STEP 1: EXAM GUIDELINES

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 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 Oiler Burner Equipment Installer.

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

STEP 2: APPLYING FOR THE LICENSE

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), choose the Oil Burner box, then indicate if you are applying for a Class A or Class B license. Submit the application with the $525.00 fee to the Department (see contact information below). After passing the written exam, you must apply to take the practical exam (LIC42).

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 candidate then select either the Class A or Class B designation. Submit the application with the $350.00 fee, payable by money order only, to:

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

NOTE: As of March 16, 2017, you have up to twenty-four (24) months from the date of notification of passing the written examination to pass the practical examination.
STEP 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 different 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 three (3) to four (4) weeks after the date the candidate takes the practical exam.

STEP 4: BACKGROUND INVESTIGATION

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:

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

You must bring the following with you to your appointment:

- Examination Score Report Form
- LIC2 Application Form
- Typed LIC34, if applicable
- LIC50 or LIC51 application
  
  NOTE: Applicants with a home address outside of New York City’s five (5) boroughs must complete the LIC50 Authorization for Service of Process by Agent. Applicants may also fill out the LIC51 Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.

- Supplemental Investigation Questionnaire
- Notarized Background Investigation Questionnaire
- LIC62: Physical Exam Form, must be completed within 90 days prior to application date
- 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.

- Certified Social Security History of Earnings for the years you are claiming as experience - this is NOT the Social Security Statement.
  
  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, lease or deed) or a typed notarized letter and bill from the person you are residing with
  
  *NOTE: Cell phone bills will not be accepted*

- Latest pay stub or W-2
- Two (2) passport sized photographs
- Child Support Certification Form
- $500.00 Background Investigation Fee – for questions pertaining to your background investigation or to find out the status, please send inquiries to lbackgrounds@buildings.nyc.gov

Applicants have **one (1)** year to complete the submission of all documentation.

**STEP 5: OBTAINING YOUR LICENSE CARD**

Once you have passed the exams and background investigation, you need to apply for your Oil Burner Equipment Installer License.

- If you pass both exams and the background investigation, you will be notified in writing by the Department's Licensing Unit that you are eligible to apply for an Oil Burner Equipment Installer License.

- You have one (1) year from the date of that letter to begin submitting 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 to apply for a license by calling the Department's Licensing & Exams Unit at (212) 393-2259. All documents submitted **must be originals**; copies will not be accepted. Candidates without appointments will not be seen.