

## National Board of Boiler and Pressure Vessel Inspectors Application for Change of Employment

### **APPLICATION INSTRUCTIONS**

1. This application is a writable PDF. Please download the application document and save it on your computer. You can then open the application, type in your information, and print the application form. **(Any application filled in while viewing it online will not be saved.) All applications must be typed and may be emailed, faxed, or mailed to the National Board.**
2. The completion of this application requires the joint effort of the applicant and the applicant's employer. Fill out all pages of this application completely. Use additional pages, if necessary.
3. Please enter the applicant's name as it appears on the applicant's passport/government-issued ID/driver's license.
4. Be sure to include a unique and current email address for both the applicant and the applicant's employer. All National Board correspondence will be sent to the applicant's employer's email address, unless directed otherwise.
5. Be sure to keep a copy of the completed application that you submit to the National Board.
6. When you have completed your application, see checklist at the back of this packet to ensure you have included all the information and documents necessary.

### **LISTED BELOW ARE ABBREVIATIONS THAT MAY BE USED IN THIS APPLICATION:**

**ASME BPVC:** American Society of Mechanical Engineers, Boiler and Pressure Vessel Code

**ASNT:** American Society for Nondestructive Testing

**NBIC:** National Board Inspection Code

## National Board Application for Change of Employment

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This form is to be used by Inspectors who have changed employment and are seeking to transfer their commission(s) or endorsement(s) from a previous employer to a new employer. The commission(s), endorsement(s) and the commission card may be reissued provided the Inspector and the current employer complete this form and submit it to the National Board.

The date of this form must be no more than two (2) years from the date the Inspector held an active commission or endorsement with a previous employer.

The Inspector must complete a continuing education course for each commission and endorsement within twelve (12) months prior to the date of this application and provide verification of continuing education by completing the **Verification of Continuing Education** section of this form.

The Inspector must also return the commission card from the previous employer to the National Board.

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### GENERAL INFORMATION

APPLICANT NAME: \_\_\_\_\_  
(Prefix) (First) (Middle) (Last) (Suffix)

\_\_\_\_\_  
(Applicant Street Address)

\_\_\_\_\_  
(Applicant City) (Applicant State or Province) (Applicant Postal Code)

\_\_\_\_\_  
(Applicant Country) (Applicant Citizenship)

\_\_\_\_\_  
(Applicant Telephone) (Applicant Email) (Applicant Date of Birth) mm/dd/yr

\_\_\_\_\_  
(Initials) I understand that all information provided on this application is subject to verification by the National Board.

National Board Commission number: \_\_\_\_\_ Endorsements: \_\_\_\_\_  
(N,I,C,B,NS,NSI,NSCO,R)

Previously held commission(s) and/or endorsements not to be reinstated: \_\_\_\_\_

### EMPLOYMENT

NEW EMPLOYER: \_\_\_\_\_

\_\_\_\_\_  
(Employer Street Address)

\_\_\_\_\_  
(Employer City) (Employer State or Province) (Employer Postal Code)

\_\_\_\_\_  
(Employer Country) (Employer Contact Name)

\_\_\_\_\_  
(Employer Contact Telephone) (Employer Contact Email)

**VERIFICATION OF CONTINUING EDUCATION** (see notes below)

Description of Commission/ Endorsements	Continuing Education Course	Date Completed
<b>If you hold one of these commissions or endorsements...</b>	<b>The required continuing education course category is...</b>	<b>Date Completed</b>
Inservice Commission <b>IS</b> or <b>O</b> Endorsement	Inservice Inspection	
Authorized Inspector Commission ( <b>AI</b> ) or <b>B</b> Endorsement	Authorized Inspection: All ASME BPV Code Sections (Excluding Sections III and XI)	
<b>N</b> or <b>NS</b> Endorsement	Nuclear: ASME BPV Section III, Division 1	
<b>C</b> or <b>NSC</b> Endorsement	Nuclear Concrete: ASME BPV Section III, Division 2	
<b>I</b> or <b>NSI</b> Endorsement	Nuclear Inservice: ASME BPV Section XI	
<b>R</b> Endorsement	Repair Inspection	

**APPLICANT/EMPLOYER CERTIFICATION**

By the signature below, the applicant certifies that the information herein is correct and further agrees to abide by NB-263, RCI-1, Rules for Commissioned Inspectors and all other standards applicable to the National Board commission(s) and/or endorsements

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Month / Day / Year)

On behalf of the employer, I hereby certify and submit the applicant has met the requirements as stated herein, and is in our regular employ.

EMPLOYER REPRESENTATIVE AND TITLE (PLEASE PRINT): \_\_\_\_\_

\_\_\_\_\_  
(Employer Representative Signature)

\_\_\_\_\_  
(Month / Day / Year)

**CHECKLIST**

1. All pages of the application completed
2. All copies of continuing education documents attached, if required
3. Copy of completed application made for the applicant's records
4. Return of inactive commission card from previous employer to the National Board with this application

**SUBMIT APPLICATION TO:**

Email: [credentials@nationalboard.org](mailto:credentials@nationalboard.org)  
 Fax: 1.614.847.1828

Mail: The National Board of Boiler and Pressure Vessel Inspectors  
 Attention: Technical Department  
 1055 Crupper Avenue  
 Columbus, OH 43229-1183