



Candidate Information Bulletin State of Maine Boiler Operator and Stationary Steam Engineer Examinations

The Board of Boilers and Pressure Vessels (the Board) of the State of Maine and the Department of Professional and Financial Regulation (the Department) determine eligibility to take license qualification exams.

The Department has contracted with Prometric Inc. (Prometric) to proctor its examination program. Prometric provides computerized examinations through its multistate network of test centers.

At a glance

This bulletin is your guide to the process of obtaining a **Maine Boiler Operator** or **Maine Stationary Steam Engineer license**. The steps below summarize the process.



To obtain your license

- 1 Submit an Examination Application form and \$25 application fee to the Board. Exam Applications are available online at www.maine.gov/professionallicensing.
- 2 Once you receive approval from the Board to take your exam, you must then schedule an appointment to take the exam—Page 3.
- 3 Prepare for your exam. Be sure to review the exam content outlines—Page 7.
- 4 Present the required identification and take the exam—Page 4.
- 5 If you pass your exam, the Board will mail you a licensing application form.



To get answers not provided in this bulletin

For questions about applications and licensing:

Board of Boilers and Pressure Vessels
Office of Licensing and Registration
35 State House Station
Augusta, Maine 04333
Phone: 207.624.8606

www.maine.gov/professionallicensing



For questions about exams:

Prometric
1260 Energy Lane
St. Paul, MN 55108
Phone: 800.343.6001
TDD User: 800.790.3926

www.prometric.com/maine

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Key

-  Overview information
-  Important note

Pre-exam requirements

To be eligible to take an exam, you must meet the following requirements:

Boiler Operator

- Complete six-months operating experience under a boiler operator training permit.
- Satisfactory completion of a Board-approved boiler operator's training course will be considered three-months experience.

Fourth Class Stationary Steam Engineer

- Complete one year of operating or supervising experience as a licensed boiler operator having charge of a heating plant of not more than 20,000 #/HR or operating or supervising a plant up to the capacity of the license of the engineer in charge of the plant in which the applicant is employed.
- One year of schooling in the field of boiler operation in a school approved by the Board is equivalent to six months operating experience.
- Be a high school graduate or have equivalent education. Proof of such must be submitted with your application form.

Third Class Stationary Steam Engineer

- Complete one year of operating or supervising experience as a licensed fourth class engineer having charge of a plant of not more than 50,000 #/HR or operating or supervising a plant up to the capacity of the license of the engineer in charge of the plant in which the applicant is employed.
- One year of schooling in the field of boiler operation in a school approved by the Board is equivalent to six-months operating experience.

Second Class Stationary Steam Engineer

- Complete two years of operating or supervising experience as a licensed third class engineer having charge of a plant of not more than 100,000 #/HR or operating or supervising a plant up to the capacity of the license of the engineer in charge of the plant in which the applicant is employed.
- One year of schooling in the field of boiler operation in a school approved by the Board is equivalent to six-months operating experience.

First Class Stationary Steam Engineer

- Complete two years of operating or supervising experience as a licensed second class engineer having charge of a plant of not more than 200,000 #/HR or operating or supervising a plant up to the capacity of the license of the engineer in charge of the plant in which the applicant is employed.
- One year of schooling in the field of boiler operation in a school approved by the Board is equivalent to six-months operating experience.

Submitting your exam application

Before you can schedule an exam, you must complete an Examination Application and submit it, along with the application fee to the Board. Application forms are available online at www.maine.gov/professionallicensing. If the Board approves your application, you will be sent written notification on the procedures to schedule your exam appointment.

Scheduling an exam

After you receive notification from the Board that you have been approved to sit for an exam, you must contact Prometric to:

Schedule an exam appointment.

2 Pay the exam fee:

- \$50 through 5/1/11.
- \$60 beginning 5/2/11.

Test center locations. You may take your exam at any Prometric test center in the United States. A complete list of test center locations may be found by going to www.prometric.com/maine/construction and clicking on the “Do More” button. Alternatively, you may call 800.853.5448.

