# **02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

**658 MAINE FUEL BOARD**

**Chapter 4 QUALIFICATIONS FOR EXAMINATION AND LICENSURE**

**Summary**: This Chapter sets forth qualifications for examination and licensure.

**4.1 Master Oil Burner and/or Solid Fuel Technician**

4.1.1 **Application for Licensure**

 To qualify for a master oil burner and/or solid fuel technician license, an individual must:

4.1.1.1 Apply for and receive written approval from the Board to sit for an examination;

4.1.1.2 Achieve a passing score of 70% on the examination;

4.1.1.3 Submit a completed application on a form provided by the Board;

4.1.1.4 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.1.2 **Application for Examination**

To qualify for the master oil burner and/or solid fuel technician examination, an applicant must:

4.1.2.1 Submit proof of the professional qualifications as set forth in 32 M.R.S. § 18132(2) and Section 4.1.3.1 , as applicable, on a form provided by the Board;

4.1.2.2 Submit a completed application on a form provided by the Board; and

4.1.2.3 Submit the application fee required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.1.3 **Proof of Professional Qualifications**

4.1.3.1 Pursuant to 32 M.R.S. § 18132(2)(A), a journeyman oil burner and/or solid fuel technician must provide to the Board documented proof of the required licensed practical experience. It is the responsibility of the licensee to obtain a signed Affidavit from all licensed master oil burner and/or solid fuel technicians who provided supervision as to the dates (day, month, year) of accumulated licensed practical experience to establish eligibility when applying for a master oil burner and/or solid fuel technician license.

If a licensee is unable to provide documented proof as required by this subsection, the Board may, in its sole discretion, permit alternative forms of documented proof. An example of an alternative form of documented proof is a sworn statement detailing licensed practical experience by persons knowledgeable about the duration and extent of the licensee’s licensed practical experience.

4.1.4 **Examination – Master Oil Burner Technician**

4.1.4.1 To be eligible for a 1 & 2 over 15 gph oils license, the applicant must pass the examinations for both the 1 & 2 oils up to 15 gph and the 1 & 2 oils over 15 gph.

4.1.4.2 To be eligible for a 1-6 oils license, the applicant must pass the examinations for both the 1 & 2 up to 15 gph oils and the 4, 5, & 6 oils.

4.1.5 **Pellet-Fired Central Heating Appliance Technician Authority**

To qualify for licensure as a master oil burner technician with pellet-fired central heating appliance authority, an applicant must hold a license as a master oil burner technician and:

4.1.5.1 Complete the Board-approved online training program, and

4.1.5.2 Submit evidence of completion of a Board-approved test with a passing grade of 70% or higher.

**4.2 Journeyman Oil Burner and/or Solid Fuel Technician**

4.2.1 **Application for Licensure**

To qualify for a journeyman oil burner and/or solid fuel technician license, an individual must:

4.2.1.1 Apply for and receive written approval from the Board to sit for an examination;

4.2.1.2 Achieve a passing score of 70% on the examination;

4.2.1.3 Submit a completed application on a form provided by the Board; and

4.2.1.4 Submit a Certificate of Supervision completed by a supervising master; and

4.2.1.5 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.2.2 **Professional Qualifications To be Completed Before Examination**

4.2.2.1 An applicant who applies for licensure pursuant to 32 M.R.S. §18133(2)(A) (one-year of licensed practical experience as an apprentice) must complete the apprenticeship before qualifying for examination.

4.2.2.2 An applicant who applies for licensure pursuant to 32 M.R.S. §18133(2)(B) (six-months of licensed practical experience as an apprentice and completion of a board-approved course) may qualify for examination upon successful completion of the requisite education, prior to completion of the apprenticeship.

4.2.2.3 An applicant who applies for licensure pursuant to 32 M.R.S. §18133(2)(C) (one-year course) must complete the requisite education before qualifying for examination.

