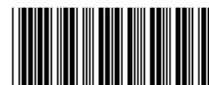


Minnesota Department of Labor and Industry  
 Construction Codes and Licensing Division  
 Licensing / Boiler  
 P.O. Box 64219  
 St. Paul, MN 55164-0219



CC0500

Email: dli.exam@state.mn.us  
 Website: www.dli.mn.gov/ccld.asp  
 Phone: (651) 284-5031  
 TTY/MRS: (651) 297-4198

## Individual Boiler Engineer License Examination Application

Application Fee = \$50.00

**PAID APPLICATION FEE IS NOT REFUNDABLE  
 CASH IS NOT ACCEPTED BY MAIL OR WALK-IN**

**MAKE CHECK OR MONEY ORDER PAYABLE TO:  
 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY**

**SPACE IN BOX FOR OFFICE USE ONLY**

**SELECT THE LICENSE YOU ARE APPLYING FOR:**

- |   |   |                                   |
|---|---|-----------------------------------|
| <input type="checkbox"/> Chief A Class    | <input type="checkbox"/> 1A Class                   | <input type="checkbox"/> 2A Class |
| <input type="checkbox"/> Chief B Class    | <input type="checkbox"/> 1B Class                   | <input type="checkbox"/> 2B Class |
| <input type="checkbox"/> Chief C Class    | <input type="checkbox"/> 1C Class                   | <input type="checkbox"/> 2C Class |
| <input type="checkbox"/> Special Engineer | <input type="checkbox"/> Historical Boiler Engineer |                                   |

**Account Number 632448      STK B42BOILLIC**

**Check Number      Amount Paid**

PCK     CCK     MO      **DLI Deposit Date**

**NOTICE:** Pursuant to Minnesota Statute § 604.113, checks returned for nonpayment will be charged a \$30 service charge and may subject the issuer to additional civil penalties.

**Is this a license exam retest?**     YES     NO

**If YES, submit application form and fee.**

**Affidavit form is not required.**

**APPLICATION NUMBER:**

**LICENSE NUMBER:**

**PRINT IN INK OR TYPE**

**MAKE A COPY OF THIS APPLICATION FOR YOUR RECORDS**

**BOILER LICENSE NUMBER**

In the space below, enter Minnesota boiler engineer license number(s) currently held, if applicable. (An applicant for a Special Engineer license has no number to enter.)

**MINNESOTA BOILER ENGINEER LICENSE NO.**

**AFFIDAVIT OF OPERATING EXPERIENCE**

- No affidavit required – Special Engineer
- Historical boiler engineer affidavit
- Boiler engineer license affidavit (all chief class, 1<sup>st</sup> class, and 2<sup>nd</sup> class license applications require an affidavit)

**U.S. MILITARY OPERATING EXPERIENCE**

Applicants may apply their boiler operating experience in the U.S. Armed Forces toward qualifying for a boiler license.

DD-214 and supporting documentation

The information you as an individual provide in this application will be used by Department of Labor & Industry staff members to determine if you meet the Department's registration requirements. Minnesota Statute § 270C.72 Subd. 4 requires you to provide your social security number on this application. The other information is being requested for purposes of processing your application. With the exception of your Social Security, you are not legally required to supply the requested data on this application; however, failure to provide the requested information may delay the processing of your application or result in the denial of the same. Except for your name and designated address, the information you provide on this application is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including but not limited to the Attorney General's Office, the Department of Revenue, the Department of Human Services, upon court order, and/or for the purpose of verification and investigation. Once you are registered, the information you provide, other than your Social Security Number and non-designated address, becomes public data and may be released to anyone upon request.

<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH (MM/DD/YYYY)</b>	<b>AREA CODE &amp; PHONE NUMBER</b>	<b>E-MAIL ADDRESS</b>
<b>LEGAL LAST NAME</b>		<b>SUFFIX (JR, SR, II, III)</b>	<b>LEGAL MIDDLE NAME</b>
<b>RESIDENTIAL ADDRESS</b>		<b>PUBLIC MAILING ADDRESS (if different from residential address)</b>	
<b>CITY NAME</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>CITY NAME</b>
			<b>STATE</b>
			<b>ZIP CODE</b>

Is the Residential address above a non-designated (private) address?

Yes     No

If **yes**, then you must provide a designated (Public) mailing address.

