

ENGINEERING EXAMINATION PROCEDURE

DEPARTMENT OF LICENSES AND INSPECTIONS



IN ORDER TO SUBMIT AN APPLICATION FOR THE ENGINEERING EXAMINATION, YOU ARE REQUIRED TO DO THE FOLLOWING:

- 1. APPLICATION:** Complete the application for occupational examination, form #81-902. Please be certain to complete your application thoroughly. Incomplete applications will be returned to applicant, resulting in a delay in processing your application. Applications must be returned three (3) weeks prior to examination date. (PLEASE REFER TO PAGE 2 FOR SPECIFICS).
- 2. APPLICATION FEE:** Submit a check or money order made payable to the City of Philadelphia in the amount of \$25.00.
- 3. PHOTOGRAPHS:** Enclose two photographs (passport size) and attach to the application form.

ALL OF THE ABOVE SHOULD BE MAILED TO:

LICENSE ISSUANCE SECTION
MSB — PSC
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102

WHEN YOUR APPLICATION IS APPROVED, LICENSE ISSUANCE WILL THEN MAIL YOU AN EXAMINATION PACKET. PLEASE READ THE CANDIDATE INFORMATION CAREFULLY, COMPLETE THE ENTIRE REGISTRATION FORM AND MAIL THE REGISTRATION FORM AND APPROPRIATE FEE (\$75.00) TO THE:

Thompson Prometric
1260 Energy Lane
St. Paul, MN 55108
Telephone: 800-626-0750

PLEASE NOTE: THE CERTIFICATE OF ACHIEVEMENT OFFERED BY THOMPSON PROMETRIC IS NOT A CITY ISSUED OR APPROVED LICENSE. THE CITY LICENSE REQUIRES AN ADDITIONAL \$20.00 AND WILL BE OFFERED TO YOU BY LICENSE ISSUANCE, IF AND WHEN, YOU PASS THE EXAMINATION.

TESTING DATES ARE IN THE MONTHS OF JANUARY, MARCH, MAY, JULY, SEPTEMBER AND NOVEMBER. THE SPECIFIC DATES ARE SET BY THE TESTING AGENCY — NATIONAL ASSESSMENT INSTITUTE.

ONCE YOUR APPLICATION HAS BEEN REVIEWED AND YOU HAVE BEEN ACCEPTED, YOU WILL BE SENT A BOOKLET, ACCEPTANCE LETTER, AND A REGISTRATION FORM.

YOU FILL OUT THE REGISTRATION FORM AND, SEND FORM AND CHECK FOR \$75.00 TO:

Thompson Prometric
1260 Energy Lane
St. Paul, MN 55108

FROM THIS POINT, YOU ARE TO DEAL WITH THOMPSON PROMETRIC. IF YOU ARE UNSUCCESSFUL, YOU CONTACT THE INSTITUTE ABOUT RETESTING.

LICENSE ISSUANCE WILL CONTACT YOU ONLY TO OFFER YOU A LICENSE WHEN YOU HAVE PASSED THE EXAM.

LICENSE ISSUANCE DOES NOT HAVE THE LOCATION OR TIME OF THE EXAMS. THIS INFORMATION WILL BE GIVEN TO YOU BY THE INSTITUTE.

LICENSES FROM OTHER STATES OR ORGANIZATIONS CANNOT BE USED IN LIEU OF THE THOROUGH DESCRIPTION OF KNOWLEDGE AND EXPERIENCE REQUIREMENT. THERE ARE NO RECIPROCALLS.

WE WILL NOT ISSUE LICENSES BASED ON "SAME DAY SCORING RESULTS" FROM THE INSTITUTE.

NOTE:

This section does not apply to:

- 1) boilers, engines or machinery in dwelling houses used exclusively for residential purposes.
- 2) boilers, engines or machinery under the supervision of federal authorities or used in connection with interstate commerce.
- 3) boilers carrying less than 15 pounds of pressure.
- 4) boilers carrying more than 15 pounds of pressure but not exceeding 30 HP (1 boiler horsepower is equal to the evaporation of 34.5 pounds of water per at 212F.)

