



Enter date

Enter Applicant Name

Enter Address

Enter City State Zip

SUBJECT: National Board Examination Application and Fee

To whom it may concern:

The Department has received your request for an application to take National Board Examination.

Please complete and submit the enclosed application (SBD- 37) and include a proctoring fee in the amount of \$250.00, made *payable to Safety and Buildings Division*. Upon return of the completed application and fee, a confirmation letter with details for the next examination date will be provided.

The National Board examination(s) is normally scheduled four times a year, in March, June, September and December on the first Wednesday and subsequent Thursday of the months listed above. **NOTE:** Application and fee must be received 20 days prior to the respective examination date. Candidates may find further details in the documents "Rules for Commissioned Inspectors" NB-263, "Body of Knowledge for Examinations" NB-334 and "Information for Examination Candidates" NB-340 which are available on the National Board website @ <http://www.nationalboard.org/>. At the top of the home page, click on tab labeled "Commissioned Inspector" for exam info & documents listed above.

Thank you for your interest in the National Board Examination.

If questions arise, I can be reached at my Waukesha office at 262-548-8617.

Sincerely,

Michael J Verhagen  
Chief Boiler Inspector  
Commerce-Boiler Safety

Attach: National Board Examination Application Form, SBD-37