



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

CANDIDATE HANDBOOK

- **DEDICATED PILE DRIVER OPERATOR**



BOARD OF DIRECTORS

This candidate handbook contains complete program information as well as applications for the CCO Written and Practical Examinations you must pass to earn your CCO certification. Please read this handbook carefully and retain it for reference throughout the certification process.

Do not discard this document.

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



Dear Dedicated Pile Driver Operator Certification Candidate:

Welcome to the National Commission for the Certification of Crane Operators (NCCCO) national dedicated pile driver operator 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 was the development of the CCO Written and Practical Examinations, initially for mobile crane operators but also for tower, overhead, and articulating crane operators, digger derrick operators, riggers, signalpersons, crane inspectors, lift directors, and now dedicated pile driving rig operators. These nationally recognized and internationally accredited certification programs are the culmination of many years' hard work by experts from the varied industries and groups that use cranes, including construction, steel erection, operating engineers, utilities, crane rental, petrochemicals, pulp and paper, and others.

The NCCCO Dedicated Pile Driving Rig Operator Task Force that developed this certification program was made up of experts from all aspects of the industry—operators, users, trainers, safety supervisors, manufacturers—who together represent many thousands of hours of related 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 pile driving rigs and lifting equipment.

In August 2010, the federal Occupational Safety and Health Administration (OSHA) enacted new national standards for cranes and derricks used in construction under 29 CFR 1926 Subpart CC. These new rules require that operators of most hoisting equipment above 2,000 lb. capacity when used in construction need to be either certified by an accredited operator testing organization such as NCCCO or qualified through an audited employer program. Section 1926.1427 of the new rule describes crane operator certification/qualification requirements. Option 1, which is anticipated to be the most commonly used, requires operators to be certified by a nationally accredited testing organization that tests operators through written and practical testing. Obtaining CCO certification from NCCCO meets all the requirements set forth by the new OSHA rule.

To ensure CCO examinations are—and remain—valid measurements of operators' proficiency, NCCCO teamed its exam development expertise with the task force's knowledge and experience. In addition to guiding the development of new examinations, NCCCO continually analyzes the performance of CCO exams and reports to the Exam Management Committees. To be able to provide fair and independent assessments, NCCCO does not conduct training, nor does it provide training materials.

NCCCO, as a third-party certification body, is fully committed to, and understands the importance of, delivering all certification activities on a foundation of impartiality. All policies and procedures are established in an objective manner and ultimately strive to achieve fairness throughout all activities. NCCCO prevents any conflicts of interest through detailed policies and procedures observed by staff, governing body representatives, and those involved in written and practical exam administration.

This candidate handbook has been developed to provide you with comprehensive information about the CCO Written and Practical Examinations leading to certification. NCCCO recognizes the commitment you are about to make and will do everything it can to make your experience 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 e-mail info@nccco.org. NCCCO staff will guide you through any aspects of the program that you would like explained in more detail.

Thank you for your interest—and good luck with your efforts to become CCO-certified!

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Introduction

PROGRAM DESCRIPTION

The National Commission for the Certification of Crane Operators (NCCCO) is an independent, nonprofit organization formed to set standards for fairly measuring the knowledge and proficiency required for the safe operation of lifting equipment. NCCCO currently administers a nationwide program of certifications for equipment operators and related trades, including riggers and signalpersons.

Based on extensive discussions with representatives from all segments of business and industry who recognize the impact of safety issues, NCCCO has identified the following potential benefits of operator certification:

- Fewer accidents, injuries, and fatalities
- Reduced risk of loss
- Assurance of operators' abilities
- Less property damage
- Improved safety records
- Enhanced public image of operators

All candidates are required to pass both Written and Practical Examinations to be certified.

The initial certification period is for five years, after which an operator is required to recertify. Periodic Written Examinations are necessary to ensure that certificants' knowledge of industry standards, equipment, and safety practices keeps pace with changes in these areas. NCCCO's subject matter experts, working in conjunction with psychometric consultants, reviewed the speed of such change in the industry and researched other comparable certification/licensing programs before determining that this goal could be achieved by setting the examination interval at five years; little, if any, additional benefit is believed would accrue by more frequent testing. A Practical (skills) Examination is not required for recertification, providing the certificant meets experience requirements.

CCO EXAMINATION DEVELOPMENT

The first step in the development of an objective test to measure what is required for safe equipment operations was a job analysis study. The study identified the knowledge and skills necessary for safe crane operations. A representative number of dedicated pile driving rig operators then validated that the knowledge recommended by the experts was vital to safe operations. The test blueprints and content specifications were then generated from the validation study.

