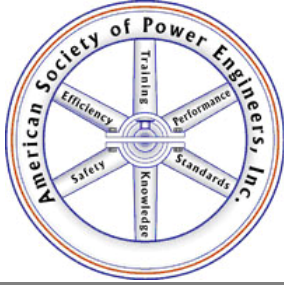


AMERICAN SOCIETY OF POWER ENGINEERS, INC.



OPERATIONAL GUIDELINE 06012007-1 *"LATE LICENSE RENEWALS"*

Due to increased administrative costs regarding processing a late license renewal, the following guideline establishes the additional fee charge for late renewals.

- A late fee of Ten dollars (\$10.00) will be applied to renewals that are overdue greater than 60 days.
- A late fee of Fifteen dollars (\$15.00) will be applied to renewals that overdue greater than 180 days.
- A late fee of Forty-three dollars (\$43.00) will be applied to renewals that are overdue greater than 1 year.
- A late fee of Fifty-three dollars (\$53.00) will be applied to renewals that are overdue greater than 18 months.
- A late fee of Fifty-eight dollars (\$58.00) will be applied to renewals that are overdue greater than 2 years but less than 26 months
- If a license is not renewed within 26 months. The person will need to retake an examination.

A late fee may be waived due to administrative error in proper renewal notification. This is at the discretion of the E-board.

*Exception to this Guideline is the US Department of Navy (NAVFAC Mid Atlantic).

No renewals over sixty (60) days past expiration date. After the maximum time lapse of sixty (60) days the license holder must take and pass an exam for license reinstatement.

Garry Guard, President ASOPE (2006-2007)