 4.2.3 **Application for Examination**

 To qualify for the journeyman oil burner and/or solid fuel technician examination, an applicant must:

4.2.2.1 Submit proof of the professional qualifications as set forth in 32 M.R.S. § 18133(2) and Section 4.2.4.1 - 4.2.4.2, as applicable, on a form provided by the Board;

4.2.2.2 Submit a completed application on a form provided by the Board; and

4.2.2.3 Submit the application fee required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

 4.2.4 **Proof of Professional Qualifications**

4.2.4.1 Pursuant to 32 M.R.S. § 18133(2)(B)-(C), an applicant must submit school certificate(s) and/or transcript(s) to evidence completion of the requisite education.

4.2.4.2 Pursuant to 32 M.R.S. § 18133(2)(A)-(B), an apprentice oil burner and/or solid fuel technician must provide to the Board documented proof of the required licensed practical experience. It is the responsibility of the licensee to obtain a signed Affidavit from all licensed master oil burner and/or solid fuel technicians who provided supervision as to the dates (day, month, year) of accumulated licensed practical experience to establish eligibility when applying for a journeyman oil burner and/or solid fuel technician license.

4.2.5 **Examination – Journeyman Oil Burner Technician**

4.2.5.1 To be eligible for a 1 & 2 over 15 gph oils license, the applicant must pass the examination for both the 1 & 2 up to 15 gph oils and the 1 & 2 over 15 gph oils.

4.2.5.2 To be eligible for a 1-6 oils license, the applicant must pass the examination for both the 1 & 2 up to 15 gph oils and the 4, 5, & 6 oils.

4.2.6 **Journeyman with Pellet-Fired Central Heating Appliance Technician Authority**

To qualify for licensure as a journeyman oil burner technician with pellet-fired central heating appliance authority, an applicant must hold a license as a journeyman oil burner technician and:

* + - 1. Complete the Board-approved online training program, and

4.2.6.2 Submit evidence of completion of a Board-approved test with a passing grade of 70% or higher.

**4.3 Apprentice Oil Burner and/or Solid Fuel Technician**

4.3.1 **Application for Licensure**

To qualify for an apprentice oil burner and/or solid fuel technician license, an individual must:

4.3.1.1 Submit a completed application on a form provided by the Board;

4.3.1.2 Submit a Certificate of Supervision completed by a supervising master; and

4.3.1.3 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

**4.4 Oil Energy Auditor**

4.4.1 **Application for Licensure**

To qualify for an oil energy auditor license, an individual must:

4.4.1.1 Submit a completed application on a form provided by the Board;

4.4.1.2 Submit proof of the professional qualifications as set forth in 32 M.R.S. § 18138(2) and Section 4.4.2; and

4.4.1.3 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.4.2 **Proof of Professional** **Qualifications**

An applicant for the oil energy auditor license must provide evidence of satisfactory completion of: the Certified Building Analyst 1 certification test and field examination offered by the Building Performance Institute, the equivalent Maine residential energy auditor certification program, or an equivalent training program acceptable to the Board.

4.4.3 **Limitation on Use of Experience**

Experience gained as an oil energy auditor shall not be used to satisfy the licensed practical experience prerequisite for licensure as a master or journeyman oil burner and/or solid fuel technician.

**4.5 Tank Installer**

4.5.1 **Application for Licensure**

To qualify for a tank installer’s license, an individual must:

4.5.1.1 Submit a completed application on a form provided by the Board;

4.5.1.2 Submit proof of the professional qualifications as set forth in 32 M.R.S. § 18140(3) and Section 4.5.2; and

4.5.1.3 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.5.2 **Professional Qualifications**

An applicant for the oil energy auditor license must provide evidence of satisfactory completion of a training program that includes at least four (4) hours on installation of outside oil tanks, as approved by the Board.

4.5.3 **Training Program – One Year Limit**

If an applicant fails to apply for a license within one year from successful completion of a training program approved by the Board pursuant to 4.5.2 and 32 M.R.S. § 18140(3), the applicant must retake the training program.