Development of the *Dedicated Pile Driver Operator Written Examination* involved a panel of content experts who worked with NCCCO staff to write and review all questions used in the examination. Each examination contains a unique combination of questions from the question bank. Questions are selected for examinations on the basis of the content areas and specialties defined by the test blueprints.

The CCO *Dedicated Pile Driver Operator Practical Examinations* were developed as fair and objective assessments of the essential skills a dedicated pile driver operator needs to operate safely. These exams were developed over a two-year period by an NCCCO task force staffed by experts from all aspects of the pile driving industry—operators, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of operating experience.

NCCCO teamed its exam development expertise with the task force's knowledge and experience. NCCCO guided the task force 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.

In concert with the task force, NCCCO also helped design the Practical Examiner Accreditation Program whereby NCCCO trains and accredits CCO-certified operators to administer CCO Practical Examinations.

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Certification Policies

DEDICATED PILE DRIVER OPERATOR

ELIGIBILITY

To be eligible for certification, candidates must:

- Be at least 18 years of age
- Meet medical requirements
- Comply with NCCCO's Substance Abuse Policy
- Pass Written Examination
- Pass Practical Examination
- Comply with NCCCO's Code of Ethics

EXPERIENCE

CCO certification exams are designed for operators who are trained and who currently work in dedicated pile driver operation.

PHYSICAL EVALUATION

Certified dedicated pile driver operators must continue to meet U.S. Department of Transportation (DOT) physical requirements (see 49 CFR 391.41) throughout their certification period, and must attest to their agreement to this requirement in their applications.

CCO WRITTEN EXAMINATIONS

The Dedicated Pile Driver Operator Written Examination has 70 multiple-choice questions. Candidates are allowed 90 minutes to complete the examination.

Candidates meeting the eligibility requirements may take the Written and Practical Examinations in either order.

CCO PRACTICAL EXAMINATIONS

The Dedicated Pile Driver Operator Practical Examination demonstrates the operator's proficiency. A candidate must pass the Written Examination as well as the corresponding Practical Exam to be certified for a five-year period.

CCO CERTIFICATION TIME FRAMES

Candidates must pass a Written Exam and a Practical Exam to obtain certification. Candidates may take their Written and Practical Exams in either order.

Candidates have 12 months after they pass their first exam (Written or Practical) to pass the corresponding Written or Practical Exam. For example, a candidate passing the Written Exam in January 2018 has until the end of January 2019 to pass the Practical Exam.

Any tests passed within a 12-month period count towards certification. For example, a candidate who fails the

Written Exam in January 2018 but passes the Practical Exam in June 2018 has until the end of June 2019 to retake (and pass) the Written Exam.

CODE OF ETHICS FOR CERTIFIED OPERATORS

CCO-certified dedicated pile driver operators must comply with NCCCO's Code of Ethics during their certification, as set forth below:

In my occupation, I will conduct myself in a manner:

- So as to place the safety and welfare of others associated with my work above all other considerations;*
- So as to protect and preserve nearby general public property and the environment; and*
- So as to be free of bias with regard to religion, ethnicity, gender, age, national origin, and disability.*

Furthermore, in connection with my work and in my dealings with NCCCO, I will:

- Make management and appropriate personnel aware promptly if I have any safety concerns relating to the work that I am performing or with which I am involved;*
- Not knowingly violate any safety-related regulations, warnings, or instructions set forth by OSHA, recognized safety standards, prevailing jurisdictions, or equipment manufacturers; and,*
- Not mislead, misrepresent or knowingly deceive others concerning my experience or the capabilities of myself or the equipment I am operating or with which I am working.*

In addition, in my dealings with NCCCO, I will:

- Provide accurate and complete information and abide by NCCCO's policies and procedures, including this Code of Ethics, as they may be updated from time to time;*
- Not act dishonestly or unfairly in order to gain an advantage, or to provide another with an advantage, in connection with any dealings with NCCCO;*
- Cooperate fully and completely with any administrative inquiries or investigations by NCCCO; and,*
- Not misrepresent or misuse any NCCCO card, or the NCCCO or CCO acronyms and logos, or any registered trademark or other intellectual property of NCCCO; and I understand that I must return the card to NCCCO immediately if required to do so.*

CCO-certified personnel who intentionally or knowingly violate any provision of the Code of Ethics will be subject to action by a peer review panel, the Ethics and Discipline Committee, which may result in suspension or revocation of certification.

