

The City Of New York  
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
1 Centre Street, 14<sup>th</sup> Floor, New York, New York 10007

**GENERAL LICENSE EXAMINATION REGULATIONS**

**Regulation L.1 - General Provisions**

L.1.1 These regulations apply to the following licenses:

- Climber or Tower Crane Rigger
- High Pressure Boiler Operating Engineer
- Hoisting Machine Operator
- Hoisting Machine Operator (Endorsement)
- Master Electrician
- Master Fire Suppression Piping Contractor
- Master Plumber
- Master Rigger
- Master Sign Hanger
- Motion Picture Operator
- Oil Burning Equipment Installer, Class A and Class B
- Portable High Pressure Boiler Operating Engineer
- Site Safety Manager
- Special Electrician
- Special Rigger
- Special Sign Hanger
- Welder

These regulations shall be applicable also to examinations conducted by the N.Y.C. Department of Citywide Administrative Services for appointment by the Mayor as a City Surveyor.

These regulations shall not be applicable to examinations for licenses for Refrigeration Machine Operator (Unlimited Capacity) and To Install, Alter, Test and Repair Underground Storage Tanks, to Wit: Gasoline, Diesel Fuel Oil (Used for Operation of Motor Vehicles) and Other Volatile Inflammable Liquids. Such examinations shall be administered by the Fire Department in accordance with Section 9-01 of Title 3 of the Rules of the City of New York, and applicants who establish their qualifications for such licenses in accordance with the provisions of said section and New York City Administrative Code §§ 27-4002(8a) and 27-419(d), as applicable, shall be so certified by the Department of Citywide Administrative Services.

**Regulation L.2 -- Applications**

L.2.1 An examination schedule of written tests indicating the last day to file is posted in the Applications Center of the N.Y.C. Department of Citywide Administrative Services, Division of Citywide Personnel Services, 18 Washington Street, New York, New York 10004.

L.2.2 The Department of Citywide Administrative Services (DCAS) assumes no responsibility for applications where errors or mistakes are made therein by the applicant, or for applications not filed with the Department of Citywide Administrative Services, or for applications not received on a timely basis.

L.2.3 Applications submitted must include the correct filing fee. Payment may be made in person or by mail and must be with a money order made payable to D.C.A.S. (EXAMS). Applicants must write their Social Security Number and the Examination Number, for which the application is being submitted, on the front of the money order.

L.2.4 Except for the examinations for the license for Welder, Special Rigger, and Special Sign Hanger, a practical test shall be given only to those candidates who have filed applications at least 20 days (excluding Saturdays, Sundays and legal holidays) before the first test date.

**Regulation L.3 -- Filing Fees**

L.3.1 Except as provided in Regulation L.3.2, the filing fees shall be:

|  |       |
|--|-------|
| Climber or Tower Crane Rigger .....                    | \$275 |
| High Pressure Boiler Operating Engineer .....          | \$200 |
| Hoisting Machine Operator .....                        | \$200 |
| Hoisting Machine Operator (Endorsement) .....          | \$225 |
| Master Electrician .....                               | \$275 |
| Master Fire Suppression Piping Contractor .....        | \$250 |
| Master Plumber .....                                   | \$275 |
| Master Rigger .....                                    | \$275 |
| Master Sign Hanger .....                               | \$275 |
| Motion Picture Operator .....                          | \$200 |
| Oil Burning Equipment Installer,                       |       |
| Class A .....  | \$275 |
| Class B .....  | \$275 |
| Class A and Class B together .....                     | \$275 |
| Portable High Pressure Boiler Operating Engineer ..... | \$275 |
| Site Safety Manager .....                              | \$250 |
| Special Electrician .....                              | \$275 |
| Special Rigger .....                                   | \$210 |
| Special Sign Hanger .....                              | \$210 |
| Welder   |       |
| Class 1 .....  | \$375 |
| Class 1 Restricted .....                               | \$340 |
| Class 2 .....  | \$275 |
| Class 2 Restricted .....                               | \$200 |
| Class 3 .....  | \$330 |
| Class 3 Restricted .....                               | \$220 |
| Class 4 .....  | \$110 |

For additional practical tests in any license examination other than Special Rigger, Special Sign Hanger and Welder .....

For examination for appointment as City Surveyor.....

**L.3.2**

(a) Filing fees shall be waived for a New York City resident

receiving public assistance who submits a clear photocopy of a current Benefit identification card along with the application.

- (b) For the license examinations for Master Electrician, Master Plumber, Master Rigger, Special Electrician, and Special Rigger, filing fees shall be waived for employees of public agencies doing work solely for their agencies, where the license is required for work performed in such agencies, and where the agencies request such waiver.