4.5.4 **Limitation on Use of Experience**

Experience gained as a tank installer shall not be used to satisfy the licensed practical experience prerequisite for licensure as a master or journeyman oil burner technician license.

**4.6 Wood Pellet Technician**

4.6.1 **Application for Licensure**

To qualify for a wood pellet technician license, an individual must:

4.6.1.1 Submit a completed application on a form provided by the Board; and

4.6.1.2 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.6.2 **Limitation on Use of Experience**

Experience gained as a wood pellet technician may not be used to satisfy the licensed practical experience prerequisite for licensure as a master or journeyman oil burner and/or solid fuel technician’s license.

**4.7 Propane and Natural Gas Technician**

4.7.1 **Application for Licensure**

To qualify for a propane and natural gas technician license, an individual must:

4.7.1.1 Apply for and receive written approval from the Board to sit for an examination;

4.7.1.2 Achieve a passing score of 70% on the examination;

4.7.1.3 Submit a completed application on a form provided by the Board; and

4.7.1.4 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

 4.7.2 **Application for Examination**

 To qualify for the propane and natural gas technician examination, an applicant must:

4.7.2.1 Submit proof of the professional qualifications as set forth in 32 M.R.S. § 18135(2) and Section 4.7.3.1-4.7.3.2, as applicable;

4.7.2.2 Submit a completed application on a form provided by the Board; and

4.7.2.3 Submit the application fee required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

 4.7.3 **Proof of Professional Qualifications**

4.7.3.1 Pursuant to 32 M.R.S. § 18135(2)(A), an applicant must submit documentation issued by a CETP to the Board as proof of completion. The documentation submitted must be specific to the license authority requested.

4.7.3.2 Pursuant to 32 M.R.S. § 18135(2)(B), an applicant must submit wall certificate(s) and/or transcript(s) to evidence completion of the requisite education.

4.7.4 **Large Equipment Authority**

To qualify for licensure as a propane and natural gas technician with the large equipment connection and service technician authority, an applicant must hold a license as a propane and natural gas technician with the appliance connection and service technician authority and:

4.7.4.1 Pass the large equipment connection and service technician examination; and

4.7.4.2 Successfully complete the large equipment connection and service technician CETP certification or Board approved training with testing.

**4.8 Propane and Natural Gas Helper**

4.8.1 **Application for Licensure**

To qualify for a propane and natural gas helper license, an individual must:

4.8.1.1 Submit a completed application on a form provided by the Board;

4.8.1.2 Submit a Certificate of Supervision completed by a supervising propane and natural gas technician; and

4.8.1.3 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

**4.9 Temporary License; Plant Operator or Delivery Technician**

4.9.1 **Application for Licensure**

To qualify for a temporary license as a plant operator or delivery technician, an individual must:

4.9.1.1 Submit a completed application on a form provided by the Board;

4.9.1.2 Submit a completed Affidavit as set forth in Section 4.9.2; and

4.9.1.3 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.9.2 **Affidavit Required**

The temporary license application must include a completed Affidavit on a form provided by the Board and signed by a licensed propane and natural gas technician with the delivery authority for delivery technician or the plant operator authority for bulk plant operator. By signing the Affidavit, the licensed propane and natural gas technician verifies that the applicant has completed job function training specific to bulk plant operator and/or delivery technician.

**4.10 Propane and Natural Gas Energy Auditor**

4.10.1 **Application for Licensure**

To qualify for propane and natural gas energy auditor license, an individual must:

4.10.1.1 Submit a completed application on a form provided by the Board;

4.10.1.2 Submit proof of the professional qualifications as set forth in 32 M.R.S. § 18139(2) and Section 4.10.2; and

4.10.1.3 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.10.2 **Proof of Professional** **Qualifications**

An applicant for a propane and natural gas energy auditor license must provide evidence of one of the following: satisfactory completion of the Certified Building Analyst 1 certification test and field examination offered by the Building Performance Institute, the equivalent Maine residential energy auditor certification program, or an equivalent training program acceptable to the Board.

