment. At least six (6) months experience in the care and operation of the class of equipment for which the license is to be applied.

CLASS 7B: Bulldozers, scrapers, rollers, graders, front end loaders, trenching machines and similar and related equipment. At least one (1) year experience in the care and operation of class of equipment for which the license is to be applied.

CLASS 7C (UNLIMITED TONNAGE): Cranes, shovels, derricks, draglines, clam shells, pile drivers and similar related equipment. At least two (2) years experience in the care and operation of the class of equipment for which the license is to be applied.

CLASS 7D (LIMITED – TWENTY (20) TONS TRACTION OR HYDRALIC): Cranes, shovels, derricks, draglines, clam shells, pile drivers, and similar and related equipment. At least two (2) years experience in the care and operation of the class of equipment for which license is to be applied.

CLASS 8A: The experience and knowledge to take charge of and operate refrigeration systems where the total connected load is not in excess of two hundred (200) compressor horsepower, or two hundred (200) tons for an absorption system and where there is no other equipment requiring a licensed steam or other operating engineer. At least one (1) year experience in the care and operation of refrigeration equipment.

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type / Fees

If you have received a license application specific to the license type for which you are applying, this section has already been completed for you.

a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is also indicated. Write the correct origin code/method on the “**Method (Origin) of Application**” line in Section 1 of your new license application.

- E – Examination Successful completion of the DC Steam and Other Operating Engineers Written Examination on the first attempt and meet other requirements.
- R – Re-examination Successful completion of the DC Steam and Other Operating Engineers Written Examination on the second or a later attempt and meet other requirements.

b. Write the abbreviation for the license type for which you are applying on the “Prefix” line provided on the application. Write the corresponding license description on the “License Description” line. Select from the license types in the table below.

License Prefix	License Descriptions	Possible License Origins (Methods)	Exam Fee	Appli- cation Fee	License Fee	Total Fee
CO	Class 1, Steam Engineer	E – Examination	\$85	\$65	\$110	\$260
CO	Class 1, Steam Engineer	R – Re-Examination	\$85	\$65	\$ 0	\$150
CW	Class 2, Steam Engineer	E – Examination	\$85	\$65	\$110	\$260
CW	Class 2, Steam Engineer	R – Re-Examination	\$85	\$65	\$ 0	\$150
CH	Class 3, Steam Engineer	E – Examination	\$85	\$65	\$110	\$260
CH	Class 3, Steam Engineer	R – Re-Examination	\$85	\$65	\$ 0	\$150
CF	Class 4, Steam Engineer	E- Examination	\$85	\$65	\$110	\$260
CF	Class 4, Steam Engineer	R- Re-Examination	\$85	\$65	\$ 0	\$150

License Prefix	License Descriptions	Possible License Origins (Methods)	Exam Fee	Application Fee	License Fee	Total Fee
CVA	Class 5A, Steam Engineer	E – Examination	\$85	\$65	\$110	\$260
CVA	Class 5A, Steam Engineer	R – Re-Examination	\$85	\$65	\$ 0	\$150
CVB	Class 5B, Miniature Boiler Engineer	E – Examination	\$85	\$65	\$110	\$260
CVB	Class 5B, Miniature Boiler Engineer	R – Re-Examination	\$85	\$65	\$ 0	\$150
CX	Class 6, Steam & Hot Water Heating Boiler Engineer	E – Examination	\$85	\$65	\$110	\$260
CX	Class 6, Steam Engineer	R – Re-Examination	\$85	\$65	\$ 0	\$150
CS	Class 7, Portable & Construction Equipment Operator	E - Examination	\$85	\$65	\$110	\$260
CS	Class 7, Portable & Construction Equipment Operator	R – Re-Examination	\$85	\$65	\$0	\$150
CSA	Class 7A, Construction Equipment	E – Examination	\$85	\$65	\$110	\$260
CSA	Class 7A, Construction Equipment	R – Re-Examination	\$85	\$65	\$ 0	\$150
CSB	Class 7B, Construction Equipment	E – Examination	\$85	\$65	\$110	\$260
CSB	Class 7B, Construction Equipment	R – Re-Examination	\$85	\$65	\$ 0	\$150
CSC	Class 7C, Crane Operator Unlimited	E – Examination	\$85	\$65	\$110	\$260
CSC	Class 7C, Crane Operator Unlimited	R – Re-Examination	\$85	\$65	\$ 0	\$150
CSD	Class 7D, Crane Operator Limited	E – Examination	\$85	\$65	\$110	\$260
CSD	Class 7D, Crane Operator Limited	R – Re-Examination	\$85	\$65	\$ 0	\$150
CEA	Class 8A, Operating Engineer	E – Examination	\$85	\$65	\$110	\$260
CEA	Class 8A, Operating Engineer	R – Re-Examination	\$85	\$65	\$ 0	\$150

