



## **Boiler Engineer/Operator Licensing Application & Examination Information**

### **Introduction**

Examinations for Boiler Engineer/Operator/Specialty licensing are conducted by the City of Grand Rapids and are designed to test an applicant's knowledge and understanding of the operation and maintenance of high pressure boiler systems.

### **Qualifications**

1. A Boiler Engineer License shall be issued only to an applicant who has held a Boiler Operator License for at least three years while working full time under the supervision of a Licensed Boiler Engineer or equivalent combination of training and experience and has passed an examination prepared by the Department.
2. A Boiler Operator License shall be issued only to an applicant having at least one year full-time work under the supervision of a Licensed Boiler Engineer or equivalent combination of training and experience and having passed an examination prepared by the Department.
3. A limited Specialty Operator License shall only be issued to an applicant who has been trained on specific equipment by a qualified individual and has passed an examination as prepared by the department.

### **Application Instructions**

***Application for examination may be completed on our website: [www.grandrapidsmi.gov/devcenter](http://www.grandrapidsmi.gov/devcenter).***

To complete a paper application form:

1. Page #1 – Fill in your name, address and resume of boiler experience in the spaces provided. Check the classification in which you are seeking licensure (Boiler Operator/Engineer/Specialty). Sign the application.
2. Page #2 – Experience Record. Experience must be verified by a person having direct knowledge of the applicant's boiler related work experience. Boiler Engineer applicants will require letters/certificates from at least two (2) people. Be specific and include corresponding dates.
- 3) Page #4 – Select date of examination.
- 4) The completed application and \$25 examination fee (check or money order made payable to the City of Grand Rapids) must be received by our office at least 20 days prior to the scheduled examination date. Mail application and related documents to:

City of Grand Rapids  
Development Center – Attn: Mechanical Division  
1120 Monroe Ave NW  
Grand Rapids MI 49503

## **Application and Licensing Information**

Upon receipt of a completed application, examination fee, and related additional documents, (boiler class certificates, DD-214, etc) the application will be reviewed. If it is approved, an admission notice will be mailed to you approximately 10 days prior to the scheduled examination date. However, if additional information is required before your application can be approved, correspondence will be sent to you specifying the information that is required.

## **Scope of the Examination**

The examination will consist of 100 multiple choice questions. The examination will cover steam boiler theory, equipment, accessories and operator duties and responsibilities. You must receive a score of at least **70%** to receive a passing grade.

## **Release of Examination Results**

You will be notified of your examination results within 10 days after the examination date. If you qualify for licensure, you will receive a license application along with your results.

## **If You Fail**

An applicant who fails to receive a passing grade on the initial examination may take a second examination after a six (6) month waiting period, without additional charge. You must send a written request to be scheduled for re-examination. The request must be on file in this office at least 20 days prior to the scheduled examination. If you fail a second time, you will be required to reapply for the examination and pay the fee.

## **Examination Admission Requirements and Test Regulations**

- 1) To be admitted to the test site, you **MUST**:
  - a. Present your admission notice.
  - b. Arrive at your scheduled time. **NO LATE ADMISSIONS TO THE EXAM.**
- 2) Be sure to bring a supply of **#2 PENCILS WITH GOOD ERASERS.**
- 3) **NO COPYING OF EXAMINATION ITEMS IS PERMITTED. ANYONE FOUND REMOVING OR ATTEMPTING TO REMOVE TEST MATERIALS OR NOTES FROM THE TEST ROOM, COMMUNICATING WITH OTHERS, OR PARTICIPATING IN ANY FORM OF MISCONDUCT WILL BE DENIED LICENSURE.**
- 4) If you have any questions, ask only the test administrator(s) or test monitors.



