

**NATIONAL COMMISSION FOR THE
CERTIFICATION OF CRANE OPERATORS (NCCCO)**

**WRITTEN & PRACTICAL EXAMINATION
TEST SITE COORDINATOR
HANDBOOK**

- **RIGGER LEVEL I**
- **RIGGER LEVEL II**



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NCCCO does not discriminate against any individual because of race, gender, age, creed, disability, or national origin.



The NCCCO Rigger Level I and Rigger Level II certification programs are accredited by the American National Standards Institute (ANSI) to ISO 17024—General requirements for bodies operating certification systems of persons.



ISO/IEC 17024
Personnel Certification Body
#0756

Mobile, Tower, Overhead,
Articulating, and Service Truck Crane
Operator, Digger Derrick Operator,
Signalperson, Rigger Level I and
Level II, Crane Inspector, and Lift
Director Programs Accredited

Dear NCCCO Test Site Coordinator:

Welcome to the National Commission for the Certification of Crane Operators (NCCCO) national rigger certification program.

NCCCO is a nonprofit organization founded in 1995 to establish a fair and independent evaluation of crane operator knowledge and skills. Key to this industry-led effort has been the development of CCO Written and Practical Examinations leading to nationally recognized crane operator certifications.

As personnel responsibilities in the lifting industry have become better defined, NCCCO has developed additional certification programs for other occupations involved in the lifting industry. This rigger certification program is the culmination of many years' hard work by experts from the varied industries and groups that use cranes, including construction, steel erection, ironworkers, operating engineers, utilities, crane rental, etc. NCCCO task forces were made up of experts from all aspects of the rigging, lifting, and crane industry—riggers, ASME B30 members, crane operators, training directors, managers, supervisors, insurance representatives—who together represent many thousands of hours of rigging experience. These volunteers gave freely of their time and expertise with the primary goal of improving the safety of all whose work brings them into contact with cranes and lifting equipment.

Until recently rigger certification was voluntary unless required by local jurisdictions or specific employers. However, in November 2010 the federal Occupational Safety and Health Administration (OSHA) enacted new national regulations for cranes and derricks used in construction under 29 CFR 1926 Subpart CC, which state that riggers need to be qualified.

To ensure that CCO examinations are—and remain—a valid measurement of a rigger's operator's proficiency, NCCCO used its exam development expertise and guided its task forces in establishing key elements of the program, including identifying essential skills, selecting tasks, standardizing test conditions, developing the scoring process, establishing reliability among tests, and creating flexible application and scheduling procedures. NCCCO continually analyzes the performance of CCO exams and reports to NCCCO's Exam Management Committees.

This Test Site Coordinator Handbook has been developed to provide you with comprehensive information about administering CCO Written and Practical Examinations leading to CCO rigger certifications. NCCCO recognizes the commitment you are about to make, and we want your experience to be a positive and successful one. If, after reading this handbook, there is anything you do not fully understand, please call NCCCO at 703-560-2391 or email info@nccco.org, and NCCCO staff will guide you through any aspects of the CCO national rigger certification program that you would like explained in more detail.

Thank you for your interest—and good luck!

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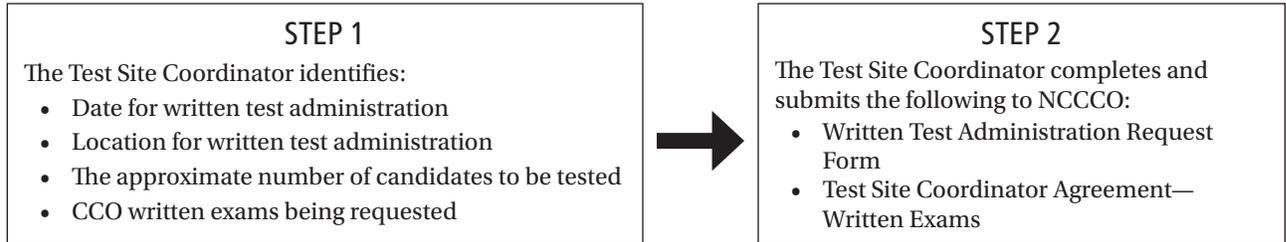
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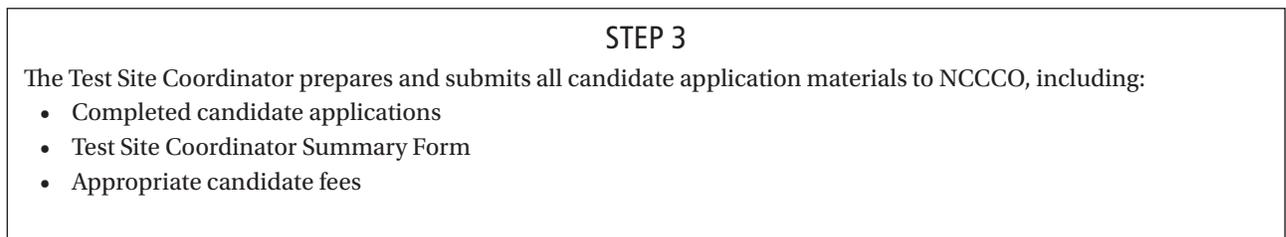
Written Examination Process

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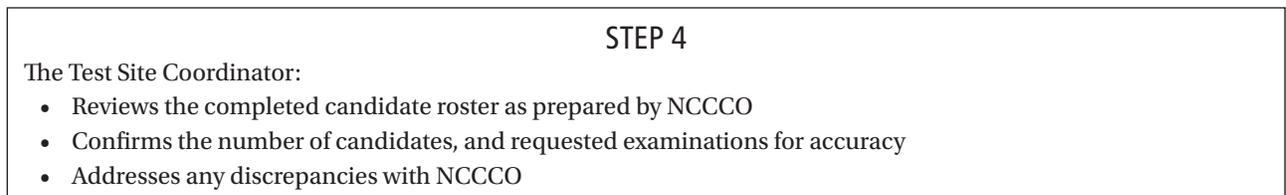


Once the request has been approved, NCCCO will email a letter of approval and confirmation to the Test Site Coordinator. The confirmation letter will include a test administration number and instructions on how to proceed.

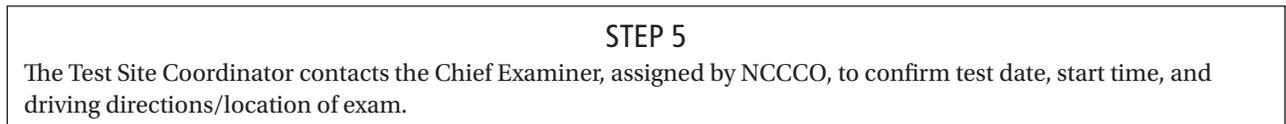
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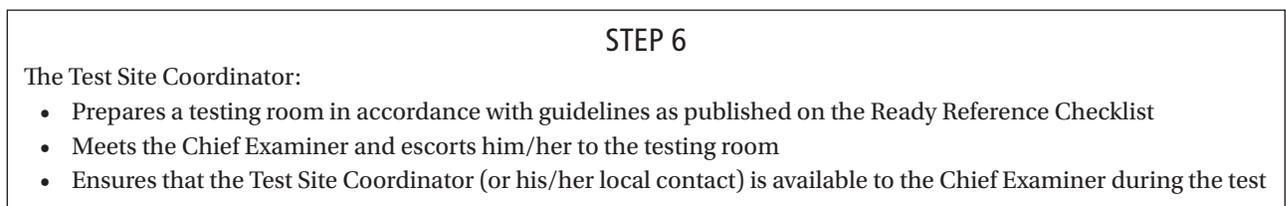
ONE WEEK BEFORE THE WRITTEN EXAM...



TWO OR MORE DAYS BEFORE THE WRITTEN EXAM...



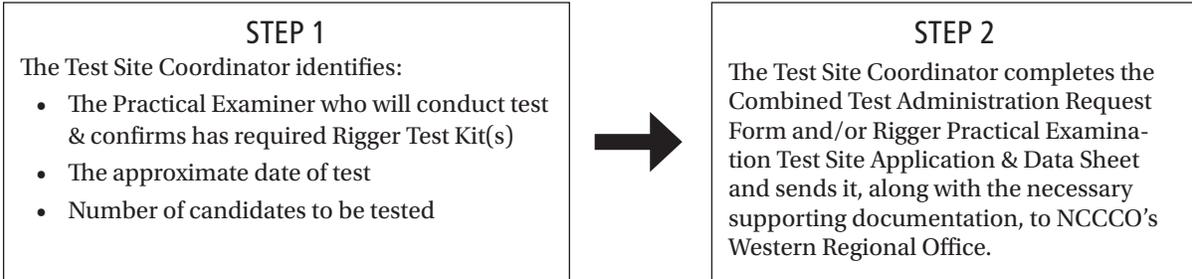
ON THE DAY OF THE WRITTEN EXAM...



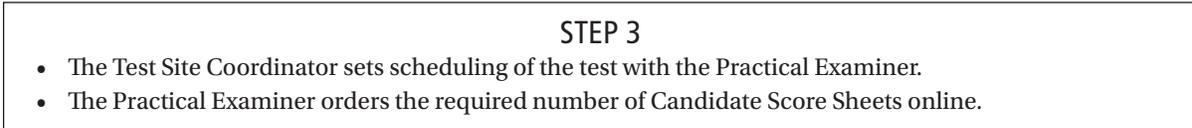


Practical Examination Process

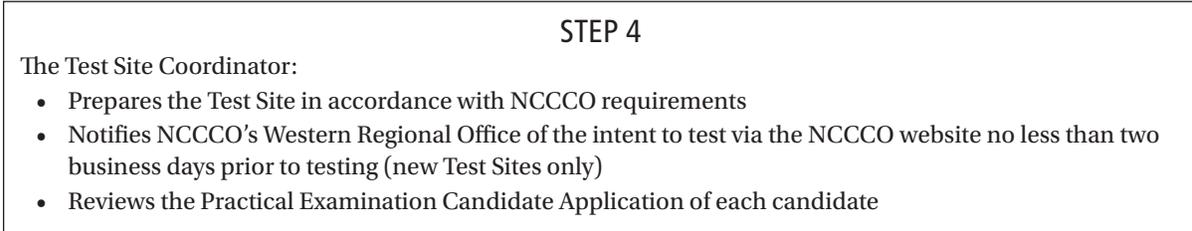
FOUR OR MORE WEEKS BEFORE THE PRACTICAL EXAM...



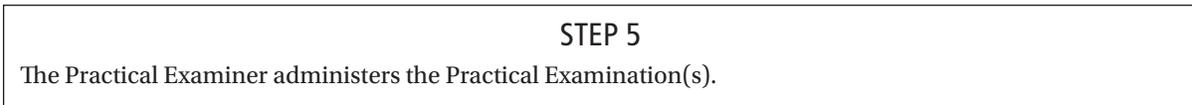
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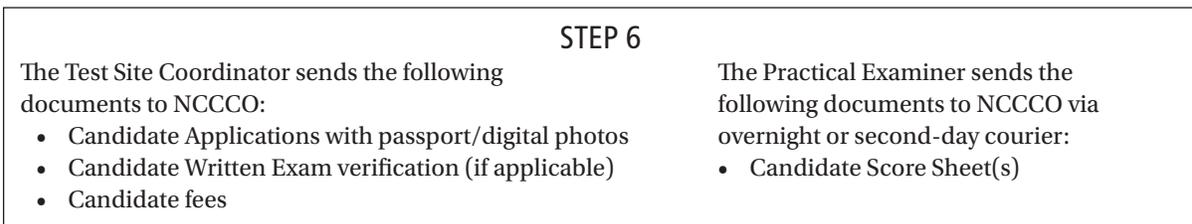
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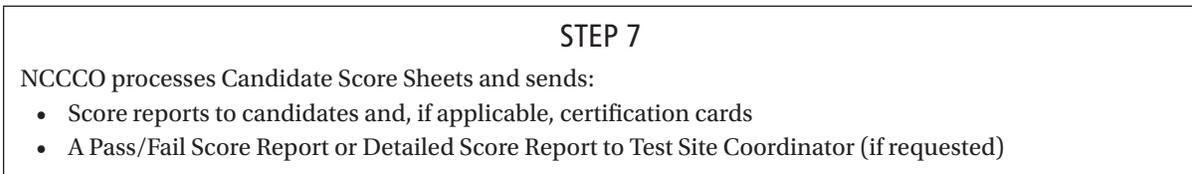
ON THE DAY OF THE PRACTICAL EXAM...



AFTER THE PRACTICAL EXAM...



WITHIN 12 BUSINESS DAYS AFTER RECEIVING THE NECESSARY DOCUMENTS...





