

### APPLICATION PROCESS

An application form will be provided by the city at the Mechanical Section office located at 1002 Washington, 4<sup>th</sup> floor Houston, TX 77002. Upon completion of the application, review and acceptance of service letters and documents, the applicant shall pay the prescribed fee. **An examination fee of \$171.84** (\$134.28 plus a \$33.56 administration fee) is administered for each application. *(Bring your service letters and documents when applying for examination).*

### PROOF OF EXPERIENCE

1. Service letters submitted as proof of experience must be on the **letterhead of the company** for which the applicant is (or was) employed. The letter must be recently signed by a responsible member of the firm or corporation for which the applicant is (or was) employed.
2. Service letters and/or documents must clearly state the length of time in service complete **with “from” and “to” dates**. Service letters must also indicate the **type and size** of boilers, and the **use** of those boilers **operated** during that period of service. Applicants who have gained their experience within the State of Texas, but not within the city limits of Houston, must present along with their service letters copies of State of Texas Boiler Certificates (as issued by the State) for each boiler upon which they gained their experience.
3. Service letters must be original or certified photocopies.
4. Applicants who obtained boiler experience in the U.S. Navy must submit “Department of the Navy Evaluation Reports” indicating the length of service, classification, and assigned duties of the applicant during specific time periods, and D. O. D. Form DD214.
5. Maritime and other service documents will be reviewed by the Boiler Licensing and Review Board on a case-by- case basis.
6. An applicant’s existing stationary engineer license must be in full force and effect when applying for a higher- grade license examination.
7. Neither a license issued by a foreign government nor a graduation certificate from a foreign school, college, or university, nor a service letter from an employer in a foreign country shall qualify the holder thereof to be examined by the Board for a stationary engineer license of any grade unless sufficient evidence of the validity of such license, diploma, or service letter is presented to the satisfaction of the Board.

### STUDY MATERIALS

*High Pressure Boilers, 5<sup>th</sup> Edition*

**Frederick M.  
Steingress &  
Harold J. Frost**

*Low Pressure Boilers, 4<sup>th</sup>  
edition*

**Frederick M. Steingress**

*City of Houston Amendments  
to the Uniform Mechanical  
Code  
2021 Edition*

# STATIONARY ENGINEER EXAMINATION REQUIREMENTS

## **FIRST GRADE LICENSE**

An applicant for a first-grade stationary engineer's license shall present to the board service letters, or certified copies of same, showing that such applicant has had either the following specified experience, or the specified combination of experience and education: (i) at least four years of hands-on boiler operating experience on boilers used to heat water or liquid for comfort heating or commercial processing purposes, for generating steam or vapor by direct application of heat from combustible fuels or electricity or, (ii) a graduation certificate from an accredited engineering school with at least two years of hands-on boiler operating experience on boilers used to heat water or liquid for comfort heating or commercial processing purposes, or for generating steam or vapor by direct application of heat from combustible fuels or electricity; or (iii) a United States Department of Labor diploma showing the applicant finished a full three-year course as an apprentice stationary engineer and two years of hands-on boiler operating experience on boilers used to heat water or liquid for environmental heating or commercial processing purposes, or for generating steam or vapor by direct application of heat.

## **SECOND GRADE LICENSE**

Applicants for a second-grade stationary engineer's license shall present to the board service letters, or certified copies of same, showing that they have at least three years of hands-on boiler operating experience on boilers used to heat water or liquid for comfort heating or commercial processing purposes, or for generating steam or vapor by direct application of heat from combustible fuels or electricity; or a graduation certificate from an accredited engineering school, with at least one year of boiler operating experience on boilers used to heat water or liquid for comfort heating or commercial processing purposes, or for generating steam or vapor by direct application of heat from combustible fuels or electricity.

## **THIRD GRADE LICENSE**

Applicants for a third-grade stationary engineer's license shall present to the board service letters or certified copies of same, showing that they have had at least two years of hands-on boiler or steam machinery operating experience on boilers used to heat water or liquid for comfort heating or commercial processing purposes, or for generating steam or vapor by direct application of heat from combustible fuels or electricity; or a graduation certificate from an accredited engineering school with at least six months of practical experience as listed above.

No person shall take an examination for stationary engineer's license unless such person has submitted for acceptance the service letters, certificates, and diplomas to the board as required by this section.

Applicants will be required to correctly answer at least 70 percent of the questions comprising the examination and will be required to attain at least a grade of 70 percent on the examination in order to qualify for a stationary engineer's license of any grade. All questions and answers will be written in the English language.

When an applicant of a stationary engineer's license fails to satisfactorily pass an examination, the applicant shall forfeit the fee paid to the City of Houston and shall not be re-examined for the grade in which the applicant failed, or examined for a higher grade, within a period of less than 90 days.

Said fee is to be paid to the City of Houston at the time such application is filed. All service letters or certified copies of same presented by applicants taking such examination shall be filed with said application. **Applicants shall not be eligible for examination within seven (7) days of the date of application, but shall be examined by the Board on, but no later than, the date of the next regularly scheduled examination thereafter.**