4.10.3 **Limitation on Use of Experience**

Experience gained as a propane and natural gas energy auditor shall not be used to satisfy the prerequisites for licensure as a propane and natural gas technician.

**4.11 Dispensing Station**

4.11.1 **Application for Licensure**

To qualify for a dispensing station license, the applicant must:

4.11.1.1 Submit a completed application on a form provided by the Board that is signed by the owner of the dispensing station equipment as set forth in 4.11.2.1;

4.11.1.2 Submit a completed Affidavit as set forth in Section 4.11.2; and

4.11.1.3 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.11.2 **Signature of Owner and Affidavit of Training Required**

4.11.2.1 The dispensing station license application must be signed by the owner of the dispensing station equipment.

4.11.2.2 The application must include a completed Affidavit on a form provided by the Board and signed by the gas supplier’s technician, verifying that the on-site limited operator of the dispensing station has been trained as required by 32 M.R.S. § 18142(2)(B) to be the limited operator of the facility.

4.11.2.3 The limited operator training must be conducted by and the Affidavit signed by a licensed propane and natural gas technician with delivery or plant operation authority.

4.11.3 **Minimum Age**

No person under the age of 18 years old shall operate a dispensing station.

4.11.4 **On-Site Limited Operator Required**

Each dispensing station must employ an on-site limited operator who is responsible for training on-site dispensing station operators. The training documentation required will include the Propane Gas Association of New England’s dispensing station operator’s manual and the National Propane Gas Association Video entitled “Dispensing Propane Safely” or equivalent materials approved by the Board. A record of this training for all operators must be maintained on-site at all times and be available for inspection.

The gas supplier must provide refresher training to the limited operator prior to each license renewal. The training must be documented and signed by the gas supplier indicating that the on-site operator of the dispensing station has been trained. A copy of the training record must be submitted at time of license renewal and a copy must remain on site with the dispensing station license.

4.11.5 **Change of Limited Operator**

When a change of limited operator occurs, a change of limited operator application must be submitted on a form provided by the Board and signed by the gas supplier’s technician (see 4.11.2.3) indicating that the on-site operator of the dispensing station has been trained as required by 32 M.R.S. § 18142(2)(B) to be the limited operator of the facility.

4.11.6 **Display of License Required**

An active dispensing station license must be conspicuously displayed at the dispenser with the name of the dispensing station, license number and expiration date visible at all times.

**4.12 Self-Service Dispensing Station**

4.12.1 **Application for Licensure**

To qualify for a self-service dispensing station license, the applicant must:

4.12.1.1 Submit a completed application on a form provided by the Board that is signed by the owner of the dispensing station equipment as set forth in 4.12.2.1;

4.12.1.2 Submit a completed Affidavit as set forth in Section 4.12.2; and

4.12.1.3 Submit any fees required by Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.12.2 **Signature of Owner and Affidavit of Training Required**

4.12.2.1 The self-service dispensing station license application must be signed by the owner of the dispensing station equipment.

4.12.2.2 The application must include a completed Affidavit on a form provided by the Board and signed by the gas supplier’s technician, indicating that the on-site limited operator of the self-service dispensing station has been trained as required by 32 M.R.S. § 18142(2)(B) to be the limited operator of the facility.

4.12.2.3 The limited operator training must be conducted by and the Affidavit signed by a licensed technician with the Delivery or Plant Operator authority.

4.12.3 **On-Site Limited Operator Required**

Each self-service dispensing station must employ an on-site limited operator who is responsible for training on-site self-service dispensing station operators. The training documentation required will include the Propane Gas Association of New England’s dispensing station operator’s manual and the National Propane Gas Association Video entitled “Dispensing Propane Safely” or equivalent materials approved by the Board. A record of this training for all operators must be maintained on-site at all times and be available for inspection.