Hosting and Administering CCO Written and Practical Examinations

This information is specific to the CCO Rigger certification programs. Information regarding other CCO certification programs is covered in the respective Test Site Coordinator Handbooks.

TEST SITE SETUP—WRITTEN EXAMINATION

The examination room should be setup prior to the NCCCO Chief Examiner's arrival. The examination room must provide adequate separation of candidates, as well as sufficient space for taking the examination. In addition, administration sites must meet the following requirements:

- There must be only one point of entry and exit—candidates must enter and exit through the same door.
- The testing room must be an indoor facility suitable for the exam candidates, to include:
 - Quiet, well-lit, properly ventilated, with a comfortable temperature and free from distractions to candidates
 - Accessible to candidates with special needs
 - A head table or podium at the front of the room
 - A registration table
 - Easy access to unlocked rest rooms stocked with sufficient supplies (no porta-potties)
 - Easy access to a water fountain
 - Large signs prominently posted making candidates aware of the location of the test
 - A clock visible to all candidates, preferably at the front of the room so that candidates can see it without turning their heads
- The examination room should be setup in classroom style. There must be sufficient tables and space for the number of candidates registered. Make certain that the number of candidates can be seated according to the following requirements:
 - **Six-foot tables:** No more than two candidates per table
 - **Eight-foot tables:** No more than three candidates per table
 - **Round tables:** No more than one candidate per table; these may be used, but are inefficient due to the requirement of only one candidate per table
 - **Desks:** No more than one candidate per desk; desks may be used only if their surface area is large enough to hold both the test booklet and answer sheet and must accommodate both left-handed and right-handed candidates with equal comfort

- The tables must have smooth writing surfaces and adequate space to accommodate examination booklets and answer sheets without crowding.
- There must be an adequate supply of sharpened #2 pencils for candidates to use on test day.
- The chairs must be comfortable, with an appropriate height in relation to the tables used. Chairs with backs are preferable to stools or benches without backs.
- Rest rooms must be located near examination room and must be easy to find. Post directional signs if necessary.
- Room acoustics must be good. If the room is large, make sure that a microphone is available and that it works well enough so that candidates in the back of the room can hear verbal instructions clearly.
- There must be adequate space for the Chief Examiner to observe candidates easily.
- Parking must be sufficient to accommodate the number of vehicles expected.

TEST AREA CONFIGURATION—PRACTICAL EXAMINATION

The Practical Examination administration only allows the Practical Examiner and candidate to be present in the test area while testing. Once candidates have completed testing, they must leave the Test Site and not converse with other candidates who have tested or are waiting to test. The Practical Examination area may be indoors or outdoors, as long as it meets the following requirements:

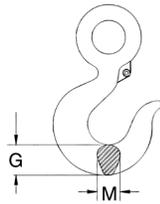
- Quiet, adequately lit, properly ventilated with a comfortable temperature and free from distractions to candidates
- Accessible to candidates with special needs
- Easy access to unlocked rest rooms stocked with sufficient supplies
- Easy access to a water fountain
- Large signs prominently posted making candidates aware of the location of the test
- A separate waiting area (away from the testing area) for candidates waiting to test
- Parking available to accommodate the number of vehicles expected

Rigger Level I

- Three 6 ft. tables on which to place the rigging gear; one table must have a strip of tape or minimum 1 in. wide line that divides the table in half

or

- Instead of tables, three 6 ft. × 3 ft. areas of clean, clear floor space with a line or tape dividing one of the spaces in half may be used
- An attachment point with a hook that meets the following specifications: has at least a 100 lb. capacity, no latch is required, height of bottom section ("G" in diagram) cannot exceed 7/8 in., and thickness ("M" in diagram) cannot exceed 7/8 in. (e.g., Crosby 3/4 ton carbon eye hook, part #1022200)
- A clock visible to candidate
- Rigger Level I Test Kit (provided by Practical Examiner)



Rigger Level II

- One 6 ft. table or clear, clean floor space for the Practical Examiner to set up the rigging tasks
- One 13 ft. (± 6 in.) height attachment point with a load test of 1,000 lb.
- Method of identification to mark which side of the frame needs to be rotated (e.g., rope, tape, etc.)
- Digital level (7–12 in. length, magnetic, and accurate to 1/10 of a degree)
- Rigging Frame (see *Level II Rigging Frame Shop Drawing*).
- Rigger Level II Test Kit (provided by Practical Examiner)

ROLES AND RESPONSIBILITIES

The following three individuals are vitally important in the successful administration of the CCO Rigger Written and Practical Examinations. They must work together and communicate to ensure a smooth test administration.

Test Site Coordinator

The person designated by the host company or organization to liaise with NCCCO on test administration matters is known as the *Test Site Coordinator* (TSC). Test Site Coordinators or their designated representatives are required to remain on site throughout each test administration.

Test Site Coordinators are responsible for:

- Submitting all requested information on the Written Test Site Application Request Form and Test Site Coordinator Summary Form to NCCCO in a timely manner; Written Test Administration Requests may also be submitted online at: www.nccco.org/wtar.
- Preparing a testing room in accordance with the general directions listed under Test Site Room Setup—Written Examination and Test Area Configuration—Practical Examination
- Liaising with the Chief Examiner and NCCCO in all aspects of Test Site preparation and administration
- Ensuring candidate applications are complete and submitted in accordance with stated deadlines
- Remaining on site throughout each test administration (or a designated representative)
- Ensuring candidates and proctors meet NCCCO's personal protective equipment (PPE) policies, which at a minimum shall meet OSHA requirements
- Submitting Test Site Coordinator Agreement form(s); designated representatives also must submit this form
- Providing an email address and a cell phone number with the first paperwork submission (this may not be a shared address)

NCCCO periodically emails Information Bulletins to all Test Site Coordinators containing clarifications and updated policies. To remain in good standing, Test Site Coordinators are required to abide by the information contained therein.

Practical Examiner

Practical Examinations are conducted by NCCCO-accredited *Practical Examiners*. NCCCO does not assign a Practical Examiner for your site; to search for a Practical Examiner for hire, go to NCCCO's website at www.nccco.org. A Practical Examiner may test only one candidate at a time. It is important that the Test Site Coordinator and Practical Examiner communicate with each other before testing begins.

On the day of the exam, the Practical Examiner is responsible for:

- Bringing all equipment to run the Practical Examinations, including practical test equipment such as Rigger Level I and/or Level II Test Kit(s)
- Ensuring that all candidates have watched the candidate video/presentation and understand the

Practical Examination (candidates may view video/ presentation up to 24 hours before their exam)

- Administering all Practical Examinations for that Test Site
- Returning all examination materials including score sheets to NCCCO at the conclusion of all testing

Chief Examiner

NCCCO is solely responsible for the rules and procedures for the administration of the Written Examination.

Administration and supervision of the examination site and staff, including the care and custody of examination materials, are the responsibility of the *Chief Examiner*.

At least one Chief Examiner is required to administer the Written Examination.

The Chief Examiner is responsible for:

- Ensuring that the security of the examination and related materials are not compromised
- Procuring adequate staff based upon registration count
- Training Proctors
- Conducting Written Examinations
- Ensuring that candidates have all the proper materials and are following all instructions for completing the forms and answer sheets accurately
- Ensuring that candidates neither give nor receive assistance in answering exam questions
- Ensuring no unauthorized person is in the testing room during examinations
- Ensuring candidates leave the testing area when they are through testing to limit communication with previously tested candidates and those waiting to be tested
- Maintaining professional standards of testing practices
- Following up with necessary reports and shipping all examination materials back to NCCCO

Proctor

Proctors assist the Chief Examiner in the administration of the exam. Proctors are under the direction of the Chief Examiner during the test administration. Proctors may not be candidates waiting to take the Written Exam. The primary responsibilities of Proctors are:

- Assisting with set up of room before the examination
- Assisting with admittance and identification check of candidates

- Distributing examination materials
- Monitoring the examination room and observing candidate behavior
- Collecting examination materials and checking out candidates
- Assisting with maintaining examination security
- Adhering to examination time limits
- Assisting with general cleanup at the close of the examination

Chief Examiner or Proctor Eligibility

NCCCO requires all personnel who are authorized access to CCO examinations to sign an Affidavit of Non-Disclosure. Copies of these affidavits are kept on file. To avoid conflicts of interest and possible breaches of security, individuals who have taken or will take the examination(s) may not serve as either Chief Examiner or Proctor in the administration of CCO examinations.

RECERTIFICATION

Riggers certified by NCCCO must recertify every five years by taking and passing a Written Recertification Examination.

Although Written Recertification Examinations have shorter time limits than Written Examinations for first-time candidates, they can be scheduled at regular test administrations.

Recertification candidates count towards a Test Site's overall candidate total for the purpose of avoiding site fees (minimum 15 candidates); see Applying to Host CCO Examinations (page 7).

For more information about recertification, see the Candidate Handbook, or contact NCCCO at (703) 560-2391 or via email at info@nccco.org.

TESTING ACCOMMODATIONS

NCCCO provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation.

In accordance with the Americans with Disabilities Act, NCCCO does not discriminate against individuals with disabilities in providing access to its examination program.

The Americans with Disabilities Act of 1990 and accompanying regulations define a person with a disability as someone who has a physical or mental impairment that

substantially limits one or more major life activities such as walking, seeing, hearing, or learning.

The purpose of accommodations is to provide equal access to CCO examinations. Accommodations match up with the identified functional limitation so that the area of impairment is relieved with an auxiliary aid or an adjustment to the testing procedure. *Functional limitation* refers to the aspects of a disability that interfere with an individual's ability to function; that is, what someone cannot do on a regular and continuing basis as a result of the disability.

The purpose of documentation is to validate that an applicant for testing accommodations is covered under the ADA as a disabled individual. Comprehensive information from a qualified professional is necessary to allow NCCCO to understand the nature and extent of the applicant's disability and the resulting functional impairment that limits access to its examinations. Documentation also allows NCCCO to provide appropriate accommodations for such a disability.

NCCCO will provide, without cost to the candidate, reasonable accommodations designed to facilitate equal access to its certifying examinations for those candidates whose documentation supports such a determination. In no case will accommodations be provided which would compromise the examination's ability to test accurately the skills and knowledge it professes to measure. Similarly, no auxiliary aid or service will be provided that would fundamentally alter the examination.

NCCCO strictly adheres to a policy of confidentiality and does not disclose names of applicants with disabilities or information concerning the application or accompanying documentation. Examinations administered with accommodations are not identified to third-party score recipients and are scored no differently than examinations of other applicants.

Arrangements for persons with disabilities will be provided upon approval. All requests for accommodations must be submitted by the applicant. In order to apply for accommodations, please download the NCCCO Application for Test Accommodations and the NCCCO Guidelines for Documenting a Request for Test Accommodations forms from the NCCCO website. For further information, see the complete NCCCO Testing Accommodations Policy at: www.nccco.org/accommodations.

If you have any questions or need clarification, please contact NCCCO at (703) 560-2391.

AUDIT PROGRAM

NCCCO conducts audits of Test Sites and/or Practical Examiners in accordance with the accreditation requirements of the American National Standards Institute (ANSI).

Test Sites and/or Practical Examiners are selected for audits on the basis of a variety of criteria, including random selection, in response to issues reported by candidates, unusually high or low pass rates, new Test Sites, or probationary Examiners.

Once a site has been selected for an audit, the Test Site Coordinator or company representative from the site may be notified by letter from NCCCO prior to the scheduled test day. In addition, the Auditor will contact the Test Site Coordinator or company representative to verify the testing date and the site address. Unannounced audits may also be conducted.

It is a condition of Practical Examiner accreditation and Test Site status that all Test Site personnel, including the Test Site Coordinator, Practical Examiner, and Proctor, cooperate fully with the NCCCO Auditor during the audit process.

Practical Examiners who have been audited and notified that an additional audit is required will be responsible for the expenses incurred by NCCCO for the additional audit. Any practical exams conducted by the Examiner will not be scored until NCCCO has been reimbursed for the incurred expenses.



Applying to Host CCO Examinations

WRITTEN EXAM REQUESTS

All requests for paper/pencil test (PPT) administrations must be made on the Written Test Administration Request Form at least four weeks prior to the desired test date. Written Test Administration Requests can also be completed online at www.nccco.org/wtar.

Once the request has been approved, NCCCO will email a letter of approval and confirmation to the Test Site Coordinator. The confirmation letter will include instructions on how to proceed with the candidate applications and a test administration number that must be included on candidate applications for that Test Site and secured test date.

Candidates also have the option of taking their Written Exams at approximately 300 PSI computer-based testing (CBT) facilities around the country. See the Rigger Candidate Handbook for CBT application procedures and fees.

