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

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Last Revised 7/1/2011
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.

<table>
<thead>
<tr>
<th>Examination Fee</th>
<th>$100</th>
</tr>
</thead>
</table>

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.
Example, for a Monday appointment, the cancellation notice must be received 2 days before the scheduled examination date; otherwise, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may also call PSI at (800) 733-9267. 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 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

Cambridge
1300 Clark Street, Suite #4
Cambridge, OH 43725

THE SITE IS DIRECTLY ACROSS THE STREET FROM THE HOSPITAL

Cincinnati
4010 Executive Park Dr., Suite 435
Cincinnati, OH 45241

Cleveland
Interstate Plaza, 16600 Sprague Road, Suite 85
Middleburg Heights, OH 44130
**Columbus North**
6600 Busch Boulevard, Suite 160  
Columbus, Ohio 43229

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

**Troy**
1100 Wayne Street, Suite 3330  
Troy, OH 45373

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**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 lead to legal action.**

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.
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.

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>70%</td>
<td>3 Hours</td>
</tr>
</tbody>
</table>

CONTENT OUTLINE

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boilers-steam cycle</td>
<td>1</td>
</tr>
<tr>
<td>Boiler Design</td>
<td>9</td>
</tr>
<tr>
<td>Boilers-construction</td>
<td>2</td>
</tr>
<tr>
<td>Combustion-fuels</td>
<td>1</td>
</tr>
<tr>
<td>Combustion-equipment</td>
<td>4</td>
</tr>
<tr>
<td>Boiler Indicators &amp; Devices</td>
<td>4</td>
</tr>
<tr>
<td>Boiler Operation;</td>
<td>9</td>
</tr>
<tr>
<td>Pumps</td>
<td>2</td>
</tr>
<tr>
<td>Boiler Auxiliary Support Equipment</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Control</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>70%</td>
<td>3 Hours</td>
</tr>
</tbody>
</table>

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:


CONTENT OUTLINE

<table>
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<tr>
<td>Boilers-construction</td>
<td>2</td>
</tr>
<tr>
<td>Combustion-fuels</td>
<td>1</td>
</tr>
<tr>
<td>Combustion-equipment</td>
<td>4</td>
</tr>
<tr>
<td>Boiler Indicators &amp; Devices</td>
<td>4</td>
</tr>
<tr>
<td>Boiler Operation;</td>
<td>9</td>
</tr>
<tr>
<td>Pumps</td>
<td>2</td>
</tr>
<tr>
<td>Boiler Auxiliary Support Equipment</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Control</td>
<td>2</td>
</tr>
</tbody>
</table>
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:


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.

<table>
<thead>
<tr>
<th># of Questions</th>
<th>% Required to Pass</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>70%</td>
<td>3 Hours</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Subject Area</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Boilers-steam cycle</td>
<td>4</td>
</tr>
<tr>
<td>Boiler Design</td>
<td>7</td>
</tr>
<tr>
<td>Boilers-construction</td>
<td>3</td>
</tr>
<tr>
<td>Combustion-fuels</td>
<td>2</td>
</tr>
<tr>
<td>Combustion-equipment</td>
<td>4</td>
</tr>
<tr>
<td>Boiler Indicators &amp; Devices</td>
<td>4</td>
</tr>
<tr>
<td>Boiler Operation</td>
<td>4</td>
</tr>
<tr>
<td>Pumps</td>
<td>3</td>
</tr>
<tr>
<td>Steam Turbine Design</td>
<td>4</td>
</tr>
<tr>
<td>Steam Turbine Associated Equipment</td>
<td>2</td>
</tr>
<tr>
<td>Boiler Auxiliary Support Equipment</td>
<td>4</td>
</tr>
<tr>
<td>Environmental Control</td>
<td>2</td>
</tr>
<tr>
<td>Math Formulas</td>
<td>7</td>
</tr>
</tbody>
</table>

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 ENGINEER/BOILER OPERATOR EXAMINATION
REGISTRATION FORM

Before you begin... Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable.

1. Legal Name: ________________________________ ________________________________ ________________________________
   Last Name First Name M.I.

2. Social Security: _______ - _______ - _______ (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address: ________________________________ ________________________________ ________________________________
   Number, Street Apt/Ste
   City State Zip Code

4. Telephone: Home _______ _______ - _______ Office _______ _______ - _______

5. Email: ___________________________________________

6. Examination: (Check one) ☐ Low-Pressure Boiler Operator ☐ High-Pressure Boiler Operator
   ☐ Stationary Steam Engineer
   (Check one) ☐ FIRST TIME ☐ RETAKE

7. Total Fee Included for Examination: $100 (MasterCard, VISA, Money Order or Cashier’s Check only. Personal and company checks are not accepted.)
   Credit card (MasterCard or VISA) payment accepted for phone or fax review registrations only. (Check One): ☐ MC ☐ VISA
   Card No: __________________________________________ Exp. Date: ________________________________
   Card Verification No: ________________________________ For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.
   Cardholder Name (Print): ________________________________ Signature: ________________________________

8. I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation. ☐

9. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the examination information bulletin.
   Signature: __________________________________________ Date: ________________________________

If you are registering by mail or fax, sign and date this registration form on the lines provided.

Complete and forward this registration form with the applicable examination fee to:
PSI Services LLC * ATTN: Examination Registration OH BOILER
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
www.psiexams.com

WWW.PSIEXAMS.COM
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 stationary 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):

☐ Reader (as accommodation for visual impairment or learning disability)  ☐ Extended Time (Additional time requested:___________)
☐ Large-Print written examination  ☐ Other ________________________________________________  
☐ 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.