



Oil Burner Equipment Installer License Class A or B

SECTION 1: EXAM GUIDELINES

In order to obtain an Oil Burner Equipment Installer license, you must meet the following qualifications:

- Be at least eighteen (18) years old;
- Be able to read and write the English language;
- Be fit to perform the work authorized by the particular license;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of an Oil Burner Equipment Installer.

Class A Applicants

- All “**Class A**” Oil Burner Equipment Installer applicants must have at least four (4) years of practical experience within seven (7) years prior to application in the installation of oil-burning equipment under the direct and continuing supervision of a Department Licensed Class A Oil Burner Equipment Installer in New York City, including at least one (1) year of experience in the installation of oil-burning equipment for the use of No. 5 and No. 6 fuel oils.

Class B Applicants

- All “**Class B**” Oil Burner Equipment Installer applicants must have at least three (3) years of practical experience within five (5) years prior to application in the installation of oil-burning equipment under the supervision of a Department Licensed Oil Burner Equipment Installer.

Note: Please see the full text of Title 28 of the New York City Administrative Code for all the qualifications requirements.

SECTION 2: APPLYING FOR THE EXAM

You must pass a written and practical exam in order to become an Oil Burner Equipment Installer.

Written

You must complete the exam application ([LIC41](#)), check the box that indicates you are an Oil Burner Equipment Installer candidate and submit the application with the \$525 fee to the Department (see contact information below).

Practical

After passing the written exam, you must apply to take the practical exam ([LIC42](#)). To do this you must complete the exam application, check the box that indicates you are an Oil Burner Equipment Installer candidate and submit the application with the \$350 fee, payable by **money order only**, to:

NYC Department of Buildings
Licensing & Exams Unit - Exams
280 Broadway, 6th Floor
New York, NY 10007

SECTION 3: SCHEDULING YOUR EXAM

After submitting your exam application, you must next schedule your exams.

- If your application is accepted, you will receive an email from the exam administrator in one (1) to two (2) weeks with instructions on how to schedule your exam. Exams are given at several locations in the State.
- The written exam consists of multiple-choice questions that assess your knowledge of the NYC Administration Code. You will **not** be allowed to use reference materials during the exam.
- Passing score is seventy (70) percent. If you pass the written exam you will receive your report (printed by the site proctor) at the exam site at the time of testing, and a practical exam will be scheduled.
- If you pass the practical exam, you will receive a letter via US Mail by CPS approximately 3-4 weeks after the date of the practical exam.

SECTION 4: BACKGROUND INVESTIGATION

In order to become an Oil Burner Equipment Installer, you must also pass a background investigation by submitting the below documents, in person and by appointment only, to the Department at:

Licensing & Exams Unit
NYC Department of Buildings
280 Broadway, 6th Floor
New York, NY 10007

- Examination Score Reports;
- [LIC2](#) license application;
- [LIC34](#), if applicable;
- Notarized [Supplemental Investigation Questionnaire](#);
- Notarized [Background Investigation Questionnaire](#);
- [Experience Verification Forms](#) from all supervisors for the years you are claiming; as experience;
Note: Experience Verification Forms from company Human Resources will not be accepted.
- Social Security History of Earnings for the years you are claiming as experience;
*Note: There is a fee charged by the Social Security Administration for this service. You **must** request the report to be run by "company name". You may request the information by mail or in person (ordinarily you can receive this instantly in person). Visit (<http://www.ssa.gov/online/ssa-7050.html>) for more information*
- Photo ID (driver's license, learner's permit, state ID, green card, or passport);
- Original Social Security Card;
- Original birth certificate, current passport or green card;
- Proof of Residence (Utility Bill, Bank Statement, Lease or Deed) or a typed notarized letter and bill from the person with whom you are residing;
Note: Cell phone bills will not be accepted
- Latest pay stub or W-2;
- Two (2) passport sized photographs;

- [Child Support Certification Form](#);
- \$500 background fee.

Applicants have ONE year to complete the submission of all documentation.

SECTION 5: OBTAINING THE LICENSE CARD

Once you have passed the exams and background investigation, you need to obtain your Oil Burner Equipment Installer license card.

- If you pass both exams and the background investigation, you will be notified in writing by the Department's Licensing & Exams Unit that you are eligible for an Oil Burner Equipment Installer license.
- You have one (1) year from the date of that letter to submit the required documents for your license. If you do not complete the process within one (1) year of the date on the letter, you will be required to retake the exams.
- You must make an appointment by calling the Licensing Unit at (212) 393-2259. All documents submitted must be **originals**; copies will not be accepted. Candidates without appointments will not be seen.