PRACTICAL TEST SITES

New Rigger Practical Exam Test Sites must submit a Rigger Test Site Application and Data Sheet and pay an annual \$50 registration fee at the time of application; existing test sites must pay the \$50 Test Site fee before the first practical test of each calendar year thereafter. If running a variety of CCO exams at that location, only one Test Site fee is charged on an annual basis. Employers or organizations with more than one Test Site must pay a fee for each location. Candidate Score Sheets from Practical Exam Test Sites that have not paid their annual \$50 fee will not be processed.

Test Sites are established by the physical address where the equipment is located. Multiple companies and/or sites are not permitted to be established under the same address, although additional equipment can be added by submitting the appropriate Test Site Application(s) to NCCCO's Western Regional Office. Should a Test Site need to become inactive or remove equipment, it must provide the following information to NCCCO in writing:

- PE Site Number
- Company Representative
- Company
- Contact information (phone and email)
- Company Representative signature

No site will be discontinued without this documentation. Any Practical Exam Test Sites that become inactive

(i.e., do not pay their annual test site fee) will be placed in probationary status (see below) and must follow the requirements for new test sites should they want to become approved again in the future.

NEW AND PROBATIONARY TEST SITES

For all new test sites and for 12 months after their first test administration, all new NCCCO Practical Exam Test Sites are conferred "probationary" status. The purpose of this probation is to monitor new test sites and ensure that they are following NCCCO's policies and procedures. These procedures include proper notification of testing, proper cancellation, and cooperation in the audit process.

Probationary test sites are required to provide notification via the NCCCO website at <http://nccco.org/login> no less than two business days prior to any test administration. Changes or cancellations to testing plans are subject to the same notification requirement. Once a site has provided test notification to NCCCO, that will be considered intent to test on that day and the site may be audited even if no testing occurs.

After a 12-month time frame, a probationary test site's history is reviewed to ensure that it has followed NCCCO's policies and procedures, including notification procedures. If a test site has not been providing proper notification, the probationary period will be extended at six-month intervals until such time that the policies and procedures have been properly followed.

TEST SCHEDULING OPTIONS

Rigger Level I and Rigger Level II Exams

Candidates are permitted to schedule and take both the Rigger Level I and Level II Written and Practical Exams at the same test site administration. If administering Level I and Level II Practical exams on the same day, sufficient time must be allotted for all affected candidates. Practical Exams may be administered before the Written exams to accommodate candidate scheduling. (See Typical Written Exam Test Day Schedule on page 11.)

Combined Rigger Level I and Rigger Level II Test Sites

If desired, Test Sites may be used to run Rigger Level I and Rigger Level II certification exams in one session. NCCCO offers a discounted price to candidates taking these two exams together. All Written Exams are conducted on the scheduled test day with the Chief Examiner present. All Rigger Practical Exams must be completed within seven

days of the Written Exam date, and all Practical Exam documentation must be sent into to NCCCO as soon as possible for processing. Practical Exams completed after seven days of the Written Exam date will be subject to additional fees.

To be classified as a "Combined" Test Site, one or more candidates must apply for and complete all four Rigger Level I and Rigger Level II exams in the required seven-day period.

Note: No other CCO certification exams (e.g., Mobile Crane Operator) may be administered at Combined Test Sites.

Combined Rigger and Signalperson Test Administrations

If desired, Combined Test Sites can be used to run Signalperson and Rigger certification exams in one session. NCCCO offers a discounted price to candidates taking these two programs together. All Written Exams are conducted on the scheduled test day with the Chief Examiner present. All Signalperson and Rigger Practical Exams must be completed within seven days of the Written Exam date, and all Practical Exam documentation must be sent into NCCCO as soon as possible for processing. Practical Exams completed after seven days of the Written Exam date will be subject to additional fees.

To be classified as a "Combined" Test Site, one or more candidates must apply for and complete all four Signalperson and Rigger Level I exams in the required seven-day period.

If conducting both Signalperson and Rigger exams, please read the Rigger Test Site Coordinator Handbook for additional information specific to that program.

NOTE: No other CCO certification exams (e.g., Mobile Crane Operator) may be administered at Combined Test Sites.

Regular Schedule

With a guarantee of at least 15 candidates, there is no additional fee for Test Sites that provide NCCCO with a completed Written Test Administration Request Form (or request online) at least four weeks prior to the desired test date.

Late Test Site Applications

Test Sites may apply with less than four weeks' notice, subject to the following fees:

- Less than four weeks to three weeks prior to exam: \$200
- Less than three weeks to two weeks prior to exam: \$300

Test Sites with Less Than 15 Candidates

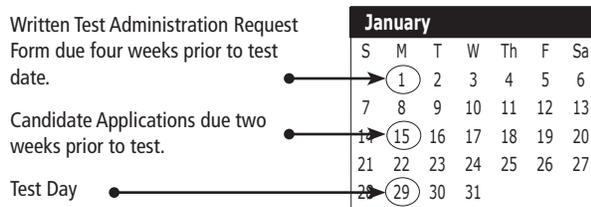
Test Sites may test fewer than 15 candidates at one time, subject to the following fees:

- 11-14 candidates: \$200 flat fee, plus candidate fees
- 1-10 candidates: \$300 flat fee, plus candidate fees

Note: When Rigger exams are combined with Signalperson exams at a Combined Test Site, the minimum number of candidates is 10. See the Signalperson Test Site Coordinator Handbook for details on Combined Test Sites.

APPLICATION DEADLINES

Tests can be administered at any time, as long as application deadlines are adhered to. Sample deadlines shown are for a test date of January 29.



Expedited Test Administrations

Test Sites may request expedited candidate application processing and score reporting for an additional fee. Fees are based on the specific circumstances of the test administration requested. Contact NCCCO for more details.

SITE CANCELLATION AND RESCHEDULING FEES

Test Sites will be required to pay a cancellation fee of \$400 if they cancel without giving 15 days' prior notice in writing to NCCCO. Test sites that cancel or reschedule between 16 and 30 days prior to the scheduled test date will be required to pay a fee of \$100.

Deadlines

Please note that all deadlines are based on UPON RECEIPT deadlines at NCCCO. Candidates/Test Site Coordinators are solely responsible for making sure that complete and accurate applications reach NCCCO by the stated deadline.

CANDIDATE APPLICATION FEES

The appropriate fees must be enclosed with your application(s). Checks and money orders payable to NCCCO are preferred. You may also pay by credit card (VISA, MasterCard, or American Express). Do not send cash. Please do not staple your check or money order to your application form, but do include your payment in the envelope with all the other application materials. *All returned checks that cannot be processed are subject to a \$30 fee.*

Exam Fees/Retest Fees for new Rigger candidates only (not current CCO card holders):

- Rigger Level I Written Exam..... \$95
- Rigger Level I Practical Exam..... \$95
- Rigger Level II Written Exam \$95
- Rigger Level II Practical Exam \$95

Combined Rigger Level I and Rigger Level II Exam Fees (not current CCO card holders)

- Rigger Level I and Level II Written and Practical Exams\$250*

Exam Fees for current CCO card holders only:

- Rigger Level I Written Exam..... \$75
- Rigger Level I Practical Exam..... \$50
- Rigger Level II Written Exam \$75
- Rigger Level II Practical Exam \$50

Combined Rigger Level I and Rigger Level II Exam Fees (current CCO card holders)

- Rigger Level I and Level II Written and Practical Exams\$225*

Retest Fees for current CCO card holders only:

- Rigger Level I Written Exam..... \$50
- Rigger Level I Practical Exam..... \$50
- Rigger Level II Written Exam \$50
- Rigger Level II Practical Exam \$50

**To receive discounted pricing all written exams must be taken at a Combined test administration. All practical exams must be completed within seven days of the Combined written exam administration or exam fees will be forfeited.*

Recertification Exam Fees/Retest Fees:

- Rigger Level I Recertification Written Exam or Retest (CCO-certified Riggers only) \$95
- Rigger Level II Recertification Written Exam or Retest (CCO-certified Riggers only) \$95
- Rigger Level I Recertification Written Exam (CCO-certified Operators only) \$75
- Rigger Level II Recertification Written Exam (CCO-certified Operators only) \$75
- Rigger Level I Recertification Written Exam Retest (CCO-certified Operators only) \$50
- Rigger Level II Recertification Written Exam Retest (CCO-certified Operators only) \$50

NOTE: Rigger Level II certificants must only take and pass the Rigger Level II Recertification Written Exam to maintain both Rigger Level I and Rigger Level II certifications.

Discounts are available for candidates seeking Signalperson certification at the same time as Rigger certification; see the Candidate Applications for combined discounted fees. For details about Signalperson certification, see the NCCCO Signalperson Candidate Handbook.

Additional Fees:

Candidates will be charged an additional \$50 fee if their applications are late.

Candidates will be charged an additional \$25 fee if:

- They wish to reschedule without valid reason (see Emergency Cancellations or Withdrawals)
- They wish to have duplicate score reports issued
- They need duplicate/updated certification cards

Candidates will be charged an additional \$30 fee if:

- Their application form is incomplete
- They do not send in full payment
- Their credit card cannot be processed for any reason

All application materials must be received by NCCCO according to the sample test schedule outlined on page 8 of this Test Site Coordinator Handbook.

Late Applications

Applications received after the application deadlines, but at least four business days prior to the exam administration date are subject to a \$50 late fee. This fee must be included with the late application(s).

For example, for a test administration on a Saturday, late applications that arrive at NCCCO by 5:00 p.m. (ET) on the Monday evening prior to the test can be accepted. Candidate applications that arrive after that time cannot be accepted.

Walk-in candidates cannot be accepted under any circumstances.

RETEST POLICY

If a candidate fails a Written Exam, he/she may retake it at a paper/pencil test site or a computer-based test site.

RESCHEDULING, CANCELLATIONS, AND WITHDRAWALS

Should a candidate be unable to sit for the examination, NCCCO must receive notification in writing no later than seven business days prior to the examination date. Candidate fees will be held up to one year. When the candidate reschedules, at that time he/she will need to pay an additional \$25 rescheduling fee. Candidates who wish to reschedule their CCO rigger examinations **MUST** notify NCCCO and submit the necessary documentation and fees by the deadline for the rescheduled test date.

Candidates withdrawing or canceling after the deadline or not sitting for the examination will forfeit all application fees and will NOT receive a refund.

Emergency Cancellations or Withdrawals

ONLY the following situations will be accepted as grounds for emergency cancellations or withdrawals by a candidate:

- **Called to work**—supporting documentation required: *letter from employer*
- **Candidate illness**—supporting documentation required: *doctor's note*
- **Family death**—supporting documentation required: *death certificate or obituary notice*

Requests for medical and personal emergency withdrawals are handled by NCCCO's Testing Services Department. Candidates must write a letter to NCCCO describing their situation, including their full name, address, and Candidate ID/CCO Certification number, along with the scheduled test date, site number, and supporting documentation indicated above.

NCCCO MUST receive this written notification within seven business days after the scheduled examination date or the candidate will forfeit all application fees.

Candidates will be allowed to reschedule for a future examination administration up to one year from the emergency cancellation or withdrawal. ***Candidates will NOT receive a refund if they decide they no longer wish to take the test.***

SCORE REPORTS

All candidates are sent a report of their performance from NCCCO within approximately 12 business days after the examination administration.

Test Site Coordinators are automatically sent at no charge a Pass/Fail Score Report for all candidates testing at their sites.

Test Site Coordinators may also request a Detailed Score Report for all candidates by completing the appropriate form in this handbook and submitting it, along with a \$50 processing fee, to NCCCO when returning test administration materials for each administration. ***Note that all requests for Detailed Score Reports must include the release signature of each candidate.***

Report requests will be processed upon receipt at NCCCO and provided to Test Site Coordinators after the exams are scored (normally within 10 business days of the exam).

RIGGER CERTIFICATION TIME FRAMES

Candidates must pass the Written and Practical examination to be certified. Rigger certification is valid for five

years. The Written and Practical Exams may be taken in either order. Candidates have 12 months from the time they pass their first Written or Practical Exam for each rigger level in which to pass the corresponding (Written or Practical) Exam.

Any tests passed within a 12-month period count towards certification. For example, a candidate who fails the Rigger Level I Written Exam in January 2015 but passes the Rigger Level I Practical Exam in June 2015 has until the end of June 2016 to retake (and pass) the Rigger Level I Written Exam.

While candidates are permitted to schedule and take both the Level I and Level II written and practical exams at the same time, for Rigger Level II certification to be valid, Rigger Level I certification must also be current.

