

APPLICATION FOR CERTIFICATION FOR
UNDERGROUND STORAGE TANK INSPECTOR
OR
UNDERGROUND STORAGE TANK INSTALLER



Maine Board of Underground Storage Tank Installers
Department of Environmental Protection
17 State House Station
Augusta, ME 04333-0017

Web page: www.maine.gov/dep/waste/busti/installerinspector.html

Board Staff: Matthew Shank
Office Telephone: (207) 446-8093
Office Fax: (207) 287-7826

Office Location:
Ray Building
28 Tyson Drive
Augusta, Maine 04333

APPLICATION INSTRUCTIONS

Examination/Certification Requirements

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

- ✓ Application form (complete).
- ✓ One black and white or color photograph of yourself to scan (Optional)
- ✓ A check or money order for the applicable application and examination fees (shown on fee structure on page 4) made payable to Treasurer, State of Maine *.
- ✓ For Underground Storage Tank Installer applicants: an experience data sheet for each job listed by the applicant which he/she deems relevant to becoming certified (if any).
- ✓ Three professional reference forms. The forms must be submitted directly to Board staff by yourself or the person(s) completing the form(s).
- ✓ Three personal reference forms. The forms must be submitted directly to Board staff by yourself or the person(s) completing the form(s).

Your application will not be considered complete until all references are received by Board staff. The Board's staff may check police records to verify ethical practice by the applicant.

Please note that your application must be signed in the presence of a Notary Public or a Justice of the Peace. To find a Notary Public or a Justice of the Peace in your area, please call the Secretary of State's office in Augusta, Maine at (207) 287-3501.

All documents become the property of the Board upon submission, and will not be returned. You will be notified as soon as Board staff receives your application.

By submitting your application, you will automatically be kept informed of training sessions, examination information, and all pertinent certification information.

*Persons who currently hold a valid Master Oil Burner Technician License in Maine are exempted from the application and examination fee for the oil tank installer certificate. A completed application must still be submitted. Please submit a photocopy of your oil burner license together with your application. No fees are waived for applicants applying for the underground tank inspector certificate.



STATE OF MAINE

Board of Underground Storage Tank Installers

Privileges

The Maine Board of Underground Storage Tank Installers offers a number of certifications. Each of these certificates permits different types of work. Certificates offered are as follows:

Underground Storage Tank Installer: This certificate permits individuals to install, inspect and remove all types of underground oil storage tanks and facilities. Underground Storage Tank installers may also install underground hazardous substance tanks under the supervision of registered engineers. Field constructed tanks and impressed-current cathodically protected tanks and facilities are excluded, however.

Underground Storage Tank Inspector: This certificate permits the tank inspector to conduct the annual tank inspections of underground oil storage facilities required by State law and Department of Environmental Protection rules. Demonstration of third-party cathodic protection tester certification is also required to conduct the cathodic protection tester portion of the annual inspection. Certification by the manufacturers of leak detection equipment is required to annually inspect specific brands and models of equipment.

No certificate is required to remove heating oil tanks or other tanks that store fuels that are not classed by the National Fire Protection Association (NFPA) as explosive. The removal of tanks storing explosive fuels such as gasoline and aviation fuel do require certified people.

Certification Requirements

All certificates require some form of testing and demonstration of field knowledge. All certificates are valid for two (2) years at a time, after which time the certified individual must demonstrate having obtained eight (8) hours of Board approved continuing education credits and pay the appropriate fee. Initial certification is somewhat different for the tank installers than for tank inspectors.

Underground Storage Tank Installers: The first step is filing an application with the Board. The Board only certifies individuals; companies or corporations may not be certified. All applicants for oil tank installer's certification must take an initial examination.

Generally, applicants will apprentice on enough relevant projects to earn 1000 points towards the completion of their apprenticeship. They must complete, under the supervision of a certified tank installer. Mandatory projects include: the installation of a facility used for the distribution of oil or gasoline that includes submersible piping and leak detection for that piping (worth 300 points). They must also perform the removal of an underground gasoline tank (worth 100 points). They then can choose from a number of projects to earn the remainder of their points.

If you are applying for a tank installer certificate, please list the name and certificate number of the underground storage tank installer who will supervise your projects.

The Board may issue a variance to the apprenticeship requirement if the applicant has completed the initial exam and can demonstrate field experience that equals or exceeds having served an apprenticeship. The applicant must submit the information required to the Board Staff who will setup a date and time to appear before the Board.

Following the apprenticeship, the applicant must pass a final Underground Storage Tank Installer examination.

Underground Storage Tank Inspectors. Passage of a single examination is required for certification as an underground oil storage tank inspector. The applicant must demonstrate additional certifications by associations and/or manufacturers to test the cathodic protection or inspect specific brands of leak detection equipment.

Fees

Underground Storage Tank Installers

Initial Fee (includes study guide)	\$200.00
Variance to Apprenticeship	\$200.00
Final Examination	\$250.00
Biennial Recertification	\$150.00

Persons holding Master Oil Burner (MOB) Technician licenses are exempted from examination and certification fees for underground oil storage tank installer certificates only.