**L.3.3** An applicant who is marked not qualified before the date of the first test or who has not passed the required English language test will be refunded, upon application therefor, all but \$40 of the filing fee.

#### **Regulation L.4 – Education, Training and Experience Requirements**

**L.4.1** An applicant must possess the minimum education, training and/or experience requirements at the time of filing of the application and must be able to read and write the English language.

A qualifying examination will be given to determine if the applicant is able to read and write the English language for those licenses issued by the Department of Buildings and where the examination given by the Department of Citywide Administrative Services for the license does not contain a written part. Applicants who do not pass this examination will not be permitted to take any other part of the license examination.

Admission to an examination does not imply that the applicant possesses the minimum qualifications required. The burden of proving that the applicant meets the required qualifications shall be upon the applicant.

**L.4.2** For licenses other than Master Plumber, Master Rigger and High Pressure Boiler Operating Engineer, the Administrative Code provides that time spent on active duty in the armed forces of the United States during time of war, including service with said armed forces in the Korean or Vietnam conflict, shall be credited as experience on a year-for-year basis provided that:

- (a) the applicant is at least 18 years of age, and that
- (b) the applicant has at least 1 year of required experience prior to entry into the armed forces, and that
- (c) such military duty interrupted the continuance of the experience, and
- (d) the applicant received an honorable discharge from the military service.

**L.4.3** For the license of High Pressure Boiler Operating Engineer, the Administrative Code provides that an applicant who has served on active duty in the armed forces of the United States during time of war including service with said armed forces in the Korean or Vietnam conflict, and has been honorably discharged shall be deemed to meet the experience requirements if during the 10 years immediately prior to filing the Application For License Examination, the applicant shall have had:

- (a) at least 5 years of required experience, or
- (b) at least 1 year of required experience prior to entry into military service and while in such service either served as or performed duties equivalent to those performed by a boilermaker, engineer, fireman, oiler, machinist or water tender to make a total of at least 5 years of required experience.

#### **Regulation L.5 – Examinations**

**L.5.1** For examinations for the licenses of Special Rigger, Special Sign Hanger, and Welder, the tests shall be scheduled as the receipt of applications warrants.

For license examinations other than Special Rigger, Special Sign Hanger, and Welder, the test dates are posted in the Applications Center.

**L.5.2** The official test date will be contained in the admission card sent to the applicant. For license examinations for which the test date has been previously posted in the Applications Center, applicants who filed timely applications and who do not receive an admission card within 7 days prior to the test date must appear prior to the test date at the Examining Service Section of the Department of Citywide Administrative Services, Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, New York, N.Y. during normal business hours to obtain an admission card to the examination.

**L.5.3** An applicant who was unable to take or complete an examination may apply to take or complete the examination or request a refund by submitting written request therefor to the Examining Service Section of the Department of Citywide Administrative Services within 60 days of the first test in the license examination at which the applicant was unable to appear with verification that such absence was due to:

- (a) compulsory attendance before a court or other body or official having the power to compel attendance; or
- (b) a manifest error or mistake for which the Department of Citywide Administrative Services is responsible; or
- (c) death of a spouse, domestic partner, mother, father, sister, brother, child or child of a domestic partner of

such candidate within one week before the test; For purposes of this subparagraph, a domestic partner shall mean a person who has registered a domestic partnership in accordance with applicable law with the City Clerk, or has registered such a partnership with the former City Department of Personnel pursuant to Executive Order 123 (dated August 7, 1989) during the the period of August 7, 1989 through January 7, 1993. (The records of partnerships registered at the Department of Personnel have been transferred to the City Clerk.) or

- (d) hospitalization or period of recuperation immediately following hospitalization; or
- (e) active military service with the armed forces of the United States.

**L.5.4** License examinations may consist of a written test, practical test, oral test or a combination of any such tests.

The questions and answers in all tests for licenses shall not be released or made public.

**L.5.5** On a license examination for which there is a numerical rating, a candidate must attain a rating of not less than 70 percent in the examination or in any test, subtest or part thereof.

**L.5.6** Where a license examination other than for Special Rigger, Special Sign Hanger, and Welder consists of both a written and a practical test, a candidate who has passed the written test but has been notified of failure to pass the practical test may request another practical test.

A total of not more than 3 practical tests shall be allowed a candidate in connection with the written test and a separate application must be made for each practical test requested.

