



# 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.

### EXAMINATION APPLICATION INSTRUCTIONS FOR:

#### **Master oil burner technician:**

1 & 2 oils up to 15 GPH  
1 & 2 oils over 15 GPH  
4, 5 & 6 oils only  
solid fuel

#### **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 examination 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/fuel/index.html>  
Email: [fuel.board@maine.gov](mailto:fuel.board@maine.gov)

**Revised 01/2020**

## EXAMINATION APPLICATION INSTRUCTIONS AND CHECKLIST

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

Complete and submit an Examination Application and supporting documents to the Maine Fuel Board. Be sure to complete all fields of the Examination Application.

### **THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO THE MAINE FUEL BOARD FOR EXAMINATION CONSIDERATION:**

#### **MASTER EXAMINATION:**

- Affidavits demonstrating **4 years** of **licensed** practical experience as an oil burner technician for at least **2 of the 4 years** was as a **licensed journeyman** oil burner technician. The affidavits must be completed and signed by your supervising master oil burner technician; and
- Examination application completed, signed and dated.

#### **MASTER EXAMINATION OUT-OF-STATE APPLICANTS:**

- Affidavits demonstrating a minimum of **4 years** of **licensed** practical experience as an oil burner technician for at least **2 of the 4 years** was as a **licensed journeyman** oil burner technician. The affidavits must be completed and signed by your supervising master oil burner technician; and
- Oil burner technician license copies; and
- Satisfactory evidence of experience in installing, cleaning, servicing, altering and repairing oil and solid fuel burning equipment (Employment Record); and
- Examination application completed, signed and dated.

#### **JOURNEYMAN EXAMINATION:**

- A.** If you have completed an oil burner technician course consisting of a minimum of 160 hours of study of which at least 75 hours are made up of lab work at a career

and technical education center, at a community college or at a comparable institute in Maine or another state:

- Transcript copy showing completion of the oil burner technician course (Nora Bronze is **NOT** recognized by the Maine Fuel Board and is **NOT** acceptable proof of completion of the requisite education; only a transcript copy is acceptable proof of completion); and
- Examination application completed, signed and dated.

**B.** If you have completed a minimum one-year accredited heating course at a Maine community college consisting, at minimum, of 320 hours of study of which at least 150 hours are made up of lab work:

- Transcript copy detailing your matriculation date from the Maine community college heating course with credit hours, including lab hours; and
- Examination application completed, signed and dated.

**C.** If you have one year of licensed practical experience as an apprentice oil burner technician:

- Affidavit(s) demonstrating one year of **licensed** practical experience as an oil burner technician. The affidavit(s) must be completed and signed by your supervising master oil burner technician; and
- Examination application completed, signed and dated.

**D.** If you are an out-of-state applicant with one year of licensed practical experience:

- Affidavit(s) demonstrating one year of **licensed** practical experience as an oil burner technician; and
- Oil burner technician license copy; and
- Satisfactory evidence of experience in installing, cleaning, servicing, altering and repairing oil and solid fuel burning equipment (Employment Record); and
- Examination application completed, signed and dated.

## GENERAL INSTRUCTIONS AND INFORMATION

### **EXAMINATION INFORMATION:**

The Maine Fuel Board has contracted with PROV, Inc. to provide its examinations for approved candidates. The Candidate Information Bulletin, <http://www.maine.gov/pfr/professionallicensing/professions/fuel/pdf/PROV%20Bulletin%202019.pdf> (available on the Maine Fuel Board's homepage, under the header "Information & Resources") helps explain the rules and processes candidates will need to undertake to complete the testing requirements for their professional licenses.

### **IMPORTANT INFORMATION REGARDING EXAMINATION APPROVALS:**

The Maine Fuel Board issues all examination approvals by email. Your examination approval will be sent to you at the email address you provide to us on your application. The attachment with the email is your examination approval notice and contains both your unique Candidate Approval ID and contact information for PROV to allow you to schedule your exam.

### **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. 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:

<http://www.maine.gov/pfr/professionallicensing/professions/fuel/pdf/Board%20Laws%20and%20Rules%202019.pdf>

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>

## **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.

## **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 Exam.” This is not an actual examination approval at this point; it is simply a verification that an application has been received and is in the queue for review.

