



PSI Services LLC  
<https://test-takers.psiexams.com/mdse>  
(855) 898-0715

**MARYLAND**  
**DEPARTMENT OF LABOR**  
**STATE BOARD OF STATIONARY ENGINEERS**

Effective 3/31/2025 PSI will no longer be processing applications via mail, fax or email. You must submit the application online at <https://test-takers.psiexams.com/mdse>. If you submit via mail, fax or email, it will be returned, and you must resubmit via online at <https://test-takers.psiexams.com/mdse>.

**STATIONARY ENGINEER**  
**GRADE 5, GRADE 4, GRADE 3, GRADE 2, AND GRADE 1**  
**QUALIFICATION INFORMATION BULLETIN**

**\*\* Prior PSI Approval Required for Examination\*\***

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## INTRODUCTION

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### MARYLAND STATE BOARD OF STATIONARY ENGINEERS

The Maryland State Board of Stationary Engineers is responsible for promulgating and enforcing regulations which define qualifications for examination and certifying/licensing all individuals in the State of Maryland, who desire to become licensed as a Stationary Engineer or those involved in operating and maintaining boilers and other associated equipment.

Individuals who desire licensure as a Stationary Engineer Grade 5, Grade 4, Grade 3, Grade 2, or Grade 1 must first pass an examination.

In order to apply for an examination, an applicant must meet the work experience and license requirements for the license category desired by the applicant and provide the eligibility forms to PSI.

The examination which you will take was developed to meet the evaluation requirements established by the Board of Stationary Engineers. After passing the examination, an application for original licensure will be mailed to you by The Department of Labor, The State Board of Examining Engineers.

### PSI LICENSURE: CERTIFICATION

The Board has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI is a nationally recognized test development and test administration services. For Further information concerning the examinations, call PSI at (855) 898-0715.

### THE STATIONARY ENGINEER EXAMINATIONS

PSI administers the Stationary Engineer licensing examinations Monday through Friday, by appointment, at six test centers in Maryland.

The examination tests the applicant's knowledge of applicable codes, laws, and principles of electrical installation and is constructed to determine the fitness of the applicant for a state license.

All examination items underwent a rigorous review by a content expert panel, psychometricians, and editors. Examination content is based on the outlines approved by the State Board of Stationary Engineers.

Be sure you determine which grade you should apply for:

- **Grade 5** license permits the holder to take charge of **any** plant machinery from **30 to 99 horsepower** (in a building not open for public use).
- **Grade 4** license permits the holder to take charge of **any** plant machinery from **30 to 99 horsepower** (in any building regardless of use).
- **Grade 3** license permits the holder to take charge of **any** plant machinery from **one to 299 horse-power** (in any building)
- **Grade 2** license permits the holder to take charge of **any** plant machinery from **300 to 499 horse-power** (in any building)
- **Grade 1** license permits the holder to take charge of **any** plant machinery from **500 or more horsepower** (in any building)

It is not necessary to start on a lower grade if an applicant qualifies for a high grade. You may apply for any grade certification as long as you meet the minimum requirements for the grade as stated above or can demonstrate equivalent experience to the Board.

### USING THIS BULLETIN

The policies and procedures for communicating with and submitting your application to PSI during the examination process and, after the exam, with the Board during the licensing process are presented in this bulletin. You will find study information about the examinations and instructions for what to do after you have passed the exam to become licensed as a Stationary Engineer by the State of Maryland.

### EXAMINATION REGISTRATION

To be eligible to register for the examination, the applicant shall have satisfactorily completed the required work experience. Effective 9/1/24 you will apply online versus using the paper application. [Click Here](#) and select VIEW AVAILABLE TESTS and select which Test you will be applying for. Select SIGN IN/REGISTER and select Create Account. You will be required to upload the required documentation.

### REVIEW AT PSI

Once PSI receives the proper documentation, allow up to one week for processing. Upon approval, you will receive an email confirmation with instructions on how to pay and schedule for the examination.

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## ELIGIBILITY REQUIREMENTS

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To qualify for licensure as a stationary engineer, an applicant shall meet the following requirements and pass an examination.

### EDUCATION AND EXPERIENCE REQUIREMENTS

#### Grade 5

Applicants for the Grade 5 Stationary Engineer's examination qualifies under this section if the applicant possesses a high school diploma or graduate equivalence diploma.

