

Oklahoma Department of Labor



Leslie Osborn
COMMISSIONER OF LABOR

REMINDER / RE-ISSUE OF POLICY CLARIFICATION

RE-ISSUE DATE: January 25, 2023 (Includes additional information from the original issue.)

ORIGINAL ISSUE DATE: MARCH 1, 2022

RE: POLICY CLARIFICATION REGARDING REPAIR, SERVICE, INSTALL LICENSE APPLICATIONS [Oklahoma Administrative Rules 380:25-13-1 (a) and (b)]

Effective March 1, 2022:

1. Applications for a Repair, Service, Install *Company license* do not require an examination or questionnaire (other than the two-page application.) Such company applications still require approval from the ODOL Chief Inspector or his designee.
2. *Individuals/employees* engaged in the repair, service, and/or installation of boilers or pressure vessels must be licensed (This is in addition to the *company license* that is currently required for the company/employer by Oklahoma Administrative Code.) However, unlicensed persons may assist in the repair, service, and installation of boilers and pressure vessels when working under the direct, on-site supervision of a licensed individual.
3. Applications for a Repair, Service, Install *individual license* require the individual to take an examination administered in person by an ODOL inspector. Examinations will be administered at the ODOL office on the same dates/times as the Boiler Operator examinations (four times a year,) or arrangements may be made for an inspector to administer the test at a place and time agreed upon with the applicant(s).
4. Testing/Examination information:
 - Tests must be scheduled in advance. Tests are administered on the first Tuesday of February, May, August, and November. Contact ODOL to schedule a time for the test. Send an email to odolboilers@labor.ok.gov or call 405-521-6220.

Testing/Examination information, continued

- There is a \$25 testing fee, payable prior to testing.
- The exams are all “open-book” type and specific to the type of installations performed (Section I, Section IV, Section VIII; there is a separate test for each type.)
- Exams are all multiple choice and require a score of 80% or better to pass.
- ODOL inspector will grade the test immediately after it is completed and notify applicant of the results.
- If an applicant fails the examination, he/she must wait at least 30 days to re-take the exam.
- Items needed for testing include a completed application; picture ID; and code books (optional).
- Study materials for all tests include: *NBIC Part 1; Oklahoma Boiler and Pressure Vessel Safety Act*

NOTE: This policy change only affects the Repair, Service, Install licenses issued by ODOL. Boiler Operator licenses are not affected.

If you have questions, contact: Jim Williams, Director
Safety Standards Division
Office: 405-522-5371
Cell: 405-249-1769
Email: james.williams@labor.ok.gov



Repair, Service, Install License Application For Companies

Occupational Licensing Division
www.oklahoma.gov/labor

OKLAHOMA DEPARTMENT OF LABOR

409 NE 28th St
Oklahoma City, OK 73105
405-521-6100/888-269-5353

APPLICATION TYPE		APPLICATION FEE		Please make your Check, Money Order or Cashiers Check payable to ODOL
<input type="checkbox"/> New		\$100.00		
APPLICANT INFORMATION				
Company Name:			Contact Person:	
Mailing Address:		City:	State:	Zip Code:
Phone #: ()			E-mail Address (REQUIRED):	
Owner's Name:				
Federal Employees Identification Number (FEIN):				
Physical Location of Plant or Shop (Business Applicants Only):				
Please check appropriate boxes opposite the type of vessel you wish to install, service, and/or repair:				
ASME Section I (power boilers)	INSTALL <input type="checkbox"/>	SERVICE <input type="checkbox"/>	REPAIR <input type="checkbox"/>	
ASME Section IV (heating boilers)	INSTALL <input type="checkbox"/>	SERVICE <input type="checkbox"/>	REPAIR <input type="checkbox"/>	
ASME Section VIII (pressure vessels)	INSTALL <input type="checkbox"/>	SERVICE <input type="checkbox"/>	REPAIR <input type="checkbox"/>	
Is welding to be performed on any pressure part of items? YES <input type="checkbox"/> NO <input type="checkbox"/>				
If welding is to be performed, refer to the Oklahoma Boiler and Pressure Vessel Safety Act (current as of January 14, 2019)---Rule 380:25-13-3, for additional requirements.				
Are you in possession of a current certificate of authorization for use of the ASME Code Symbol Stamp? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Are you in possession of a current certificate of authorization for use of the National Board "R" Stamp? YES <input type="checkbox"/> NO <input type="checkbox"/>				
If YES, list stamps and expiration dates and provide current copies of each.				
STAMP	CERTIFICATE NUMBER	EXPIRATION DATE		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
Are you a Certified National Board (NB) or American Petroleum Institute (API) Owner/User? _____				
MILITARY STATUS:				
*Within the past six (6) months, have you been honorably discharged from the Armed Forces of the United States, coming off Active Duty as a member of the National Guard or Reserves, or transferred from another state to Oklahoma? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide date of discharge/transfer: _____				
*Are you a spouse of an active duty member of the Armed Forces of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I certify all statements are true to the best of my knowledge and that all work shall be done in compliance with the State of Oklahoma boiler law, rules, and regulations adopted by the Oklahoma Department of Labor.				
Company Official Signature / APPLICATION CANNOT BE PROCESSED WITHOUT A SIGNATURE AND FEE				DATE