Candidates for certification or recertification may petition for an extension of NCCCO's standard timeline(s). NCCCO staff shall have the discretion to make the initial determination of whether a requested extension should be granted. Petitions for an extension of time are generally denied absent a showing of extraordinary circumstances. Denials of such petitions may be appealed to the Appeals Committee.

PERMANENT TEST SITES

Practical Test Sites that test on a regular basis may become permanent Practical Test Sites. For such sites, the requirement for a site inspection prior to each operator test may be waived. This option is available only to test sites where there has been no change in test crane, test site/location, and Test Site Coordinator in the last 12 months.

An annual full site report is required for permanent test sites.

Use the enclosed Permanent Test Site Application to apply for Permanent Test Site status. Probationary test sites may not apply.

SECURE TEST SITES

Test sites with limited access and/or enhanced security protocols that might interfere with the ability of testing personnel and/or NCCCO staff and Auditor to enter are required to indicate on their Test Site Applications that they are secure sites. They must also complete the enclosed Security Requirements Report and provide any associated documentation (such as the site's formal security policy), all of which should be submitted along with the Test Site Application and Test Administration Request form. All Secure Test Sites—including permanent Test Sites—must submit completed Security Requirement Reports annually.



Typical Written Exam Test Day Schedule

SCHEDULE GUIDE

The test day is arranged so that the candidates are able to test in a timely manner without disruption throughout the day. No one other than candidates and Chief Examiners are allowed in the written exam testing room during the exam for any reason.

Remember that the following schedule is just a guide. The Test Site Coordinator is responsible for informing the candidates of what time to arrive the day of testing. Confirm the time with NCCCO's Chief Examiner as well as the Practical Examiner during your pre-exam discussions with them.

TIME	ACTIVITY
7:30 a.m.–8:00 a.m.	Chief Examiner and Proctors arrive at Test Site to check and prepare testing room (if needed). <i>Call NCCCO immediately with any Test Site issues.</i>
8:00 a.m.–8:15 a.m.	Candidates sign in. Check candidate IDs. Seat candidates.
8:15 a.m.–8:30 a.m.	Chief Examiner reads instructions to candidates.
8:30 a.m.–9:30 a.m.	<i>Administer Rigger Written Examination(s).</i>
9:45 a.m.–10:00 a.m.	If additional time is required to allow candidates to take Rigger Level I and Rigger Level II exams (or Rigger Level I and Signalperson exams) on the same day, Chief Examiner reads instructions to candidates.
10:00 a.m.–11:00 a.m.	<i>Administer additional Written Examination(s).</i>
End of Test Day	Chief Examiner collects and counts exam score sheets and exam booklets. Dismiss candidates.

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Test Administration Forms RIGGER PROGRAM

Please photocopy all sides of the following forms when applying to administer CCO Examinations:

- **Test Site Application—Rigger Practical Exam**
- **Written Test Administration Request Form**
- **Combined Test Administration Request Form**
- **Test Site Coordinator Agreement Form—Written Exams**
- **Test Site Coordinator Agreement Form—Practical Exams**
- **Test Site Coordinator Summary Form**
- **Practical Test Administration Summary Form**
- **Detailed Score Report Request Form**
- **Permanent Test Site Application**
- **Security Requirements Report**
- **Ready Reference Checklist**
- **Rigger Level I Site Report**
- **Rigger Level II Site Report**
- **Rigger Level II Rigging Frame Shop Drawings**

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Written Test Administration REQUEST FORM

This form may also be completed and submitted online at: www.nccco.org/wtar.

Please submit this form when you have found a facility that meets the test criteria and you are ready to commit to a specific exam date. **This form must be submitted at least four weeks prior to the test date selected below.** Incomplete forms or forms with no signature may delay processing. You will receive an approval letter with a test administration number to document on your Candidate Applications, which are due no later than two weeks prior to the Written Exam test date.

Test Site can seat up to _____ candidates. There are _____ (number) testing rooms at this Test Site.

Do you want your written Test Site open to candidates outside your company or organization? Yes No

Test Site Coordinator: Please indicate the best time of the day for the Chief Examiner to contact you: _____ a.m./p.m.

Please type or print neatly.

TEST SITE COORDINATOR NAME			
TEST SITE COORDINATOR COMPANY or ORGANIZATION			
TEST SITE COORDINATOR COMPANY MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST SITE COORDINATOR CELL PHONE		COMPANY PHONE	
TEST SITE COORDINATOR EMAIL		<input type="checkbox"/> Check here if this is your first written test administration. <input type="checkbox"/> This is a Secure Test Site. (If checked, submit completed Security Requirements Report using enclosed form; for details see "Secure Test Sites" under "Applying to Host CCO Exams.")	
REQUESTED DATE OF TEST			
TEST SITE LOCATION NAME (if different from above)			
DESIGNATED REPRESENTATIVE AT TEST SITE LOCATION (if different from Coordinator above)		REPRESENTATIVE CELL PHONE	
TEST SITE ADDRESS (if different from above)		REPRESENTATIVE EMAIL	
CITY	STATE	ZIP	COUNTRY

WRITTEN EXAMS SUMMARY	Mobile Cranes	Tower Cranes	Overhead Cranes	Articulating Cranes	Digger Derricks	Ded. Pile Driver	Rigger Level I	Rigger Level II	Signal-person	Crane Inspector	Lift Director
# of Certification Exams:											
# of Retest Exams:											
# of Recertification Exams:									N/A		
# of Handbooks Needed:											

I have read and understand the expectations of the Test Site Coordinator as well as the Criteria for the Test Site as described in the Written Examination Test Site Coordinator Handbook available on the NCCCO website at www.nccco.org/handbooks.

TEST SITE COORDINATOR SIGNATURE	DATE
---------------------------------	------

Please return this Application Form for approval at least four weeks prior to exam to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, FL 34698

Phone: 727-449-8525
Fax: 727-461-2746
Email: kqualls@nccco.org



Combined Test Administration REQUEST FORM—RIGGER & SIGNALPERSON

This form may also be completed and submitted online at: www.nccco.org/wtar.

Please submit this form when you have found a facility that meets the test criteria and you are ready to commit to a specific exam date. **This form MUST be submitted at least four weeks prior to the test date selected below.** Incomplete forms or forms with no signature may delay processing. You will receive an approval letter with a test administration number to document on your Candidate Applications, which are due no later than two weeks prior to the Written Exam test date.

This Combined Test Site is for: Signalperson/Rigger Level I Rigger Level I/Rigger Level II

Do you want your Test Site open to candidates outside your company or organization? Yes No

This is my first test administration: Yes No

Have you submitted your Practical Examination Test Site Application? Yes No

This is a secure site: Yes No (If “Yes,” submit completed Security Requirements Report using enclosed form; for details see “Secure Test Sites” under “Applying to Host CCO Exams.”)

Test Site Coordinator: Please indicate the best time of the day for the Chief Examiner to contact you: _____ a.m./p.m.

Please type or print neatly.

TEST SITE COORDINATOR		COMPANY or ORGANIZATION			
COMPANY MAILING ADDRESS		CITY	STATE	ZIP	COUNTRY
TEST SITE COORDINATOR CELL PHONE		COMPANY PHONE			
EMAIL (Test Site Coordinator/Company Rep.)		COMPANY REP AT TEST SITE LOCATION (if different from Coordinator above)			
TEST SITE LOCATION NAME (if different from above)		COMPANY REP CELL PHONE			
TEST SITE ADDRESS ADDRESS (if different from above)		CITY	STATE	ZIP	COUNTRY
REQUESTED DATE OF TEST	NAME OF PRACTICAL EXAMINER		PE #	PE PHONE	
NAME OF 2ND PRACTICAL EXAMINER (if necessary)		PE #	NAME OF 3RD PRACTICAL EXAMINER (if necessary)		PE #

	# of Certification Candidates:	# of Recertification Candidates:	# of Retest Candidates:	# of Testing Rooms:	# of Practical Examiners:	# of Candidate Handbooks Needed:
Signalperson						
Rigger Level I						
Rigger Level II						

I have read and understand the expectations of the Test Site Coordinator as well as the criteria for the Test Site as described in the Rigger Examination Test Site Coordinator Handbook.

TEST SITE COORDINATOR SIGNATURE	DATE
---------------------------------	------

Please return this Combined Test Administration Request Form for approval at least four weeks prior to the requested exam date to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, FL 34698

Phone: 727-449-8525
Fax: 727-461-2746
Email: kqualls@nccco.org



Test Site Coordinator Agreement FOR CCO WRITTEN EXAMINATIONS

Thank you for your application to be a Test Site Coordinator for CCO Written Examinations. Test Site Coordinators play a critical role in the CCO examination process, from the initial site application, through the collection and submission of candidate applications to NCCCO, to serving as liaison with the Examiner on test day. To ensure a smooth administration of CCO certification exams, it is critical that Test Site Coordinators fulfill their duties in a competent and professional manner. Please review the following Agreement and sign below where indicated, acknowledging that you have read and understood this Agreement and that, should your application be successful, you agree to abide by all of its provisions. NOTE: If your employment or affiliation changes from the company/organization listed below, you must complete and execute this form anew.

As a Test Site Coordinator for CCO Written Examinations, I certify and acknowledge that:

1. I will not disclose (nor cause to be disclosed) to anyone outside of NCCCO any confidential information I obtain as a result of my participation as a Test Site Coordinator in the CCO certification program, including, without limitation, the content of any examination.
2. I have read all applicable NCCCO policies and procedures, particularly those detailed in the Written Examination Test Site Coordinator Handbook, and I agree to be bound by the same.
3. I have read NCCCO's Criteria for Test Sites and agree to prepare all Test Sites in accordance with the general directions set forth therein.
4. I agree to provide authorized personnel with access to the Test Site on test day and to remain (or arrange for my designated representative(s) to remain) at the Test Site throughout the test administration.
5. If I arrange for one or more representatives to remain at the Test Site, I agree to explain the responsibilities and obligations of a Test Site Coordinator to such persons and to ensure their compliance therewith.
6. I understand that the site for which I am a Test Site Coordinator may be audited by NCCCO and that I am required to cooperate fully with the NCCCO Auditor.
7. I agree to meet all applicable deadlines for submitting the Written Examination Test Administration Request Forms and Test Site Coordinator Summary Forms.
8. I agree to ensure that all Candidate Applications I submit are complete and in compliance with stated NCCCO policies and procedures, including any required payments.
9. I agree to pay any and all fees that are due in a timely fashion, including any additional fees I may incur by submitting incomplete or late applications.
10. I agree not to make, and not to knowingly allow any other person to make, any material misrepresentation or omission of fact in any document I submit to NCCCO.
11. I am acting on my own behalf and/or on behalf of the company or organization set forth below, and I am not acting to circumvent a prior NCCCO suspension or revocation.
12. I agree to conduct my affairs with NCCCO, any Examiner, clients, and candidates in a professional manner, according to accepted codes of business conduct.

I understand that non-compliance with any of these provisions may result in the revocation or suspension of my status as a Test Site Coordinator for CCO Written Examinations. I agree that any questions or other matter arising under this agreement will be governed by and construed in accordance with the laws of the State of Virginia, without regard to choice of law rules. All actions and proceedings arising out of or relating directly or indirectly to this agreement will be filed and litigated exclusively in any state court or federal court located in the State of Virginia. I expressly consent to the jurisdiction of these courts.

SIGNED		DATE		
NAME		EMAIL		
COMPANY/ORGANIZATION				
ADDRESS				
CITY		STATE	ZIP	COUNTRY
TELEPHONE		CELL		

Please complete and submit to:

NCCCO—Testing Services Department
1960 Bayshore Blvd., Dunedin, FL 34698
Phone: 727-449-8525 / Fax: 727-461-2746 / Email: kqualls@nccco.org



Test Site Coordinator Agreement FOR CCO PRACTICAL EXAMINATIONS

Thank you for your application to be a Test Site Coordinator for CCO Practical Examinations. Test Site Coordinators play a critical role in the CCO examination process, from the initial site application, through the collection and submission of candidate applications to NCCCO, to serving as liaison with the Examiner on test day. To ensure a smooth administration of CCO certification exams, it is critical that Test Site Coordinators fulfill their duties in a competent and professional manner. Please review the following Agreement and sign below where indicated, acknowledging that you have read and understood this Agreement and that, should your application be successful, you agree to abide by all of its provisions. NOTE: If your employment or affiliation changes from the company/organization listed below, you must complete and execute this form anew.

