



PSI Services LLC
 3210 E Tropicana
 Las Vegas, NV 89121
 www.psiexams.com

*Before paying for
 your examination registration,
 be sure you understand
 the contents of this bulletin.
 Please retain and use it as a reference
 when contacting PSI.*

OHIO DEPARTMENT OF COMMERCE



**DIVISION OF INDUSTRIAL COMPLIANCE
 STEAM ENGINEERS/BOILER OPERATORS
 EXAMINATIONS
 CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for Steam Engineer/Boiler Operator Licensure in the State of Ohio.

Eligibility for examination is determined by the Ohio Department of Commerce.

The Department has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Ohio and in many areas throughout the United States. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

SUBMITTING YOUR EXAMINATION APPLICATION

You must obtain an examination application form from the Ohio Department of Commerce or online at www.com.state.oh.us. Complete the application and mail it with the appropriate fees. Your application will be reviewed to determine your eligibility to sit for an examination.

Upon acceptance from the Department, you will receive an approval notification in the mail.

For questions about applications and licensing, contact:

Ohio Department of Commerce
Division of Industrial Compliance
6606 Tussing Road, P.O. Box 4009
Reynoldsburg, OH 43068-9009
Phone: 614.644.2223
www.com.state.oh.us

EXAMINATION SCHEDULING PROCEDURES

Once you have been approved by the Department, you are responsible for contacting PSI to schedule an appointment to take the examination.

Examination Fee	\$100
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NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

The fee is for each registration, whether you are taking the examination for the first time or repeating. You may take the examination as many times as needed.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps

below. For internet registration, you will need a valid VISA or MasterCard.

1. Log onto PSI's website and complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may call PSI to schedule the examination, (800) 733-9267.

STANDARD MAIL REGISTRATION

For those desiring to make payment for their examination using **cashiers checks** or **money orders**, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

Complete the PSI registration Form, and appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your name on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTED.**



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BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination after 6:30 a.m., Central Time, (800) 733-9267.

RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to schedule or reschedule an examination.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate

Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

EXAMINATION SITE LOCATION

The examinations are administered at the examination centers listed below:

Akron

Bryden Center

1815 West Market Street, Suite 110

Akron, OH 44313

FROM I-77N MERGE ONTO I-77N VIA EXIT 125B TOWARD CLEVELAND/DOWNTOWN AKRON. TAKE THE MULL AVE/WHITE POND DR EXIT 132. TAKE THE WHITE POND DR RAMP. TURN RIGHT ONTO WHITE POND DR. TURN RIGHT ONTO MULL AVE. CONTINUE ON MULL AVE, AROUND THE CIRCLE AND TURN RIGHT ONTO N HAWKINS. AT THE TRAFFIC LIGHT TURN LEFT ONTO W MARKET ST/OH-18.

FROM I-715 TOWARD COLUMBUS. TAKE THE OH-18 EXIT 218- TOWARD MEDINA/AKRON. TURN LEFT ONTO MEDINA RD/OH-18 E CONTINUE TO FOLLOW OH-18 E.

Cambridge

1300 Clark Street, Suite #4

Cambridge, OH 43725

FROM 70 E MERGE ONTO OH-723 VIA EXIT 176 TOWARD US-22/US-40/CAMBRIDGE. TURN RIGHT ONTO JOHN GLENN HWY/US-22 E/US-40 E. CONTINUE TO FOLLOW US-22 E/US-40 E. TURN SLIGHT LEFT ONTO WHEELING AVE/US-22/US-40. CONTINUE TO FOLLOW US-22. TURN LEFT ONTO OAKLAND BLVD. TURN RIGHT ONTO CLARK ST.

FROM I-70 W MERGE ONTO I-77N AND FOLLOW THE DIRECTIONS ABOVE.