FOR DOL INSPECTORS ONLY

Name of Company, Firm, or Organization: _____

Name of Person Interviewed: _____

Are current editions of ASME Codes available? YES NO

Does applicant have current copy of NBIC? YES NO

Does applicant have a copy of Oklahoma Boiler and Pressure Vessel Safety Act and Administrative Law? YES NO

How long has applicant been in business? YEARS _____

Does applicant know how to rate a safety valve? YES NO

Scope of License applied for: _____

If application is to include welding, have the additional requirements of Rule 380:25-13-3 of the Oklahoma Boiler Law been met?
 YES NO

If NO, explain: _____

In your opinion, is the applicant qualified to perform the duties within the scope of the license applied for? YES NO

Recommendations: _____

ASME Section I (power boilers) INSTALL SERVICE REPAIR

ASME Section IV (heating boilers) INSTALL SERVICE REPAIR

ASME Section VIII (pressure vessels) INSTALL SERVICE REPAIR

Approved by _____

Date _____

Signature of Inspector _____

Date of Report _____

FOR OFFICE USE ONLY

The Department of Labor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Date:

Lic #:

Receipt #:

Initials:

Payment Type:

Amount:



**Repair, Service, Install License Application
For Individuals**
Occupational Licensing Division
www.oklahoma.gov/labor

OKLAHOMA DEPARTMENT OF LABOR
409 NE 28th St
Oklahoma City, OK 73105
405-521-6100/888-269-5353

APPLICATION TYPE		APPLICATION FEE		Please make your Check, Money Order or Cashiers Check payable to ODOL
<input type="checkbox"/> Exam		\$25.00		
<input type="checkbox"/> License		\$100.00		
APPLICANT INFORMATION				
Applicant Name:				
Mailing Address:		City:	State:	Zip Code:
Phone #:		Social Security Number:		
ISR Contractor Name & License #:				
Relationship to Contractor:		E-mail Address (REQUIRED):		
Please check appropriate boxes opposite the type of vessel you wish to install, service, and/or repair:				
ASME Section I (power boilers)	INSTALL <input type="checkbox"/>	SERVICE <input type="checkbox"/>	REPAIR <input type="checkbox"/>	
ASME Section IV (heating boilers)	INSTALL <input type="checkbox"/>	SERVICE <input type="checkbox"/>	REPAIR <input type="checkbox"/>	
ASME Section VIII (pressure vessels)	INSTALL <input type="checkbox"/>	SERVICE <input type="checkbox"/>	REPAIR <input type="checkbox"/>	
Please list evidence of skills and experience that qualify you for the license:				

Are you a Certified National Board (NB) or American Petroleum Institute (API) Owner/User? _____				
MILITARY STATUS:				
*Within the past six (6) months, have you been honorably discharged from the Armed Forces of the United States, coming off Active Duty as a member of the National Guard or Reserves, or transferred from another state to Oklahoma? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide date of discharge/transfer: _____				
*Are you a spouse of an active-duty member of the Armed Forces of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I certify all statements are true to the best of my knowledge and that all work shall be done in compliance with the State of Oklahoma boiler law, rules, and regulations adopted by the Oklahoma Department of Labor.				
Applicant Signature / APPLICATION CANNOT BE PROCESSED WITHOUT A SIGNATURE AND FEE				DATE
The Department of Labor will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.	Date:	Lic #:	Receipt #:	
	Initials:	Payment Type:	Amount:	