As a Test Site Coordinator for CCO Practical Examinations, I certify and acknowledge that:

1. I will not disclose (nor cause to be disclosed) to anyone outside of NCCCO any confidential information I obtain as a result of my participation as a Test Site Coordinator in the CCO certification program, including, without limitation, the content of any examination.
2. I have read all applicable NCCCO policies and procedures, particularly those detailed in the Practical Examination Test Site Coordinator Handbook, and I agree to be bound by the same.
3. I have read NCCCO's Criteria for Practical Test Sites and agree to prepare all Test Sites in accordance with the general directions set forth therein.
4. I agree to provide authorized personnel with access to the Test Site on test day and to remain (or arrange for my designated representative(s) to remain) at the Test Site throughout the test administration.
5. If I arrange for one or more representatives to remain at the Test Site, I agree to explain the responsibilities and obligations of a Test Site Coordinator to such persons and to ensure their compliance therewith.
6. I understand that the site for which I am a Test Site Coordinator may be audited by NCCCO and that I am required to cooperate fully with the NCCCO Auditor.
7. I agree to meet all applicable deadlines for submitting the Practical Test Site Application and Data Sheet with all necessary supporting crane documentation.
8. I agree to ensure that all Candidate Applications I submit are complete and in compliance with stated NCCCO policies and procedures, including any required payments.
9. I agree to pay any and all fees that are due in a timely fashion, including any additional fees I may incur by submitting incomplete or late applications.
10. I agree not to make, and not to knowingly allow any other person to make, any material misrepresentation or omission of fact in any document I submit to NCCCO.
11. I am acting on my own behalf and/or on behalf of the company or organization set forth below, and I am not acting to circumvent a prior NCCCO suspension or revocation.
12. I agree to conduct my affairs with NCCCO, any Examiner, clients, and candidates in a professional manner, according to accepted codes of business conduct.

I understand that non-compliance with any of these provisions may result in the revocation or suspension of my status as a Test Site Coordinator for CCO Practical Examinations. I agree that any questions or other matter arising under this agreement will be governed by and construed in accordance with the laws of the State of Virginia, without regard to choice of law rules. All actions and proceedings arising out of or relating directly or indirectly to this agreement will be filed and litigated exclusively in any state court or federal court located in the State of Virginia. I expressly consent to the jurisdiction of these courts.

SIGNED		DATE	
NAME		EMAIL	
COMPANY/ORGANIZATION			
ADDRESS			
CITY	STATE	ZIP	COUNTRY
TELEPHONE	CELL		

Please complete and submit to:

National Commission for the Certification of Crane Operators, Western Regional Office
 5250 S. Commerce Drive, Suite 100, Murray, Utah 84107
 Phone: 801-363-2693 / Fax: 801-363-3806 / Email: ejones@nccco.org

PRACTICAL TEST ADMINISTRATION SUMMARY FORM (CONT'D)

List all cranes/digger derricks/dedicated pile drivers used during this administration period:

Crane Type (e.g., "TLL")	Make	Model	Serial Number

PAYMENT SUMMARY

Total Examination Fees Enclosed: \$ _____

Updated CCO Card Fees Enclosed: \$ _____

Detailed Score Report Requested*: \$ _____ (\$50.00 if requested)

Total Fees Enclosed: \$ _____

**Separate Detailed Score Report Request Form must be submitted for processing. Payment may be provided either here or on separate form.*

METHOD OF PAYMENT (Do not send cash.)


 
 
 Personal check enclosed
 Employer check enclosed
 Money order enclosed
 Please do not staple your check or money order.

If paying by credit card, please complete the following information:

CREDIT CARD NUMBER

EXPIRATION DATE

NAME (Print as it appears on card)

SIGNATURE (on card)

SECURITY CODE*

* Three- or four-digit code located on the card.

Email credit card receipt to: _____

Checks and money orders should be payable to: NCCCO

Please return this Practical Test Administration Summary Form along with all candidate applications, fees, photos, and score sheets to:

NCCCO—Testing Services Department
 1960 Bayshore Blvd.
 Dunedin, FL 34698

Phone: 727-449-8525
 Fax: 727-461-2746
 Email: jwarner@nccco.org



Detailed Score Report Request Form FOR CCO RIGGER & SIGNALPERSON EXAMINATIONS

If you wish to receive a Detailed Score Report on candidates taking the CCO examination(s), please fill out this form and submit it, along with a \$50 processing fee, to NCCCO when you return your test administration materials for each administration:

NCCCO—Testing Services Department
5250 S. Commerce Drive, Suite 100
Murray, Utah 84107

Phone: 727-449-8525
Fax: 801-938-9540
Email: bwaid@nccco.org

You must submit this form for each test administration. Scores are the property of the candidate, and his/her consent must be obtained before NCCCO can release the scores to a third party. Please have each candidate sign under the release statement below.

Please type or print neatly.

NAME OF REQUESTOR		PHONE	
COMPANY NAME			
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST ADMINISTRATION/SITE NUMBER	TEST DATE	SIGNATURE	

CANDIDATE RELEASE STATEMENT

Notice to Candidate: By signing this form, you are giving your permission to the National Commission for the Certification of Crane Operators (NCCCO) to release the details of your test scores directly to the person listed above as the "Requestor."

CANDIDATE NAME (printed)	DATE OF BIRTH*	CANDIDATE RELEASE SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		

*Date of birth to assure correct candidate identification.

METHOD OF PAYMENT FOR DETAILED SCORE REPORT REQUEST

Do not send cash.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Personal check enclosed	<input type="checkbox"/> Employer check enclosed	<input type="checkbox"/> Money order enclosed	<i>Please do not staple your check or money order.</i>
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If paying by credit card, please complete the following information:

CREDIT CARD NUMBER	EXPIRATION DATE	SECURITY CODE*
NAME (Print as it appears on card)	SIGNATURE (on card)	

* Three- or four-digit code located on the card.

Email credit card receipt to: _____

Checks and money orders should be payable to: **NCCCO**

DETAILED SCORE REPORT REQUEST FORM (CONT'D)

TEST ADMINISTRATION/SITE NUMBER	TEST DATE	NAME OF REQUESTOR
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CANDIDATE RELEASE STATEMENT

Notice to Candidate: By signing this form, you are giving your permission to the National Commission for the Certification of Crane Operators (NCCCO) to release the details of your test scores directly to the person listed above as the "Requestor."

CANDIDATE NAME (printed)	DATE OF BIRTH*	CANDIDATE RELEASE SIGNATURE
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		

**Date of birth required to assure correct candidate identification.*



Permanent Test Site Application

PRACTICAL EXAMINATIONS

Please type or print neatly.

HOST COMPANY REPRESENTATIVE	PE TEST SITE NUMBER		
HOST COMPANY NAME			
HOST COMPANY MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
HOST PHONE	HOST EMAIL		
TEST SITE ADDRESS (Physical address of where the crane(s) will be set up; P.O. Boxes not acceptable)			
CITY	STATE	ZIP	COUNTRY

Programs this site is registered for:

- | | | | | |
|---|---------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Mobile | <input type="checkbox"/> Tower | <input type="checkbox"/> Overhead | <input type="checkbox"/> Articulating | <input type="checkbox"/> Service Truck |
| <input type="checkbox"/> Digger Derrick | <input type="checkbox"/> Rigger | <input type="checkbox"/> Signalperson | <input type="checkbox"/> Dedicated Pile Driver | |

Cranes/digger derricks registered to this test site (operator programs only):

MAKE/MODEL	SERIAL NUMBER	MAX RATED CAPACITY (TONS)

If additional space is needed, please continue on the back side if this application.

The Practical Examination Test Site Coordinator assumes total responsibility for the selection of equipment and verification that at all times during the testing process the equipment is in compliance with federal and state OSHA requirements and current applicable industry standards.

By signing this application, I understand as Test Site Coordinator that this site is a permanent site in which the course, cranes/digger derricks, and Test Site Coordinator have not changed within the last 12 months. I also agree to abide by all NCCCO Practical Test Site Policies and procedures. I understand that by signing this application, NCCCO will conduct an audit of the test site prior to the site being granted permanent status and that if at any time within 12 months the course, cranes/digger derricks, or Test Site Coordinator change, this site will no longer be considered permanent and a new application for permanent status will be required.

TEST SITE COORDINATOR SIGNATURE	DATE
TEST SITE COORDINATOR NAME	TSC EMAIL

Please complete and submit to:

National Commission for the Certification of Crane Operators, Western Regional Office
 5250 S. Commerce Drive, Suite 100, Murray, Utah 84107
 Phone: 801-363-2693 / Fax: 801-363-3806 / Email: ejones@nccco.org



Security Requirements Report

WRITTEN & PRACTICAL EXAMINATIONS

A secured test site is a site that requires additional security clearance or security procedures for off-site personnel. If the Written Test Administration Request form and/or Test Site Application indicates that the test site is a secure facility, please complete this form and submit it with your other paperwork.

Please type or print neatly.

SECURITY CONTACT REPRESENTATIVE		PE TEST SITE NUMBER (OBTAIN FROM TEST SITE COORDINATOR)	
HOST COMPANY NAME			
HOST COMPANY MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
SECURITY CONTACT PHONE		SECURITY CONTACT EMAIL	
TEST SITE ADDRESS (Physical address of where the crane(s) will be set up; P.O. Boxes not acceptable)			
CITY	STATE	ZIP	COUNTRY

1. Does the site have a secured entrance? Yes No
2. If the site has multiple entrances, which entrance should testing personnel and/or NCCCO staff and Auditor use to access testing location? _____

3. What type(s) of credentials or proof of training are required to gain access to the site? _____

4. How much time is required for a security review? _____
5. Can security reviews be performed in advance of testing personnel and/or NCCCO staff and Auditor arriving at secure site? Yes No
6. Does the site have other site-specific requirements or protocols? (Describe below or attach written security policy.)

SECURITY CONTACT SIGNATURE	DATE
----------------------------	------

Please complete and submit to:

National Commission for the Certification of Crane Operators, Western Regional Office
5250 S. Commerce Drive, Suite 100, Murray, Utah 84107
Phone: 801-363-2693 / Fax: 801-363-3806 / Email: ejones@nccco.org



Ready Reference Checklist

RIGGER TEST SITE

TEST ROOM CHECKLIST

- Quiet, well-lit, properly ventilated surroundings with a comfortable temperature and free from distraction
- Accessible to candidates with special needs
- Head table or podium at the front of the room
- Registration table
- Easy access to unlocked rest rooms stocked with sufficient supplies
- Easy access to water fountain
- Large signs prominently posted making candidates aware of the location of the test
- Sufficient tables with a smooth writing surface and enough space for the number of candidates registered
- Comfortable chairs (with backs) with an appropriate height in relation to the tables
- A computer or DVD player and TV for viewing the candidate video/presentation
- Acoustics good enough to allow candidates to hear instructions clearly
- Enough parking to accommodate the number of vehicles expected

RIGGER LEVEL I PRACTICAL TEST AREA CONFIGURATION AND EQUIPMENT REQUIRED CHECKLIST

- A testing area with adequate lighting and free of distractions and noise, in which the candidate, the Practical Examiner, and only official observers may be present; once their testing is completed, candidates must leave the testing area and not converse with candidates who have tested or who are waiting to test
- A separate waiting area (away from the testing) for candidates waiting to test
- A clock visible to candidate
- Three 6 ft. (min.) tables; or a clear, clean floor space for the Practical Examiner to set up the rigging tasks
- An attachment point capable of supporting a minimum 100 lb. load; the hook must have at least a 100 lb. capacity, no latch is required, height of bottom section cannot exceed 7/8", and thickness cannot exceed 7/8". If an electric hoist is used, the controls must be operated by a qualified person.
- Rigger Level I Practical Test Kit (provided by Practical Examiner)

RIGGER LEVEL II PRACTICAL TEST AREA CONFIGURATION AND EQUIPMENT REQUIRED CHECKLIST

- A testing area with adequate lighting and free of distractions and noise, in which the candidate, the Practical Examiner, and only official observers may be present; once their testing is completed, candidates must leave the testing area and not converse with candidates who have tested or who are waiting to test
- A separate waiting area (away from the testing) for candidates waiting to test
- One 6 ft. (min.) table; or a clear, clean floor space for the Practical Examiner to set up the rigging
- One 13 ft. (\pm 6 in.) height attachment point with a load test of 1,000 lb.
- Rigging Frame (see enclosed Rigger Level II Rigging Frame Shop Drawings)
- Method of identification to mark which side of the frame needs to be rotated (e.g., rope, tape, etc.)
- Digital level (7-12 in. long, magnetic, and accurate to 1/10 of a degree)
- Rigger Level II Practical Test Kit (provided by Practical Examiner)



Site Report

PRACTICAL EXAMINATION—RIGGER LEVEL I

NCCCO has established specific conditions and guidelines that each Practical Examination Test Site must adhere to. This Site Report is designed to ensure that these conditions are met. The Examiner is required to perform a site inspection prior to the start of the first examination and complete the Site Report form. The Examiner must arrive at the Test Site in sufficient time to verify the Test Site meets the approved standards. This Site Report must be presented on demand to any Practical Test Auditor.

Please type or print neatly.

TEST SITE NUMBER	DATE
NAME OF TEST SITE COORDINATOR	

Check the following items for compliance:

PRE-TEST CANDIDATE BRIEFING AREA

A suitable location for the Pre-Test Briefing of exam candidates, including:

- Sufficient tables and chairs to seat all candidates for the Pre-Test Briefing
- A DVD player/TV or computer for candidates to watch the CCO Practical Exam presentation
- A location so that waiting candidates are unable to observe other candidates being tested
- A written description of the examination (NCCCO Rigger Candidate Handbook)

TEST SITE SETUP

- Minimum 24 sq. ft. working space (recommend three 6 ft. (min.) tables; or, clean, clear floor space may be used)
 - Visibly divided tables/space in half (tape/markings)
- 5-7 ft. high attachment point with a minimum 100 lb. capacity
 - 100 lb. capacity hook (recommended without a latch); height of bottom section maximum 7/8"; thickness maximum 7/8"
 - If an electric hoist is used, the controls must be operated by a qualified person.
- PVC tube secured at a height of 36 in. \pm 12 in.
- Stable supporting surface (maximum 18 in. width) for Task 3 (for placement of aluminum tube under attachment point)
- Complete Rigger Level I Test Kit (provided by Practical Examiner)
- Clock visible to candidate during exam

PRACTICAL EXAMINER MATERIALS TO CONDUCT THE PRACTICAL EXAM

- Rigger Level I Candidate Video
- Stopwatch (only traditional stopwatches may be used to time Practical Exams; cell phone timers, wristwatches, or other multifunction devices such as iPads are not permitted)
- Clipboard
- Score sheets
- Pen
- Tape measure (6 ft. minimum)
- Verbatim instructions
- Notification of test email (new Test Sites, if applicable)
- Personal protective equipment (PPE), e.g., work boots

Deviations from the above-noted requirements are not allowed without written consent from the NCCCO Western Regional Office.

SITE REPORT (CONT'D)
PRACTICAL EXAMINATION—RIGGER LEVEL I

Test Site #: _____

PAGE 2 of 2

PRACTICAL EXAMINER ATTESTATION (*Examiner signature required.*)

I attest that this is a true and accurate report of the above named Test Site.

SIGNATURE OF EXAMINER	DATE
PRINTED NAME OF EXAMINER	EXAMINER ACCREDITATION NUMBER

This Site Report is to be completed by the Examiner prior to each testing session and sent with candidate score sheets to:

NCCCO—Testing Services Department
5250 S. Commerce Drive, Suite 100
Murray, Utah 84107

Phone: 727-449-8525
Fax: 727-461-2746
Email: info@nccco.org



Site Report

PRACTICAL EXAMINATION—RIGGER LEVEL II

NCCCO has established specific conditions and guidelines that each Practical Examination Test Site must adhere to. This Site Report is designed to ensure that these conditions are met. The Examiner is required to perform a site inspection prior to the start of the first examination and complete the Site Report form. The Examiner must arrive at the Test Site in sufficient time to verify the Test Site meets the approved standards. This Site Report must be presented on demand to any Practical Test Auditor.

Please type or print neatly.

TEST SITE NUMBER	DATE
NAME OF TEST SITE COORDINATOR	

Check the following items for compliance:

PRE-TEST CANDIDATE BRIEFING AREA

A suitable location for the Pre-Test Briefing of exam candidates, including:

- Sufficient tables and chairs to seat all candidates for the Pre-Test Briefing
- A DVD player/TV or computer for candidates to watch the CCO Practical Exam presentation
- A location so that waiting candidates are unable to observe other candidates being tested
- A written description of the examination (NCCCO Rigger Candidate Handbook)

TEST SITE SETUP

- 12 sq. ft. of space for gear (recommend one 6 ft. x 2 ft. table; or clean, clear floor space may be used)
- Chain hoist must be suspended using proper rigging techniques with top hook at 13 ft. \pm 6 in. from a frame or hoist that will not move laterally under load and is capable of supporting at least 1,000 lb.
- 11 ft. x 11 ft. minimum working space on clear, level surface
- Blocking for Rigging Frame to provide ground clearance (2" x 4" wood recommended)
- Complete Rigger Level II Test Kit (provided by Practical Examiner)
- Rigger Level II Lifting Frame (per specs)

SITE REPORT (CONT'D)
PRACTICAL EXAMINATION—RIGGER LEVEL II

Test Site #: _____

PAGE 2 of 2

PRACTICAL EXAMINER MATERIALS TO CONDUCT THE PRACTICAL EXAM

- Rigger Level II candidate video
- Stopwatch (only traditional stopwatches may be used to time Practical Exams; cell phone timers, wristwatches, or other multifunction devices such as iPads are not permitted)
- Clipboard
- Score sheets
- Pen
- Tape measure (12 ft. minimum)
- Method of identification to mark which side of the frame needs to be rotated (e.g., rope, tape)
- Digital level (7" to 12" in length, magnetic, and accurate to 1/10 of a degree)
- Verbatim instructions
- Notification of test email (new Test Sites, if applicable)
- Personal protective equipment (PPE), e.g., work boots, hard hats

Deviations from the above-noted requirements are not allowed without written consent from the NCCCO Western Regional Office.

PRACTICAL EXAMINER ATTESTATION (Examiner signature required.)

I attest that this is a true and accurate report of the above named Test Site.

SIGNATURE OF EXAMINER	DATE
PRINTED NAME OF EXAMINER	EXAMINER ACCREDITATION NUMBER

This Site Report is to be completed by the Examiner prior to each testing session and sent with candidate score sheets to:

NCCCO—Testing Services Department
5250 S. Commerce Drive, Suite 100
Murray, Utah 84107

Phone: 727-449-8525
Fax: 727-461-2746
Email: info@nccco.org



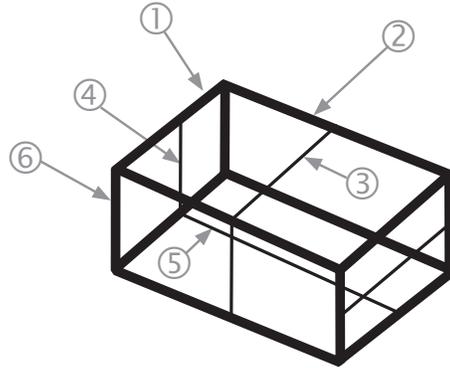
Rigger Level II Rigging Frame

SHOP DRAWING—SMALL BOX

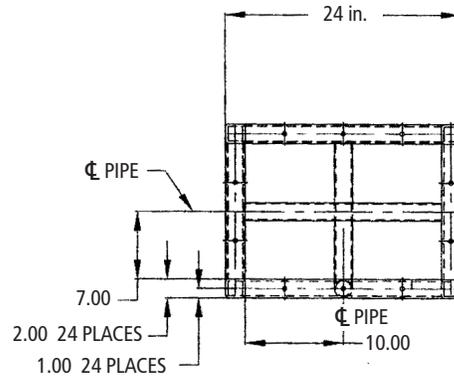
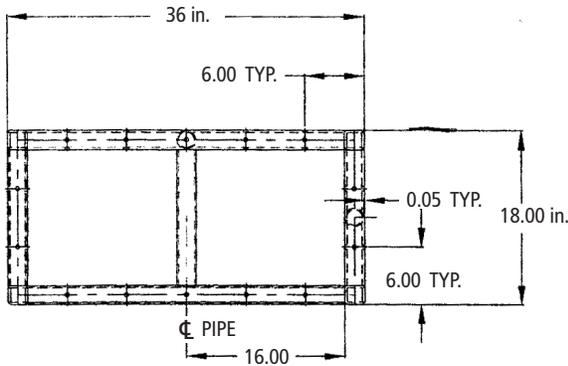
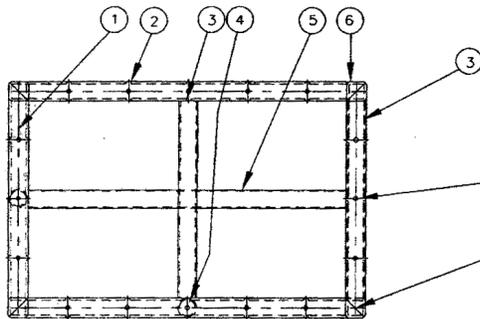
NOTES:

1. ALL WELDING OF ALL PIPE TO BOX TUBE MUST BE 0.13 DIAMETER USING THE LATEST REQUIREMENTS FOR STRUCTURAL WELDING AND WELDED ALL AROUND. (AWS D1.1)
2. WELDING FOR PIPE TO PIPE MUST BE 0.13 DIAMETER AND WELDED ALL AROUND.
3. ALL BOX TUBE TO BOX TUBE MUST BE 0.19 AND WELDED ALL AROUND.

ITEM 1	2" x 2" x 1/4" WALL x 24" LONG BOX TUBING	4 REQUIRED
ITEM 2	2" x 2" x 1/4" WALL x 36" LONG BOX TUBING	4 REQUIRED
ITEM 3	1 1/2" DIA. x 20" LONG SCH. 40 PIPE	2 REQUIRED
ITEM 4	1 1/2" DIA. x 14" LONG SCH. 40 PIPE	2 REQUIRED
ITEM 5	1 1/2" DIA. x 32" LONG SCH. 40 PIPE	1 REQUIRED
ITEM 6	2" x 2" x 1/4" WALL x 14" LONG BOX TUBING	4 REQUIRED



BOLD LINES=TUBE LIGHT LINES=PIPE



Rigging Frame Tolerances

- Length, width, and height of large box: 1/4" tolerance
- Length, width, and height of small box: 1/4" tolerance
- Squareness of both boxes (at least two corners): 1/4" tolerance
- Holes are 6" on center (1/8" tolerance)



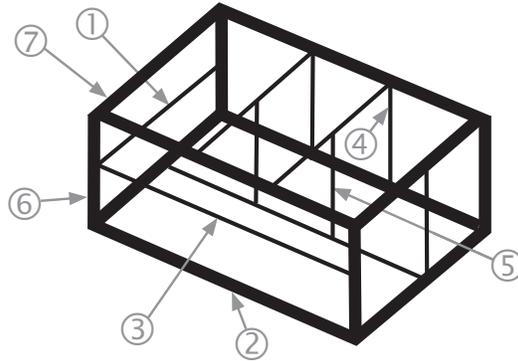
Rigger Level II Rigging Frame

SHOP DRAWING—LARGE BOX

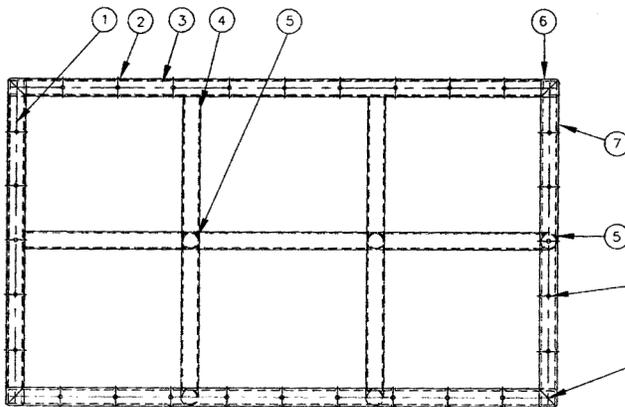
NOTES:

1. ALL WELDING OF ALL PIPE TO BOX TUBE MUST BE 0.13 DIAMETER USING THE LATEST REQUIREMENTS FOR STRUCTURAL WELDING AND WELDED ALL AROUND. (AWS D1.1)
2. WELDING FOR PIPE TO PIPE MUST BE 0.13 DIAMETER AND WELDED ALL AROUND.
3. ALL BOX TUBE TO BOX TUBE MUST BE 0.19 AND WELDED ALL AROUND.

ITEM 1	1½" DIA. × 32" LONG SCH. 40 PIPE	3 REQUIRED
ITEM 2	2" × 2" × ¼" WALL × 60" LONG BOX TUBING	4 REQUIRED
ITEM 3	1½" DIA. × 56" LONG SCH. 40 PIPE	2 REQUIRED
ITEM 4	1½" DIA. × 20" LONG SCH. 40 PIPE	3 REQUIRED
ITEM 5	1½" DIA. × 22" LONG SCH. 40 PIPE	2 REQUIRED
ITEM 6	2" × 2" × ¼" WALL × 20" LONG BOX TUBING	4 REQUIRED
ITEM 7	2" × 2" × ¼" WALL × 36" LONG BOX TUBING	4 REQUIRED

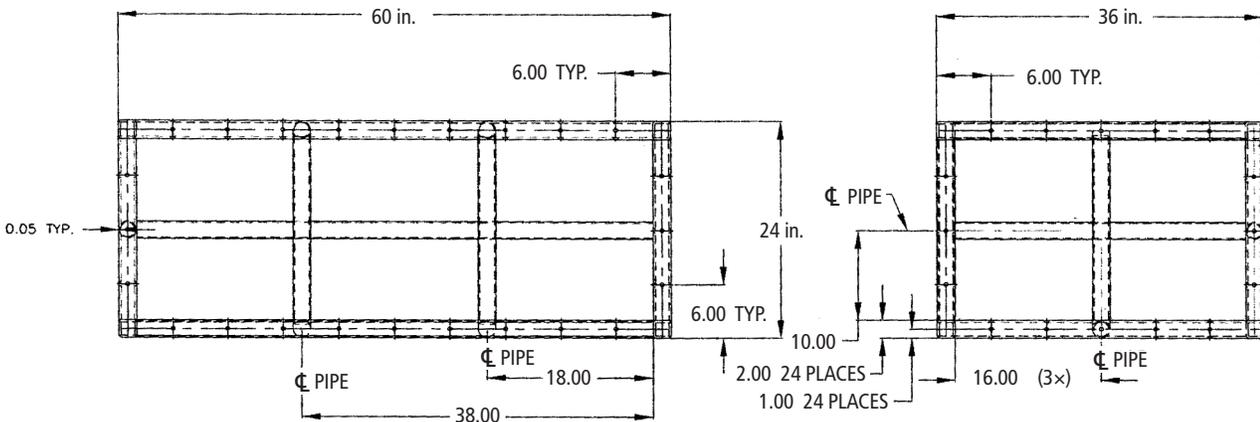


BOLD LINES=TUBE LIGHT LINES=PIPE



DRILL THRU 4 PLACES AT EACH DIM. 7/16" DIAMETER.
(52 PLACES TOTAL)

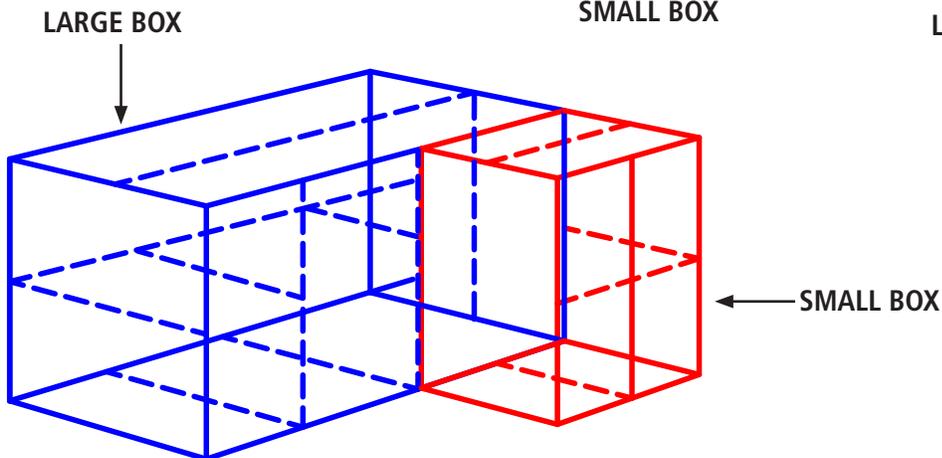
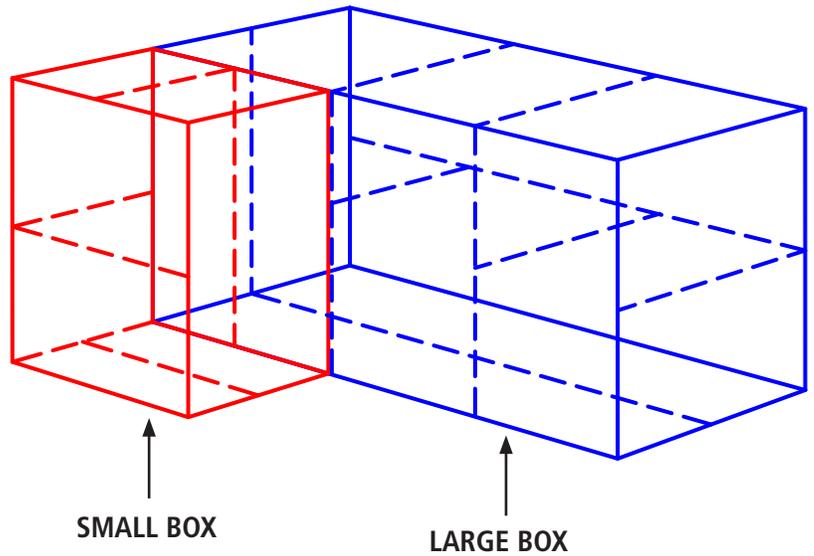
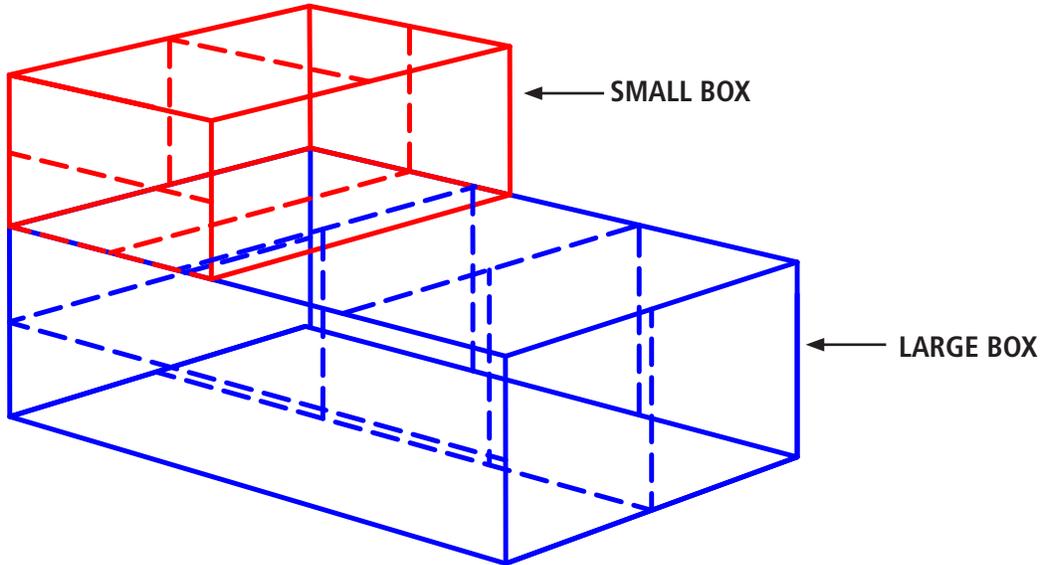
45 DEGREE ALL CORNERS AND BUTT WELD ALL AROUND.
(TYPICAL 8 PLACES)





Completed Rigger Level II Rigging Frame

PERSPECTIVE DRAWINGS—COMPLETED FRAME



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Candidate Forms

RIGGER PROGRAM

Please photocopy all sides of the following forms when applying for CCO Examinations:

- **Candidate Application—Written Examinations:
Rigger & Signalperson**
- **Candidate Application—Practical Examinations:
Rigger & Signalperson**
- **Candidate Application—Combined Written &
Practical Examinations: Rigger & Signalperson**
- **Change of Address Form**

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Candidate Application

WRITTEN EXAMINATIONS (PAPER/PENCIL TESTS)—RIGGER & SIGNALPERSON

Please type or print neatly.

FULL LEGAL NAME (as shown on driver's license)		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)		DATE OF BIRTH		CANDIDATE ID: (if previously tested)	
MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
PHONE		CELL		EMAIL	
COMPANY/ORGANIZATION				PHONE	
COMPANY MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
<input type="checkbox"/> I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). (For details on NCCCO's Testing Accommodations policy, please see www.nccco.org/accommodations .)					
WRITTEN TEST ADMINISTRATION # (contact Test Site Coordinator)		TEST DATE (MM/DD/YYYY)		TEST SITE COORDINATOR	

Note: Written Exam applications received without a Written Test Administration Number will be marked incomplete and cannot be processed.

FILL IN the circles next to the exam(s) for which you are applying.

EXAM DESCRIPTION	INITIAL EXAM FEES	RETEST FEES
<i>New CCO certification candidates only (includes CCO card):</i>		
<input type="radio"/> Rigger Level I Written Exam (652850)	<input type="radio"/> \$95	N/A
<input type="radio"/> Rigger Level II Written Exam (652802)	<input type="radio"/> \$95	
<input type="radio"/> Signalperson Written Exam (652701)	<input type="radio"/> \$95	
<i>Current CCO card holders (includes CCO card):</i>		
<input type="radio"/> Rigger Level I Written Exam (652850)	<input type="radio"/> \$75	<input type="radio"/> One Exam \$50
<input type="radio"/> Rigger Level II Written Exam (652802)	<input type="radio"/> \$75	<input type="radio"/> Two Exams \$100
<input type="radio"/> Signalperson Written Exam (652701)	<input type="radio"/> \$75	<input type="radio"/> Three Exams \$150
RECERTIFICATION EXAM DESCRIPTION	INITIAL EXAM FEES	RETEST FEES
<i>Recertification Exams—current CCO Rigger certified only (includes card):</i>		
<input type="radio"/> Rigger Level I Recertification Written Exam (652851)	<input type="radio"/> One Exam \$95	N/A
<input type="radio"/> Rigger Level II Recertification Written Exam (652833)*		
<i>Recertification Exams—current CCO-certified crane operators (includes card):</i>		
<input type="radio"/> Rigger Level I Recertification Written Exam (652851)	<input type="radio"/> One Exam \$75	<input type="radio"/> One Exam \$50
<input type="radio"/> Rigger Level II Recertification Written Exam (652833)*		
<i>*Note: Individuals recertifying for Rigger Level II are NOT required to take the Rigger Level I recertification exam.</i>		
<i>Other fees:</i>		
<input type="radio"/> Updated CCO Card		\$25
<input type="radio"/> Candidate Late Fee		\$50
<input type="radio"/> Incomplete Application Fee (see Candidate Handbook for details)		\$30
TOTAL AMOUNT ENCLOSED		\$ <input style="width:50px;" type="text"/>

CANDIDATE APPLICATION (CONT'D)

WRITTEN EXAMINATIONS—RIGGER & SIGNALPERSON

CCO CERTIFICATION CARD

Candidates who meet all the requirements for certification in any one designation are issued a certification card at no charge. Replacement and updated cards are available for an additional fee.

Please email a digital color photo (without hat or sunglasses) to photos@nccco.org and label it with your full name and birth date. Enclose with your application form any required payment based upon the information listed below.

A 1 3/8" X 1 3/4" passport color photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator.

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics and Substance Abuse Policy, shall constitute grounds for the rejection of my application or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I consent to NCCCO's release of any information regarding this application and my examination administration to third parties, consistent with NCCCO's Information Release Policy. I have received a copy of the NCCCO Candidate Handbook, have read it, and agree to be bound by it. I also agree to be bound by all NCCCO policies and procedures, as they may be amended from time to time, including without limitation those posted at nccco.org. I further attest that I am physically and mentally capable of safely operating equipment and/or demonstrating signals on the day of the Practical Examination. I understand and agree that any personal injury and/or property damage resulting from or caused in any way by my participation in the CCO Practical Examination is not and shall not be the responsibility of NCCCO. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

CANDIDATE SIGNATURE	DATE
---------------------	------

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/> Personal check enclosed	<input type="checkbox"/> Employer check enclosed	<input type="checkbox"/> Money Order enclosed	<i>Please do not staple your check or money order.</i>
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If paying by credit card, complete the following information:

CREDIT CARD NUMBER	EXPIRATION DATE
NAME (Print as it appears on card)	SIGNATURE (on card)
SECURITY CODE* * Three- or four-digit code located on the card.	

Email credit card receipt to: _____

Checks and money orders should be payable to: NCCCO

Please send application and payments to:

NCCCO—Testing Services Department
 5250 S. Commerce Drive, Suite 100
 Murray, Utah 84107
 Phone: 727-449-8525
 Fax: 801-938-9540
 Email: bwaid@nccco.org



Candidate Application

PRACTICAL EXAMINATIONS—RIGGER & SIGNALPERSON

Please type or print neatly.

FULL LEGAL NAME <small>(as shown on driver's license)</small>		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)		DATE OF BIRTH		CANDIDATE ID: <small>(if previously tested)</small>	
MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
PHONE		CELL	EMAIL		
COMPANY/ORGANIZATION				PHONE	
COMPANY MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
PRACTICAL TEST SITE # (contact Test Site Coordinator)		TEST DATE (MM/DD/YYYY)	TEST SITE COORDINATOR		

Note: Practical Exam applications received without a Practical Test Site Number will be marked incomplete and cannot be processed.

FILL IN the circles next to the exam(s) for which you are applying.

EXAM DESCRIPTION	EXAM FEES
<i>New CCO certification candidates only (includes CCO card):</i>	
<input type="radio"/> Rigger Level I Practical Exam (888101)	<input type="radio"/> \$95
<input type="radio"/> Rigger Level II Practical Exam (888201)	<input type="radio"/> \$95
<input type="radio"/> Signalperson Practical Exam (777777)	<input type="radio"/> \$95
<i>Current CCO card holders:</i>	
<input type="radio"/> Rigger Level I Practical Exam (888101)	<input type="radio"/> \$50
<input type="radio"/> Rigger Level II Practical Exam (888102)	<input type="radio"/> \$50
<input type="radio"/> Signalperson Practical Exam (777777)	<input type="radio"/> \$50
RECERTIFICATION EXAM DESCRIPTION	EXAM FEES
<i>Recertification Exam—current CCO Signalperson certified only (includes card):</i>	
<input type="radio"/> Signalperson Recertification Practical Exam (777702)	<input type="radio"/> \$95
<i>Recertification Exam—current CCO-certified crane operators (includes card):</i>	
<input type="radio"/> Signalperson Recertification Practical Exam (777702)	<input type="radio"/> \$75
<i>Other fees:</i>	
<input type="radio"/> Updated CCO Card	\$25
<input type="radio"/> Incomplete Application Fee (see Candidate Handbook for details)	\$30
TOTAL AMOUNT ENCLOSED	\$ <input style="width: 50px;" type="text"/>



Candidate Application

COMBINED WRITTEN (PAPER/PENCIL TESTS) & PRACTICAL EXAMINATIONS—RIGGER & SIGNALPERSON

Please type or print neatly.

FULL LEGAL NAME (as shown on driver's license)		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)		DATE OF BIRTH		CANDIDATE ID: (if previously tested)	
MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
PHONE		CELL		EMAIL	
COMPANY/ORGANIZATION				PHONE	
COMPANY MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
<input type="checkbox"/> I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). (For details on NCCCO's Testing Accommodations policy, please see www.nccco.org/accommodations .)					
WRITTEN TEST ADMINISTRATION # (contact Test Site Coordinator)		TEST DATE (MM/DD/YYYY)		TEST SITE COORDINATOR	

Note: Applications received without a Written Test Administration Number will be marked incomplete and cannot be processed.

FILL IN the circles next to the exam(s) for which you are applying.

EXAM DESCRIPTION	EXAM FEES
<i>New CCO certification candidates only (includes CCO card):</i>	
<input type="radio"/> Rigger Level I (652850) & Rigger Level II (652802) Written and Practical Exams*	<input type="radio"/> \$250
<input type="radio"/> Rigger Level I (652850) & Signalperson (652701) Written and Practical Exams*	<input type="radio"/> \$250
<i>Current CCO card holders (includes CCO card):</i>	
<input type="radio"/> Rigger Level I (652850) & Rigger Level II (652802) Written and Practical Exams*	<input type="radio"/> \$225
<input type="radio"/> Rigger Level I (652850) & Signalperson (652701) Written and Practical Exams*	<input type="radio"/> \$225
RECERTIFICATION EXAM DESCRIPTION	EXAM FEES
<i>Recertification Exams—current CCO Signalperson and/or Rigger certified only (includes card):</i>	
<input type="radio"/> Rigger Level I Recertification Written Exam (652851) and Signalperson Recertification Practical Exam (777702)	<input type="radio"/> \$190
<input type="radio"/> Rigger Level II Recertification Written Exam (652833) and Signalperson Recertification Practical Exam (777702)	
<i>Recertification Exams—current CCO-certified crane operators (includes card):</i>	
<input type="radio"/> Rigger Level I Recertification Written Exam (652851) and Signalperson Recertification Practical Exam (777702)	<input type="radio"/> \$125
<input type="radio"/> Rigger Level II Recertification Written Exam (652833) and Signalperson Recertification Practical Exam (777702)	
<i>Note: Individuals recertifying for Rigger Level II are NOT required to take the Rigger Level I recertification exam.</i>	
<i>Other fees:</i>	
<input type="radio"/> Candidate Late Fee	\$50
<input type="radio"/> Incomplete Application Fee (see Candidate Handbook for details)	\$30
TOTAL AMOUNT ENCLOSED	\$ <input style="width: 100px;" type="text"/>

***To receive discounted pricing, all written exams must be taken at the same test administration and all practical exams must be completed within seven days of the written exam date. For logistical reasons it is recommended that candidates take no more than four exams on the same day.**



Change of Address Form

Please use this form to advise of any changes of address. Please mail, fax, or email this completed form to:

NCCCO—Testing Services Department
 1960 Bayshore Blvd.
 Dunedin, Florida 34698

Phone: 727-449-8525
 Fax: 727-461-2746
 Email: info@nccco.org

Please type or print neatly.

FULL LEGAL NAME <small>(as shown on driver's license)</small>	First	Middle	Last	Suffix (Jr., Sr., III)																				
CCO CERTIFICATION NUMBER	DATE OF BIRTH		CANDIDATE ID																					
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px;"></td> </tr> </table>																								

OLD ADDRESS

MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	
PHONE	EMAIL			
COMPANY / ORGANIZATION	COMPANY PHONE			
COMPANY MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	

NEW ADDRESS

MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	
PHONE	EMAIL			
COMPANY / ORGANIZATION	COMPANY PHONE			
COMPANY MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	

EFFECTIVE DATE OF CHANGE

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NCCCO Information Release Policy

A. Definitions

1. "NCCCO" means and refers to the National Commission for the Certification of Crane Operators acting through its staff and authorized agents and representatives.
2. "Releasable Information" means and refers to the following information: name, certification status, examination dates, certification dates, certification number(s), and designations. In the case of accredited Practical Examiners, "Releasable Information" also means and refers to the following information: name, accreditation status, accreditation dates, accreditation number, and categories in which the Practical Examiner is authorized to administer exams.
3. "Third Party" means and refers to an employer, prospective employer, regulatory agency, or any other person or entity that makes an inquiry to NCCCO.

B. Policies

1. It shall be the policy of NCCCO to provide Releasable Information pertaining to individuals who have successfully passed one or more NCCCO examinations. It shall also be the policy of NCCCO to provide Releasable Information pertaining to such individuals on its website using such protocols as may be established. In addition, it shall be the policy of NCCCO to provide information, as appropriate, concerning individuals who have been sanctioned, suspended or revoked from participation in NCCCO's programs, using such protocols as may be established.
2. Releasable Information may be released to a Third Party who makes a written request, including by electronic correspondence. Generally, Releasable Information will be released within one business day from actual receipt of a written request.
3. If a Third Party requests information concerning an individual who has not taken or successfully passed an NCCCO examination, NCCCO may release a statement confirming that, as of a given date, the individual does not appear on NCCCO's list of successful candidates in one or more categories of certification.
4. If an applicant or certificant is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an individual applicant or certificant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the applicant or certificant to any Third Party and to any jurisdiction that requires or accepts CCO certification as a basis for satisfying requirements to work in the jurisdiction. Any such statement to a Third Party or jurisdiction may identify the applicant or certificant, the certifications affected, the actions taken, and the effective dates of any such actions.
5. If an accredited Practical Examiner, authorized Test Site Coordinator, listed Training Provider, or other authorized participant in NCCCO's programs ("Authorized Participant") is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an Authorized Participant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the Authorized Participant to any persons and by any reasonable means, including by means of a list published on the NCCCO website. Any such statement may identify the Authorized Participant, the credentials or capacities affected, the actions taken, and the effective dates of any such actions.
6. If a Third Party seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released. However, in the course of business, as circumstances reasonably warrant, NCCCO reserves the discretion to release information other than the foregoing information.
7. Certain situations may require or warrant the immediate verbal confirmation of an individual's certification status or other Releasable Information in response to a written or verbal request. Under such circumstances, NCCCO may provide such immediate verbal confirmation, at its discretion. When such a verbal confirmation is provided, it shall be NCCCO's policy to follow up with a written confirmation.
8. It shall be the policy of NCCCO to discuss score-related and test-specific matters only with a candidate or a candidate's authorized legal representative.
9. NCCCO will release Releasable Information about an individual upon receipt of a written request (including electronic correspondence) from that individual. NCCCO may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, NCCCO will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.



Summary of Changes

TEST SITE COORDINATOR HANDBOOK—RIGGER PROGRAM

Following approval by the appropriate NCCCO committees, Commissioners, and/or Board of Directors, the following substantive (non-editorial) changes have been made to the *Rigger Test Site Coordinator Handbook*:

Changes made 08/18:

Page(s)	Section	Change
4	Test Area Configuration— Practical Exam	<ul style="list-style-type: none"> Clarified that the test site provides the clock visible to candidates (not the Practical Examiner)
10	Permanent Test Sites	<ul style="list-style-type: none"> Added that an annual full site report is required for permanent test sites.
23	Detailed Score Report Request Form	<ul style="list-style-type: none"> Changed email contact to <i>bwaid@nccco.org</i>
29-32	Site Reports	<ul style="list-style-type: none"> Rigger Site Reports (Level I and Level II) have been added to the Rigger Test Site Coordinator Handbook so that Rigger TSCs can verify their test site setups before the Practical Examiner arrives.
33-39	Candidate Applications	<ul style="list-style-type: none"> The candidate applications for the Rigger and Signalperson programs have been reconfigured so that written exams (initial and recertification), practical exams (written and practical), and combined test administrations are on separate applications.

Changes made 03/18:

Page(s)	Section	Change
10, 29	Score Reporting	<ul style="list-style-type: none"> Test Site Coordinators now automatically receive Pass/Fail Reports for both written and practical exams at no charge. A Pass/Fail Report Request Form is no longer required to be submitted.
22	Practical Test Administration Summary Form	<ul style="list-style-type: none"> Moved \$50.00 fee for Detailed Score Report Request from mandatory to optional charge.
36, 38	Candidate Applications	<ul style="list-style-type: none"> Updated candidate attestation statement
40	Information Release Policy	<ul style="list-style-type: none"> Added the NCCCO Information Release Policy

Changes made 09/17:

Page(s)	Section	Change
10	Emergency Cancellations or Withdrawals	<ul style="list-style-type: none"> Replaced “Social Security number” with “Candidate ID/CCO Certification number”
10	Certification Time Frames	<ul style="list-style-type: none"> Added that candidates may petition for an extension of standard timeline
15	Test Site Application	<ul style="list-style-type: none"> Changed address for submitting form to NCCCO’s new Murray, UT, address
19	Test Site Coordinator Agreement (Practical)	<ul style="list-style-type: none"> Changed address for submitting form to NCCCO’s new Murray, UT, address
20	Test Site Coordinator Summary Form	<ul style="list-style-type: none"> Changed address for submitting form to NCCCO’s new Murray, UT, address
21-22	Practical Test Administration Summary Form	<ul style="list-style-type: none"> New form must be returned along with all candidate applications, fees, photos, and score sheets
27	Detailed Score Report Request	<ul style="list-style-type: none"> Changed address for submitting form to NCCCO’s new Murray, UT, address
29	Pass/Fail Report Request	<ul style="list-style-type: none"> Changed address for submitting form to NCCCO’s new Murray, UT, address
30	Security Requirements Report	<ul style="list-style-type: none"> Changed address for submitting form to NCCCO’s new Murray, UT, address
31	Permanent Test Site Application	<ul style="list-style-type: none"> Changed address for submitting form to NCCCO’s new Murray, UT, address
36, 38	Candidate Application & Recertification Application	<ul style="list-style-type: none"> Changed address for submitting form to NCCCO’s new Murray, UT, address

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IMPORTANT CONTACT INFORMATION



NATIONAL COMMISSION FOR THE CERTIFICATION OF CRANE OPERATORS

2750 Prosperity Avenue, Suite 505
Fairfax, VA 22031-4312

Phone: 703-560-2391

Fax: 703-560-2392

Email: info@nccco.org



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CERTIFICATION OF CRANE OPERATORS**

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info@nccco.org

www.nccco.org