



**National Institute for the Uniform Licensing of Power Engineers, Inc.**

www.niulpe.org

email:  
miinfo@niulpe.org

NIULPE of MI, Inc.  
PO Box 2043  
Kalamazoo, MI 49003

Phone: (888) 648-5566 Fax: (888) 648-5577

Dear Applicant:

Enclosed is the information required to complete the application for the NIULPE, Inc. Power Engineers Certification. It is advisable that you take a few moments to read the attached information to understand the regulations and application process.

**PLEASE NOTE THAT WE MUST RECEIVE YOUR APPLICATION AND FEES POST MARKED AT LEAST SIXTY (60) DAYS PRIOR TO YOUR EXAMINATION DATE.**

Pre-registration is required for all applicants. If you apply for an examination, you will receive an acceptance letter confirming your class of examination, selected examination date and specific location of the examination.

If you have any questions, please feel free to direct them to our office at [miinfo@niulpe.org](mailto:miinfo@niulpe.org) or (888) 648-5566.

Thank you for your interest and participation in establishing a national standard for Power Engineers.

Sincerely,

NIULPE, Inc.

Attached:

Regulations and Procedures/RP102

Regulations and Procedures/RP101

Application Instructions/AP110

Application, Part 1/AP108

Application, Part 2/AP109

Schedule "A"/SC001

Schedule "B"/SC002

# NIULPE, Inc.

## CERTIFICATION



## Regulations and Procedures

Michigan State Jurisdiction of the National Institute for the Uniform Licensing of  
Power Engineers, Inc.

PO BOX 2043

Kalamazoo, MI 49003

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NIULPE, Inc.

REGULATIONS & PROCEDURES

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## 1.0 INTRODUCTION

### 1.1 NIULPE, Inc.

The National Institute for the Uniform Licensing of Power Engineers, Inc. (NIULPE) is the only Internationally Recognized Third Party Certifier of Power Engineering Qualifications in the United States. Its goal is to improve safety and operating standards in the workplace of all operating organizations through certification of operator knowledge by the use of a rigorously created, validated and maintained series of examinations over a number of classifications.

NIULPE, Inc. is an incorporated not for profit, third-party certification organization that acts on an international level to establish standards for boiler firemen and water-tenders, engineers, operators, examiners, instructors, and the licensing agencies currently existing. In addition, NIULPE will accredit courses taught in Power Engineering and related Technologies which meet the NIULPE, Inc. minimum requirements. This organization has established standards to commission those technical and academic instructors of these technologies.

Recognition of this certification standard is both legislated and voluntary on the part of other licensing agencies, etc. It is, however, the only formal structure through which a person in power engineering or related technologies may establish a formal level of international competence and recognition.

### 1.2 The Power Engineer

A power engineer shall be defined as one skilled in the management of energy conversion. Power Engineers operate and maintain equipment essential to power generation, HVACR equipment, humidity control, and air conditioning in commercial facilities and industrial plants, institutions, power plants and other building complexes. Power Engineers perform as a responsible and technical expert in operating, maintaining and repairing engineering plants consisting of steam boilers, pressure vessels, internal combustion engines, steam engines, turbines, refrigeration and air conditioning equipment, generators, motors, pumps, compressors, distillation units and similar equipment.

When a power engineer becomes adequately educated, trained and certified, the power engineer has clearly established a recognized level of competency. Encouragement toward professional development and advancement is a requirement for today's workforce. Advancement in certification should move the power engineer closer to the management team thus allowing a performance generating a major return on the investment of their employer.