Accommodations. If you require ADA accommodation, see “Special consideration” on Page 3 before registering.

Holidays. Testing generally does not occur on the following holidays:

- | | |
|------------------------------|--------------------|
| • New Year’s Day | • Independence Day |
| • Martin Luther King Jr. Day | • Labor Day |
| • Presidents’ Day | • Thanksgiving Day |
| • Memorial Day | • Christmas Day |

Additional state holidays may be observed in the state where you schedule your exam appointment.



To schedule an exam online

To schedule an exam online, go to www.prometric.com/maine/construction. In the **Do More** box, click on **Continue** and follow the prompts.



To schedule an exam by phone

You may schedule your exam by calling 800.343.6001 between 8 a.m. and 9 p.m. (Eastern time), Monday through Friday. Please have your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.



Important You have two years from the exam approval date to sit for the exam. After two years, you will need to reapply as a new candidate with the Board and pay all applicable fees.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty days’ advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Rescheduling an exam appointment

To avoid a rescheduling fee, you must contact Prometric at least **three full business days** before the day of your scheduled appointment. **Before you reschedule your exam**, refer to the following table to determine the **last day** you may reschedule without paying a \$40 rescheduling fee.

Last day to reschedule with no fee

If your exam is on:	Call by 9 p.m. (Eastern time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

If you do not allow at least three full business days to reschedule your appointment, you must pay a \$40 rescheduling fee before choosing another appointment. To pay this fee by Visa or MasterCard and reschedule your appointment, call Prometric at 800.343.6001. You may also pay the rescheduling fee by mailing a cashier’s check, company check, money order or Visa or MasterCard information to Prometric.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you must pay a \$40 rescheduling fee before choosing another appointment. This fee will allow you to use your original exam registration.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, you must pay a \$40 rescheduling fee before choosing another appointment.

Taking your exam

Your exam will be given by computer at a Prometric test center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

Arrival. You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification.

Identification required. You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver’s license, state-issued identification card, military identification card or passport).
- Contain **both** a current photo (or a physical description) and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as “Jr.” and “III”).



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

- References**
 - No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.
- Calculators**
 - Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be available at the test center.
- Personal items**

We recommend that you avoid bringing personal items to the test center. Note the following:

 - Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.
 - Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the test center as access to purses will not be allowed during testing.
- Breaks**
 - If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
 - You are not allowed to use any electronic devices or phones during breaks.
- Visitors**
 - No guests, visitors or family members are allowed in the testing area.
- Misconduct or disruptive behavior**
 - Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.
- Weapons**
 - Weapons are not allowed at the test center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Your exam results

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report indicates your overall score and grade, including the numerical percentage of questions answered correctly and whether you passed or failed.

Passing score. A score of 70 percent or above is required to pass each exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Once the exam scores have been released to the Board, the Board will mail a licensing application to candidates who pass the exam.

Release of score information. Exam scores are released only with the candidate's written consent. The exam registration form constitutes written authorization for Prometric to release exam scores to the Board.

Retake information. Candidates who do not pass the exam will receive a score report with the word "fail" printed on it. Candidates must wait 14 days before retaking a failed exam. Candidates may retake any failed exam(s) within 24 months of their original testing date. If a candidate fails to obtain a passing score during the 24 months, the candidate must reapply through the state.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Exam content outlines

Following are the content outlines for the exams. These outlines are the basis of the exams and list all subjects covered by each exam.

Each outline indicates the total questions on the exam and the maximum time allowed. It also lists all topics covered in the exam and the percentage of questions asked about each topic.

All exams are closed-book. They consist of multiple-choice questions, with all questions weighted equally. Some questions may refer to a figure, drawing, table or chart in the exam booklet.

Exam references. Each outline lists references that were used to develop the exams. Some of the exam questions will be based on field experience and knowledge of the basic trade practices. Therefore, this reference material may **not** contain all the information needed to be competent in the trade or to pass the examinations.

