



Candidate Information Bulletin State of Maine Oil and Solid Fuel Examinations

The Oil and Solid Fuel Board (the Board) of the State of Maine and the Department of Professional and Financial Regulation (the Department) determine eligibility to take license qualification exams.

The Department has contracted with Prometric Inc. (Prometric) to proctor its examination program. Prometric provides computerized examinations through its multistate network of testing centers.

At a glance

This bulletin is your guide to the process of obtaining a license to work in the oil burning or solid fuel burning business in the State of Maine. The steps below summarize the process.



To obtain your license

- 1 Submit an Examination Application form and \$25 application fee to the Board. Exam Applications are available online at www.maine.gov/pfr/professionallicensing.
- 2 Once you receive approval from the Board to take your exam, you must then schedule an appointment to take an exam—Page 2.
- 3 Prepare for your exam. Be sure to review the exam content outlines—Page 6.
- 4 Present the required identification and take the exam—Page 4.
- 5 If you pass your exam, the Board will mail you a licensing application form.



To get answers not provided in this bulletin

For questions about applications and licensing:



Oil and Solid Fuel Board
Office of Licensing and Registration
35 State House Station
Augusta, Maine 04333
Phone: 207.624.8672
www.maine.gov/pfr/professionallicensing

For questions about exams:

Prometric
1260 Energy Lane
St. Paul, MN 55108
Phone: 800.343.6001
TDD User: 800.790.3926
www.prometric.com/maine

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Key

-  Overview information
-  Important note

Pre-exam requirements

To be eligible to take an exam, you must meet the following requirements:

Master Oil Burner and/or Solid Fuel Technician

- Complete at least four years of licensed experience. At least two of the four years of licensed experience must be as a licensed Journeyman.
- Submit an affidavit signed by licensed master Oil and Solid Fuel Technician verifying required license hours.

Journeyman Oil Burner Technician

- Complete at least one year experience as a licensed apprentice;
- Successfully complete a Board-approved course consisting, at a minimum, of 160 hours of study, of which at least 75 hours are made up of laboratory work on oil burning equipment and related systems and six-months experience as a licensed apprentice; or
- Successfully complete a minimum one-year accredited heating course at a Maine community college consisting, at a minimum, of 320 hours of study, of which at least 150 hours are made up of laboratory work on oil burning equipment and related systems.
- Submit an affidavit signed by licensed master Oil and Solid Fuel Technician verifying required license hours; or
- Submit a Student Certificate, Diploma or Transcript if completing the 160 or 320 hours of study.

Submitting your exam application

Before you can schedule an exam, you must complete an Examination Application and submit it, along with the application fee to the Board. Application forms are available online at www.maine.gov/pfr/professionallicensing. If the Board approves your application, you will be sent written notification on the procedures to schedule your exam appointment.

Scheduling an exam

After you receive notification from the Board that you have been approved to sit for an exam, you must contact Prometric to:

- 1 Schedule an exam appointment.
- 2 Pay the (\$60) exam fee.

You may schedule an exam at any Prometric testing center across the United States. A complete list of testing centers is available at www.prometric.com.

Accommodations. If you require ADA accommodation, see "Special consideration" on Page 3 before registering.

Holidays. Testing generally does not occur on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional state holidays may be observed in the state where you schedule your exam appointment.



To schedule an exam online

- 1 Access www.prometric.com/maine.
- 2 Under Construction, click **State construction license exams**.
- 3 Click on **Register for an exam** and follow the prompts.
- 4 **Schedule** your exam appointment.



To schedule an exam by phone

You may schedule your exam by calling 800.343.6001 between 8 a.m. and 9 p.m. (Eastern time), Monday through Friday. Please have your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.



Important You have two years from the exam approval date to sit for the exam. After two years, you will need to reapply as a new candidate with the Board and pay all applicable fees.

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Rescheduling an exam appointment

To avoid a rescheduling fee, you must contact Prometric at least **three full business days** before the day of your scheduled appointment. **Before you reschedule your exam**, refer to the following table to determine the **last day** you may reschedule without paying a \$40 rescheduling fee.

Last day to reschedule with no fee

If your exam is on:	Call by 9 p.m. (Eastern time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

If you do not allow at least three full business days to reschedule your appointment, you must pay a \$40 rescheduling fee before choosing another

appointment. To pay this fee by Visa or MasterCard and reschedule your appointment, call Prometric at 800.343.6001. You may also pay the rescheduling fee by mailing a cashier's check, company check, money order or Visa or MasterCard information to Prometric.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you must pay a \$40 rescheduling fee before choosing another appointment. This fee will allow you to use your original exam registration.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, you must pay a \$40 rescheduling fee before choosing another appointment.

Taking your exam

Your exam will be given by computer at a Prometric testing center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

Arrival. You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification.

Identification required. You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, military identification card or passport).
- Contain **both** a current photo (or a physical description) and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

- References**
- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

- Calculators**
- Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be available at the testing center.