**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.**

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.
- **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 application will show up as PENDING. As soon as your license is issued the status will show as ACTIVE.
- **I am currently licensed as a Master Oil Technician. Do I need to complete the entire application to apply for the Master Solid Fuel exam?** No. Just complete the first page of the application.

### NOTICES

**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 MRSA §191.

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

- Complete every item on the application (incomplete applications may be returned)
- Sign and date your application
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records



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

APPLICANT INFORMATION (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		
(your examination approval will be emailed to you)			
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  
EXAMINATION APPLICATION**

**TYPE OF EXAMINATION:**

**MASTER (MS)**

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

**JOURNEYMAN (JY)**

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

*Office Use Only:*

Lic. # \_\_\_\_\_

Do you or have you ever held any type of oil and/or solid fuel license in the State of Maine?  
Yes No If yes, what type of license: Master Journeyman Apprentice  
 Date Issued: \_\_\_\_\_ Date Expired: \_\_\_\_\_ Full License Number: \_\_\_\_\_

Do you or have you ever held any type of oil and/or solid fuel license in any other State?  
Yes No If yes, what type of license: \_\_\_\_\_ Full License Number: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Date Expired: \_\_\_\_\_  
**PROVIDE A COPY OF SUCH LICENSE.**  
 Date Issued: \_\_\_\_\_ Date Expired: \_\_\_\_\_

### TRAINING AND EDUCATION

Please complete this section by listing all heating related classes or courses you have completed, and **submit proof of completion** by transcript.

EDUCATION AND TRAINING	FROM MO. YR.	TO MO. YR.	HEATING COURSES COMPLETED
HIGH SCHOOL			
COLLEGE			
TRADE SCHOOL, TECHNICAL SCHOOL OR INSTITUTES			
OTHER			
ADDITIONAL COURSES			



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL & FINANCIAL  
REGULATION OFFICE OF PROFESSIONAL & OCCUPATIONAL  
REGULATION **MAINE FUEL BOARD**  
35 STATE HOUSE STATION  
AUGUSTA, ME 04333  
TEL: (207)624-8627 EMAIL: fuel.board@maine.gov  
Maine Relay 711 (TTY)

**AFFIDAVIT**

Section 1. **RESIDENT EXPERIENCE.** This section to be completed by the supervising master technician verifying licensed practical experience.

I, \_\_\_\_\_, License # \_\_\_\_\_  
(Name of Master Technician)

\_\_\_\_\_  
(Company Name, Address and Phone #)

do hereby certify that \_\_\_\_\_ has been  
(Name of applicant)

under my supervision as:

**PLEASE CHECK BOTH IF APPLICABLE.**

Dates time accumulated must be listed or affidavit will be returned.

**A licensed apprentice technician**

From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Day Year Month Day Year

And Has Accumulated \_\_\_\_\_ Hours of actual work performed on oil and solid fuel burning equipment.

**A licensed journeyman technician**

From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Day Year Month Day Year

And Has Accumulated \_\_\_\_\_ Hours of actual work performed on oil and solid fuel burning equipment.

\_\_\_\_\_  
Signature of Master Technician

\_\_\_\_\_  
Date

Section 2. **NON-RESIDENT EXPERIENCE.** This section to be completed by the current or former employer verifying practical experience.

I, \_\_\_\_\_,  
(Name of Employer)

\_\_\_\_\_  
(Company Name, Address and Phone #)

do hereby certify that \_\_\_\_\_ has been under my  
(Name of Applicant)

supervision as a(n) \_\_\_\_\_ and performing the  
(Title of Position)

following list of duties: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Day Year Month Day Year

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

Section 3. **NON-RESIDENT EXPERIENCE (SELF-EMPLOYED).** This section to be completed by a community leader who has knowledge of the applicant's existence in business. (three (3) separate community leaders needed)

I, \_\_\_\_\_  
(Community Leader)

\_\_\_\_\_, \_\_\_\_\_  
(Street/P.O. Box/City/State/Zip) (Phone Number)

do hereby acknowledge that \_\_\_\_\_ has been in the oil  
(Name of Applicant)

burning and solid fuel trade from: \_\_\_\_\_ To: \_\_\_\_\_  
Month Day Year Month Day Year

\_\_\_\_\_  
Signature of Community Leader Date

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***\* Applicants qualifying for exam with non-resident experience will need to complete and submit a Maine Fuel Board Employment Record Form with their exam application.***