Boiler Operator
Closed Book, 100 questions, 3 hours

Scope – The holder of a boiler operator’s license may operate, supervise or have charge of a heating plant having a capacity of not more than 20,000 #/HR or operate or supervise a plant up to the capacity of the license of the engineer in charge of the plant in which the licensee is employed.

Exam Topic	Percentage
Math	5
Boilers	60
Codes	10
Plant Equipment	11
Plant Operations	14

References used to create the exam but not allowed at the test center.

- 1** *High Pressure Boilers*, Third Edition, 2003, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.
- 2** *Boiler Operator’s Guide*, Fourth Edition, 1998, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
- 3** *Low Pressure Boilers*, Second Edition, 2005, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.
- 4** *Steam Plant Operation*, Eighth Edition, 2005, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
- 5** *The ASME Code Simplified, Power Boilers*, Second Edition, 1997, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.

Fourth Class Stationary Steam Engineer
Closed Book, 100 questions, 3 hours

Scope – A Fourth Class Stationary Steam Engineer may have charge of a plant of not more than 50,000 #/HR or operate or supervise a plant up to the capacity of the license of the engineer in charge of the plant in which the licensee is employed.

Exam Topic	Percentage
Math	7
Boilers	58
Codes	10
Plant Equipment	10
Plant Operations	15

References used to create the exam but not allowed at the test center.

- 1** *The ASME Code Simplified, Power Boilers*, Second Edition, 1997, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
- 2** *Steam Plant Operation*, Eighth Edition, 2005, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
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- 5** *Low Pressure Boilers*, Second Edition, 2005, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.

EXAM CONTENT OUTLINES

Third Class Stationary Steam Engineer

Closed Book, 100 questions, 3 hours

Scope – A Third Class Stationary Steam Engineer may have charge of a plant of not more than 100,000 #/HR or operate or supervise a plant up to the capacity of the license of the engineer in charge of the plant in which the licensee is employed.

Exam Topic	Percentage
Math	8
Boilers	52
Codes	10
Plant Equipment	15
Plant Operations	15

References used to create the exam but not allowed at the test center.

- 1 *The ASME Code Simplified, Power Boilers*, Second Edition, 1997, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
- 2 *Steam Plant Operation*, Eighth Edition, 2005, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
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- 5 *Low Pressure Boilers*, Second Edition, 2005, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.

Second Class Stationary Steam Engineer

Closed Book, 100 questions, 3 hours

Scope – A Second Class Stationary Steam Engineer may have charge of a plant of not more than 200,000 #/HR or operate or supervise a plant up to the capacity of the license of the engineer in charge of the plant in which the licensee is employed.

Exam Topic	Percentage
Math	10
Boilers	40
Codes	15
Plant Equipment	20
Plant Operations	15

References used to create the exam but not allowed at the test center.

- 1 *The ASME Code Simplified, Power Boilers*, Second Edition, 1997, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
- 2 *Steam Plant Operation*, Eighth Edition, 2005, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
- 3 *High Pressure Boilers*, Second Edition, 1993, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.
- 4 *Boiler Operator's Guide*, Fourth Edition, 1998, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
- 5 *Low Pressure Boilers*, Second Edition, 2005, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.

First Class Stationary Steam Engineer

Closed Book, 100 questions, 3 hours

Scope – A First Class Stationary Steam Engineer may operate, supervise or have charge of a plant of unlimited steam capacity.

Exam Topic	Percentage
Math	10
Boilers	30
Codes	20
Plant Equipment	20
Plant Operations	20

References used to create the exam but not allowed at the test center.

- 1 *The ASME Code Simplified, Power Boilers*, Second Edition, 1997, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
- 2 *Steam Plant Operation*, Eighth Edition, 2005, McGraw-Hill Publishing, Inc., P.O. Box 182604, Columbus, OH 43272, books.mcgraw-hill.com.
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