CHAPTER Mec 700 VOLUNTARY CERTIFICATION OF HEATING INSTALLERS AND HEATING EQUIPMENT SERVICE PERSONNEL

Repeal Mec 701 and Mec 702, effective 7-9-23 (Document #13631), as follows:

~~PART Mec 701 PURPOSE GENERAL RULES~~

~~Mec 701.01 Purpose.~~

~~(a) The purpose of these rules is to:~~

~~(1) Establish and guidelines for the voluntary certification of heating installers and heating equipment service personnel in New Hampshire.;~~

~~(2) Provide the public with a way of recognizing qualified heating installers and heating equipment service personnel;~~

~~(3) Provide employers with a formal structure to train employees and test their knowledge and skill level; and~~

~~(4) Provide heating installers and heating equipment service personnel with the knowledge to perform their tasks safely and efficiently.~~

~~Mec 701.02 Scope~~

~~.(a) These rules shall establish a voluntary heating installers and heating equipment service personnel certification program for the following:~~

~~(1) Individuals involved in the installation of residential and non-residential heating equipment systems, water heating systems, or appliances using heating oil; and~~

~~(2) Individuals involved in the servicing and repair of heating equipment, water heating systems, or appliances using heating oil.~~

~~(b) No person shall hold him or herself out as a certified heating installer or heating equipment service personnel unless the certification was obtained pursuant to these rules.~~

~~(c) No person less than 18 years of age shall be issued a certificate pursuant to these rules.~~

~~(d) Any person certified as a heating installer or heating equipment service personnel pursuant to these rules shall be deemed a qualified person as defined in NFPA 31, Standard for the Installation of Oil Burner Equipment, as adopted in the State Fire Code.~~

~~PART Mec 702 DEFINITIONS~~

~~Mec 702.01 "Committee" means the advisory committee on heating system certification established by RSA 153:16-b, II.~~

~~Mec 702.02 "Heating oil" means any liquid fuel used in any heating equipment system that is designed to use such fuel, whether residential or non-residential, whether hot water or air, and whether a heating system or appliance.~~

~~Mec 702.03 "Oil fired heating equipment" means all appliances or equipment designed to burn heating oil for the purpose of providing heat or hot water in structures, including all necessary accessory apparatus such as control devices, heating oil storage systems, appliance venting, and equipment fuel supply piping.~~

Readopt with amendment and renumber Mec 703.01 and Mec 703.02, effective 7-9-23 (Document #13631), as Mec 701.01 and Mec 701.02, to read as follows:

PART Mec 70***1***~~3~~ APPLICATION AND PROCEDURES FOR HEATING EQUIPMENT INSTALLERS AND HEATING EQUIPMENT SERVICE PERSONNEL CERTIFICATION

Mec 70***1***~~3~~.01 ~~Processing of~~ Applications ~~for Initial~~ ***Voluntary*** Certification as ***a Heating*** Equipment Installers ***or*** ~~and~~ Heating Equipment Service Personnel.~~(a)~~ ~~Each~~ ***An*** individual seeking ***voluntary***

certification as a heating equipment installer or heating equipment service personnel shall ~~do so by~~ submit~~ting~~ the following ***to the OPLC:*** ~~application and supporting documents:~~

(a) The "Universal Application for Initial Licensure" as required by Plc 304.01(a)(1) and is signed and attested to as specified in Plc 304.05;

(b) A completed "Addendum to the Universal Application for Initial License- Voluntary Certification as a Heating Equipment Installer or Heating Equipment Service Personnel" as outlined in Mec 701.02 dated XX/2026; and

(c) The fee as required by Plc 1002.25.

