

National Association of Stationary Operating Engineers®

Approved by the Commission of Examiners and the Executive Board on May 22, 2017

POLICY FOR LICENSE HOLDERS

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:

1. License applications must be accurate and detailed including work-history for the license being applied, for misrepresentation on application is reasonable cause to not-issue or revoke license.
2. What is an Expired or Dropped License and How to Rectify Your license to a Good-Standing:
 - a. **Expired License (Less Than One-Year)**
Renewing of licenses is essential to remain in good standing and the license should be renewed in advance, but no later than the day of expiration. Late renewals are discouraged.
 1. **Pay the Late Fee** and Renewal Date is Reset to Date Penalty is Paid as follows:
 1. 3-6 Months over-due: \$15 Late Fee.
 2. 6-9 Months over-due: \$25 Late Fee.
 3. 9-12 Months over-due: \$30 Late Fee.
 4. Greater than 12-months license is Dropped.
 2. **Don't Pay the Late Fee** and Renewal Date is not reset.
 - b. **Dropped Licenses (From Last Expiration Date)**
 1. **Still Working In Profession (Requires the License Fee in-addition to Fees identified below)**
 1. **One-Two Years:** \$100 Fee with Renewal Form and Current Employer contact information.
 2. **Greater Than Two-Years:** Resubmit application with application fee and an additional \$100 Fee for being dropped and Letter from Employer Attesting that Probationary License-Holder has been employed for at least 6-month (full-time) during the probationary period in licensing duties. Additional Letters of Attesting are required from previous Employer and when Past Employers are Unable to Attest then a minimum of 7-Hour license class can be substituted; However, Letter Attesting from Present Employer is Mandatory
 2. **No Experience Since Last Expiration Date (Requires Resubmission of Application with Application Fee and License Fee)**
 1. **One-Two Years:** \$100-fee with a Probationary 3-month License;
 2. **Two-Three Years:** \$100-fee, Reduced Grade with a Probationary 6-month License; Proof of 7-hour License Class; Letter from Employer Attesting that Probationary License-Holder has been employed for 6-month (full-time) during the probationary period in licensing duties.
 3. **Three-Five Years:** \$100-fee, Reduced two (2) Grades with a Probationary 6-month License; Proof of 14-hour License Class; Letter from Employer Attesting that Probationary License-Holder has been employed for 6-month (full-time) during the probationary period in licensing duties.
 4. **Greater Than Five Years:** \$100-fee, Reduced to Lowest Grade Probationary 3-month License; Proof of 40-hour License Class; Letter from Employer Attesting that Probationary License-Holder has been employed for 3-month (full-time) during the probationary period in licensing duties.
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.
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. Ultimately, the decision rest with the Executive Board and may include additional fines and disciplinary actions to a license-holder or applicant. To appeal to the Commission of Examiners contact your agency.