## 2.0 CLASS OF CORE CERTIFICATIONS

There are Six (6) Core Levels of Power Engineer Certifications and a number of Custom and Extracted Examinations. PLEASE SEE NIULPE, INC. [SCHEDULES "B" THROUGH "H"](#) FOR A COMPLETE LIST OF CERTIFICATIONS AND REQUIREMENTS: (NOT ALL CERTIFICATIONS MAY BE AVAILABLE IN YOUR AREA)

## 3.0 QUALIFICATIONS REQUIRED FOR POWER ENGINEER CERTIFICATION

An applicant must be able to read and write the English language. An applicant is required to qualify for the Class of Certification for which they are a candidate. Each Class is listed with the minimum requirements that an applicant needs to qualify. A listing of NIULPE Core and Extracted Certifications can be found on [Schedule "B"](#) with the requirements of each certification found on [Schedules "C" through "H"](#) at [www.niulpe.org](http://www.niulpe.org).

## 4.0 EXAMINATION APPLICATION PROCESS

A candidate for examination is required to complete an individual application and submit the applicable fee for each exam requested at least sixty days prior to their anticipated examination date.

**Application Review:** A commissioned NIULPE Examiner will review your application in accordance with NIULPE, Inc. requirements. Upon review and verification of the applicant's credentials, the applicant will be sent an **Examination Notice letter** that should be received 30 days prior to the requested exam date indicating whether the application has been approved. **The Examination Location information will be included.** Contact NIULPE, Inc. **only** if you **do not** receive your Examination Notice Letter within 25 days prior to your requested exam date.



**Failure to provide the information requested may delay the processing of your application or even result in disqualification.**

If you are not able to take the examination on the date you selected you **must** return your Examination Notice letter to NIULPE, Inc. post marked at least fourteen (14) days prior to the examination date. Your fees will be credited to the next scheduled examination and a **Re-Scheduled Examination Notice letter** will be sent to you. Failure to notify NIULPE, Inc. within the time period above or **failure to attend the Re-scheduled examination will result in forfeiture of the fees. In no case will the fees be refunded.**

## 5.0 RECOMMENDED TOPICS OF STUDY

NIULPE, Inc. International Power Engineering Standards are published in a syllabus for each class of examination. The Syllabi can be reviewed and downloaded at the NIULPE, Inc. Web site at: [www.niulpe.org](http://www.niulpe.org).

## 6.0 RECOMMENDED TEXT

NIULPE, Inc. publishes a list of recommended text and courseware on the NIULPE, Inc. Website at: [www.niulpe.org](http://www.niulpe.org).

## 7.0 SPECIAL NEEDS

The NIULPE, Inc. will accommodate any special needs required by an applicant to sit for their examination. All public examination locations are reviewed and verified compliant with the Americans with Disabilities Act (ADA). Any applicant requiring special needs must notify NIULPE, Inc. on a separate sheet contained within the applicant's application submission.

## 8.0 NON-DISCRIMINATION POLICY

NIULPE, Inc. individual commissioned Examiners, Proctors and/or Representatives do not discriminate on the basis of sex, age, national origin, handicap / disability or veteran status. This policy does not exclude any applicant from meeting the NIULPE, Inc. minimum requirements.

## 9.0 EXAMINATION SCHEDULE

A schedule indicating examination dates and geographical locations can be found on Form AP109, Part 2 of the application for your area. Supplemental examination notices will be issued by NIULPE, Inc. as required.

## 10.0 EXAMINEE'S REQUIREMENTS FOR THE EXAMINATION

You are required to bring the following for your scheduled examination date:

1. **Government issued photo ID** -- Photo identification is required for admission to the exam.
2. **(No.2) Pencils** -- Bring three or four sharpened pencils. No pencils will be supplied. You will not be permitted to use ballpoint pens, colored pencils, or felt pens.
3. **Eraser**

The following is permitted:

- ❖ You are permitted to bring: **Mini-Calculators** (silent, hand-held, battery operated, non-programmable, without paper tape printers). **NO PDAs or CELLULAR PHONES MAY BE USED FOR CALCULATORS.**
- ❖ You should bring a **watch**. You will not be permitted to continue a test beyond the established time limit for any purpose. Although time is not intended to be a factor, you must keep track and not allow yourself to become bogged down on any one question.

