



## Boiler License Exam-Site Procedures

To ensure that all occupational license applicants receive equal treatment from the Department of Labor and Industry in the administration of their license examinations, a set of uniform procedures have been implemented. A key feature was the assigning the following responsibilities to different individuals: proctoring the exams; scoring the exams; and then recording the exam results in the department's licensing computer system. Our goal is to enhance and ensure the integrity of the examination process.

- Applicants must be pre-approved to sit for an examination.
- Applicants must schedule their examination in advance, which may be done on the license and exam application provided it is received by DLI more than 15 days before the exam date.
- Applicants must arrive before the exam start time to sit for the scheduled test.
- Applicants must show their picture identification and sign the exam log.
- Applicants will be given an examination booklet with a separate answer sheet to record their answers.
- Applicants may use as much time as needed to complete their exam.
- When completed, applicants shall bring the examination booklet and answer sheet to the exam proctor.
- Applicants may leave the exam site once they have returned the examination booklet and completed answer sheet to the exam proctor.
- The exam proctor shall keep and store the submitted answer sheets until all applicants have completed their exams.
- The exam proctor shall prepare the exam site for the next exams.
- The exam proctor shall deliver the exam answer sheets to be scored.
- The exam results shall be entered into the licensing computer system.
- License certificates shall be printed and mailed to applicant's that passed.
- Letters shall be printed and mailed to applicant's that failed the exam.

By ending the practice of immediate scoring of exams by the boiler exam proctor, the Department of Labor and Industry is bringing boiler license exams into alignment with the other license exams administered by the department such as plumbing, electrical, high pressure piping, and certified building officials.