- c. There are no Steam and Other Operating Engineers licenses that require a specialty code. If not already indicated on your application form, please enter “N/A” for the Specialty Code and “Not Applicable” for the Specialty Description in this space.
- d. You may pay the application, license and examination fees (see table above) with a single check or money order. It is recommended that you pay by check, so that you have ready proof of payment. Checks or money orders should be made payable to **Pearson VUE** and must be submitted with your application packet. Do **NOT** send cash. Please print your name on your check, if it is not pre-printed.

The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application request. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the exam, application and license fee portions of each application method are listed above.

If Pearson VUE is unable to process your application because you have failed the exam, you will not automatically receive a refund. Instead, your license fee and all supporting documents will be retained and applied to your next application by Re-examination. You will have three (3) years from the last application submission to meet the licensing requirements or you will have to re-apply as a new applicant.

- e. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order a duplicate license for a \$30 fee. Mark the “duplicate license” box and indicate the number of duplicates needed (maximum of five) on the line provided. Indicate the total amount due for duplicates on the line to the right.

The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date. A charge of \$65.00 will be imposed for dishonored checks (Public Law 89-208).

Please submit your DC examination scheduling form with your application to Pearson VUE to the address noted on page one (1).

DC Steam and Other Operating Engineers licenses expire on September 30 of even-numbered years. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license. Upon completion of the renewal form and payment of the renewal fee, your license will be renewed for a two-year period. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Pearson VUE will update the address change in your database record. Requests for address change should be made via a letter. Send the letter to Pearson VUE at the address noted on page 1. Without an updated address, you may not receive your renewal notice.

Section 2. Applicant Name / Demographic Information

Enter your full legal name exactly as it should appear on your license. Due to an amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform Compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in licensee files. All applicants must be at least 18 years of age.

Section 3. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point since you first attended a college, university, professional, or trade school, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

Sections 4A. & B. Home Address / Business Address

Include both your home and business addresses in the sections provided. P.O. Box addresses are not acceptable. You are required by regulation to report all changes of your business or residence address to Pearson VUE on behalf of the Board within five (5) days of the change. Failure of a license holder to receive a renewal notice does not relieve the holder of the responsibility of renewing the license. Should you fail to advise Pearson VUE of your current addresses, you may not receive your renewal notice.

Section 4C. Preferred Mailing Address

Place an “X” in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed. Regardless of the preferred mailing address you may designate, the address that will appear on your license is your home address.

Section 5A. Professional/Trade Schools Attended

List all schools that you have attended (including professional and trade schools) in reverse chronological order, beginning with the most recent at the top.

Section 5B. Work Experience

List all work experience since graduation from college, university, professional and trade schools, in reverse chronological order, beginning with the most recent. Use the prefixes in the matrix on page five (5) of these instructions to describe the “Type of Position” If positions listed in Section 5B are not sufficient.

Section 5C. Professional Licenses in Other States / Jurisdictions

This section is not applicable to Steam and Other Operating Engineers licensing.

Section 6. Screening Questions

If you answer NO to question A or “Yes” to questions B through J, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. No licensee shall allow his or her license to be used by another person under any circumstances. False or misleading statements or misuse of license will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC laws.

Section 7. Licensee Affidavit

The application must be signed by the applicant and notarized. However, the notary does not have to be a District of Columbia notary.

Section 8. Sponsor’s Affidavit

This section is not applicable for Steam and Other Operating Engineers licensing.

Section 9. Supporting Documents Required

The required supporting documents are listed in this section. Place an “X” in the “YES” box for each item you have included with your application package or requested to be sent under separate cover to Pearson VUE on behalf of the Board of Industrial Trades – Steam and Other Operating Engineers.

Place an “X” in the “NO” box for each item that does not apply for the license type for which you are applying. Keep a photocopy of all supporting documents for your records.

