



LPG Licensing Road Map

Do you work on or are going to work on LPG systems or are a truck operator for LPG? In Oregon, ALL work done on LPG systems must be completed by persons licensed for LPG work through the Oregon State Fire Marshal (ORS 480.432). This workflow and checklist will help you get your license completed and you ready to work on LPG systems!

To apply for a License, you MUST apply for an exam first

To be eligible for a license, you must take and pass an exam covering LPG rules, laws, the Oregon Fire Code (LPG sections) and NFPA standards for LPG (National Fire Protection Association).

1. Complete the exam application

Exam Application found on our website: lpg.oregon.gov

- Make sure to 'check' every box that you are needing an exam for.
- A separate exam application is needed for each applicant.

2. Submit Exam application and fees to OSFM

- Each application has a \$55 fee (not each exam, just each application).
- OSFM will process your application and send an e-mail with Workday (the exam system) account creation information.

OSFM Sends Workday link to you

3. Create exam account

- Follow the link from the e-mail OSFM sent you create an account in Workday.

Workday approves account

4. Tell OSFM through e-mail that your Workday account has been created!

- Workday won't tell us, so we need you to!
- Log in and out of Workday to confirm it has been set up.
- Don't forget your Workday login information!
- When you tell us it's needed, we will assign the exam to you and you have 30 days to complete it.

OSFM Assigns exam

5. Take the exam in Workday!

- You need an 80% to pass – good luck! 😊
- If you don't pass, you will need to restart at 'Step 1' on this road map.
- Save the completion certificate (you don't want to lose it!).

6. Tell us you passed!

- Workday won't tell us, so we need you to!
- E-mail us at osfm.lp@osfm.oregon.gov so we can send you a license application!

OSFM Sends License Application to you

7. Complete the License Application

- The license application needs to match the exam you took and passed.

8. Send License Application & fees to OSFM

- Submit the completed License Application to OSFM
- Include fees for all licenses you took the exam for
Fitter License Fees: \$60 Bi-Yearly
Truck Operator License Fees: \$60 Bi-Yearly
Company Rep License fees: \$130 Annually

OSFM Will e-mail you your LPG License! Congratulations!

You must keep a copy of your license

Renew your license when required!

- Company rep licenses are renewed yearly
- Truck Operator and Fitter Licenses are renewed every two years
- OSFM will send you a renewal application when its time for your renewal

Renewals!

Restart at Step 1 if the exam is not passed – DO NOT create a new account



LPG Licensing Checklist



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LPG EXAMS & LICENSES

- Always get the most recent & up to date exam application from the OSFM LPG website
<https://www.oregon.gov/osfm/industry/pages/lpg.aspx>
- Fill out the exam application for each individual applicant
- Check each exam that is required for the license(s) you need
- Box checked for the Safety Exam
- Submit Exam Application to OSFM with required exam fees (\$55 per exam application)
- Received exam online setup instructions from OSFM
- Created exam account in Workday using the instructions from OSFM
- Verified Workday account is working by logging out and then back into Workday
- E-mail OSFM at osfm.lp@osfm.oregon.gov to let us know your Workday account has been created & you are ready for exams to be assigned
- Received e-mail from OSFM that exam has been assigned (it will have the deadline for the exam in it)
- Take the exam in Workday!
- Completed Safety Exam Module
- Completed Fitter Exam Module (if required for you)
- Completed Truck Operator Module (if required for you)
- Completed Company Rep Exam Module (if required for you)
- Download the exam certificate to prove you passed! Also – congratulations!
- E-mail OSFM that you passed the exam, OSFM will send you the License Application
- Complete the License Application
- Submit completed License Application with fees to OSFM, \$60 for Truck Operator and Fitter, \$130 for Company Rep
- Received E-mail with Valid LPG License from OSFM
- Retain a copy of your license
- RENEW your license when its time!
 - Company Rep Licenses renew yearly
 - Truck Operator is every other year
 - Fitter licenses are every other year