~~(1) A completed "Application for Voluntary Certification of Heating Technicians and Heating Equipment Service Personnel" described in Mec 703.02(a);~~
~~(2) A completed "Affidavit For Proof of Appropriate Field Experience" described in Mec 703.02(b);~~
~~(2) The documents specified by Mec 703.04; and~~
~~(3) The certification fee specified in Mec 704.~~

~~(b) If the board, after receiving and reviewing the completed application and supporting document requires further information or documents to determine the applicant's qualification for certification, the board shall:~~
~~(1) Notify the applicant in writing within 30 days; and~~
~~(2) Specify the information or documents it requires.~~

~~(c) The board shall deny the application if the applicant does not submit the additional information or documents requested under (b) above within 60 days of the request.~~

~~(d) The board shall approve or deny the application within 60 days of the date that the board's office receives the completed application, application fee, supporting documents, and any additional information requested.~~

~~(e) If the board approves the application a certification shall be issued that expires on the last day of the month 2 years from the month of issuance.~~

~~(f) If the board denies the application, it shall provide the applicant, in writing, the reason for the denial.~~

~~(g) The board shall deny an application based misconduct described in Mec 604.01.~~

~~(h) Any applicant wishing to challenge the board's denial of an application for certification shall:~~
~~(1) Make a written request for a hearing of the applicant's challenge; and~~
~~(2) Submit this request to the board:~~
~~a. Within 60 days of the board's notification of denial; or~~
~~b. If the applicant is on active military duty outside the United States, within 60 days of the applicant's return to the United States or release from duty, whichever occurs later.~~

Mec 70~~1~~3.02 Forms. ***The "Addendum to the Universal Application for Initial License- Voluntary Certification as a Heating Equipment Installer or a Heating Equipment Service Personnel" dated XX/2026 shall require the following be provided by the applicant:***

(1) The name used on the Universal Application for Initial License;

(2) Evidence of 2000 hours of field experience, demonstrated by providing one of the following:

a. A certificate demonstrating the applicant has successfully completed the National OilHeat Research Alliance (NORA) Technician Certification program at at least the silver level; or

b. Proof of a unexpired license in good standing, from a regulatory body for oil heating service and oil-fired equipment installation. For purposes of this rule, "License" shall have the same meaning as "license" in RSA 541-A:1, VIII; and

(3) The date of the application was completed and signature of the applicant.

~~(a) The application form shall be the "Application for Voluntary Certification of Heating Technicians and Heating Equipment Service Personnel" requiring the following information be provided:~~

~~(1) Whether the application is for an initial or renewal certification;~~
~~(2) If the application is for a renewal of certification the previous certification number;~~
~~(3) The applicant's full legal name;~~
~~(4) Social security number pursuant to RSA 161-B:11;~~
~~(5) The applicant's home mailing address;~~
~~(6) The applicant's home or cell phone number;~~
~~(7) The applicant's date of birth;~~
~~(8) The applicant's current employer;~~
~~(9) The applicant's current employers mailing address;~~
~~(10) The current employer's phone number;~~
~~(11) The current employer's e-mail address; and~~
~~(12) The applicant's signature, printed full name, and the date of signing below the following preprinted statement:~~

~~"I acknowledge that knowingly making a false statement on this application form is a misdemeanor under RSA 641:3 I certify that the information I have provided on all parts of the application form and in the documents that I have personally submitted to support my application is complete and accurate to the best of my knowledge and belief. I also certify that I have read the statute and the rules of the Board and promise that, if I am licensed, I will abide by them."~~

~~(b) The applicant for voluntary certification affidavit form shall be the "Affidavit for Proof of Appropriate Field Experience" requiring the following information be provided:~~

~~(1) The applicant's legal name;~~
~~(2) The following information related to each field experience:~~
~~a. Start and end date;~~
~~b. Name of company where the field experience was obtained including the company's phone number;~~
~~c. The supervisor's printed name; and~~
~~d. The type of work performed;~~
~~(3) Any additional comments or information the applicant wishes the board to consider related to the field experience; and~~
~~(4) The applicant's signature and the date of signing below the following preprinted statement:~~

