

APPLICATION FOR EXAMINATION AND LICENSE

PROPANE AND NATURAL GAS TECHNICIAN



Department of Professional and Financial Regulation
Office of Licensing and Registration

PROPANE AND NATURAL GAS BOARD

35 State House Station
Augusta, ME 04333-0035

Office Telephone: (207)624-8610
Hearing Impaired: (207) 624-8563
e-mail: nanette.s.wescott@state.me.us

Office located at: 122 Northern Avenue, Gardiner, Maine

APPLICATION INSTRUCTIONS

Examination and License – Propane and Natural Gas Technician

COMPLETING THE APPLICATION FORM – Answer all questions and return the following to this office:

- License application and examination registration application with two checks. The first check for \$20.00 (application fee) made payable to Treasurer State of Maine and the second bank check or money order for \$50.00 (examination fee) made payable to Experior

Incomplete applications will be returned.

QUALIFICATIONS – The Propane and Natural Gas Board issues one Propane and Natural Gas Technician license with endorsements as follows:

- **Delivery Technician** – This endorsement is required for persons who deliver propane at a customer's location. This endorsement is not required for a delivery technician to operate a motor vehicle.
- **Plant Operator** – This endorsement is required for persons who work at a bulk plant and handle propane and propane equipment.
- **Tank Setter and Outside Piping Technician** – This endorsement is required for persons who set and maintain propane tanks and outside piping.
- **Appliance Connection and Service Technician** – This endorsement is required for persons who install and service propane and natural gas appliances and indoor piping up to 500,000 BTUs per appliance.
- **Large Equipment Connection and Service Technician** – This endorsement is required for persons who install and service propane and natural gas appliances and indoor piping over 500,000 BTUs per appliance.

Any person working as a technician in the propane or the natural gas industry before January 1, 1996 is deemed qualified to sit for the examination.

Persons entering the propane and natural gas industry after January 1, 1996 must complete a Board approved training program to be deemed qualified to sit for a license examination; however, a license will not be issued until the applicant has completed Skills as evidenced by the Skills affidavit. Applicants must notify the Board of completion of Skills within one (1) year from date of examination or the examination will be null and void.

In order to become licensed with the Large Equipment Connection and Service Technician endorsement, an applicant must either:

- Hold a license as a technician with the Appliance Connection and Service Technician endorsement and pass the Large Equipment Connection and Service Technician examination; or
- Present proof to the Board of passage of the Basics and Appliance Connection and Service Technician examination and pass the Large Equipment Connection and Service Technician examination.

EXAMINATION WAIVER – Any person who has successfully completed and passed the National Propane Gas Association’s Certified Employee Training Program (CETP) shall not be required to sit for the examination.

Candidate Information Bulletin



MAINE

PROPANE AND NATURAL GAS

Eligibility and Examination Registration

Eligibility to take a license qualification examination is determined by the Propane and Natural Gas Board of the State of Maine and the Department of Professional and Financial Regulation. For Applications and detailed information about eligibility requirements, contact:

Propane and Natural Gas Board
Office of Licensing and Registration
35 State House Station
Augusta, Maine 04333
Phone: 207.624.8610

For questions concerning examination registration or examination scheduling contact:

Experior
2 Mount Royal Avenue, Suite 250
Marlborough, Massachusetts 01752
Phone: 508.624.0826

Application and Fees

Send the following three items to the Propane and Natural Gas Board at the Augusta address:

1. Your application for licensure and exam registration form;
2. \$20.00 application fee, in the form of a cashier's check, a personal check, or a money order, made payable to the **Treasurer of the State of Maine**; and
3. \$50.00 examination fee, in the form of a cashier's check or money order made payable to **Experior. No personal checks accepted.**

The Examination Process

1. Complete your application and submit it with your examination registration form with the appropriate fees to the Propane and Natural Gas Board.
2. The Board will forward all approved candidate examination applications to Experior for examination scheduling.
3. Experior will process all candidate examination application forms and mail each candidate an examination admission letter approximately two

weeks before the examination is administered. This letter will explain the date, time, site, and what to bring to the examination.

4. Experior administers this examination and notifies each candidate of his/her score. **No scores are given over the telephone.**

Your score is confidential and will **NOT** be released to anyone other than you and the Board. Your score will be mailed to you **approximately 15 working days after your examination.**

5. Each passing candidate will receive detailed information regarding what documents and fees must be submitted to the Board to receive licensure.
6. A candidate who does NOT pass will be notified of procedures for retesting.

Notify both Experior and the Propane and Natural Gas Board of any change of address.