A) Blaster Application

Anyone requiring a blaster license must pass a qualifying review administered and approved by The Philadelphia Fire Department, Fire Code Unit. Mail completed application to:

Department of Licenses & Inspections
Commercial & Industrial Fire Unit,
990 Spring Garden Streets, 3rd floor
Philadelphia, PA 19123
Attention: John Higgins, Director.

B) Engineer Exam (7314, 7315, 7316 & 7317)

Grade A — Operate steam boiler, stationary and refrigeration engineer.

Grade B — Refrigeration engineer.

Grade C — Medium pressure boiler and hydraulics engineer.

Grade D — Fireman.

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IN ORDER TO SUBMIT AN APPLICATION FOR AN ENGINEERING EXAMINATION, YOU ARE REQUIRED TO DO THE FOLLOWING:

READ CAREFULLY AND FOLLOW THE INSTRUCTIONS THOROUGHLY AND SUBMIT TO THIS OFFICE AT LEAST THREE (3) WEEKS BEFORE THE SCHEDULED DATE.

APPLICATION: COMPLETE THE APPLICATION FORM IN FULL DETAIL

1. FULL NAME OF APPLICANT
2. APPLICANT'S HOME TELEPHONE NUMBER
3. APPLICANT'S HOME ADDRESS
4. APPLICANT'S SOCIAL SECURITY NUMBER
5. APPLICANT'S DATE OF BIRTH
6. CHECK OFF TITLE OF EXAM YOU ARE APPLYING TO TAKE
7. EMPLOYMENT RECORD — GIVE A **THOROUGHLY DETAILED** DESCRIPTION OF ALL EMPLOYMENT, LENGTH OF EMPLOYMENT, KNOWLEDGE AND EXPERIENCE WHICH QUALIFIES YOU TO TAKE THE EXAM. YOU MUST HAVE A MINIMUM TWO YEARS OF ACTUAL EXPERIENCE AS AN ENGINEER TRAINEE/ ASSISTANT. MILITARY PERSONNEL, RECENTLY SEPARATED FROM DUTY (WITHIN ONE YEAR) MAY SUBMIT A "DD214" IN LIEU OF EMPLOYER VOUCHER — AS LONG AS THIS "DD214" SHOWS THAT APPLICANT DID ENGINEERING WORK.
8. APPLICANT'S SIGNATURE
9. EMPLOYER'S VOUCHER - YOUR EMPLOYER MUST GIVE A COMMENTARY REGARDING YOUR KNOWLEDGE AND EXPERIENCE.
10. CHARACTER VOUCHERS - TWO PHILADELPHIA LICENSED ENGINEERS MUST VOUCH FOR YOU. THESE ARE TO BE SIGNED BY THE PERSON ENDORSING THE APPLICANT - **DO NOT** SUBMIT AN APPLICATION WITH A **PRINTED** NAME.

YOU MUST SUBMIT TWO SMALL PHOTOS WITH YOUR APPLICATION. THESE WILL NOT BE RETURNED TO YOU.

PROCEDURE FOR OIL BURNER INSTALLER, TANK INSTALLER, TANK TESTER, WARM AIR INSTALLER, FLAMMABLE LIQUID TANKS AND EQUIPMENT TESTER.**C) Flammable Liquid Tank & Equipment Tester Exam**

Required of anyone wishing to be licensed to test all underground flammable and combustible liquid tanks.

- 1) State experience and knowledge in full detail.

D) Oil Burner Repair, Service and Installation Exam (7318)

Required of anyone wishing to be licensed to alter, repair or service oil burners, oil tanks supplying burners.

- 1) State experience and knowledge in full detail.
- 2) Obtain two character vouchers.

E) Tanks Repair, Service and Installation Exam (7332)

Required of anyone wishing to be licensed to install and/or repair tanks.

- 1) State experience and knowledge in full detail.
- 2) Obtain two character vouchers.

F) Warm Air Heating Installation Exam (7319)

Required of anyone wishing to be licensed to install or repair warm air heating equipment. Applicant must be at least 21 years of age.

- 1) State experience and knowledge in full detail.
- 2) Obtain two character vouchers.