The gas supplier must provide refresher training to the limited operator prior to each license renewal. The training must be documented and signed by the gas supplier indicating that the on-site operator of the self-service dispensing station has been trained. A copy of the training record must be submitted at time of license renewal and a copy must remain on site with the dispensing station license.

4.12.4 **Trained Operator on Duty Required –Self Service Dispensing Station**

A self-service dispensing station must have at least one trained operator on duty while the station is open for business. The operator’s primary functions shall be to supervise, observe, and control the dispensing of propane and natural gas while said products are actually being dispensed. The trained operator on duty shall not be under the age of 18 years old.

4.12.5 **Responsibilities of Operator on Duty- Self Service Dispensing Station**

It shall be the responsibility of the operator on duty to:

4.12.5.1 Prevent the dispensing of propane or natural gas into portable containers;

4.12.5.2 Prevent the use of hose nozzle valve latch-open devices that are not recommended by the valve manufacturer;

4.12.5.3 Control sources of ignition; and

4.12.5.4 Immediately activate emergency procedures pertaining to the site.

4.12.6 **Change of Operator**

When a change of operator occurs, a change of operator application must be submitted on a form provided by the Board and signed by the gas supplier indicating that the on-site operator of the self-service dispensing station has been trained as required by 32 M.R.S. § 18142(2)(B) to be the operator of the facility.

**4.13 Incomplete or Illegible Applications**

Incomplete or illegible applications will be returned to the applicant together with any attachments.

**4.14 Time Limits**

4.14.1 An applicant’s approval to take an examination will remain valid for a period of two (2) years from the date the Board sends approval to the applicant’s supplied email address. An applicant who fails to pass the examination within two (2) years of Board approval must reapply as a new applicant.

4.14.2 An applicant who fails to apply for a license within 2 years from the date of notice of a passing score on the examination must reapply as a new applicant and retake the examination.

**4.15 Renewal of License**

4.15.1 **Expiration**

All licenses expire two (2) years from the date of issuance.

4.15.2 **Eligibility for Renewal**

To renew a license, an applicant must comply with 32 M.R.S. § 18144. A license may be renewed up to 90 days after expiration upon payment of a late fee in addition to the renewal fee.

**4.16 Reinstatement of License**

4.16.1 **More than 90 Days but not more than 2 Years**

Licensees who fail to renew a license for more than 90 days but not more than two (2) years from the date of expiration may reinstate as follows:

4.16.1.1 Master oil burner and/or solid fuel technicians, journeyman oil burner and/or solid fuel technicians and propane and natural gas technicians who qualified for licensure by examination may reinstate the license without taking the examination by filing an application for renewal and by filing and paying the license fee and late fees as set forth in Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.16.1.2 Oil energy auditors, propane and natural gas energy auditors, tank installers, and wood pellet technicians may reinstate the license by filing an application for renewal and by filing and paying the license fee and penalty as set forth in Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.16.1.3 Dispensing stations may reinstate the license by filing an application for renewal and by filing and paying the license fee and penalty as set forth in Chapter 10 of the rules of the Office of Professional and Occupational Regulation.

4.16.1.4 Apprentice oil burner and/or solid fuel technicians and propane and natural gas helpers must reapply as a new applicant.

4.16.2 **More than 2 Years**

4.16.2.1 An individual who fails to renew a license for more than 2 years from the date of expiration may obtain a new license by satisfying all of the requirements of Title 32 of the Maine Revised Statutes, Chapter 139, and the Board’s rules.

4.16.2.2 A dispensing station that fails to renew a license for more than 2 years from the date of expiration may obtain a new license by satisfying all of the requirements of Title 32 of the Maine Revised Statutes, Chapter 139, the Board’s rules and the NFPA 58 or NFPA 52.

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