Candidates with Special Needs

If a physical handicap or other special need prevents you from taking the examination under normal conditions, you may request a special arrangement form. Submit medical documentation of your handicap to Experior along with your registration form and fee.

Examination Dates, Deadlines and Locations

Deadline Dates	Examination Dates
November 12, 1999	January 8, 2000
January 14, 2000	March 11, 2000
March 10, 2000	May 13, 2000
May 12, 2000	July 8, 2000
July 14, 2000	September 9, 2000
September 5, 2000	November 11, 2000

The examination will be administered in the general area of Augusta and Presque Isle.

Admission to the Examination

Experior will send an admission letter to each approved candidate who has paid the correct examination fee before the deadline. The admission letter will show the name of the examination registered for and the specific date, time, and location of the examination. The admission letter will be mailed approximately two weeks before the examination.

Only pre-registered candidates are admitted to the examination. No walk-in applicants are admitted.

A candidate who does NOT appear for the scheduled examination will **forfeit** the examination fee. A candidate who arrives after the examination supervisor has started the instructions **may not be admitted**.

If you lose your admission letter, or have not received an admission letter two days before the examination date, **contact Experior immediately at 508.624.0826**.

What to Bring to the Examination

You must bring your admission letter and official photo identification (such as a driver's license or passport). You will **not** be admitted to the examination without an official photo identification.

The only materials allowed during the propane and natural gas licensing examinations are:

1. *NFPA 54 and NFPA 58*, National Fire Protection Association. **(No loose or attached (taped, stapled, etc.) notes are allowed in your Code book);**
2. Two sharpened #2 pencils with erasers to mark your answer sheet, and
3. A silent, battery-operated, nonprinting, nonprogrammable, calculator.

Score Information

Your score is based on the number of questions you answer correctly. You will NOT be given credit for any question that has been answered incorrectly, left blank or has more than one answer marked. Be sure to mark an answer for each question. There is no penalty for guessing.

Your score will be mailed to you 15 working days after your test date. All scores are mailed simultaneously. **To ensure confidentiality, test scores are NOT, under any circumstances, given over the telephone.**

If you pass your examination, you will be sent information regarding the next step in the licensure process. If you do NOT pass your examination, you will be sent an examination retake form with your score letter. Complete and return the retake form and examination fee to Experior. If you have scheduled to take an examination and you do not attend the examination, you will be sent information on rescheduling your examination.

The minimum score required to pass each examination is:

Basic	70%
Delivery Technician	70%
Plant Operator	70%
Appliance Connection and Service Technician	70%
Tank Setter and Outside Piping Technician	70%
Large Equipment Connection and Service Technician	70%

Examination Review

If you did not pass an examination you will be given the opportunity to review your examination. The review will allow you to see the examination questions you answered incorrectly. The review is not for the purpose of teaching examination subject matter, and it will not be accepted as an appeal of exam results.

If you are unsuccessful in passing the examination a review application will be sent to you with your personalized score letter. If you would like to review your examination, you must return the review registration form to Experior with a \$50.00 cashier's check or money order payable to Experior.

Description of Examinations

Examinations are open book, multiple-choice format. Some questions may refer to a figure drawing, table or chart in the examination booklet. You are allowed three hours to complete each examination.

The examination categories are:

Basic Examination – 125 questions.

Delivery Technician Examination – 125 questions.

Plant Operator Examination - 125 questions.

Appliance Connection and Service Technician Examination – 125 questions.

Tank Setter and Outside Piping Technician – 125 questions.

Large Equipment Connection and Service Technician Examination - 100 questions.

Reference Information

The following references are recommended study books. These materials may NOT contain all the general knowledge necessary within each classification. Because of circumstances beyond our control, some of these references may go out of print or be unavailable. Contact a bookstore or library for similar reference material.

1. *CETP National Propane Gas Association's Certified Employee Training Program*

- *Basic Manual*
- *Propane Delivery*
- *Plant Operations*
- *Appliance Service*
- *Appliance Installation*
- *Distribution Systems*

National Propane Gas Association
1600 Eisenhower Lane, Suite 100
Lisle, IL 60532
Tel: (630)515-0600

2. *Honeywell Flame Safeguard Controls*

Honeywell Incorporated
P.O. Box 92089

Chicago, IL 60674-2089

Tel: 1-888-466-3993

3. *NFPA 54 and NFPA 58*

National Fire Gas Code and Standard for Storage and Handling of Liquefied Petroleum Gases