**APPLICANT SIGNATURE**

**DATE SIGNED (MM/DD/YYYY)**



Mailing Address:  
 PO Box 64219  
 St. Paul, MN 55164-0219

## Boiler Engineer License Affidavit (Chief, First Class, and Second Class Licenses)

E-mail: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
 Web Site: [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp)  
 Directions: <http://www.dli.mn.gov/Direct.asp>  
 Phone: (651) 284-5031

I, \_\_\_\_\_, upon oath duly administered, declare that to my personal knowledge,  
 (\*chief engineer, second class engineer higher or employer)  
 the applicant: \_\_\_\_\_ of: \_\_\_\_\_  
(city and state)  
 operator's license number \_\_\_\_\_ (of Applicant, if applicable),

Note: Do not use manufacturers horsepower ratings. For Licensing purposes, 10 square feet of heating surface = One Boiler Horsepower, or if H.S. cannot be discerned, 67,000 btu/hr input = One Boiler Horsepower. Reference rule 5225.1000. **For high pressure A or B licenses, one year is equal to 2000 hours**, reference rule 5225.0550, Subp. 10. **Minnesota Residents:** may only claim operating experience gained while the applicant had a valid license.

### HAS ACTUALLY OPERATED A

#### STEAM BOILER PLANT

Total Horsepower	Maximum Working Pressure (psi)		From	Day	Year	To	Day	Year
			Month			Month		

#### and/or HOT WATER BOILER PLANT

BTU Input/KW/Horsepower	Pressure	Temperature		From	Day	Year	To	Day	Year
				Month			Month		

#### And (if application) STEAM ENGINES OR STEAM TURBINES

Total Horsepower	From	Day	Year	To	Day	Year	<b>Total Hours</b>
	Month			Month			

#### HIGH PRESSURE

Total High Pressure Boiler Operation Hours	From	Day	Year	To	Day	Year	<b>Total Hours</b>
	Month			Month			

Pursuant to Minn. Stat. § 326B.082, subd. 11(b)(2), submission of a false or misleading experience affidavit or other document relating to a license application provides cause for a civil penalty of up to \$10,000 as well as the suspension or revocation of the license(s) of any person involved in such a submission.

*Name of Engineer or Manager (required)	License Number or Title (required)	Work Telephone Number
Employer Name – where building is located. (required)		Employer Address – where building is located. (required)
City	State	Zip Code

\*This affidavit must be completed by a Chief Engineer, 1<sup>st</sup> Class Engineer, 2<sup>nd</sup> Class Engineer or by a Manager.

Subscribed and sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_, in the year 20 \_\_\_\_

by \_\_\_\_\_  
 (\*Signature of chief engineer, 1<sup>st</sup> class engineer, 2<sup>nd</sup> class engineer or manager)

Signed \_\_\_\_\_ (Notary Public) \_\_\_\_\_ (Stamp)

The information provided on this form is used to determine if the applicant meets the license requirements. The requested information is required to process the license application. Failure to provide the requested information may delay the processing of license application or may be grounds for denying your application. Under M.S. § 13.41, the information that is provided on this form, except for the applicant's name and address, is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including the Attorney General's Office, the Department of Revenue, the Department of Human Services, and/or for the purpose of verification and investigation. Once the applicant is licensed, the information becomes public data and will be part of the agency's permanent records.

This material can be made available in different formats, such as large print, braille or on audio.

## Instructions for Completing the Boiler Affidavit

Mailing Address:  
 PO Box 64219  
 St. Paul, MN 55164-0219

E-mail: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
 Web Site: [www.dli.mn.gov/ccld.asp](http://www.dli.mn.gov/ccld.asp)  
 Directions: <http://www.dli.mn.gov/Direct.asp>  
 Phone: (651) 284-5031

The original affidavit(s) must be fully completed in ink, notarized and returned to our office with the appropriate exam fees and application. The applicant should retain a copy for his/her personal records.

**EXAM** fees are **NONREFUNDABLE and are good for one year from notification letter**. Make sure that your affidavit(s) are complete and accurate in showing your actual boiler operating experience. No credit can be given for the time that is not verified by your affidavit(s). Affidavit(s) must cover the minimum time requirement for the license applied for.

Affidavits must be filled out by your previous employers and/or your current employer, indicating the amount of time served as an operating engineer, as defined in Minnesota Rules, Chapter 5225.

### MINNESOTA RESIDENTS MAY ONLY CLAIM OPERATING EXPERIENCE GAINED WHILE THE APPLICANT HAD A VALID LICENSE

Military or Maritime service does not require the completion of an affidavit. You may submit your DD214(s) or documentation from military or maritime service verifying actual operating experience. For additional information regarding military or maritime documented experience, please contact our office at (651) 284-5031.