THE SITE IS DIRECTLY ACROSS THE STREET FROM THE HOSPITAL

Cincinnati

4010 Executive Park Dr., Suite 435

Cincinnati, OH 45241

FROM I-275 EASTBOUND TAKE THE US-42 EXIT 46 TOWARD MASON/SHARONVILLE. TURN RIGHT ONTO LEBANON RD/US-42. TURN LEFT INTO EXECUTIVE PARK OFFICE COMPLEX.

FROM I-275 WESTBOUND TAKE THE US-42 EXIT 46 TOWARD SHARONVILLE/MASON. TURN LEFT ONTO LEBANON RD/US-42. TURN LEFT INTO EXECUTIVE PARK OFFICE COMPLEX.

Cleveland

Interstate Plaza, 16600 Sprague Road, Suite 85

Middleburg Heights, OH 44130

FROM I-715 TOWARD COLUMBUS, TAKE THE US-42, EXIT 234 TOWARD PARMA HTS/STRONGSVILLE. TAKE THE RAMP TOWARD MIDDLEBURG



HEIGHTS/PARMA HEIGHTS. TURN RIGHT ONTO PEARL RD/US-42. TURN LEFT ONTO W SPRAGUE RD.
FROM I-71N, TAKE THE US-42 EXIT 234 TOWARD STRONGSVILLE. TURN LEFT ONTO PEARL RD / US-42. TURN LEFT ONTO W SPRAGUE RD.

Columbus North

6600 Busch Boulevard, Suite 160
Columbus, Ohio 43229

FROM I-71S VIA EXIT 1 TOWARD COLUMBUS. TAKE THE DUBLIN-GRANVILLE RD/OH-161 EXIT 117. TURN RIGHT ONTO E DUBLIN GRANVILLE RD/OH-16 W. TURN RIGHT ONTO BUSCH BLVD
FROM I-71 N VIA EXIT 5B ON THE LEFT TOWARD CLEVELAND. TAKE THE DUBLIN-GRANVILLE RD/OH-161 EXIT 117. TURN LEFT ONTO E DUBLIN GRANVILLE RD/OH-161 W. TURN RIGHT ONTO BUSCH BLVD.

Toledo

1446 S. Reynolds Road, Suite 201
Maumee, OH 43537

FROM 75N MERGE ONTO I-475N/US-23N VIA EXIT 192 ON THE LEFT TOWARD MAUMEE/ANN ARBOR. MERGE ONTO ANTHONY WAYNE TRL/US-24 E VIA EXIT 4 TOWARD MAUMEE. TURN LEFT ONTO CONANT ST/US-20/OH-25. CONTINUE TO FOLLOW US-20 N. SITE IS ON THE CORNER OF REYNOLDS AND DUSSELL ROAD.

FROM I-75S MERGE ONTO ANTHONY WAYNE TRL/OH-25S VIA EXIT 201A TOWARD MAUMEE. TURN RIGHT ONTO CONANT ST/US-20. CONTINUE TO FOLLOW US-20N.

THE TEST SITE IS ON THE CORNER OF DUSSEL AND REYNOLDS. THE MAIN ENTRANCE OF THE BUILDING IS THE CENTER ENTRANCE. PROCEED TO THE 2ND FLOOR. PSI IS LOCATED IN SUITE 201. PLEASE DO NOT DISTURB OTHER TENANTS.

Troy

1100 Wayne Street, Suite 3330
Troy, OH 45373

FROM I-75 SOUTH TAKE THE STATE ROUTE 55 EXIT #73 FOR TROY/LUDLOW FALLS. TURN LEFT AT THE LIGHT AT THE EXIT TOWARDS TROY ONTO ST RT 55 (BECOMES WEST MARKET ST). FOLLOW ST RT 55/ MARKET ST TO THE FOURTH LIGHT AFTER THE EXIT. TURN LEFT ONTO RIDGE AVE. CONTINUE TO WAYNE STREET AND TURN LEFT. THE TEST SITE IS UP THE HILL LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STOUDE MEMORIAL HOSPITAL.