#### Grade 4

Applicants for the Grade 4 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 6 months of documented experience as an active grade 5 stationary engineer; or
2. 3 credit hours or continuing education units of classes in boiler operations or safety and verification of work experience.

#### Grade 3

Applicants for the Grade 3 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 2 years of documented experience as an active Grade 4 or Grade 5 stationary engineer;

2. 1 year of documented experience as an active Grade 4 or Grade 5 engineer and 6 credit hours or continuing education units of classes in boiler operations or safety; or
3. a valid marine engineer's certificate or chief petty Officer's certificate from the United States Navy; or
4. equivalent experience to 1,2 or 3 above may be submitted to the Board for consideration and approval. See Business Occupations and Professions Article, Annotated Code of Maryland, § 6.5-303..

## Grade 2

Applicants for the Grade 2 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 36 months of documented experience as an active Grade 3 engineer under the direction and control of a licensed Grade 2 or Grade 1 stationary engineer, that may include:
  - 1 year of credit for 6 credit hours of classes or continuing education units in boiler safety or operations; and
  - 1 year of credit for holding a current active license as a:
    - master plumber;
    - master heating, ventilation, air-conditioning, and refrigeration contractor; or
    - master restricted heating, ventilation, air-conditioning contractor; or
2. 4-year degree in mechanical engineering from an accredited university or college; or
3. licensure as a professional engineer and 6 months of documented experience as a Grade 3, Grade 4, or Grade 5 stationary engineer, or
4. a valid marine engineer's certificate or Chief Petty Officer's certificate from the United States Navy; or
5. equivalent experience to 1,2, 3 or 4 above may be submitted to the Board for consideration and approval. See Business Occupations and Professions Article, Annotated Code of Maryland, § 6.5-303.

## Grade 1

Applicants for the Grade 1 Stationary Engineer's examination shall possess at least ONE of the following qualifications:

1. 5 years of documented experience as an active Grade 2 stationary engineer under the direction and control of a Grade 1 stationary engineer, toward which an applicant may receive:
  - 1 year of credit for 6 credit hours of classes or continuing education units in boiler safety or operations; and
  - 1 year of credit for holding a current active license as:
    - master plumber;
    - master heating, ventilation, air-conditioning, and refrigeration contractor; or
    - master restricted heating, ventilation, air-conditioning contractor; or
2. a 4-year degree in mechanical engineering from an accredited university or college; or
3. licensure as a professional engineer including:
  - 1 year of documented experience as a professional engineer; and
  - 1 year of documented experience as a Grade 2 stationary engineer under the direction and control

- of a Grade 1 stationary engineer; or
4. a valid marine engineer's certificate or a Chief Petty Officer's certificate from the United States Navy with documentation of steam boiler engineer training; or
5. equivalent experience to 1,2 3 or 4 above may be submitted to the Board for consideration and approval. See Business Occupations and Professions Article, Annotated Code of Maryland, § 6.5-303.

## **PREPARING FOR THE EXAMINATION**

### TIPS FOR EXAMINATION PREPARATION

The following suggestions will help you prepare for your exam. Planned preparation increases your likelihood of passing.

- Use the exam content outline provided in this bulletin as the basis of your study.
- Learn the major points associated with each outline topic.
- Underline or highlight key ideas for later review.
- Review the Code, making sure you understand each idea before going on to another.
- Check each topic off the outline when you feel you have an adequate understanding. Plan to take your test when all topics have been checked.
- Your studies will be most effective if you study frequently, for about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## **EXAMINATION CONTENT OUTLINES AND REFERENCE MATERIALS**

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference.

If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list override information from other sources or persons.

### STATIONARY ENGINEER GRADE 5

| # of Questions | Minimum Passing Score  | Time Allowed |
|----------------|------------------------|--------------|
| 60             | 70% (42 items correct) | 120 minutes  |

### CONTENT OUTLINE

| Subject Area                          | # of Items |
|---------------------------------------|------------|
| GENERAL KNOWLEDGE AND PROBLEM SOLVING | 20         |
| BASIC ELECTRICITY                     | 5          |
| BOILER TYPES AND EQUIPMENT            | 5          |
| BURNERS AND FUEL TRAIN                | 5          |
| PUMPS AND VALVES                      | 5          |
| INSPECTIONS AND MAINTENANCE           | 5          |
| WATER TREATMENT                       | 5          |

|                      |   |
|----------------------|---|
| EMERGENCY OPERATIONS | 5 |
| AUXILIARY EQUIPMENT  | 5 |

## REFERENCE LIST

This examination is an OPEN BOOK examination. Candidates may bring in reference books. However, no study guides are allowed. Reference books may be indexed, and may contain highlighted or underlined text. All materials must be unmarked (not written in) and may not contain additional papers (loose or attached).

