



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:

PROPANE AND NATURAL GAS TECHNICIAN:

Delivery Technician Authority

Plant Operator Authority

Tank Setter and Outside Piping Authority

Appliance Connection and Service Authority

Large Equipment Connection and Service Authority

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

Revised 01/2020

REQUIRED CETP CERTIFICATIONS FOR EXAMINATION

Delivery Technician	Plant Operator	Tank Setter and Outside Piping	Appliance Connection and Service	Large Equipment Connection and Service
1.0 Basic Principles & Practices of Propane - Required for all authorities				
2.2/2.4	3.0	4.1	4.2	8.0
Operating a Bobtail or Cylinder Delivery Vehicle to Deliver Propane (Combined)	Basic Plant Operations	Design and Install Exterior Vapor Distribution Systems	Placing Vapor Distribution Systems and Appliances into Operation	Large Industrial/Commercial Gas-Fired Equipment Connection and Service
2.5	3.6	4.2	4.3	
Operating a Truck, Tank Trailer or Tractor/Trailer to Deliver Propane (Available from PGANE)	Performing Railcar Product Transfers	Placing Vapor Distribution Systems and Appliances into Operation	Installing Appliances and Interior Vapor Distribution Systems	
		5.1	4.4 - Basic Electricity for Propane Appliance Service 4.5 - Basic Propane Appliance Service and Troubleshooting 4.6 - Advanced Propane Appliance Service and Troubleshooting	
			FGT 1.1 Maine Natural Gas Supplement (available from PGANE)	

NOTES:

- All applications must be accompanied with appropriate certificates and a copy of your Onboard Learning Management System Transcript
- Applications for Appliance Connection and Service must be accompanied by transcript detailing a passing grade for FGT 1.1, Maine Natural Gas Supplement
- Prior to applying for Large Equipment examination an individual must have a license with the Appliance Connection and Service authority.
- Modules 2.5 and FGT 1.1 (Natural Gas Supplement) are only available from PGANE and only show on your Onboard Learning Management System Transcript

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:

DELIVERY TECHNICIAN AUTHORITY EXAMINATION:

- (1) Onboard Learning Management System National Propane Gas Association **Transcript** demonstrating completion of Module 2.5 - Operating a Truck, Tank Trailer or Tractor/Trailer to Deliver Propane AND issued **wall certificates** demonstrating completion of (2) Module 1.0 – Basic Principles and Practices of Propane; and (3) Module 2.2/2.4 Operating a Bobtail or Cylinder Delivery Vehicle to Deliver Propane
- Examination application completed, signed and dated.

PLANT OPERATOR AUTHORITY EXAMINATION:

- (1) Onboard Learning Management System National Propane Gas Association **Transcript** AND issued **wall certificates** demonstrating completion of (2) Module 1.0 – Basic Principles and Practices of Propane; and (3) Module 3.0 – Basic Plant Operations; and (4) Module 3.6 – Performing Railcar Product Transfers; and
- Examination application completed, signed and dated.

TANK SETTER AND OUTSIDE PIPING AUTHORITY EXAMINATION:

- (1) Onboard Learning Management System National Propane Gas Association **Transcript** AND issued **wall certificates** demonstrating completion of (2) Module 1.0 – Basic Principles and Practices of Propane; and (3) Module 4.1 – Design and Install Exterior Vapor Distribution Systems; and (4) Module 4.2 –

Placing Vapor Distribution Systems and Appliances into Operation; and (5) Module 5.1 – Designing and Installing Dispenser Transfer Systems; and

Examination application completed, signed and dated.

APPLIANCE CONNECTION AND SERVICE AUTHORITY EXAMINATION:

(1) Onboard Learning Management System National Propane Gas Association **Transcript** demonstrating completion of Module FGT 1.1 – Maine Natural Gas Supplement AND issued **wall certificates** demonstrating completion of (2) Module 1.0 – Basic Principles and Practices of Propane; and (3) Module 4.2 – Placing Vapor Distribution Systems and Appliances into Operation; and (4) Module 4.3 – Installing Appliances and Interior Vapor Distribution Systems; and (5) Module 4.4 – Basic Electricity for Propane Appliance Service; and (6) Module 4.5 – Basic Propane Appliance Service and Troubleshooting; and (7) Module 4.6 – Advanced Propane Appliance Service and Troubleshooting; and

Examination application completed, signed and dated.

LARGE EQUIPMENT CONNECTION AND SERVICE EXAMINATION:

(1) Onboard Learning Management System National Propane Gas Association **Transcript** AND issued **wall certificates** demonstrating completion of (2) Module 1.0 – Basic Principles and Practices of Propane; and (3) Module 8.0 – Large Industrial/Commercial Gas-Fired Equipment Connection and Service; and

Examination application completed, signed and dated.

OUT-OF-STATE APPLICANTS – ALL AUTHORITIES ALL EXAMINATIONS:

Affidavits demonstrating practical experience as a propane and natural gas technician in the authority sought. The affidavits must be completed and signed by your employer; and

Propane and natural gas technician license copies; and

Satisfactory evidence of experience in installing, cleaning, servicing, altering and repairing propane and natural gas burning equipment; 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.

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 Maine Relay 711 (TTY) web: 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.
- **How long does it take to process the application?** We will notify you when you can sit for the examination and provide step-by-step instructions on registering to take the examination.

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 required transcripts and CETP certificates
- Make a copy of your application to keep for your records



**STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND 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 and 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.			
SIGNATURE		DATE	

**MAINE FUEL BOARD
PROPANE AND NATURAL GAS TECHNICIAN (PNT)
EXAMINATION APPLICATION**

EXAMINATION AUTHORITY:

- Delivery Technician
- Plant Operator
- Tank Setter & Outside Piping
- Appliance Connection and Service
- Large Equipment Connection and Service

Office Use Only:

Lic. # _____

Do you or have you ever held any type of propane and natural gas technician's license in the State of Maine?

Yes No If yes, License Number: _____

Date Issued: _____ Date Expired: _____

Do you or have you ever held any type of propane and natural gas technician's license in any other State?

Yes No If yes, what type of license: _____ License Number: _____

Date Issued: _____ Date Expired: _____

PROVIDE A COPY OF SUCH LICENSE.

TRAINING AND EDUCATION

Pursuant to 32 M.R.S. § 18135(2) each applicant for a propane and natural gas technician license must qualify for examination by meeting one of the following:

A. Successful completion of the certified employee training program of a national propane gas association; or

B. Successful completion of a board- approved propane and natural gas course at a Maine community college, career and technical education center or career and technical education region or a comparable institution of this State or another state.

C. Out-of-state applicants must present satisfactory evidence to the board of experience in installing, cleaning, servicing, altering and repairing propane and natural gas burning equipment.

Complete this section by checking off the type of Board approved training program(s) you have completed, and submit proof of completion by submitting applicable certificates and transcripts that you have successfully completed the program or modules.

_____ I have completed a certified employee training program (CETP) of a national propane gas association. *(Please submit both your Onboard Learning Management System Transcript and CETP completion certificates for the authority. Please see the CETP Certification Requirements by Authority Spreadsheet)*

_____ I have completed a board-approved propane or natural gas course at a Maine community college, career and technical education center or career and technical education region or a comparable institution of this State or another state. *(Please submit your transcript, containing your graduation date and propane or natural gas courses completed)*

_____ I am an out-of-state applicant. *(Please submit your license copy, work experience affidavits and Employment Record Form detailing satisfactory evidence of experience in installing, cleaning, servicing, altering and repairing propane and natural gas burning equipment.)*