## 11.0 THE EXAMINATION

You must arrive at the exam site no later than 30 minutes prior to the examination start time to allow time for registration and examination instructions. If you arrive late, you will be permitted to take the examination, but the instructions will not be repeated and no additional time will be allowed.

- ❖ Each examination has a specific time limit.
- ❖ Both the Web and Paper examinations are closed book.

- ❖ Each candidate will be given an envelop containing an examination booklet, one (1) paper and an answer sheet.
- ❖ Each question in the booklet has one and only one best right answer. In answering questions, select the one response that best answers the question and mark the corresponding letter on the answer sheet. If more than one response is marked, that question will be considered incorrect.
- ❖ All marks other than your chosen answers must be erased completely.
- ❖ All questions have equal value. Do not spend too much time on any one question.

## 12.0 EXAMINATION REGULATIONS

The following regulations will be observed at the examination and failure to comply will result in dismissal of the examinee:

- No notes, scratch paper, or loose papers, photocopies, or unauthorized items of any kind are permitted.
- All materials brought to the examination are subject to inspection upon arrival and prior to leaving.
- Writing on or in reference materials or exam materials is prohibited.
- Examination materials may not be removed from the room.
- If you must leave the room during the examination, you must ask permission as only one examinee will be permitted to leave at a time.
- Any examinee giving or receiving assistance to or from another examinee during the exam is prohibited.
- Creating any disturbance is prohibited.
- Copies of any examination questions, answers, etc. are prohibited.
- Copying of any kind is not permitted.

**Examination Fees will not be refunded for dismissal, and exams will not be scored.**

## 13.0 EXAMINATION RESULTS

A minimum score of 70% is required to pass. Within 30 days of the examination date, exam results will be sent to the examinee only, and will be mailed to the address on the application. Successful candidates are required to submit a Certification Fee as published on [Schedule "A"](#) to receive their certificates. The certificate issued will be valid for that calendar year in which it was issued. Any certifications issued after October 1<sup>st</sup> will be valid through the following calendar year. Examination Fees will not be refunded to non-successful candidates.

## 14.0 RE-EXAMINATIONS

If you do not pass an exam, you can re-examine with submission of a new application and the fees as published on [Schedule "A"](#). Re-application is necessary and directions for applying for Re-examinations are listed on the Application Instructions. Please call NIULPE, Inc. or download a new application from [www.niulpe.org](http://www.niulpe.org).

## 15.0 RENEWALS

A yearly Renewal Fee as published in [Schedule "A"](#) is required to maintain a current certification. Each year during the first week of November, an annual renewal notice will be sent to the certificate holder.

**LATE FEES:** Annual Renewal Fees post marked after March 31<sup>st</sup> of the renewal year will be assessed a Late Fee as published in [Schedule "A"](#). There are no exceptions to this policy. **It is the certificate holder's responsibility to contact NIULPE, Inc. if there is a change in your mailing address or if your renewal is not received by the 1<sup>st</sup> of December please contact NIULPE.**

## 16.0 RE-ACTIVATION OF CERTIFICATIONS

Anyone allowing their certification to lapse, can re-activate their certification by returning an application with the appropriate re-activation and certification fee as published in [Schedule "A"](#). If you do not have a renewal notice, contact NIULPE, Inc. and one will be sent to you. **There will be no exceptions to the above policy.**

## 17.0 RE-CLASSIFICATION EXAMINATION (UPGRADE)



Any level of power engineer can submit an application for an upgrade examination. The applicant must meet the "time in grade" requirements and submit the required fees as published on [Schedule "A"](#). At the time of application, all applicants for upgrade must not have any unpaid Fees and hold a current certification.

## **18.0 RECIPROCITY**

Reciprocity applies only if an official written agreement has been established between the Federal Government, a municipality, state or organization and NIULPE, Inc. to recognize their license or certification. Should a Reciprocity Agreement be reached all persons possessing a current license or certification from that municipality, state or organization for which an agreement has been established will be notified by NIULPE, Inc. Only licenses or certifications obtained through an examination will qualify for reciprocity.

