



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.

LICENSE APPLICATION INSTRUCTIONS FOR: PROPANE AND NATURAL GAS HELPER

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

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.”

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED TO THE MAINE FUEL BOARD FOR LICENSURE CONSIDERATION:

- License application (MUST BE AT LEAST 18 TO APPLY)** - 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 Propane and Natural Gas Technician** with the supervising technician’s name, license number, license authority, supervising technician’s work mailing address, supervising technician’s work contact number, and signed and dated by the supervising Technician.

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. 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. 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 MRSA §191.

Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the disclosure question
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- 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**

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 (licenses are emailed):		
DISCLOSURE			
<p>Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one) NO YES If yes, enclose a detailed explanation and copies of all documents.</p>			
<p>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.</p>			
SIGNATURE		DATE	

MAINE FUEL BOARD

PROPANE AND NATURAL GAS HELPER APPLICATION

Required Fee: \$41.00
(includes criminal records check fee)

LICENSE TYPE: Helper (HPR)

NOTE: If you are currently licensed as a propane and natural gas technician, you do not need a helper's license.

Office Use Only:

1421 - \$20.00
2619 - \$21.00

Office Use Only:

Check # _____
Amount: _____
Cash # _____
Lic. # _____

Make checks payable to "Maine State Treasurer" - If you wish to pay by credit card, 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 () VISA () MASTERCARD () DISCOVER () AMERICAN EXPRESS the following amount: \$ _____			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
(check here) <input type="checkbox"/> I understand that fees are non-refundable			
SIGNATURE		DATE	

CERTIFICATE OF SUPERVISION TO BE COMPLETED BY SUPERVISING PROPANE AND NATURAL GAS TECHNICIAN

NAME OF APPLICANT:

Name of Supervising Propane and Natural Gas Technician: :		License Number:
License Authority (i.e., Appliance Service & Connection):		
Mailing Address of Supervising Propane and Natural Gas Technician:		
City:	State:	Zip Code:
Telephone Number:	Fax Number:	
THE PROPANE AND NATURAL GAS TECHNICIAN, BY SIGNATURE, AFFIRMS RESPONSIBILITY OF THE APPLICANT'S WORK ETHICS AND WORKMANSHIP.		
Signature of Supervising Propane and Natural Gas Technician:		Date: