


National Association of Stationary Operating Engineers®

Mail To: Industrial Training School 
Licensing Section
212 Elmwood Ave Ext, Suite 300
Gloversville, NY 12078 USA

Tele: (518) 468-0148

E-mail: educational.director@industrial-training.org

LICENSE APPLICANT PERSONAL INFORMATION SECTION

Name: _____ Birth Date: ____/____/____
Last, First Middle Month Day Year

Address: _____

City _____ State: _____ Zip/Postal Code: _____

Home/Cell Phone: (____) _____ Work Phone: (____) _____

Job Title: _____

E-mail address: _____ @ _____

Your email address is needed for license renewal notices and NASOE™ notices that may affect your licensure.

- All fees are non-refundable -

- Copy of Licenses, Drivers License, State ID, Full-Time Student ID, or Passport and Supporting Documents
- Checks/Money Orders Attached Make Checks/Money Orders Payable to: Industrial Training School
- Application Evaluation Fee \$25 *Desired License:* _____
- Exam Fee \$90/per exam USA \$100 Dropped License Fee
- Exam Fee \$150/per exam Canada Proof of Refresher Licensed Class (*Dropped Lic.*)
- Exam Fee \$350/per exam International Letter Attesting Employment in Duties (*Dropped Lic.*)

License Fees: 1-Year Lic. \$40 2-Year Lic. \$80 3-Year Lic. \$120

License fees expire on December 31, 2017

GUIDELINE TO MAINTAINING A GOOD STANDING

National Association of Stationary Operating Engineers offers licenses to advance professionalism through assessment. In the process of maintaining licensure for license-holders as well as candidates, and applicants the following policies are fundamental to remain in good standing. The full POLICY STATEMENT is located at www.nasoe.org/institutions.asp; however, this Guideline will assist you explaining the consequences of not being in good standing.


1. License applications must be accurate and detailed including work-history for the license being applied. Misrepresentation on application is reasonable cause to not-issue or revoke license.
2. When is a licensed Expired or Dropped: (*For Specifics Read: Policy for License-Holders*)
 - a. Expired License
 1. 3-6 Months
 2. 6-9 Months
 3. 9-12 Months
 4. Greater than 12-months License is Dropped
 - b. Dropped Licenses (*From Last Expiration Date*)
 1. Still-Working-In Profession
 - I. One-Two Years
 - II. Greater Than Two-Years (*Probationary License 6-mos.*)
 2. Have Not-Worked-In Profession
 - I. One-Two Years (*Probationary License 3-mos.*)
 - II. Two-Three Years (*Probationary License 6-mos. & Reduced 1-Grade*)
 - III. Three-Five Years (*Probationary License 6-mos. & Reduced 2-Grades*)
 - IV. Greater Than Five Years (*Probationary License 3-mos. & Reduced 3-Grades*)

Dropped license-holders may require refresher courses up to 40-hours as well as letters attesting employment in duties of the probationary license as well as other requirements including \$100 dropped-fee. Refer to for further details on rectifying an expired or dropped license.

3. License-holders are expected to conduct themselves as reasonably as possible in a professional manner.
4. Continuing Education Contact Hours are required annually. Consequences to not submitting a Cont. Ed. Contact-hours certificate: First-Year: One (1) year probationary license; Second-Year: See Dropped License; Third-Year: See Dropped License. (Read "Policy for License Holders")
5. Examinees must follow the examination instructions and rules of the Proctor. Failure to adhere to the instructions or rules during the examination will invalidate the exam.
6. Applicants and license-holders can make appeals. The Commission of Examiners will review the appeals and make recommendations to the Executive Board:

Commission of Examiners
National Association of Stationary Operating Engineers®
212 Elmwood Ave Extension, Suite 600
Gloversville, NY 12078

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Attached Are Additional 'Supplemental Employment/Experience Record' Form 002 for Each Employer

| Current Employer (Fill Out for Each Employer) | | Employer Contact & Email | Telephone |
|---|--|--|--------------|
| Boilers WT, FT, HRSG | | Size (BHP, TPH, PPH), Fuel, Superheated, Economizer | Manufacturer |
| Boiler Duties from (date) _____ to (date) _____ | | Describe Briefly Duties: _____ | |
| Chillers Comp/Absorb | | Size (Cooling Tons) Describe Refrigerant Upgrades | Manufacturer |
| Chiller Duties from (date) _____ to (date) _____ | | Describe Briefly Duties: _____ | |
| Cooling Towers | | Size (Tons of Heat Rejection), Type of Cooling Tower, & Draft Arrangement | Manufacturer |
| Cooling Tower Duties from (date) _____ to (date) _____ | | Describe Briefly Duties: _____ | |
| Turbines – Steam, Gas | | Size (MW or KW) Steam Press & Temps, Stages, RPM, Condensing, Extractions, & Back-Pressure | Manufacturer |
| Turbines Duties from (date) _____ to (date) _____ | | Describe Briefly Duties: _____ | |
| AC Generators | | Size (MW or KW) Generator Voltage, RPM, Type of Excitation, Type of Cooling | Manufacturer |
| Generator Duties from (date) _____ to (date) _____ | | Describe Briefly Duties: _____ | |
| I certify that the information provided above is true with no false claims of employment or experience Signature: _____ Date: _____ | | | |

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LICENSE AGREEMENT

I certify by the signature below that all information provided on this application form is true and I have also read, understand, and agree with the application POLICY STATEMENT located at www.nasoe.org/institutions.asp. . Furthermore, to the fullest extent permitted by law, I the license-holder and applicant agrees to defend (including attorney's fees), pay on behalf of, indemnify, and hold harmless the National Association of Stationary Engineers®, its elected and appointed officials, employees and volunteers and others working on behalf of the National Association of Stationary Engineers® including Examiners, Examining Agencies and Designates against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the National Association of Stationary Engineers® its elected and appointed officials, employees, volunteers or others working on behalf of the National Association of Stationary Engineers® and Examiners, Examining Agencies and Designates by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this application-agreement or license(s). You also agree that the level of knowledge required by the license implies, as a license-holder, that you have demonstrated by exam or other competency means to be a license-holder, but it does not mean you have specific equipment, machinery or systems related competency or specific knowledge; therefore, you agree you will not operate said equipment, machinery or systems that are beyond your competency and knowledge regardless of your license. Finally, you agree to authorize National Association of Stationary Operating Engineers® and the Examiners, Examining Agencies and Designates to verify work history with employers.

Applicant's Signature _____ **Date** _____

EXAMINING AGENCY SECTION

(Examining Agency Only)

Based on experience, training, education, and credentials we recommended the applicant be considered for the following license program(s) for licensure and/or examinations:

Stationary High-Pressure Steam Engineer License Program

Stationary HP Steam Engineering

Low-Pressure Boiler License Program

L-P Operating Engineer

Chiller License Program

Chiller Engineer

Combined Cycle with Combustion Turbine License Program

CCCT

Gas Turbine License Program

Gas Turbine

Power Engineer Program

Power Engineer

High-Temp Hot Water License Program

HTHW Operating Engineer

Instructor Endorsement

Combustion Specialist Program

Combustion Specialist

Notes:

Application Examiner/ Designate

Sign _____ Date _____

Official Use Only