Below is an example of an entry on a boiler affidavit in which the applicant would be qualified to take a 1C examination:

#### STEAM BOILER PLANT

Total Horsepower	Maximum Working Pressure (psi)	From	To
		Month Day Year	Month Day Year
15	15	06 01 1997	06 01 2000

#### NOTES:

- Do not use manufacturers horsepower ratings. For Licensing purposes, 10 square feet of heating surface = One Boiler Horsepower, or if H.S. cannot be discerned, 67,000 btu/hr input = One Boiler Horsepower. Reference rule 5225.1000. **For high pressure A or B licenses, one year is equal to 2000 hours**, reference rule 5225.0550, Subp. 10. **Minnesota Residents:** may only claim operating experience gained while the applicant had a valid license.
- Pursuant to Minn. Stat. § 326B.082, subd. 11(b)(2), submission of a false or misleading experience affidavit or other document relating to a license application provides cause for a civil penalty of up to \$10,000 as well as the suspension or revocation of the license(s) of any person involved in such a submission

#### APPLICATION:

- All fields must be fully completed, signed and notarized.
- Exam application fee may be submitted via online at [www.dli.mn.gov](http://www.dli.mn.gov), by check or money order payable to Department of Labor and Industry. Please do not send cash.

#### AFFIDAVITS:

- Must be signed and notarized properly with a current commission expiration date.
- All pertinent fields must be fully completed.
- This affidavit should be completed and signed by the Chief Engineer of the Plant. If there is not a Chief Engineer at the location the affidavit may be completed and signed by an individual possessing a 1<sup>st</sup> Class, 2<sup>nd</sup> Class or Managing Employer.
- Must complete total operating experience in one of the following categories: Steam Boiler Plant, Hot Water Boiler Plant; Steam Engines/Steam Turbines or High Pressure Hours. Note: Make sure total hours are recorded.
- Required total amount of time shown with specific dates of employment indicated.
- All licenses with the exception of a Special Engineer license require submission of both an exam application and affidavit(s).

## Instructions for Completing the Boiler Affidavit

Phone: (651) 284-5031  
E-mail: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
Website: [www.dli.mn.gov](http://www.dli.mn.gov)

Affidavits must be filled out by your previous employers and/or your current employer, indicating the amount of time served as an operating engineer, as defined in Minnesota Rules, Chapter 5225, or see License Classification handout.

### **MINNESOTA RESIDENTS MAY ONLY CLAIM OPERATING EXPERIENCE GAINED WHILE THE APPLICANT HAD A VALID LICENSE**

Military or Maritime service does not require the completion of an affidavit. You may submit your DD214(s) or documentation from military or maritime service verifying actual operating experience. For additional information regarding military or maritime documented experience, please contact our office at (651) 284-5031.

The original affidavit(s) must be fully completed in ink, notarized and returned to our office with the appropriate exam fees and application. The applicant should retain a copy for his/her personal records.

**EXAM** fees are **NONREFUNDABLE**. Make sure that your affidavit(s) are complete and accurate in showing your actual boiler operating experience. No credit can be given for the time that is not verified by your affidavit(s). Affidavit(s) must cover the minimum time requirement for the license applied for.

Applicants who reapply must pay the exam application fee each time an application is submitted.

Below is an example of an entry on a boiler affidavit in which the applicant would be qualified to take a 1C examination:

#### **STEAM BOILER PLANT**

Total Horsepower	Maximum Working Pressure (psi)	From			To		
		Month	Day	Year	Month	Day	Year
150	15	06	01	1997	06	01	2000

#### **NOTES:**

- Do not use manufacturers horsepower ratings. For licensing purposes, 10 square feet of heating surface (H.S.) = One Boiler Horsepower, or if H.S. cannot be discerned, 67,000 btu/hr input = One Boiler Horsepower. Referenced in Minnesota Rule 5225.1000. For electric Boilers 10kw = One Boulder horsepower
- MINNESOTA RESIDENTS MAY ONLY CLAIM OPERATING EXPERIENCE GAINED WHILE THE APPLICANT HAD VALID LICENSE.**
- All licenses with the exception of a Special Engineer license require submission of both an exam application and affidavit(s).

#### **APPLICATION:**

- All mandatory information is fully completed, signed and notarized.
- Exam application fee may be submitted via online at [www.dli.mn.gov](http://www.dli.mn.gov), by check or money order payable to Department of Labor and Industry. Please do not send cash.

#### **AFFIDAVITS:**

- Notarized properly with a current commission expiration date.
- Fully completed.
- This affidavit should be filled out and signed by the Chief Engineer of the Plant. If there is not a Chief Engineer at the location the affidavit may be signed by an individual possessing a second class license or higher, or may be signed by the managing employer.
- Required total amount of time shown with specific dates of employment indicated.

**This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.**