



Minnesota Multi Housing Association 2010 Boiler Seminar and Exam Directions

2010 Seminar & Exam Dates	Original Applications & Affidavits must be received by MHA by*: <small>(Documents will not be accepted after the indicated deadline. NO EXCEPTIONS)</small>	Checklist to Send in*: <small>(All forms must be originals)</small>
January 14, 2010 February 18, 2010 March 25, 2010 April 22, 2010 May 13, 2010 September 16, 2010 October 26, 2010 November 18, 2010 December 16, 2010	December 14, 2009 January 22, 2010 February 26, 2010 March 26, 2010 April 16, 2010 August 20, 2010 September 24, 2010 October 22, 2010 November 19, 2010	Special License: <input type="checkbox"/> MHA 2010 Registration <input type="checkbox"/> MN Application for Boiler & Boat Master License Second License: <input type="checkbox"/> MHA 2010 Registration <input type="checkbox"/> MN Application for Boiler & Boat Master License <input type="checkbox"/> MN Boiler License Affidavit

Seminar and Exam Schedule Times:

8:30 a.m. Seminar at MHA
2:30 p.m. Exam at MHA

* Instructions for submitting registrations, applications and/or affidavits:

1. A registration form must be completed for each student along the necessary applications and/or affidavits and send back to MHA by the deadline listed above. The forms may be mailed to MHA. **Copies and/or faxes will not be accepted.** MHA will then provide you with a class confirmation once registered.
2. Those applying for a **Special License** must complete the *Application for Boiler and Boat Master License* form. The application **MUST** be mailed to MHA with a *2010 Boiler Registration* form by the deadline listed above. The Department of Labor & Industry will not accept FAXES OR PHOTOCOPIES of your forms.
3. Those applying for the **Second Class License** must complete an *Application for Boiler and Boat Master License* form and *Boiler Engineer License Affidavit* form. The Boiler Affidavit **MUST** be notarized and the **ORIGINAL** affidavit and application must be returned to MHA with a *2010 Boiler Registration* form by the deadline listed above. The Department of Labor & Industry will not accept FAXES OR PHOTOCOPIES of your forms.
4. Submit the registration fee, which **INCLUDES** the required State application (exam) fee, to MHA. Only MHA members can be billed. MHA will submit all required forms and fees to the Department of Labor & Industry.
5. If you are unable to get required forms to MHA and/or need to cancel your registration, it is your responsibility to contact MHA by the deadline listed above. If you do not meet the deadline, you will still be required to pay all fees.
6. The Department of Labor & Industry will mail directly to you a letter of acceptance/or denial for the application and/or affidavit you submitted. It will also state that your exam is at 2:30 p.m. at MHA. **REMEMBER** that you are to be at MHA by 8:30 a.m. for the seminar.

Important Information:

- If the student's application and/or affidavit are denied by the Department of Labor & Industry, they will send the student information about the reason(s) for denial and instruction on how to reapply.
- Make sure you fill out the forms correctly because the Department of Labor & Industry **WILL NOT REFUND MONEY FOR DENIED APPLICATIONS/AND OR AFFIDAVITS.** If your application/and or affidavit is denied, you should still attend the seminar; MHA will not refund or transfer registration fees because of denied paperwork.
- Because of the pre-approval and pre-payment application process of the Department of Labor & Industry, MHA will not be able to accommodate refunds or transfer registrations after the Application Deadline. If you are unable to attend the seminar and exam on the date you are registered for, you will be required to pay all fees again for a new seminar and exam date.
- Due to the application process requirements, registrations received after the deadline will not be accepted.

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