Underground Storage Tank Inspectors

Examination Fee (with study guide)	\$250.00
Recertification	\$150.00

Examination Process

Final examination instructions will be emailed approximately one week prior to the examination to each individual who has filed an application with the Board. The instructions will detail the date, time, location and general instructions for the examination.

What to Bring to the Examination

Underground Tank Installer examinees have as much time as they need to take the initial examination, which is closed book. The Final examination are limited to a four (4) hour time limit for the final examination, which is open book. Tank Inspector examinees have a two and one half (2 1/2) hour time limit to take the examination since it is open book. Tank Inspector applicants and Tank Installer applicants taking the final examination may also bring the reference materials included in the study materials that were provided.

Exams are given by appointment only. Applicants must arrange an appointment time with DEP staff prior to sitting for their exam.

Description of Examinations

The examination for the initial tank installer examination is closed book and multiple choice. Some questions may refer to a figure drawing, table or chart in the examination booklet.

The tank inspector examination and the final tank installer examination are open book and multiple choice. The applicant may use the reference materials provided with the study guide for the examination, but may not use the study guide itself.

Scoring Information

The initial tank installer examination includes 122 questions, and the final tank installer examination has 125 questions. The tank inspector examination includes 105 questions. A minimum score of at least 80% is required for passage for all examinations.

Most commonly, these are written examinations. An application can request an oral examination if good cause exists as to why they could not take a written examination. A special accommodation request form is included.

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.

Your examination score is confidential and will **NOT** be released to anyone other than you and the Board. Your score will be emailed or mailed to you approximately ten (10) business days after your examination. Applicants will be notified by regular mail only. **No examination scores will be given over the telephone.**

An applicant who does NOT pass may schedule a retake at a later date. The retake examination fee is \$100.00 for all examinations and does not need new study materials.

Please notify Staff of the Board of any change of address, phone number or email address.

Candidates with Special Needs

If a physical handicap or other special need prevents you from taking the examination under standard conditions, please fill out the accommodation request form. Submit supporting medical documentation to Staff along with your accommodation request form and appropriate fee. The Board will review your request at their next opportunity.

Examination Dates, Deadlines and Locations

Please contact Staff at 207-446-8093 for examination information. Examinations are administrated in the Augusta, Maine area.

Examination Review

At their request, applicants will be provided the opportunity to review the questions they answered incorrectly along with the correct answers. That review must be accomplished by appointment at the Board's offices. Examination questions may not be retained or copied by the applicant. No other person may review an applicant's examination. Please contact Staff for further information.

EXAMINATION APPLICATION

UNDERGROUND STORAGE TANK INSTALLER OR INSPECTOR



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BOARD OF UNDERGROUND STORAGE TANK INSTALLERS
28 TYSON DRIVE, 17 STATE HOUSE STATION
AUGUSTA, ME 04333-0017
TEL: (207)446-8093 FAX: (207)287-7826

For Office Use Only

Application Received:

Check Number:

Check Amount:

This application is public record for purposes of Maine's Freedom of Access Law, 1 MRSA §401, et seq. Public records must be made available to any person upon request. Information that you supply as part of this application (except your Social Security number) is public information. Other licensing records to which this information may later be transferred are also considered public records. Where permitted by law, your name, license number, mailing address and other information listed on this application may be posted on the State's website.

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.

IMPORTANT: You must submit your examination fee with this application. The application fee is non-refundable. The study guide will be mailed or emailed to you upon receipt of the study guide examination fee, made payable to "Treasurer, State of Maine".

Examination Study Guide: ☐ Yes ☐ No

Type of Examination:

- ☐ Underground Storage Tank Installer ☐ Underground Storage Tank Inspector
☐ Specific Manufacturer Certification ☐ Cathodic Protection Testing

Name of Applicant:
Social Security Number:
Date of Birth (MM/DD/YYYY):
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Email:
Home Address:
City, State, Zip:
Personal Telephone:
Business Name of Applicant:
Business Email:
Business Address:
City, State, Zip:
Business Telephone Number:

Please indicate where you wish to receive mail sent by the Board: ☐Home ☐Business

If you are applying for an underground storage tank installers certificate, please list the name and certificate number of the installer who will supervise you.

Name: _____ ID Number: _____

Do you hold any other type of professional registration or license from a governmental body in or out of the State of Maine (i.e.: electrician's or plumber's license)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of License:	
Issuing Agency:	
Date Issued:	Date of Expiration:
Has this license ever been revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide dates of suspension or revocation:	

Type of License:	
Issuing Agency:	
Date Issued:	Date of Expiration:
Has this license ever been revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide dates of suspension or revocation	

Type of License:	
Issuing Agency:	
Date Issued:	Date of Expiration:
Has this license ever been revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide dates of suspension or revocation	

TRAINING AND EDUCATION

Please complete this section by listing all tank installation, inspections & construction safety classes, seminars or courses you have completed.