National Fire Protection Association

1 Batterymarch Park

P.O. Box 9101

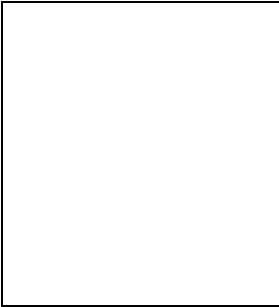
Quincy, MA 02269-9101

Tel: 1-800-334-3555

For information on how to obtain examination references, call toll-free:

877.624.2562

EXAMINATION APPLICATION
MAIL THIS FORM IN WITH TWO CHECKS TO THE STATE EXAMINING BOARD



STATE OF MAINE
 DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
 OFFICE OF LICENSING AND REGISTRATION
PROPANE AND NATURAL GAS BOARD
 35 STATE HOUSE STATION
 AUGUSTA, ME 04333
 TEL: (207)624-8610 FAX: (207)624-8637
 HEARING IMPAIRED: (207)624-8563

Office Use Only	
Cash #:	_____
Date Approved:	_____
Exam Passed:	_____
License #:	_____
Date Issued:	_____
4510-1446	\$ 20.00

<p align="center">APPLICATION</p> <p>IMPORTANT You must submit <u>two checks</u> with this application. The first check (application fee) should be in the sum of \$20.00 and made payable to the Treasurer of the State of Maine. The second bank check or money order (examination fee) should be in the sum of \$50 and made payable to Experior.</p> <p>NOTE: Application fee non-refundable. Examination fee will be returned to you if your application does not meet board requirements.</p>	<p align="center">TYPE OF LICENSE</p> <p>\$20.00 application fee payable to the Treasurer of the State of Maine</p> <p>Technician License \$20.00 (appl fee)</p> <p><input type="checkbox"/> Basic (required before sitting for an endorsement: Endorsements: <input type="checkbox"/> Delivery Technician <input type="checkbox"/> Plant Operator <input type="checkbox"/> Tank Setter and Outside Piping <input type="checkbox"/> Appliance Connection and Service <input type="checkbox"/> Large Equipment Connection and Service</p> <p align="center">and</p> <p><input type="checkbox"/> Experior \$50.00 (Examination Fee)</p>
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Social Security Number _____ - _____ - _____

The following statement is made pursuant to the Privacy Act of 1974, Section 7(B). Disclosure of your social security number is mandatory. Solicitation of your social security number is solely for tax administration purposes pursuant to 36 M.R.S.A. Section 175 as authorized by the tax reform act of 1976 (42 U.S.C. Section 405(C)(2)(C)(I)). 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 M.R.S.A. Section 191.

NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED

Name of applicant:		
Mailing Address of applicant:		
City:	State:	Zip Code:
County:	Home Telephone: (____) _____ - _____	
	Work Telephone: (____) _____ - _____	
Date of Birth: ____/____/____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	

Have you ever been convicted of a crime other than a minor traffic violation? Yes No
 If yes, please list date(s), crime(s) and submit a copy of the court judgment(s) as well as a letter from you explaining the circumstances surrounding your conviction.

Do you now hold, or have you ever held, a Propane and Natural Gas technician's license in the State of Maine? Yes No

Have any of your licenses ever been revoked or suspended in this or any other state? Yes No
 If yes, please state date of suspension or revocation, type of license and the licensing State.

Have you ever taken the State of Maine Propane and Natural Gas Basic examination? Yes No
 If so, what type of license _____, dates _____.
 Is it still current? Yes No

TRAINING AND EDUCATION

A Board approved training program must be successfully completed for persons who began work in the propane and natural gas industry after January 1, 1996. Complete this section by listing all Board approved training programs you have completed, and submit proof of completion by submitting a certificate that you have successfully completed the program. Applicants beginning work in the industry after after January 1, 1996 who have not completed an approved training program will NOT be considered for approval.

CLASSES COMPLETED	SCHOOL/LOCATION	DATE	HOURS	BOARD APPROVED

EMPLOYMENT RECORD: In the space provided below, please furnish a record of employment you have had as a Technician in the Propane and Natural Gas Industry. Describe in detail the type of electrical work you have performed in each position, including any special duties you have undertaken and any unusual responsibilities you have assumed. Use your name as it appears on the company's payroll if different from that given on this application. If more space is needed, attach an 8 ½ x 11 sheet of paper to this application.

