

COMMITTEE OF MECHANICAL EXAMINERS
REGULAR MEETING
November 13, 2025
2401 NW 23rd Street, Suite 2F
Oklahoma City, OK 73107
Conference Room
10:00 a.m.

IMMEDIATELY FOLLOWING MECHANICAL HEARINGS

**Note: The Committee may discuss, vote to approve, vote to disapprove, vote to table or decide not to discuss any item on the agenda.*

- I. CALL TO ORDER AND RECORDING OF MEMBERS PRESENT AND ABSENT**
– Steve Motley /Shereice Word
- II. STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT** – Steve Motley/Shereice Word
- III. NEW BUSINESS:** In accordance with 25 O.S. Section 311(A)(9) and (10), new business not known at the time of the posting of the agenda, if any, will now be heard. – Assistant Attorney General
- IV. PUBLIC COMMENTS:** (Opportunity for the Committee to receive public comments. Each person wanting to make a public comment is asked to sign in and remember time is limited to three minutes. To comply with the intent of the public notice requirements, the Committee does not respond to or discuss comments regarding matters not on today's agenda.) - Assistant Attorney General
- V. UPDATE ON MECHANICAL ACTIVITY** – Gary Kirk
 - A. Monthly Statistics and Update
- VI. ACTION ITEMS:**
 - B. Discussion with possible vote on the Minutes of the Regular Meeting of the Committee of Mechanical Examiners held on September 11, 2025 – Steve Motley.
 - C. Discussion and possible vote on whether best practices of the committee in reviewing formal education program applications is to continue relying on program providers to assess the qualification of the program instructor, or to no longer allow delegation of instructor qualifications to the provider/school by requiring program instructor qualifications to be included in the application for formal education so that the committee's best practice is to consider the course curriculum, the provider/school, and the instructor qualifications as a whole in the formal education program approval process.
 - D. Discussion with possible vote on formal mechanical education program submitted by Oklahoma Career Tech, Lexington, OK, for 1050 hours for mechanical program qualifying for 2 years credit towards the experience requirement for licensing – Cecil Wainscott, Licensed Trades Instructor; Gary Kirk, CIB Mechanical Supervisor.

- E. Discussion with possible vote on formal mechanical education program submitted by Oklahoma Career Tech / UCCCC Careertech Skills Center, Union City, OK, for 1050 hours for mechanical program qualifying for 2 years credit towards the experience requirement for licensing – Cecil Wainscott, Licensed Trades Instructor; Gary Kirk, CIB Mechanical Supervisor.
- F. Discussion with possible vote on formal mechanical education program submitted by Oklahoma Career Tech / CWCCC Careertech Skills, Oklahoma City, OK, for 1050 hours for mechanical program qualifying for 2 years credit towards the experience requirement for licensing – Cecil Wainscott, Licensed Trades Instructor; Gary Kirk, CIB Mechanical Supervisor.
- G. Discussion with possible vote on formal mechanical education program submitted by Miller-Motte College, Tulsa, OK, HVAC Program, for 1000 hours for mechanical program qualifying for 2 years credit towards the experience requirement for licensing – Bill Casewell, VP of Compliance; Bill Myers, SME; Gary Kirk, CIB Mechanical Supervisor.
- H. Discussion with possible vote on formal mechanical education program submitted by Kiamichi Tech, Poteau, OK, HVAC Short-Term Class Program, for 500 hours for mechanical program qualifying for 1 year credit towards the experience requirement for licensing – Heather Baldwin, Workforce & Economic Development Coordinator; Gary Kirk, CIB Mechanical Supervisor.
- I. Discussion with possible vote on formal mechanical education program submitted by Francis Tuttle, Oklahoma City, OK, HVAC Program, for 250 hours for mechanical program qualifying for 1 year credit towards the experience requirement for licensing – Travis Smith, HVAC Instructor; Gary Kirk, CIB Mechanical Supervisor.
- J. Discussion with possible vote on formal mechanical education program submitted by Meridian Tech Center, Stillwater, OK, HVAC Program, for 1055 hours for mechanical program qualifying for 2 years credit towards the experience requirement for licensing - Travis Snowden, Instructor; Gary Kirk, CIB Mechanical Supervisor.
- K. Discussion with possible vote on formal mechanical education program submitted by Meridian Tech Center, Stillwater, OK, HVAC Program, for 392 hours for mechanical program qualifying for 9 months credit towards the experience requirement for licensing - Travis Snowden, Instructor; Gary Kirk, CIB Mechanical Supervisor.
- L. Discussion with possible vote on formal mechanical education program submitted by Meridian Tech Center, Stillwater, OK, HVAC Program, for 615 hours for mechanical program qualifying for 1 year credit towards the experience requirement for licensing - Travis Snowden, Instructor; Gary Kirk, CIB Mechanical Supervisor.
- M. Discussion with possible vote on formal mechanical education program submitted by Meridian Tech Center, Stillwater, OK, HVAC Program, for 518 hours for mechanical program qualifying for 1 year credit towards the experience requirement for licensing - Travis Snowden, Instructor; Gary Kirk, CIB Mechanical Supervisor.

VII. Discussion with possible vote on CEU Requests:

- N. *HVAC On-Site Training Solutions*, Let's Get Energized with Everything about Motors, Instructors Chris Walters & Jennifer Barta, November 14, 2025, for 4 hours.
- O. *HVAC On-Site Training Solutions*, Diving Deep into the 3 Types of Heating & Operations, Instructor Chris Walters, November 14, 2025, for 4 hours.

VIII. ADJOURNMENT