## **19.0 RESERVE**

Placing your certification in "reserve" will prevent your certification from becoming delinquent and any certificate holder with their certificate in reserve will not be required to take an examination to reinstate their certification. Only the re-activation fee will bring a reserved status to current status. The reserve fee is a one time fee and no renewals will be sent in the future. It is the certificate holder's responsibility to maintain current information with Niulpe, Inc.

## **20.0 RETURNED CHECKS**

A Service Fee will be charged for Checks or Money Orders returned by the bank for any reason. This fee will be the amount as published on [Schedule "A"](#) for each item returned, and the certification for which the payment was intended will be revoked until such time the Service Fee and the related fees are paid.

## **21.0 REPLACEMENT CERTIFICATES OR CARDS**

Replacement certificates and/or cards will be issued upon written request from the certified person. There will be a replacement fee of the amount published on [Schedule "A"](#).

## **22.0 SITE EXAMINATIONS**

NIULPE, Inc. can schedule private on-site examinations for companies and organizations requesting such. NIULPE, Inc. retains the right to review the requirements of each site examination, and modify the policies and procedures accordingly. Please contact NIULPE for further details relating to on-site examinations.

## **23.0 DISCLAIMER**

NIULPE, Inc. "Regulations and Procedures" do not supersede any Federal, State or Local rules or regulations as they may apply. NIULPE, Inc. reserves the right to change or cancel examination dates without notice. NIULPE Inc. shall make all reasonable attempts to provide alternate dates and locations to the candidates. All fees are subject to change without notice. NIULPE, Inc. retains the right, upon investigation, to suspend or revoke any certification if the certificate holder is found incompetent, has been guilty of negligence, has endangered life or property, made application under false pretences, failed to submit the proper fees or any willful violation of the same. Any certifications issued are solely based upon information received from the applicant and/or the results of NIULPE, Inc. examinations. The NIULPE, Inc. certification does not attest that any person is qualified in a practical application of his or her experience and cannot be construed as such. Neither NIULPE, Inc. Officers, Board of Directors, Examiners, Proctors, Committee Members and/or Licensed Representatives and its agents makes any warranty, express or implied, with respect to the quality and accuracy, technical content, format, examination results or examination materials.

NIULPE, Inc. will not assume any responsibility for lost, late, damaged, misdirected, misaddressed, illegible, incomplete, or postage due requests or requests that fail to be properly delivered to the address stated.

## **24.0 FEE SCHEDULE**

All fees are subject to change without notice.

## **25.0 PRIVACY POLICY**



NIULPE, INC. its Officers, Board of Directors and/or its agents and representatives understand the importance of privacy to our examination applicants and certificate holders. Our policy is to treat what we learn about our examination applicants and certificate holders as confidential. For example, we will not give or sell confidential or Personal Information about our applicants and certificate holders to any third party not affiliated to this organization, except as required by law or as necessary to provide NIULPE Inc. required services, "Certification Information" (including names, NIULPE identification numbers, certifications, grades and expirations dates) are published and publicly available as one of the central functions of NIULPE, Inc.

We collect and store information about every applicant and / or certificate holder so that we can efficiently provide the service required. We use information about our applicants and certificate holders and their level of certification to provide future services in an efficient and cost effective manner. We must be able to communicate with our certificate holders about additional services, value added services and / or products. Performing trend analysis and market studies allows NIULPE, Inc. to set prices, evaluate demographic data, and comply with government regulations. Although government regulations vary in the many countries in which we operate, they frequently include the reporting of information to transportation, safety, customs, and other regulatory agencies.

As we collect and use information about our applicants and certificate holders, we may contract with vendors to assist us in the processing of that information for those purposes listed in the previous paragraph. These vendors are required to maintain the confidentiality of the information and are restricted from using the information for any other use.

