

# 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](mailto: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  
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