SUMMARY OF APPLICATION REQUIREMENTS

On the next page is a chart showing the application submission requirements for all application methods. The laws governing Steam and Other Operating Engineers licensure are noted in Non-Health Related Occupation and Professions Licensure Act of 1998. The regulations governing Steam and Other Operating Engineers licensure are included in *DC Municipal Regulations Title 17, Chapter 4*. Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration/Board of Industrial Trades, (202) 442-4320, if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit Pearson VUE’s website at www.pearsonvue.com or call Pearson VUE’s Customer Service number at 877-543-5217. The form numbers that make up this package are:

6709-79	Steam and Other Operating Engineers, Regulations
6809-51	Steam and Other Operating Engineers, New License Application
6809-50	Steam and Other Operating Engineers, New License Instructions
6809-55	Certificate of Moral Character Form
6809-54	Examination Scheduling Form

**SUMMARY OF SUBMISSION REQUIREMENTS
DC STEAM AND OTHER OPERATING ENGINEERS INDUSTRIES LICENSES**

License Description	License Type	Application Method	Notarized License Application Form	Two 2" x 2" Photos	Name Change	Examination Scheduling Form	Certificate of Moral Character	Educational or CFC Certificate or Federal Certification ³	Natl. Exam Score	Employment Verification ⁴	Check or Money Order ⁵
Class 1, Steam Engineer	CO	Examination	X	X	X	X	X	X	O	X	\$260
Class 1, Steam Engineer	CO	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 2, Steam Engineer	CW	Examination	X	X	X	X	X	X	O	X	\$260
Class 2, Steam Engineer	CW	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 3, Steam Engineer	CH	Examination	X	X	X	X	X	X	O	X	\$260
Class 3, Steam Engineer	CH	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 4, Steam Engineer	CF	Examination	X	X	X	X	X	O	O	X	\$260
Class 4, Steam Engineer	CF	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 5A, Steam Engineer	CVA	Examination	X	X	X	X	X	O	O	X	\$260
Class 5A, Steam Engineer	CVA	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 5B, Miniature Boiler Engineer	CVB	Examination	X	X	X	X	X	O	O	X	\$260
Class 5B, Miniature Boiler Engineer	CVB	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 6, Steam & Hot Water Heating Boiler Engineer	CX	Examination	X	X	X	X	X	O	O	X	\$260
Class 6, Steam & Hot Water Heating Boiler Engineer	CX	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 7, Portable & Construction Equipment Operator	CS	Examination	X	X	X	X	X	O	O	X	\$260
Class 7, Portable & Construction Equipment Operator	CS	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 7A, Compressor Equipment	CSA	Examination	X	X	X	X	X	O	O	X	\$260
Class 7A, Compressor Equipment	CSA	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 7B, Construction Equipment	CSB	Examination	X	X	X	X	X	O	O	X	\$260
Class 7B, Construction Equipment	CSB	Re-Examination ¹	X	X	O	X	O	O	O	O	\$150
Class 7C, Crane Operator Unlimited	CSC	Examination	X	X	X	X	X	O	O	X	\$260
Class 7C, Crane Operator Unlimited	CSC	Re-examination ¹	X	X	O	X	O	O	O	O	\$150
Class 7D, Crane Operator Limited	CSD	Examination	X	X	X	X	X	O	O	X	\$260
Class 7D, Crane Operator Limited	CSD	Re-examination ¹	X	X	O	X	O	O	O	O	\$150
Class 8A, Operating Engineer	CEA	Examination	X	X	X	X	X	X	O	X	\$260
Class 8A, Operating Engineer	CEA	Re-examination ¹	X	X	O	X	O	O	O	O	\$150

X = Required
O = Not required

¹ Re-Examination Applicants need not resubmit supporting documents which were previously included with their original applications via Examination. You have three (3) years from your last application submission to provide the necessary licensure requirements or you will have to re-apply as a new applicant.

² Required if applicant's name has changed since attending a college, university professional or trade school.

³ Class 1, Class 2, Class 3, or Class 8A only – must submit a copy of Universal Chloro Fluro Certification.

⁴ Notarized employment verification letters on company letterhead MUST contain the following information: dates of employment, description of duties performed in detail, class of licensure, signature of currently licensed DC Chief Engineer (Steam Engineers only), signature of foreman or supervisor (Operating Engineers only) and copy of Universal C.F.C certificate (Class 1, Class 2, Class 3 and Class 8A only).

⁵ Check or money order MUST be made payable to Pearson VUE.