**THIS REFERENCE WILL NOT BE PROVIDED AT THE TEST CENTER. THESE ARE THE ONLY REFERENCES ALLOWED IN THE TESTING ROOM.**

- Boiler Operator's Guide, 4<sup>th</sup> or 5<sup>th</sup> editions, Kohan, Anthony, McGraw-Hill, (800) 262-4729, [www.books.mcgraw-hill.com](http://www.books.mcgraw-hill.com)
- Lessons in Electric Circuits Volume 1 - DC (Chapters 1, 2, 3, 5, and 8), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>
- Lessons in Electric Circuits Volume 2 - AC (Chapter 1), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>

### Available on-line:

- The Boiler and Pressure Vessel Safety Act, Public Safety Title 12, Subtitle 9 of the Annotated Code of Maryland, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>
- The Boiler and Pressure Vessel Safety Regulations, Code of Maryland Regulations, Public Safety Article, Title 9, Subtitle 12, Chapter 1, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>
- Business Occupations and Professions Article, Annotated Code of Maryland, Title 6.5, (<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>)
- Code of Maryland Regulations ("COMAR"), Title 09, Subtitle 17 ([http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.\\*](http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.*))

You may tab your reference materials using the following acceptable tabs: Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs; Redi-Tag Self-Stick Permanent Adhesive Index Tabs.

The following tabs are unacceptable: Post-It Index Flags; Post-It Flags.

**NO MATTER WHAT IS ON THE TAB PACKAGE, IF THE PSI PROCTOR IS ABLE TO REMOVE THE TABS WITHOUT RIPPING THE PAGE, YOU WILL NEED TO REMOVE THE TABS BEFORE YOU TAKE THE EXAM. DO NOT USE THE TABS THAT HAVE PAPER INSERTS. THE PAPER INSERTS WILL BE REMOVED.**

## STATIONARY ENGINEER GRADE 4

| # of Questions | Minimum Passing Score  | Time Allowed |
|----------------|------------------------|--------------|
| 60             | 70% (42 items correct) | 120 minutes  |

## CONTENT OUTLINE

| Subject Area                          | # of Items |
|---------------------------------------|------------|
| GENERAL KNOWLEDGE AND PROBLEM SOLVING | 20         |
| BASIC ELECTRICITY                     | 5          |
| BOILER TYPES AND EQUIPMENT            | 5          |
| BURNERS AND FUEL TRAIN                | 5          |
| PUMPS AND VALVES                      | 5          |
| INSPECTIONS AND MAINTENANCE           | 5          |
| WATER TREATMENT                       | 5          |
| EMERGENCY OPERATIONS                  | 5          |
| AUXILIARY EQUIPMENT                   | 5          |

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- Lessons in Electric Circuits Volume 1 - DC (Chapters 1, 2, 3, 5, and 8), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>
- Lessons in Electric Circuits Volume 2 - AC (Chapter 1), 5th edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>

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- The Boiler and Pressure Vessel Safety Regulations, Code of Maryland Regulations, Public Safety Article, Title 9, Subtitle 12, Chapter 1, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>
- Business Occupations and Professions Article, Annotated Code of Maryland, Title 6.5 (<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>)
- Code of Maryland Regulations ("COMAR"), Title 09, Subtitle 17 ([http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.\\*](http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.*))

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### STATIONARY ENGINEER GRADE 3

| # of Questions | Minimum Passing Score  | Time Allowed |
|----------------|------------------------|--------------|
| 80             | 70% (56 items correct) | 120 minutes  |

### CONTENT OUTLINE

| Subject Area                          | # of Items |
|---------------------------------------|------------|
| GENERAL KNOWLEDGE AND PROBLEM SOLVING | 10         |
| BASIC ELECTRICITY                     | 5          |
| BOILER TYPES AND EQUIPMENT            | 10         |
| BURNERS AND FUEL TRAIN                | 10         |
| PUMPS AND VALVES                      | 10         |
| SEQUENTIAL OPERATIONS                 | 10         |
| INSPECTIONS AND MAINTENANCE           | 5          |
| CENTRAL STATION AND CHILLERS          | 5          |
| WATER TREATMENT                       | 5          |
| EMERGENCY OPERATIONS                  | 5          |
| AUXILIARY EQUIPMENT                   | 5          |