Except as provided in Regulation L.5.3, applications for the second or third practical tests shall be filed in the Applications Section of the Department of Citywide Administrative Services, Division of Citywide Personnel Services not later than 2 years from the date of the written test and shall be accompanied by the required fee. Where a candidate has already taken and passed a written test, the candidate will not be permitted to take a second written test until the candidate has completed all the practical tests to which the candidate is entitled.

**L.5.7** For license examinations for Site Safety Manager, Special Rigger, Special Sign Hanger, and Welder, a candidate who fails any test or subtest in the examination shall be deemed to have failed the entire examination and no further test or subtest shall be either administered or rated, as the case may be.

However, for licenses for Welder Class 1 or Welder Class 1 Restricted or Welder Class 3, a candidate who fails only one part in the practical test shall be qualified for the license of Welder Class 2 or Welder Class 2 Restricted or Welder Class 3 Restricted, respectively.

#### **Regulation L.6 – Appeals**

**L.6.1** A candidate who has been notified of failure to pass the written or practical license examination may appeal such failure only if the candidate has failed by not more than 5 points. Such appeal must be in writing to the New York City Department of Citywide Administrative Services, 1 Centre Street, 14th Floor, New York, New York, 10007, ATTN: License Examinations, stating the title of the license examination, examination number, the application number, and the social security number, and be received not later than 30 days from the date of notification of failure to pass the license examination.

**L.6.2** A candidate who has failed the written test in a license examination by not more than 5 points may submit a written request to review the items scored as incorrect and the key answers thereto.

Such request with the result card shall be mailed to the New York City Department of Citywide Administrative Services, 1 Centre Street, 14<sup>th</sup> Floor, New York, New York 10007, ATTN: License Examinations, and it must be received no later than 15 days from the date of notification of failure to pass the test.

#### **Regulation L.7 – Impersonating and Cheating**

**L.7.1** A person who impersonates another or who allows himself or herself to be impersonated or who otherwise cheats in a license examination shall be disqualified from receiving a license issued by the City of New York or from holding any position with the City of New York.

**L.7.2** A person disqualified pursuant to Regulation L.7.1 may submit a written request to the Commissioner, DCAS for reconsideration of this action, setting forth reasons to substantiate the request.

#### **Regulations L.8 – Investigation**

**L.8.1** The Department of Citywide Administrative Services, Division of Citywide Personnel Services or the investigating agency, as the case may be, shall conduct an investigation of each candidate to determine the candidate's fitness and qualification for the license, and may refuse to certify a candidate who does not meet the requirements therefor.

**L.8.2** Successful candidates in the examination shall be

summoned for investigation by the appropriate investigating agency.

Candidates shall be disqualified for the license or certification of qualification if they do not appear for investigation within 4 months of the date for which originally summoned. Such candidates shall then be required to file for and pass a new license examination in order to obtain the license or certification of qualification.

**L.8.3** Investigation of candidates shall be conducted by the Department of Citywide Administrative Services except for those licenses where investigation shall be conducted by the agency responsible for the issuance of licenses as indicated below:

- (a) Department of Consumer Affairs  
Motion Picture Operator
- (b) Department of Buildings  
Master Electrician  
Special Electrician

The names of successful candidates in the license examinations listed above will be submitted to the appropriate agency by the Department of Citywide Administrative Services.

**L.8.4** The names of candidates who have been found qualified after investigation will be transmitted by the Department of Citywide Administrative Services to the agency responsible for the issuance of licenses as indicated below:

Department of Buildings  
Climber or Tower Crane Rigger  
High Pressure Boiler Operating Engineer  
Hoisting Machine Operator  
Master Fire Suppression Piping Contractor  
Master Plumber  
Master Rigger  
Master Sign Hanger\*  
Oil Burning Equipment Installer  
Portable High Pressure Boiler Operating Engineer  
Site Safety Manager  
Special Rigger  
Special Sign Hanger\*  
Welder

\* Applicants for license examination for Master Sign Hanger and Special Sign Hanger may in the discretion of the Commissioner of Buildings be qualified without taking a license examination but such applicants shall be required to qualify in the investigation.

## **Regulation L.9 -- Change of Address**

**L.9.1** A candidate in a license examination shall promptly notify the Department of Citywide Administrative Services in writing of any address change which occurs after filing the Application For License Examination.

A separate notification shall be submitted for each examination for which the person is a candidate. The notification shall include the candidate's name, complete new address, social security number, the title of the license examination, and the license examination number.

Failure to furnish such notification shall be at the sole risk of such person and may result in the loss of opportunity to compete in any tests or subtests of the license examination not already held.

**Department of Citywide Administrative Services**  
Martha K. Hirst, Commissioner

Revised 1/2002