FROM I-75 NORTH TAKE THE STATE ROUTE 55 EXIT #73 FOR TROY/LUDLOW FALLS. TURN RIGHT AT THE LIGHT ONTO ST RT 55 (BECOMES WEST MARKET ST.). FOLLOW ST RT 55/MARKET TO THE THIRD LIGHT AFTER THE EXIT. TURN LEFT ONTO RIDGE AVE. CONTINUE TO WAYNE STREET AND TURN LEFT. THE TEST CENTER IS UP THE HILL LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STOUDE MEMORIAL HOSPITAL.

Enter the hospital grounds from Wayne right at the sign that says, "STOUDE CENTER 1100". You will enter a short driveway that curves to the right. As you begin to turn to the right, you will see the "WEST ENTRANCE" marked on your left. This is your entrance and the **only** one that has **wooden doors**. So if you enter the complex somewhere else through **metal doors**--you are at the **wrong** entrance. Continue on the short drive to the parking lot immediately in front of you. This is the **WEST** lot. Park and enter the complex through the **WOODEN DOORS** marked "**WEST ENTRANCE**". You will enter what used to be the main hospital entrance. A gift shop area will be on your right and a reception desk on your left. Go past the reception desk to the large elevator doors just to the left a bit. **DO NOT** go down the hallway to the right. Enter the elevator, which also has doors in the back. You will need to push "**3F**" so the doors open to the office suites. If you accidentally push **3R**, the doors to the Residential side will open instead. When the doors open on the third floor, walk around to your right to the PSI Office.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Ohio.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form and your Registration Confirmation Notice.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

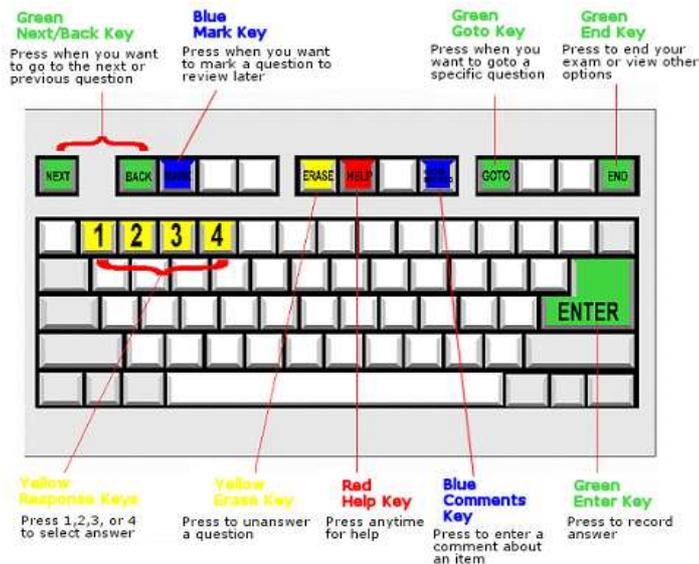
The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Please be advised that children, cell phones, pagers, cameras, programmable electronic devices and recording devices of any kind are **NOT** allowed to enter PSI testing centers. Additionally, **NO personal items are to enter the testing centers**. PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.



TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use a mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

PRETEST ITEMS

In addition to the number of questions per examination, a small number of five to ten "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

EXAMINATION REVIEW

PSI, in cooperation with the Department, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. **This is the only review of the examination available to candidates.**

SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
 - If you **pass**, you will immediately receive a successful notification.
 - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - an unofficial score report will be printed at the examination site.

DUPLICATE SCORE REPORTS

You may request a duplicate score report at www.psiexams.com or you can mail a request to PSI.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

OHIO LOW-PRESSURE BOILER OPERATOR EXAMINATION

Licensed Low Pressure Boiler Operators must have knowledge on a variety of subjects relating to the operation compliance standards, boiler devices, feed water supply arrangement, heating sources, steam distribution, draft, boiler water treatment, boiler operation, boiler operator safety, Ohio laws and Rules, as these pertain to the operation of Low Pressure Boilers.