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- Boiler Operator's Guide, 4<sup>th</sup> or 5<sup>th</sup> editions, Kohan, Anthony, McGraw-Hill, (800) 262-4729, [www.books.mcgraw-hill.com](http://www.books.mcgraw-hill.com)
- Pump Handbook, 4<sup>th</sup> Edition, 2007, Karassik, Messina, Cooper and Heald, McGraw-Hill, (800) 262-4729, [www.mhprofessional.com](http://www.mhprofessional.com)
- Modern Refrigeration and Air Conditioning, Althouse, Turnquist, Bracciano, 19<sup>th</sup> or 20<sup>th</sup> Edition, Goodheart-Willcox Company, Inc., [www.g-w.com](http://www.g-w.com)
- Lessons in Electric Circuits Volume 1 - DC (Chapters 1, 2, 3, 5, and 8), 5<sup>th</sup> edition, 2006, Kuphaldt, Tony, <http://www.ibiblio.org/obp/electricCircuits/>
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Maryland, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>

- The Boiler and Pressure Vessel Safety Regulations, Code of Maryland Regulations, Public Safety Article, Title 9, Subtitle 12, Chapter 1, Maryland Department of Labor, (410) 767-2990, <http://www.dlrr.state.md.us/labor/boil.html>
- Business Occupations and Professions Article, Annotated Code of Maryland, Title 6.5 (<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>)
- Code of Maryland Regulations ("COMAR"), Title 09, Subtitle 17 ([http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.\\*](http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.*))

### STATIONARY ENGINEER GRADE 2

| # of Questions | Minimum Passing Score  | Time Allowed |
|----------------|------------------------|--------------|
| 80             | 70% (56 items correct) | 120 minutes  |

### CONTENT OUTLINE

| Subject Area                          | # of Items |
|---------------------------------------|------------|
| GENERAL KNOWLEDGE AND PROBLEM SOLVING | 5          |
| BASIC ELECTRICITY                     | 5          |
| BOILER TYPES AND EQUIPMENT            | 5          |
| BURNERS AND FUEL TRAIN                | 10         |
| PUMPS AND VALVES                      | 10         |
| SEQUENTIAL OPERATIONS                 | 10         |
| INSPECTIONS AND MAINTENANCE           | 10         |
| CENTRAL STATION AND CHILLERS          | 5          |
| WATER TREATMENT                       | 10         |
| EMERGENCY OPERATIONS                  | 5          |
| AUXILIARY EQUIPMENT                   | 5          |

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- Pump Handbook, 4<sup>th</sup> Edition, 2007, Karassik, Messina, Cooper, and Heald, McGraw-Hill, (800) 262-4729, [www.books.mcgraw-hill.com](http://www.books.mcgraw-hill.com)
- Modern Refrigeration and Air Conditioning, Althouse, Turnquist, Bracciano, 19<sup>th</sup> or 20<sup>th</sup> Edition, Goodheart-Willcox Company, Inc., [www.g-w.com](http://www.g-w.com)
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Available on-line:



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### STATIONARY ENGINEER GRADE 1

| # of Questions | Minimum Passing Score  | Time Allowed |
|----------------|------------------------|--------------|
| 80             | 70% (56 items correct) | 120 minutes  |

### CONTENT OUTLINE

| Subject Area                          | # of Items |
|---------------------------------------|------------|
| GENERAL KNOWLEDGE AND PROBLEM SOLVING | 5          |
| BASIC ELECTRICITY                     | 5          |
| BOILER TYPES AND EQUIPMENT            | 5          |
| BURNERS AND FUEL TRAIN                | 10         |
| PUMPS AND VALVES                      | 10         |
| SEQUENTIAL OPERATIONS                 | 10         |
| INSPECTIONS AND MAINTENANCE           | 10         |
| CENTRAL STATION AND CHILLERS          | 5          |
| WATER TREATMENT                       | 10         |
| EMERGENCY OPERATIONS                  | 5          |
| AUXILIARY EQUIPMENT                   | 5          |