## Boiler Engineer/Operator Licensing Application

I am applying for: (check one)

- Boiler Operator – A Boiler Operator License shall be issued only to an applicant having at least one year full-time work under the supervision of a Licensed Boiler Engineer or equivalent combination of training and experience and having passed an examination prepared by the Department.
- Boiler Engineer - A Boiler Engineer License shall be issued only to an applicant who has held a Boiler Operator License for at least three years while working full time under the supervision of a Licensed Boiler Engineer or equivalent combination of training and experience and has passed an examination prepared by the Department.
- Specialty Operator - A limited Specialty Operator License shall only be issued to an applicant who has been trained on specific equipment by a qualified individual and has passed an examination as prepared by the department.

Name: \_\_\_\_\_ Boiler Operator License #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

<u>Place of Employment</u>	<u>Address</u>	<u>From</u>	<u>To</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

List training or education courses related to Boiler Operation:  
 \_\_\_\_\_  
 \_\_\_\_\_

List licenses/certificates held:  
 \_\_\_\_\_  
 \_\_\_\_\_

Include with this application a letter or certification of experience from a qualified supervisor. Also include copies of completed training courses.

**“I certify that the information provided is true and accurate to the best of my ability and that I have the experience required for this license. I further understand that falsification of any statement is cause for rejection of application or revocation of license, if issued.”**

Signature of Applicant

Date

**CERTIFICATION OF APPLICANT'S EXPERIENCE**

**INSTRUCTIONS:**

- 1) This form must be completed by a person having direct knowledge of the applicant's boiler related work experience.
- 2) This is not for use as a character reference.
- 3) Return to applicant when completed.

<b>TO BE COMPLETED BY APPLICANT</b>		
Name: _____		Address: _____
City/State/Zip: _____		
I am applying for:		
Boiler Operator: <input type="checkbox"/>	Boiler Engineer: <input type="checkbox"/>	Specialty Operator: <input type="checkbox"/>

Name of Person Verifying: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Boiler Engineer License #: \_\_\_\_\_  
Your Relationship to Applicant (Employer, Foreman, Building Owner, etc.) \_\_\_\_\_

**DESCRIBE IN DETAIL:**

Position (s) held by applicant (include dates): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work performed (include dates, be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of buildings, jobs, projects, structures, or equipment worked on (include dates, be specific):  
\_\_\_\_\_  
\_\_\_\_\_

**"I certify the certification of experience provided is true and accurate to the best of my ability."**

\_\_\_\_\_  
Signature of person verifying experience

\_\_\_\_\_  
Date

## CERTIFICATION OF APPLICANT'S EXPERIENCE

### INSTRUCTIONS:

- 1) This form must be completed by a person having direct knowledge of the applicant's boiler related work experience.
- 2) This is not for use as a character reference.
- 3) Return to applicant when completed.

### TO BE COMPLETED BY APPLICANT

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I am applying for:

Boiler Operator:

Boiler Engineer:

Specialty Operator:

Name of Person Verifying: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Boiler Engineer License #: \_\_\_\_\_

Your Relationship to Applicant (Employer, Foreman, Building Owner, etc.) \_\_\_\_\_

### DESCRIBE IN DETAIL:

Position (s) held by applicant (include dates): \_\_\_\_\_

\_\_\_\_\_

Work performed (include dates, be specific): \_\_\_\_\_

\_\_\_\_\_

Type of buildings, jobs, projects, structures, or equipment worked on (include dates, be specific):

\_\_\_\_\_

**"I certify the certification of experience provided is true and accurate to the best of my ability."**

\_\_\_\_\_  
Signature of person verifying experience

\_\_\_\_\_  
Date

**BOILER OPERATOR/ENGINEER  
EXAM SCHEDULE (CHECK ONE)**

- March 11, 2025 (Tuesday) at 8:30 a.m.
- June 10, 2025 (Tuesday) at 8:30 a.m.
- September 9, 2025 (Tuesday) at 8:30 a.m.
- December 9, 2025 (Tuesday) at 8:30 a.m.

Examination Location:

City of Grand Rapids  
1120 Monroe Ave NW - 3<sup>rd</sup> floor  
Grand Rapids MI 49503  
**(616) 456-4100**