TESTS ARE GIVEN IN JANUARY, MARCH, MAY, JULY, SEPTEMBER AND NOVEMBER. TESTS ARE GIVEN ON THE FIRST TUESDAY OF THESE MONTHS. IF A HOLIDAY FALLS ON THAT DATE, THE EXAM WILL BE GIVEN ON THE FIRST WEDNESDAY.

YOUR APPLICATION MUST BE SUBMITTED TWO (2) WEEKS AHEAD OF TIME. LATE APPLICANTS WILL BE SCHEDULED FOR THE NEXT TESTING DATE. SUBMIT TWO PHOTOS WITH APPLICATION.

EXAM APPLICATION FORM:

1. APPLICANT'S NAME
2. APPLICANT'S HOME TELEPHONE NUMBER
3. APPLICANT'S HOME ADDRESS
4. APPLICANT'S SOCIAL SECURITY NUMBER
5. APPLICANT'S DATE OF BIRTH
6. CHECK OFF TITLE OF EXAM FOR WHICH YOU ARE APPLYING
7. GIVE A **THOROUGHLY DETAILED** DESCRIPTION OF ALL EMPLOYMENT, LENGTH OF EMPLOYMENT, KNOWLEDGE AND EXPERIENCE WHICH QUALIFIES YOU TO TAKE THIS EXAM. IF A VAGUE OR GENERAL DESCRIPTION IS GIVEN, THE APPLICATION WILL BE RETURNED TO YOU.
8. APPLICANT'S SIGNATURE
9. EMPLOYER'S VOUCHER AS TO APPLICANT'S KNOWLEDGE AND EXPERIENCE.
10. TWO CHARACTER VOUCHERS ATTESTING TO YOUR KNOWLEDGE AND EXPERIENCE. THESE MUST BE A SIGNATURE — NOT A PRINTED NAME.
11. TWO PASSPORT SIZE PHOTOS OF APPLICANT

WE WILL NOT ANSWER QUESTIONS REGARDING THE CONTENTS OF ANY EXAMINATION.

ONCE YOUR APPLICATION IS APPROVED, YOU WILL RECEIVE A LETTER TELLING YOU WHEN AND WHERE TO APPEAR FOR THE EXAM.

YOU CAN TAKE ONE TEST AT A TIME. IF YOU ARE INTERESTED IN SEVERAL EXAMS, EACH ONE WILL REQUIRE A SEPARATE APPLICATION, FEE, AND PHOTOS.

MAIL COMPLETED APPLICATIONS TO:
LICENSE ISSUANCE UNIT
MSB — PSC
1401 JOHN F. KENNEDY BOULEVARD
PHILADELPHIA, PA 19102

PLEASE NOTE THAT LICENSES OR CERTIFICATES FROM ANY OTHER STATE OR AGENCY WILL NOT BE ACCEPTED IN PLACE OF THE REQUIREMENT OF A THOROUGH DESCRIPTION OF YOUR KNOWLEDGE AND EXPERIENCE. THERE ARE NO RECIPROCALLS.

YOU WILL BE NOTIFIED BY MAIL OF YOUR TEST SCORE, AND, IF SUCCESSFUL, YOU WILL BE OFFERED A LICENSE AND ADVISED OF THE LICENSE FEE.

IF YOU DO NOT PASS THE EXAM, YOU CAN BE RETESTED. YOU WILL BE NOTIFIED OF THE FEE FOR RETESTING ON YOUR RESULT FORM. YOU ARE ALSO ABLE TO REVIEW YOUR EXAM. PLEASE CALL 686-5164 TO SCHEDULE AN APPOINTMENT.

FAILURE TO APPEAR FOR ANY EXAM WILL RESULT IN FORFEITURE OF APPLICATION FEE. A FULL FEE WILL BE CHARGED FOR ANOTHER TEST DATE.



APPLICATION FOR OCCUPATIONAL EXAMINATION (ENGINEER, ETC.)