Present or Last Employer #1:	Telephone:	From ___/___/___ Month/day/year	To ___/___/___ month/day/year
Complete Address:	Hrs. per Week: _____		
Your Title:	Total Hrs.: _____		
Detail Work Performed:	Supervisor's Name and Title:		
Reason for leaving or seeking other employment:	Names of other technicians employed with you:		
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer #2:	Telephone:	From ___/___/___ Month/day/year	To ___/___/___ month/day/year
Complete Address:	Hrs. per Week: _____		
Your Title:	Total Hrs.: _____		
Detail Work Performed:	Supervisor's Name and Title:		
Reason for leaving or seeking other employment:	Names of other technicians employed with you:		
Employer #3:	Telephone:	From ___/___/___ Month/day/year	To ___/___/___ month/day/year
Complete Address:	Hrs. per Week: _____		
Your Title:	Total Hrs.: _____		
Detail Work Performed:	Supervisor's Name and Title:		
Reason for leaving or seeking other employment:	Names of other technicians employed with you:		
Employer #4:	Telephone:	From ___/___/___ Month/day/year	To ___/___/___ month/day/year
Complete Address:	Hrs. per Week: _____		
Your Title:	Total Hrs.: _____		
Detail Work Performed:	Supervisor's Name and Title:		
Reason for leaving or seeking other employment:	Names of other technicians employed with you:		

I HEREBY CERTIFY THAT THIS APPLICATION CONTAINS NO WILLFUL MISREPRESENTATION OR FALSIFICATION AND THAT THE INFORMATION GIVEN BY ME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MY ANSWERS MAY BE VERIFIED AND THAT I MAY BE DECLARED INELIGIBLE FOR A LICENSE CERTIFICATE IF THE INFORMATION CONTAINED HEREIN, UPON INVESTIGATION, IS FOUND TO BE MISREPRESENTED OR FALSIFIED.

ATTACH A PHOTO OF YOURSELF

Signature of Applicant

Date

REFERENCES: Give below the name and address of three references, either a Propane and Natural Gas Technician or former Supervisors who can certify your hours of experience, reliability and quality of work.

TECHNICIAN
Or SUPERVISOR

Name

Address

Telephone

TECHNICIAN
Or SUPERVISOR

Name

Address

Telephone

TECHNICIAN
Or SUPERVISOR

Name

Address

Telephone

Board Members Denying Application _____
(please initial)

Date: _____

Reason for Denial:

EXAM REGISTRATION FOR PROPANE AND NATURAL GAS TECHNICIAN

STATE OF MAINE

First time applicants submit this form, the \$50.00 exam fee (cashier's check or money order payable to Experior), and the \$20.00 application fee (payable to the Treasurer of the State of Maine) to the Propane and Natural Gas Board. Re-take candidates return this form and the exam fee to: Experior, 2 Mount Royal Avenue, Suite 250, Marlborough, MA 01752.

Name of applicant:		
Mailing Address of applicant:		
City:	State:	Zip Code:
Social Security Number: ____-____-____	Telephone: (____)____-____	
Exam date: ____/____/____ (Refer to Candidate Information Bulletin for exam dates and sites)		

CHECK BOX FOR EXAM SITE:

- Augusta
- Presque Isle

Type of Exam Classification Requested:

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

Have you taken a Maine Propane and Natural Gas Licensing Exam before: Yes No

If you answered yes, list the exam and date: _____

I agree that the above information is true to the best of my knowledge. I will follow the rules and conditions as stated in the Candidate Information Bulletin. I have also enclosed an examination registration fee (\$50.00).

Signature: _____ Date: _____

IMPORTANT: If an application is received after the deadline, the application will be reviewed for the next exam. Applicants for retakes must register for only the exam they have been previously approved to take by the Propane and Natural Gas Board. Registration forms will be verified with the Board.



ANGUS S. KING, JR.
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF LICENSING AND REGISTRATION
PROPANE AND NATURAL GAS BOARD
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

ANNE L. HEAD
DIRECTOR



AUTHORIZATION OF CREDIT CARD PAYMENT

Fees owed to this Department may be paid by the use of a credit card. If you wish to pay your fee(s) with your credit card, please complete this form and send it with your application. Payment through credit cards will not be processed without this authorization form.

Name of applicant: (fees being paid for)		
Mailing Address of applicant: (fees being paid for)		
City:	State:	Zip Code:
County:		Telephone #: () -
Name of cardholder: (if other than applicant)		
Mailing Address: (if other than applicant)		
City:	State:	Zip Code:

I authorize the State of Maine, Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my:

Visa MasterCard _____
Card number

Expiration date: ____/____/____ in the amount of: \$_____

Signature: _____ Date: ____/____/____

PHONE: (207)624-8610
(Office Phone)



PRINTED ON RECYCLED PAPER

(207)624-8653 (HEARING IMPAIRED)

FAX: (207)624-8637