TITLE	PRESENTED BY	DATE(S)

EMPLOYMENT RECORD

Please list your professional experience related to tank Installation, removal or inspection. Begin with present position and proceed to prior employers. If more space is needed, attach an 8 ½ x 11 sheet of paper to this application.

Employer:
From: To:
Address:
Telephone Number:
Position Title:
Name of Supervisor:
Details of work carried out:
Reason for leaving:

Employer:	
From:	To:
Address:	
Telephone Number:	
Position Title:	
Name of Supervisor:	
Details of work carried out:	
Reason for leaving:	

Employer:	
From:	To:
Address:	
Telephone Number:	
Position Title:	
Name of Supervisor:	
Details of work carried out:	
Reason for leaving:	

Employer:	
From:	To:
Address:	
Telephone Number:	
Position Title:	
Name of Supervisor:	
Details of work carried out:	
Reason for leaving:	

**THIS SECTION APPLIES TO APPLICANTS FOR UNDERGROUND STORAGE
TANK INSPECTOR CERTIFICATION ONLY**

If you are or were certified to test cathodic protection systems by a professional organization such as NACE International or Steel Tank Institute (STI), provide the following information about your certification and enclose a copy of your most recent certificate or identification card. Demonstration of cathodic protection tester certification is required in order to conduct cathodic protection tests.

Certifying Agency	Certification Title	Certificate Number	Date Certified	Expiration of Certificate

List Manufacturer Certificates and Training for the Operation and Testing of Leak Detection Equipment (use additional space if necessary). Enclose copy of your most recent certificates or identification cards. If a manufacturer certification program is available it is required for an inspector to complete before he or she can inspect that equipment.

Manufacturer	Model of Equipment	Certification Level (If applicable)	Date Certified	Expiration Of Certificate

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 IF THE INFORMATION CONTAINED HEREIN, UPON INVESTIGATION, IS FOUND TO BE MISREPRESENTED OR FALSIFIED.

Signature of Applicant

Date

THIS SECTION MUST BE COMPLETED BY A NOTARY PUBLIC

State of _____ County of _____

The above named _____ personally appeared before me and being duly sworn according to law deposes and says that the answers set forth in this application are complete to the best of his/her knowledge and belief.

Sworn and subscribed to before me this _____ day of _____

20_____.

Notary Signature: _____

My Commission Expires: _____

ACCOMMODATION REQUEST FORM

The information requested below and any documentation regarding your disability and your need for accommodation in testing. The Board will review your request at their next regular meeting and you will be notified.

Name: _____

ACCOMMODATIONS REQUESTED FOR THE EXAMINATION (CHECK ALL THAT APPLY).

- ☐ ACCESSIBLE TESTING SITE
- ☐ LARGE PRINT
- ☐ READER AS ACCOMMODATION FOR VISUAL IMPAIRMENT
- ☐ READER AS ACCOMMODATION FOR LEARNING DISABILITY
- ☐ OTHER: _____

COMMENTS:

SIGNED: _____ DATE: _____

PERSONAL REFERENCE FORM

**Maine Board of Underground Storage Tank Installers
Department of Environmental Protection
17 State House Station, 28 Tyson Drive
Augusta, Maine 04333
Telephone 207-446-8093**

Attention: Matthew Shank

Applicant for Certification:	
Your Address:	
Telephone:	
I have known this applicant from:	to:

My relationship with this applicant has been that of:

☐ Employer ☐ Supervisor ☐ Co-Worker ☐ Other (Explain)

Please rate the applicant in the following categories				
Character Personal Reputation:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Do Not Know
Personal Integrity:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Do Not Know
Conscientiousness:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Do Not Know

Describe the conscientiousness, capabilities and personal integrity of the applicant:

Do you consider this applicant to be qualified for certification as an underground storage tank installer or inspector? ☐ Yes ☐ No

If you are certified by the Board of Underground Storage Tank Installers, please write your certification ID No:

SIGNATURE _____ DATE _____

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PROFESSIONAL REFERENCE FORM

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Department of Environmental Protection
17 State House Station, 28 Tyson Drive
Augusta, Maine 04333
Telephone 207-446-8093**

Attention: Matthew Shank

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Your Address:	
Telephone:	
I have worked with this applicant from:	to:
Business or company you worked for:	

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Conscientiousness:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Do Not Know
Ability to organize projects:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Do Not Know

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EXPERIENCE DATA SHEET

**Maine Board of Underground Storage Tank Installers
Department of Environmental Protection
17 State House Station, 28 Tyson Drive
Augusta, Maine 04333
Telephone 207-446-8093**

Attention: Matthew Shank

Describe your underground oil storage tank or underground inspection experience in the space provided below. Use one data sheet for each employer. Please supply the pertinent facts concerning the degree of responsibility, the nature of the work you performed, and the types of systems you have installed, operated, maintained, inspected, and removed.

Dates From:	To:
Employer:	
Telephone:	
Supervisor's Name:	
Present Address:	
Current Telephone:	
Experience:	

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Employer:	
Telephone:	
Supervisor's Name:	
Present Address:	
Current Telephone:	
Experience:	