Follow instructions listed on the Instruction Sheet. For further information call (215) 686-2463

WHEN COMPLETED MAIL TO: DEPARTMENT OF LICENSES AND INSPECTIONS
 LICENSE ISSUANCE UNIT
 Concourse — MSB
 1401 John F. Kennedy Boulevard
 Philadelphia, PA 19102

MAKE CHECK OR MONEY ORDER PAYABLE TO "CITY OF PHILADELPHIA".
 PLEASE DO NOT PAY LICENSE FEE WITH APPLICATION FOR EXAMINATION. LICENSE FEE IS DUE UPON NOTIFICATION OF PASSING GRADE.

1. APPLICANT'S NAME _____

2. DAYTIME TELEPHONE NUMBER _____ EVENING TELEPHONE NUMBER _____ FAX NUMBER _____ E-MAIL ADDRESS _____

3. APPLICANT'S ADDRESS (INCLUDE CITY, STATE & ZIP CODE) _____

4. SOCIAL SECURITY NUMBER _____ 5. DATE OF BIRTH MONTH _____ DAY _____ +YEAR _____

6. LICENSE TYPE	APPL. FEE	APPL. CODE	LIC. FEE	LIC. CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> BLASTER	No Fee		\$75.00	3502	12/31/	
<input type="checkbox"/> ENGINEER A	\$25.00	7314	\$20.00	3505	8/31/	
<input type="checkbox"/> ENGINEER B	\$25.00	7315	\$20.00	3506	8/31/	
<input type="checkbox"/> ENGINEER C	\$25.00	7316	\$20.00	3507	8/31/	
<input type="checkbox"/> FIREMAN D	\$25.00	7317	\$20.00	3508	8/31/	
<input type="checkbox"/> WARM AIR HEATING EQUIP.	\$50.00	7319	\$40.00	3510	8/31/	
<input type="checkbox"/> RE-EXAMINATION	\$30.00	7319				

TOTAL FEES \$ _____

RE-EXAMINATION (DATE TEST WAS LAST TAKEN _____ / _____ / _____)
MONTH DAY YEAR

TWO PHOTOS NEEDED*

7. EMPLOYMENT RECORD

FIRM NAME OR EMPLOYER _____ ADDRESS _____

TITLE OF POSITION HELD _____ LENGTH OF TIME EMPLOYED _____

DESCRIPTION OF DUTIES (CONTINUE ON ANOTHER SHEET IF NECESSARY)

7. EMPLOYMENT RECORD (Continued)

FIRM NAME OR EMPLOYER

TITLE OF POSITION HELD

DESCRIPTION OF DUTIES (CONTINUE ON ANOTHER SHEET IF NECESSARY)

8. APPLICANT CERTIFICATION

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.

Applicant's Signature _____ Date _____

9. EMPLOYER'S VOUCHER (ENGINEER, GRADE A, B, C, D)

The within named _____ of (address) _____
was employed as _____ for the period _____, have found him to be

and believe him to be of good moral character, of temperate and industrious habits, and in all respects competent to perform the duties of the job applied for, and do hereby consent that this certificate may be published for public information whenever necessity or expediency shall require.

NAME	ADDRESS
TITLE AND COMPANY	DATE

The within named _____ of (address) _____
was employed as _____ for the period _____, have found him to be

and believe him to be of good moral character, of temperate and industrious habits, and in all respects competent to perform the duties of the job applied for, and do hereby consent that this certificate may be published for public information whenever necessity or expediency shall require.

NAME	ADDRESS
TITLE AND COMPANY	DATE

10. CHARACTER VOUCHERS (ALL APPLICANTS TO COMPLETE THIS SECTION)

*I, the undersigned, do certify from my knowledge of
(Name) _____ of (address) _____
that he is a person of temperate habits and of good character, and do recommend him as a suitable person to be entrusted with the power and duties
of the occupation for which he makes application.*

NAME (DO NOT PRINT NAME - SIGNATURE ONLY)	DATE	YEARS KNOWN APPLICANT
ADDRESS	LICENSE NUMBER IF ENGINEER	
NAME (DO NOT PRINT NAME - SIGNATURE ONLY)	DATE	YEARS KNOWN APPLICANT
ADDRESS	LICENSE NUMBER IF ENGINEER	