



# State of Maine

## MAINE FUEL BOARD

The information in this application packet is to assist you in completing your application. It is recommended that you review applicable laws and rules for further guidance.

### ***AFTER PASSING A MAINE FUEL BOARD EXAM***

### **LICENSE APPLICATION INSTRUCTIONS FOR:**

#### **Journeyman oil burner technician:**

1 & 2 oils up to 15 GPH

1 & 2 oils over 15 GPH

4, 5 & 6 oils only

solid fuel

**Do not return the informational pages with your application; they are for your information only.**

**Return the license application and documents listed on the checklist only.**

Department of Professional and Financial Regulation  
Office of Professional and Occupational Regulation  
(Mailing address) 35 State House Station, Augusta, ME 04333  
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345  
Office Direct Line (207) 624-8627  
TTY users call Maine relay 711

Web address: <https://www.maine.gov/pfr/professionallicensing/professions/maine-fuel-board>

Email: [fuel.board@maine.gov](mailto:fuel.board@maine.gov)

**Revised 02/2020**

## **GENERAL INSTRUCTIONS AND INFORMATION**

### **10 DAY NOTIFICATION REQUIREMENTS:**

Pursuant to 10 M.R.S §8003-G, any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to The Maine Fuel Board within 10 days.

### **IMPORTANT INFORMATION REGARDING LICENSE DELIVERY:**

***The Maine Fuel Board does not print licenses.*** Your license will be sent to you at the email address you provide to us on your application. The license will arrive from email sender address: noreply@maine.gov. The attachment with this email is your license where you may open it and print your license. If you do not locate your license in your inbox, please check your junk/spam folders for this email. Please either save our email address (noreply@maine.gov) in your contacts or as a safe sender to prevent your license from being directed to your junk/spam folders.

### **LICENSE RENEWAL INFORMATION:**

Approximately sixty (60) days prior to the expiration of your license a courtesy renewal reminder will be sent to you by email. It is important that you maintain a current email on file, or you risk not being able to receive the renewal reminder. You do not need to wait for a renewal reminder to renew your license. The online renewal opens sixty days prior to the license expiring and you may renew online. Failure to receive a courtesy renewal reminder notice does not impact your responsibility to renew your license in a timely manner.

### **MAINE FUEL BOARD LAWS AND RULES:**

The Maine Fuel Board cannot provide you with a hard copy of laws and rules. However, all applicable laws and rules are available online, and may be accessed via the websites listed below. You are responsible for knowing and complying with all board laws and rules throughout your licensure. Please note, all laws and rules may be subject to change without notice and it is strongly advised to periodically check for updates.

### **Maine Fuel Board Laws and Rules:**

<https://www.maine.gov/pfr/professionallicensing/professions/maine-fuel-board/home/laws-rules>

### **Title 5, Chapter 375: Maine Administrative Procedure Act:**

<https://legislature.maine.gov/legis/statutes/5/title5ch375sec0.html>

### **Title 10, Chapter 901: Department of Professional and Financial Regulation:**

<http://legislature.maine.gov/statutes/10/title10ch901sec0.html>

## **APPLICATION PROCESSING TIME:**

Your application has a greater chance of being processed expeditiously if it is complete and all supporting documents are included. To ensure that The Maine Fuel Board received your application please visit our website at <https://www.pfr.maine.gov/almsonline/almquery/welcome.aspx?board=4320>. After your application has been received your name will appear when you complete a “licensee search” on your name as you entered it on your application. The status will appear as “Pending.” This is not an actual license approval at this point; it is simply a verification that an application has been received and is in the queue for review. When a license is issued the status will change from pending to active.

**Please refrain from calling our office to “check” on your application as these calls only serve to slow our ability to review and process applications.**

## **LICENSE APPLICATION INSTRUCTIONS AND CHECKLIST**

**IMPORTANT NOTICE:** Incomplete applications will not be considered. Pursuant to Maine Fuel Board Rules Chapter 4 § 4.13.2 – Incomplete or Illegible Applications “Incomplete or illegible applications will be returned to the applicant together with any attachments.”

**AFTER PASSING A MAINE FUEL BOARD EXAM THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO THE MAINE FUEL BOARD FOR LICENSURE CONSIDERATION:**

- License application** - completed, signed and dated; and
  
- Application fee** - make checks payable to “Maine State Treasurer” or if you are paying by debit/credit card please complete the bottom “Payment Options” portion of the license application completely and legibly; and
  
- Certificate of Supervision completed** – the Certificate of Supervision portion of the application must be fully completed **by your supervising Master oil burner technician** with the Master’s name, license number, Master’s license authority, Master’s work mailing address, Master’s work contact number, and signed and dated by the supervising Master; and

**IF you qualified for exam via completion of a minimum 160-hour oil burner course:**

- Affidavit** – demonstrating six months of **licensed** practical experience as an oil burner technician. The affidavit(s) must be completed and signed by your supervising master oil burner technician.

STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION

**Mailing Address:** 35 State House Station, Augusta, Maine 04333 **Courier/Delivery address:** 76 Northern Avenue, Gardiner, Maine 04345  
Phone: (207) 624-8603 Email: [fuel.board@maine.gov](mailto:fuel.board@maine.gov) Maine Relay 711 (TTY) web: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

### Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be emailed to you.
- **How long does it take to process an application?** You can check our website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Your license will show up as PENDING at first; as soon as your status is ACTIVE you are authorized to practice.

### NOTICES

**BACKGROUND CHECK:** Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Professional & Occupational Regulation requires a criminal history records check as part of the application process for all applicants.

**PUBLIC RECORD:** This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

**SOCIAL SECURITY NUMBER:** The following statement is made pursuant to the Privacy Act of 1974 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36

#### Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the background disclosure question
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.



**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION  
INDIVIDUAL LICENSE APPLICATION**

<b>APPLICANT INFORMATION</b> (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	
PHONE # ( )	E-MAIL ( <i>all licenses are emailed</i> ):		
<b>BACKGROUND DISCLOSURE</b>			
<i>NOTE: Failure to disclose discipline may result in denial, fines, suspension and/or revocation of a license.</i>			
<b>Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one)</b>			
		<b>NO</b>	<b>YES</b>
If yes, enclose a detailed explanation and copies of all documents.			
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional & Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
<b>SIGNATURE</b>	<b>DATE</b>		

**MAINE FUEL BOARD  
JOURNEYMAN LICENSE APPLICATION (JY)**

**Required Fee: \$121.00**  
Includes criminal background check

- 1 & 2 Oils up to 15 GPH
- 1 & 2 Oils over 15 GPH
- 4, 5 & 6 Oils Only
- Solid Fuel

<b>Office Use Only:</b>
JY1421—\$100.00
2619—\$21.00

<i>Office Use Only:</i>
Check # _____
Amount: _____
Cash # _____
Lic. # _____

Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:

NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ADDRESS OF CARDHOLDER (please print)			
I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER the following amount: \$_____			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>

(check here)  **I understand that fees are non-refundable**

<b>SIGNATURE</b>	<b>DATE</b>
------------------	-------------

# AFFIDAVIT FOR JOURNEYMAN LICENSE

If you have successfully completed an accredited heating course consisting of 320 hours of study at one of the following schools, you do not need to complete the affidavit portion of the application. Please check appropriate box.

- Northern Maine Community College  
 Washington County Community College

- Southern Maine Community College

## AFFIDAVIT

### THIS SECTION TO BE COMPLETED BY THE SUPERVISING MASTER TO VERIFY APPRENTICE HOURS

<b>THE MASTER IS RESPONSIBLE FOR NOTIFYING THE MAINE FUEL BOARD WHEN THE APPRENTICE IS NO LONGER UNDER HIS SUPERVISION OR RESPONSIBILITY. FAILURE TO NOTIFY THE BOARD CONSTITUTES A VIOLATION OF BOARD RULE.</b>		
Name of Supervising Master:		License Number:
Company Mailing Address of Supervising Master:		
City:	State:	Zip Code:
Company Telephone Number:		Company Fax Number:
hereby certifies that _____ has been under my supervision as a (name of apprentice)		
Licensed apprentice technician from _____ to _____ Month Day Year Month Day Year		
Signature of Supervising Master:		Date:

### COMPLETE THIS SECTION JOURNEYMAN CERTIFICATE OF SUPERVISION TO BE COMPLETED BY SUPERVISING MASTER

<b>THE MASTER IS RESPONSIBLE FOR NOTIFYING THE MAINE FUEL BOARD WHEN THE JOURNEYMAN IS NO LONGER UNDER HIS SUPERVISION OR RESPONSIBILITY. FAILURE TO NOTIFY THE BOARD CONSTITUTES A VIOLATION OF BOARD RULE.</b>		
Name of Supervising Master:		License Number:
License Authority (i.e., 1 & 2 Oil up to 15 GPH):		
Company Mailing Address of Supervising Master:		
City:	State:	Zip Code:
Company Telephone Number:		Company Fax Number:
<b>THE MASTER, BY HIS SIGNATURE, AFFIRMS RESPONSIBILITY OF THE JOURNEYMAN'S WORK ETHICS AND WORKMANSHIP.</b>		
Signature of Supervising Master:		Date: