



## Operating Engineers Certification Program

*Labor Omnia Vincit*

19001 Golf Club Drive, Crosby, Texas 77532

Tel: (951) 351-4001 Fax: (951) 351-4007 Email: [oeep@oeep.org](mailto:oeep@oeep.org)

### RETENTION OF INFORMATION

The OECP main office will retain candidate information permanently or as required by law. Information to be retained electronically will include as a minimum:

- Candidate application(s).
- A copy of the letter of certification sent to a certificant.
- All written examination answer sheets and scores.
- All practical examination score sheets.
- A copy of the Department of Transportation (DOT) and/or Department of Motor Vehicles (DMV) Medical Card/Certificate submitted at the time of application.
- Copies of both sides of an equivalent nationally accredited crane operator certification(s).
- A copy of the required substance abuse test results submitted at the time of application.
- Reports from exam development work
- Job analyses
- Cut score studies
- Technical analysis reports of item and exam performance
- Exam results and exam scores
- Exam forms

**Note:** Candidates/certificants should report any changes in contact information, (e.g., address, telephone number, email, etc.) to the OECP certification office as soon as possible. The OECP certification office can be reached at the address, telephone number, and email address listed below:

Operating Engineers Certification Program

19001 Golf Club Drive

Crosby, Texas 77532

(951) 351-4001 or [oeep@oeep.org](mailto:oeep@oeep.org)

Enclosure (1)

OECPNOTE2025.13A