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- Pump Handbook, 4<sup>th</sup> Edition, 2007, Karassik, Messina, Cooper, and Heald, McGraw-Hill, (800) 262-4729, [www.mhprofessional.com](http://www.mhprofessional.com)
- Modern Refrigeration and Air Conditioning, Althouse, Turnquist, Bracciano, 19<sup>th</sup> or 20<sup>th</sup> Edition, Goodheart-Willcox Company, Inc., [www.g-w.com](http://www.g-w.com)
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- Business Occupations and Professions Article, Annotated Code of Maryland, Title 6.5 (<http://mgaleg.maryland.gov/webmga/frmStatutes.aspx?pid=statpage&tab=subject5>)
- Code of Maryland Regulations (“COMAR”), Title 09, Subtitle 17 ([http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.\\*](http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=09.17.*))

### FEES

Payment of the registration fee is valid for one examination only. Examination registration fees are not refundable and are not transferable. **Examination registration fees are valid for 90 days.**

- Stationary Engineer Examination ..... \$65

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security number only as an identification number in maintaining your records and reporting your grades to the Department. The Department requires all candidates to accurately disclose their Social Security number.

### SCHEDULING PROCEDURES

#### EXAMINATION REGISTRATION

To be eligible to register for the examination, the applicant shall have satisfactorily completed the required work experience. Effective 9/1/24 you will apply online versus using the paper application. [Click Here](#) and select VIEW AVAILABLE TESTS and select which Test you will be applying for. Select SIGN IN/REGISTER and select Create Account. You will be required to upload the required documentation.

#### REVIEW AT PSI

Once PSI receives the proper documentation, allow up to one week for processing. Upon approval, you will receive an email confirmation with instructions on how to pay and schedule for the examination.

#### CONFIRMATION NOTICE

Upon approval of your registration materials, PSI will confirm your eligibility to take the examination by emailing you a confirmation notice which authorizes you to call to make a test appointment. If you do not receive a confirmation

notice within three weeks of sending your application, call (855) 898-0715 to confirm your status at PSI.

Once approved, it is your responsibility to contact PSI to pay for and schedule the examination.

### **ON-LINE**

For the fastest and most convenient examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at <https://test-takers.psiexams.com/mdse>. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

### **TELEPHONE**

For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

PSI registrars are available at (800) 733-9267, Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive your payment and schedule your appointment for the examination.

### **CANCELING OR RESCHEDULING AN APPOINTMENT**

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may reschedule online at <https://test-takers.psiexams.com/mdse> or call PSI at (800) 733-9267.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak directly to a Customer Service Representative.

### **MISSED APPOINTMENT OR LATE CANCELLATION**

Your registration will be invalid, you will not be able to take the test as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment two days before the scheduled testing date; or
- Do not appear for your examination appointment; or
- Arrive too late to begin your test without disrupting the center's schedule; or
- Do not present proper identification when you arrive for the examination.

### **EXAM ACCOMMODATIONS AND OUT-OF-STATE TESTING**

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

Applicants who live outside of Maryland and wish to take the Stationary Engineer examination at a location outside of the State should follow the instructions on the out-of-State Testing Request form found at the end of this Candidate Information Bulletin.

### **EMERGENCY TEST CENTER CLOSING**

In the event that inclement weather or other emergencies force the closure of a test center on an assigned test date, your examination will be rescheduled. You will be notified of the new date and time of the test. Every effort will be made to schedule a convenient time as soon as possible.

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## **REPORTING FOR THE EXAMINATION**

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### **TESTING CENTER LOCATIONS**

The following are the testing centers where you may take the examinations:

#### **BALTIMORE**

2622 Lord Baltimore Dr, Suite C-D  
Baltimore, MD 21244

*From I-695 N - Take exit 17 for Security Blvd toward Woodlawn. Keep left at the fork and merge into Security Blvd. Turn right onto Lord Baltimore Dr. At the traffic circle, continue straight to stay on Lord Baltimore Dr. At the next traffic circle, again stay straight to stay on Lord Baltimore Dr. A little over ½ mile later, the PSI test center will be on your left.*

*From I-695 S - Take exit 18 for MD-26/Liberty Rd toward Lochearn/Randallstown. Continue straight onto Lord Baltimore Dr, using the signs for MD-26/Lochearn). The PSI test center is roughly 1 ½ miles from here on the right.*

#### **COLLEGE PARK CENTER:**

The Sterling Building  
4920 Niagara Road, Suite 400  
College Park, MD 20740

*From I-95 North/Beltway, take Exit 25/Route 1 toward College Park. Continue straight across Route 1 onto Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.*

*From I-95 South take Exit 25. Stay in the left turn lane and make a left at the next light which is Edgewood Road. Continue to the 4-way stop. Turn left onto Rhode Island Avenue. Turn left at the next road - Niagara Road. The Sterling Building is on the right. Park in the appropriately marked spaces.*

#### **CROFTON CENTER:**

Morauer III Building  
2137 Espey Court, Suite 3  
Crofton, MD 21114

*From Defense Highway (450), take the Priest Bridge Rd exit going South. Turn right on Espey Court.*

*From the Washington Beltway, take 50 East to 3 North. Turn right on Defense Highway (450), take the Priest Bridge Rd*

exit going South. Turn right on Espey Court.