# of Questions	% Required to Pass	Time Allowed
30	70%	3 Hours

CONTENT OUTLINE

Subject Area	# of Items
Principles & Standards	5
Boiler Devices;	5
Feedwater Arrangement	4
Valves, Piping & Accessories	3
Heating Sources	4
Draft	1
MakeUp Water	3
Operating procedures	5

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is CLOSED BOOK.

The following reference material is NOT allowed in the examination center:

Low Pressure Boilers, Frederick M. Steingress, Daryl R. Walker, 2009, 3rd Edition, American Technical Publishers, Inc., (800) 323-3471, www.go2atp.com, ISBN 978-0-9269-4358-3

OHIO HIGH-PRESSURE ENGINEER EXAMINATION

Licensed High Pressure Boiler Operators must have knowledge on a variety of subjects relating to power plant systems including; steam boilers, environmental controls, water treatments, economic devices, and safe operation to prevent injury or damage. This includes high pressure and low pressure boilers.

# of Questions	% Required to Pass	Time Allowed
40	70%	3 Hours

CONTENT OUTLINE

Subject Area	# of Items
Boilers-steam cycle	1
Boiler Design	9
Boilers-construction	2
Combustion-fuels	1
Combustion-equipment	4
Boiler Indicators & Devices	4
Boiler Operation;	9
Pumps	2
Boiler Auxillary Support Equipment	6
Environmental Control	2



REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is CLOSED BOOK.

The following reference material is NOT allowed in the examination center:

Steam Plant Operation, Everett B. Woodruff, 2005, 8th Edition, McGraw-Hill, (800) 262-4729, www.books.mcgraw-hill.com, ISBN 0-07-141846-6

High Pressure Boilers, Frederick M. Steingress, Daryl R. Walker, 2009, 4th Edition, American Technical Publishers, Inc., (800) 323-3471, www.go2atp.com, ISBN 0826943098

industry practices. **Except for Code books**, you can base your answers on later editions of references as they become available. For Code questions, the examinations will be based **only** on the edition of the Code book that is listed.

Candidates may use a silent, nonprinting, non-programmable calculator in the examination center.

This examination is CLOSED BOOK.

The following reference material is NOT allowed in the examination center:

Steam Plant Operation, Everett B. Woodruff, 2005, 8th Edition, McGraw-Hill, (800) 262-4729, www.books.mcgraw-hill.com, ISBN 0-07-141846-6

OHIO STATIONARY STEAM ENGINEER EXAMINATION

Licensed Stationary Steam Engineers must have knowledge on a variety of subjects relating to power plant systems including; steam boilers, steam turbines, steam engineering, environmental controls, water treatments, economic devices and safe operation to prevent injury or damage. This includes high pressure and low pressure boilers.

# of Questions	% Required to Pass	Time Allowed
50	70%	3 Hours

CONTENT OUTLINE

Subject Area	# of Items
Boilers-steam cycle	4
Boiler Design	7
Boilers-construction	3
Combustion-fuels	2
Combustion-equipment	4
Boiler Indicators & Devices	4
Boiler Operation	4
Pumps	3
Steam Turbine Design	4
Steam Turbine Associated Equipment	2
Boiler Auxillary Support Equipment	4
Environmental Control	2
Math Formulas	7

REFERENCE LIST

The reference material listed below was used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge or general





SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone : (____) _____ - _____ (____) _____ - _____
Home Work

Email Address: _____

Check any special arrangements you require (requests must concur with documentation submitted):

- | | |
|--|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended Time (Additional time requested: _____) |
| <input type="checkbox"/> Large-Print written examination | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Out-of-State Testing Request (this request does not require additional documentation) | _____ |
- Site requested: _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.



PSI Services LLC
3210 E Tropicana
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