



New Jersey Department of Labor and Workforce Development
 Division of Public Safety and Occupational Safety & Health • Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance
 P.O. Box 392 • Trenton, NJ 08625-0392

Stationary Engineer and/or Boiler Operator's License
RENEWAL APPLICATION

This is an *application to renew* a Stationary Engineer or Boiler Operator's License that was issued by the Mechanical Inspection Bureau of Boiler and Pressure Vessel Compliance. Licensees may renew a license within 60 days before its expiration date [N.J.A.C. 12:90-8.19(c)]. To renew a Stationary Engineer or Boiler Operator's License, send the following 3 required items to the address at the top of this form:

- 1 - completed application
- 2 - signed identification card
- 3 - money order or certified/cashiers or business check, for the appropriate renewal fee, made payable to the "Commissioner of LWD."

For a license that is not expired:

- 1-year renewal fee is \$40
- 3-year renewal fee is \$80
- duplicate part-time license is \$6. *Only the employer (not an operator) where the license is being used may apply to renew a duplicate part-time license.* It is valid for 1 year. See item #7 on page 2 for more information.

These fees apply only to a non-expired license holder. **Details about acceptable renewals, fees, and other pertinent facts appear on the following pages of this application.**

You must provide *all* of the information requested on this application to renew the license. This information is used to maintain an accurate record of license holders in New Jersey. You must provide employer information, even if you are not using the license at your current place of employment. Note: If you are retired or unemployed, you need not complete the Employer Information section; check the "does not apply" box in that section.

TYPE OR PRINT LEGIBLY IN INK. ALL INFORMATION MUST BE PROVIDED.

Check the correct box

for your renewal: 1-Year Renewal - \$40.00 3-Year Renewal - \$80.00 Duplicate Part-Time License Renewal - \$6.00

Licensee Information

License Number _____ Amount Enclosed _____
 Name _____ Physical Street Address _____
Print Clearly
 Mailing Address _____ Email _____
Must provide if different from the physical address above
 City _____ State _____ ZIP Code _____
 Home Phone (_____) _____ Cell Phone (_____) _____

Employer Information

does not apply — not currently working

Tax ID or EIN (9-digit number) _____
See back for a detailed explanation

Current Employer _____

Physical Street Address _____ Mailing Address _____

City _____ State _____ ZIP Code _____

Telephone (_____) _____

Signature of Licensee _____ Date _____

General Information for Licenses and Renewals

1. **Important Note:** A first-time license is valid for only 1 year from the date it is issued. To keep the license active and to avoid a late fee and/or penalty, you must renew the licenses before the date of expiration. You may renew your license for a 1-year period or a 3-year period [N.J.A.C. 12:90-8.19(a)].
2. **Expiration Date Format:** MM/DD/YYYY = Month/Date/Year (for example, 02/25/2005 is February 25, 2005)
3. **Renewing a License** – A license may be renewed 60 days before it expires, or when you receive a “Renewal Notification” from this agency. Apply to renew your license by completing this application.
4. **Acceptable Renewals** – Licenses may be renewed if any outstanding penalties or judgments are paid, and if a license has not been expired more than 3 years. (NOTE: If a license renewal is more than 3 years overdue, the license is inactive and therefore not renewable. The law allows records of inactive licenses to be destroyed [N.J.S.A. 34:7-3]. An application to renew a license that expired more than 3 years ago is considered an original application.
5. **Renewal Fee, Late** – A late renewal (up to 3 months past expiration) is allowed, provided that the appropriate fee is paid (\$60 for a 1-year renewal; \$120 for a 3-year renewal). Renewals that are 4 months or more overdue are assessed a penalty. If your license expired at least 4 months ago, call 609-292-2921 to find out the penalty fee required to renew an expired license.
6. **Renewal Fee, Lost** – This agency assumes no liability and is not responsible for any fee that is not received on time or that is lost while in transit.
7. **Duplicate Licenses for Part-time Employment** – Duplicate licenses for part-time employment are issued or renewed at the discretion of the Commissioner. The licensee must submit to this Examining Board:
 - a written request for a duplicate license.
 - a legible copy of either your license certificate or the ID card
 - a letter on company letterhead from the employer who intends to employ the licensee.

The letter must contain the name, license number, and address of the person who is to be issued the duplicate part-time license. The letter must also contain:

 - the New Jersey jurisdiction number for every piece of equipment that requires an engineer or operator’s license. This number is found in the upper left corner of the certificate of inspection. This number should be clearly displayed on the front of the equipment.
 - the name of the equipment manufacturer, the model and National Board number of every piece of equipment requiring a licensed person.
 - the total interconnected capacity of the equipment where the license will be used.
 - the safety valve settings and the maximum allowable working pressure of the equipment requiring a licensed person.

A request letter missing any information will be denied.

An email request is acceptable *only if* it is on company letterhead and signed (electronic signature) by a management representative of the company where the license holder will be employed. This agency must receive a hard copy of the letter within 3 working days, mailed to the address on the top of page 1 of this form.

The duplicate license will be issued to the employer of the part-time licensed operator, and will specify the plant where it is to be used. The license is not valid at or transferable to any other facility. Duplicate

part-time licenses are valid for only 1 year and must be renewed each year. The fee for a new duplicate part-time license is \$16. The annual renewal fee is \$6.

To *renew* a duplicate part-time license, **both the license holder and the employer must submit written request.** The letter from the license-holder must state that he or she is still employed by the company.

8. **Change of Address** – Every licensee must notify this agency of any change in residence [N.J.A.C. 12:90-8.2(j)]. When doing so, provide your name, current address, license number and Social Security number.
9. **Posting the License** – All ORIGINAL licenses must be framed and properly posted adjacent to the equipment requiring the license, or in the engineer’s office or plant office, whichever is suitable. Failure to post an ORIGINAL license may result in a penalty of at least \$500 against the operator, supervisor and/or management [N.J.A.C. 12:90-8.17(c)].
10. **Replacing a License or ID card** – An altered, defaced, or otherwise mutilated license or identification card will be replaced only after review by this agency. Photostats, photographs or reproductions of a license are neither valid nor recognized. A fee of \$10 will be imposed for a replacement license and \$6 for a replacement ID card.
11. **Suspension or Revocation of License** – An operator’s license may be suspended or revoked for incompetence, negligence, intoxication, or drug abuse while on duty, or for any other valid reason establishing that the licensee is unfit to hold a license. Any person who uses an expired license to perform the duties of a licensee is subject to a penalty of at least \$500, and up to \$5,000, per day. The supervisor and/or employer also may be subject to a similar penalty. A licensee whose license is suspended or revoked has the right to request a hearing conducted by one or more members of the Examining Board [N.J.S.A. 34:7-3]. If you fail to appear for a scheduled hearing, your license will be suspended indefinitely. A licensee who disagrees with the decision of the Examining Board may appeal to the Commissioner, pursuant to N.J.A.C. 12:90-9.
12. **Tax ID or EIN** – An employer’s tax ID, also known as Employer Identification Number (EIN) or Federal Employer Identification Number (FEIN), is a 9-digit number that the IRS assigns to business entities. This number identifies taxpayers required to file business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit organizations, trusts and estates, government agencies, certain individuals and other business entities. Your employer’s EIN is shown on your W-2 tax form.