

# **National Association of Stationary Operating Engineers®**

*Approved by the Executive Board*

## **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. \$7 for each months over-due.
      2. 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. **Probation for 6-months with degraded license:** Employer must submit a 'Letter of Competency' after six-months stating the probationary license-holder carries out their duties as instructed in a competent manner, then license is restored;
    2. **Penalty Fee:** \$250
    3. **Fine:** Number of years multiplied by the annual license fee.
    4. **CEH's (Continuing Educational Hours):**
    5. **Greater Than Five Years:** License is degraded, and can be re-established after written examination.
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: License is not renewed.
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.
7. A Retired License is exempt from a Dropped License requirements. Reactivation from a retired license requires paying forward on CEHs (Continuation Educational Hours) as required for a license and paying license fee.