Personal items We recommend that you avoid bringing personal items to the testing center. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing area.
- Pocket items—keys, wallet, etc.—must remain in your pocket during testing.
- Other personal items—briefcases, backpacks, etc.—are not permitted in the testing area. **Note:** It is recommended that purses not be brought to the testing center as access to purses will not be allowed during testing.

- Breaks**
- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
 - You are not allowed to use any electronic devices or phones during breaks.

- Visitors**
- No guests, visitors or family members are allowed in the testing area.

- Misconduct or disruptive behavior**
- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

- Weapons**
- Weapons are not allowed at the testing center.



Important Before an exam begins, the test center administrator will inspect all briefcases, purses, and so on to ensure that candidates are not in violation of any of these rules. The administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Your exam results

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report indicates your overall score and grade, including the numerical percentage of questions answered correctly and whether you passed or failed.

Passing score. A score of 70 percent or above is required to pass each exam. Scores are based on the number of questions answered correctly. You will not be given credit for any question answered incorrectly, marked with more than one answer or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

Once the exam scores have been released to the Board, the Board will mail a licensing application to candidates who pass the exam.

Release of score information. Exam scores are released only with the candidate's written consent. The exam registration form constitutes written authorization for Prometric to release exam scores to the Board.

Retake information. Candidates who do not pass the exam will receive a score report with the word **"fail"** printed on it. Candidates must wait 14 days before retaking a failed exam. If a candidate fails to obtain a passing score during the 24 months after approval, the candidate must reapply through the state.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Exam content outlines

Following are the content outlines for the exams. These outlines are the basis of the exams and list all subjects covered by each exam.

Each outline indicates the total questions on the exam and the maximum time allowed. It also lists all topics covered in the exam and the percentage of questions asked about each topic.

All exams are closed-book. They consist of multiple-choice questions, with all questions weighted equally. Some questions may refer to a figure, drawing, table or chart in the exam booklet.

Exam reference. Each outline lists references that were used to develop the exams. Some of the exam questions will be based on field experience and knowledge of the basic trade practices. Therefore, this reference material may **not** contain all the information needed to be competent in the trade or to pass the examinations.

Master Solid Fuel Technician

Closed Book, 50 questions, 2 hours

Scope – A Master Solid Fuel Technician means a person who is licensed to engage in the business of installing and servicing solid fuel burning equipment as defined by the State of Maine Oil and Solid Fuel Board.

Exam Topic	Percentage
General Knowledge	20
Equipment	22
Design	23
Installation	10
Materials	2
Maintenance and Repair	9
Solid Fuels	14

References used to create the exam but not allowed at the test center

- 1 *NFPA 90B – Installation of Warm Air Heating and Air-Conditioning Systems*, 2006 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- 2 *NFPA 211 – Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances*, 2006 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- 3 *Maine Oil and Solid Fuel Board Laws and Rules*, 2006, Maine Office of Licensing and Registration, Maine Oil and Solid Fuel Board, 35 State House Station, Augusta, ME 04333-0035, www.maine.gov/pfr/professionallicensing.

**Master Oil Burner Technician
1 and 2 Oils (Up To 15 gph)**

Closed Book, 100 questions, 3 hours

Scope – A master oil burner technician means a person who is licensed to engage in the business of installing or servicing oil burning equipment as defined by the State of Maine Oil and Solid Fuel Board.

Exam Topic	Percentage
Combustion Air and Chimneys	10
Burners	10
Piping Valves and Storage	15
Appliances	8
Electrical and Motors	10
Ducts	3
Fuel Oil	6
Backflow Prevention	3
Tools and Equipment	10
Maine Laws and Rules	15
Safety	10

References used to create the exam but not allowed at the test center

- 1 *Maine State Internal Plumbing Code*, 2005, International Association of Plumbing and Mechanical Officials (IAPMO), 5001 East Philadelphia Street, Ontario, CA 91761-2816, www.iapmo.org.
- 2 *Maine Oil and Solid Fuel Board Laws and Rules*, 2006, Maine Office of Licensing and Registration, Maine Oil and Solid Fuel Board, 35 State House Station, Augusta, ME 04333-0035, www.maine.gov/pfr/professionallicensing.
- 3 *NFPA 31 – Standard for the Installation of Oil Burning Equipment*, 2006 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- 4 *NFPA 70 – National Electrical Code*, 2005 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- 5 *NFPA 90A – Installation of Air Conditioning and Ventilating Systems*, 2002 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- 6 *NFPA 90B – Installation of Warm Air Heating and Air-Conditioning Systems*, 2006 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- 7 *NFPA 211 – Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances*, 2006 Edition, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101, www.nfpa.org.
- 8 *Oil Heat Technician's Manual*, 2002, National Oilheat Research Alliance (NORA), P.O. Box 314, Watertown, MA 02471, www.norastore.org.