#### **HAGERSTOWN CENTER:**

140 West Franklin Street, Suite A  
Hagerstown, MD 21740

*From I 70: Take exit 32B Hagerstown. This is US Route 40 west. Follow Route 40 for 4.1 miles to 140 W. Franklin Street. It is slightly past the intersection of Jonathan and Franklin. You must turn into the church parking lot on the right before you reach 140 W. Franklin Street.*

*From I 81: Take exit 6 US Route 40 east. Follow on Route 40 for 1.6 miles and turn left on to Jonathan Street. After one block turn left on to Franklin Street. Stay right and enter the church parking lot. This will come up quickly on the right.*

**There are many parking spots reserved for PSI testing on the lot. You will then walk past the front of the church and into 140 W. Franklin Street, Suite A is on the ground floor. No steps required to enter.**

*There is one handicapped spot reserved for PSI on the lot at 140 W. Franklin Street near the entrance door. All other parking has to be on the church lot.*

#### **MID-ATLANTIC TESTING COMPANY**

13992 Baltimore Ave, Suite 205  
Laurel, MD 20707

*Take exit 33A off of I-95. Take ramp right for MD-198 East toward Laurel. Turn right onto US-1 South - Washington Blvd S. The last intersection is Cypress St. - Arrive at 13992 Baltimore Ave.*

#### **BRAINSEED TESTING SERVICES**

1322 Belmont Ave, Bldg 2, Suite 203  
Salisbury, MD 21801

*Directions: Brainseed Testing - Salisbury is located at 1322 Belmont Avenue, Bldg #2, Suite 203, Salisbury, MD 21801. The Center is located with the East Park Professional Center and is just off route 50.*

#### **REPORTING TO THE TEST CENTER**

On the day of the exam, you should arrive at least 30 minutes before your scheduled appointment. This extra time is for sign-in and identification and to familiarize you with the test process.

#### **REQUIRED IDENTIFICATION**

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

#### **PRIMARY IDENTIFICATION - Choose One**

NOTE: ID must contain candidate's signature, photo, be valid and unexpired.

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID

#### **SECURITY PROCEDURES**

The following security procedures will apply during the examination:

- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be permitted.
- All personal belongings of candidates should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
  - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Although secure storage for personal items is provided at the examination site for your convenience, PSI is not responsible for any damage, loss, or theft of any personal belongings or prohibited items brought to, stored at, or left behind at the examination site. PSI assumes no duty of care with respect to such items and makes no representation that the secure storage provided will be effective in protecting such items. If you leave any items at the examination site after your examination and do not claim them within 30 days, they will be disposed of or donated, at PSI's sole discretion.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.



- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

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## **TAKING THE EXAMINATION**

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The examination will be administered via computer. You will be using a mouse and computer keyboard.

### **TUTORIAL**

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

### **TEST QUESTION SCREEN**

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### **EXAMINATION REVIEW**

**In the event you fail the examination you will be given 30 minutes at the end of the examination to review the items you missed at no charge. The items will not be in any particular order.**

PSI, in cooperation with the Board, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments, and all substantive comments are reviewed.

### **SCORE REPORTING**

Your passing or failing indication will appear immediately on the computer screen at the end of your test. Your score is given as an overall pass/fail grade and if you fail, as a set of scores for the major sections of the exam outline. Exam results are confidential and will be revealed only to you and the Board/Department. A passing grade of **70%** is required to qualify for a license as a Stationary Engineer.

Passing candidates will receive a notification from the Board within 7-10 business days.

If you do not pass, you may submit a new examination registration form to PSI with the appropriate fee and schedule a new appointment to retake the exam.

**NOTE:** Applicants who have failed the Stationary Engineer examination must wait for 30 days from their most recent exam before retaking the exam.

### **EXPERIMENTAL QUESTIONS**

In addition to the number of questions per examination, a small number of five to ten "experimental" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

### **DUPLICATE SCORE REPORTS**

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com).