~~"I acknowledge that, under RSA 641:3, I knowingly making a false statement on this affidavit form is a misdemeanor. I certify that the information I have provided on all parts of the affidavit form and in the documents that I have personally submitted to support my application is complete and accurate to the best of my knowledge and belief. I also certify that I have read RSA 153:27 through RSA 153:38 and the statues and rules of the board and promise that, if I am licensed or certified, I will abide by them."~~

~~(b) The effect of the applicant's signature on the forms described in (a) and (b) above shall be certification that the information supplied on the forms and in any additional information provided with the~~

~~form(s) are true and correct to the best of the applicant's knowledge and belief and is subject to the penalty for making false statement under RSA 641:3.~~

Repeal Mec 703.03, effective 7-9-23 (Document #13631), as follows:

~~Mec 703.03 Required Supporting Material.~~
~~(a) If the applicant is seeking initial certification as a heating installer and heating equipment service personnel, they shall provide evidence of 2000 hours of field experience, by submitting either of the following:~~
~~(1) A certificate showing the applicant successfully completion the NORA Technician Certification program at the silver or gold level which includes a final exam; or~~
~~(2) Proof of current licensure in good standing from a state or regulatory board of licensure for oil heating service and oil-fired equipment installation.~~

Readopt with amendment and renumber Mec 704, effective 7-9-23 (Document #13631), as Mec 702, to read as follows:

PART Mec 70***2***4 RENEWALS OF VOLUNTARY HEATING INSTALLERS AND HEATING EQUIPMENT SERVICE PERSONNEL

Mec 70***2***4.01 Renewal Application Process for Individuals Seeking Renewal of ~~Their~~ Heating Installers and Heating Equipment Service Personnel Certification.~~(a) Each~~ ***An*** individual seeking to renew their certification as a heating installer ~~and~~ ***or*** heating equipment service personnel shall do so by submitting ***the following to the OPLC:*** ~~an application form described in Mec 703.01 and fee describe in Mec 705:~~

(a) The "Universal Application for License Renewal" as required by Plc 308.01(b)(1) and is signed and attested to as specified in Plc 308.08;

(b) If applicable, additional information and documentation required by Plc 308.07; and

(c) The fee as required by Plc 1002.25.

~~(b) If the board, after receiving and reviewing the completed application for renewal requires further information or documents to determine the applicant's qualification for certification, the board shall:~~
~~(1) So notify the applicant in writing within 30 days;~~
~~(2) Specify the information or documents it requires.~~
~~(c) The board shall deny the application if the applicant does not submit the additional information or documents requested under (b) above within 30 days of the request.~~
~~(d) The board shall approve or deny the application within 60 days of the date that the board's office has received the completed application packet and any information or documents requested under (c) above.~~

Readopt with amendment and renumber Mec 705, effective 7-9-23 (Document #13631), as Mec 703, to read as follows:

PART Mec 70***3***~~5~~ FEES

Mec 70***3***~~5~~.01 ~~Initial Certification~~ Fee***s***. ***The fees shall be the fees pursuant to Plc 1002.25.***
~~(a) The fee for initial two-year certification as a heating equipment installer and heating service personal shall be $50.00; and~~
~~(b) The fee for renewal of a two-year certification as a heating equipment installers and heating service personal shall be $50.00; and~~

~~(c) All fees shall be non-refundable.~~

APPENDIX

Rule	Statute Implemented
Mec 701.01 (repeal)	RSA 153:16-b, I
Mec 701.02 (repeal)	RSA 153:16-b, I
Mec 702.01 (repeal)	RSA 541:16, I (b)
Mec 702.02 (repeal)	RSA 541:16, I (b)
Mec 702.03 (repeal)	RSA 541:16, I (b)
Mec 701.01 (formerly 703.01)	RSA 153:16-b, I
Mec 701.02 (formerly Mec 703.02)	RSA 153:16-b, II
Mec 702.03 (repeal)	RSA 153:16-b
Mec 702.01 (formerly Mec 704.01)	RSA 153:16-b
Mec 703 (formerly Mec 705)	RSA 310:6; RSA 153:16-b, III