Some information collected by NIULPE Inc. is data which relates to an identifiable person ("Personal Information"). Examples of Personal Information are names, addresses, e-mail addresses, credit card numbers and telephone numbers. We never sell information to third parties that could be used to specifically identify an individual applicant or certificate holder. Stripped data, with all names, addresses and other Personal Information removed, is sometimes shared with third parties. Finally, we do provide Personal Information to government agencies as required by law or regulation.

In addition to the uses of the information described in the paragraphs above, we collect telephone numbers and e-mail addresses in the event that we have to contact our applicants and certificate holders to provide information related to their business with NIULPE, Inc. or related issues, functions and / or promotions.

This privacy policy also governs the use of information collected from or provided by our customers at the NIULPE, Inc. web site. With respect to any individual whose personal information is provided by you to NIULPE, Inc., you represent to NIULPE, Inc. that you have obtained all necessary consents for the processing of such personal information contemplated by the products or services you are using and by the NIULPE, Inc. privacy policy, including the transfer of such data to the United States or other countries whose laws may not provide the same level of protection for the personal data as the laws of the country of origin of such individual.





# NIULPE, Inc. CERTIFICATION APPLICATION INSTRUCTIONS

(READ the *NIULPE, Inc. Regulations and Procedures* before completing the application).

**Mail Application and appropriate Fee(s) to the address indicated on the Application Part 2:**

**CERTIFICATION EXAMINATION:** An applicant for examination must complete and submit the following:  
(Please PRINT or Type, except where a signature is required. **Use Black or Blue Ink only**).

**Certification Application:** Use Part 1 & 2. Complete the Application accurately and in detail. Incomplete or illegible applications will be returned to applicant, resulting in a delay in processing your application. Complete the following Sections:

\*Section **A** – Applicant's Information.

\*Section **B, C** – Employment Records. Your Training, Education and Experience description will be utilized to qualify you for the Class of exam for which you are applying; therefore, you must describe in detail to assure that you meet the requirements of that class.

Section **D** – Education.

Section **E** – Military Service.

Section **F** – Employer's Voucher. If not currently employed, use previous employer.

Section **G, H** – Trade Vouchers.

\*Section **J** – Applicant's Release.

\*Section **K** – Applicant's Certification.

\*Section **L** – Name and Social Sec.#.

\*Section **M** – Address and Phone Number

\*Section **N** -- Certification Type. Mark the type of certification you are applying for and Fees due. Submit a Check or Money Order in the appropriate amount as indicated on the Application Part 2. **Do not send Cash**

\*Section **O** – Class Type. Mark the class of certification you are applying for. (Note: Refer to the NIULPE, Inc. Schedules "B" through Schedule "H" for details of each certification and class).

\*Section **P** -- Exam Location/Date. **(If this is a scheduled Company or Organization On-site exam, Do Not complete this Section).** Circle the location and month, then enter the date of your exam. (If a Federal Holiday falls on the date selected, the exam will be on the next business day).

MAIL THE APPLICATION AND APPROPRIATE FEE(S).

**DEADLINE:** Application must be returned at least 60 Days prior to the exam date requested. Applications received later than 60 days prior, will be scheduled for the next exam date.

**RE-EXAMINATION:** Complete the Sections and follow all Instructions as described in Certification Examination.

**RE-CLASSIFICATION EXAMINATION:** Complete the Sections and follow all Instructions as described in Certification Examination.

**RECIPROCITY:** An applicant must complete and submit the following:  
(Please PRINT or Type, except where a signature is required. **Use Black or Blue Ink only**).

**Certification Application:** Use Part 1 & 2. Complete the Application accurately and in detail. Incomplete or illegible applications will be returned to applicant, resulting in a delay in processing your application. Complete the following Sections:

Section **A** – Applicants Information.

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Section **K** – Applicant's Certification.

Section **L** – Name and Social Sec.#.

Section **N** -- Certification Type. Mark the type of certification you are applying for and Fees due. Submit a Check or Money Order in the appropriate amount as indicated on the Application Part 2. **Do not send Cash**

MAIL THE APPLICATION AND APPROPRIATE FEE(S) AS INDICATED ON THE APPLICATION PART 2.