**Master Oil Burner Technician
1 and 2 Oils (Over 15 gph)**

Closed Book, 100 questions, 3 hours

Scope – A master oil burner technician means a person who is licensed to engage in the business of installing or servicing oil burning equipment as defined by the State of Maine Oil and Solid Fuel Board.

Exam Topic	Percentage
Combustion Air and Chimneys	10
Burners	10
Piping Valves and Storage	15
Appliances	8
Electrical and Motors	10
Ducts	3
Fuel Oil	6
Backflow Prevention	3
Tools and Equipment	10
Maine Laws and Rules	15
Safety	10

References used to create the exam but not allowed at the test center

- 1 *Maine State Internal Plumbing Code*, 2005, International Association of Plumbing and Mechanical Officials (IAPMO), 5001 East Philadelphia Street, Ontario, CA 91761-2816, www.iapmo.org.
- 2 *Maine Oil and Solid Fuel Board Laws and Rules*, 2006, Maine Office of Licensing and Registration, Oil and Solid Fuel Board, 35 State House Station, Augusta, ME 04333-0035, www.maine.gov/pfr/professionallicensing.
- 3 *High Pressure Boilers*, Third Edition, 2003, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.
- 4 *Low Pressure Boilers*, Second Edition, 2005, American Technical Publishers (ATP), 1155 West 175th Street, Homewood, IL 60430-4600, www.go2atp.com.
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- 10 *Oil Heat Technician's Manual*, 2002, National Oilheat Research Alliance (NORA), P.O. Box 314, Watertown, MA 02471, www.norastore.org.

**Master Oil Burner Technician
4, 5 and 6 Oils
Closed Book, 150 questions, 3 hours**

Scope – A master oil burner technician means a person who is licensed to engage in the business of installing or servicing oil burning equipment as defined by the State of Maine Oil and Solid Fuel Board.

Exam Topic	Percentage
Combustion Air/Chimney, Flue, and Vent	17
Burners	17
Piping Valves and Storage	19
Appliances	8

Exam Topic	Percentage
Electrical and Motors	15
Ducts	5
General Knowledge	7
Tools and Equipment	3
Maine Laws and Rules	5
Safety	4

References used to create the exam but not allowed at the test center

- 1 *Maine State Internal Plumbing Code*, 2005, International Association of Plumbing and Mechanical Officials (IAPMO), 5001 East Philadelphia Street, Ontario, CA 91761-2816, www.iapmo.org.
- 2 *Maine Oil and Solid Fuel Board Laws and Rules*, 2006, Maine Office of Licensing and Registration, Oil and Solid Fuel Board, 35 State House Station, Augusta, ME 04333-0035, www.maine.gov/pfr/professionallicensing.
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- 10 *Oil Heat Technician's Manual*, 2002, National Oilheat Research Alliance (NORA), P.O. Box 314, Watertown, MA 02471, www.norastore.org.

**Journeyman Oil Burner Technician
1 and 2 Oils (Up To 15 gph)**

Closed Book, 100 questions, 3 hours

Scope – A journeyman oil burner technician means any person licensed to install, clean, service, alter, or repair oil burning equipment as defined by the State of Maine Oil and Solid Fuel Board. A journeyman oil burner technician may install oil burning equipment only under the supervision of a licensed master oil burner technician and must at all times be under the supervision of, or in the employ of, a licensed master oil burner technician.

Exam Topic	Percentage
Combustion Air/Chimney, Flue and Vents	3
Burners	5
Piping Valves and Storage	15
Appliances	8
Electrical and Motors	20
Ducts	8
Fuel Oil	6
Backflow Prevention	5
Tools and Equipment	15
Maine Laws and Rules	10
Safety	5

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- 1 *Maine State Internal Plumbing Code*, 2005, International Association of Plumbing and Mechanical Officials (IAPMO), 5001 East Philadelphia Street, Ontario, CA 91761-2816, www.iapmo.org.
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**Journeyman Oil Burner Technician
1 and 2 Oils (Over 15 gph)**

Closed Book, 100 questions, 3 hours

Scope – A journeyman oil burner technician means any person licensed to install, clean, service, alter, or repair oil burning equipment as defined by the State of Maine Oil and Solid Fuel Board.

Exam Topic	Percentage
Combustion Air, Chimney and Vents	8
Burners	5
Piping Valves and Storage	15
Appliances	8
Electrical and Motors	20
Ducts	8
Fuel Oil	6
Backflow Prevention	5
Tools and Equipment	10
Maine Laws and Rules	10
Safety	5

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**Journeyman Oil Burner Technician
4, 5 and 6 Oils**

Closed Book, 100 questions, 3 hours

Scope – A journeyman oil burner technician means any person licensed to install, clean, service, alter, or repair oil burning equipment as defined by the State of Maine Oil and Solid Fuel Board.

Exam Topic	Percentage
Combustion Air/Chimney, Flue, and Vents	19
Burners	17
Piping Valves and Storage	15
Appliances	8
Electrical and Motors	10
Ducts	5
General Knowledge	6
Tools and Equipment	5
Maine Laws and Rules	10
Safety	5