DISCIPLINARY POLICY

NCCCO's Ethics and Discipline Committee is responsible for establishing and implementing standards of conduct, such as ethical standards and policies and procedures for disciplinary action. Grounds for revocation of certification status shall include, but not be limited to, the following:

1. Period of certification exceeded without renewal
2. Evidence of falsification of any information on any documents submitted to NCCCO or its agents
3. Evidence of non-compliance with NCCCO's Substance Abuse Policy
4. Evidence of culpability in an accident during certification period
5. Evidence of non-compliance with DOT medical requirements
6. Evidence of non-compliance with the Code of Ethics

NCCCO has established policies and procedures to address alleged violations of the Code of Ethics fairly and consistently. The complaints procedures have been designed to ensure that only valid and actionable complaints are investigated and considered. These procedures also ensure that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint and to respond to the complaint.

NCCCO has a two-tier process to ensure that issues regarding the practice and conduct of certified operators are fairly and reasonably investigated and determined, and that the public is protected against unprofessional and unethical conduct by certificants.

Complaints against certificants are initially investigated by NCCCO's Manager of Test Integrity, who reports to NCCCO's Ethics and Discipline Committee. If the complaint is considered actionable, the Ethics and Discipline Committee informs both the certificant and the complainant of the official opening of the investigation. Following the investigation of the complaint, the Ethics and Discipline Committee informs the certificant and the complainant of its decision.

If a sanction is imposed, the certificant may request an appeal of the decision to the NCCCO Board of Directors.

Appeals should be addressed to:

Chief Executive Officer
National Commission for the Certification of Crane
Operators (NCCCO)
2750 Prosperity Avenue, Suite 505
Fairfax, VA 22031

The decision of the NCCCO Board of Directors is final.

SUBSTANCE ABUSE POLICY

It is the policy of NCCCO that operators shall not use prescribed or over-the-counter substances that would impair their ability to operate equipment safely. This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception to this rule is that an operator may use such a substance or drug if it is prescribed by a licensed medical practitioner who is familiar with the operator's medical history and all assigned duties, and who has advised the operator the prescribed substance will not adversely affect the operator's ability to operate equipment safely.

It is a condition of certification that operators certified by NCCCO attest to their compliance with this Substance Abuse Policy. Non-compliance with this policy automatically revokes a candidate's certification status.

CERTIFICATION CARDS

Certified operators receive a laminated photo ID card at no cost when they certify for the first time and when they complete the requirements for recertification.

Replacement cards, cards showing certification in an additional designation, or updated cards for candidates who retake and pass a designation they previously failed may be obtained from NCCCO at a cost of \$25. Updated or replacement cards can be ordered online at: <http://www.nccco.org/newcard>.

CHANGE OF ADDRESS

Certificants who change their address must notify NCCCO as soon as possible. Failure to do so may cause important updates on NCCCO's programs to be missed that could affect a certificant's stature. Changes of address should be sent to NCCCO. They must be in writing but may be sent via letter or fax. A form for this purpose is provided in this handbook.



Written Examination Process

DEDICATED PILE DRIVER OPERATOR

APPLICATION PROCESS TO TAKE THE WRITTEN EXAMINATION

Dedicated Pile Driver Operator written exams may be taken as paper/pencil tests (PPT) at an approved NCCCO written exam test site. See the appropriate sections below for instructions on how to apply for written exams.

Candidates Requesting Testing Accommodations

Arrangements for persons with disabilities will be provided upon request, in conformance with the Americans with Disabilities Act (ADA).

Professional documentation in support of a request for accommodation must be submitted to NCCCO no later than four weeks prior to the scheduled test date. For further information about testing accommodations, see the complete NCCCO Testing Accommodations Policy at: www.nccco.org/accommodations.

PAPER/PENCIL TESTING (PPT)

Candidates desiring to sit for paper/pencil written exam(s) should visit www.nccco.org/testsites to see a schedule of upcoming Test Dates and Locations and then submit a completed Candidate Application form with the appropriate documentation as directed on the form. Applications are due two weeks prior to the scheduled examination date. PPT application deadline examples are shown on page 6. Information about the specific locations of the Test Sites will be available approximately one to three months prior to the examination. Candidates eligible to sit for the examination will receive an admission letter approximately one week before the scheduled test administration date.

Submission of Application

To apply for paper/pencil exams, use the Candidate Application form at the back of this handbook. The Candidate Application with the appropriate fees, as well as any correspondence and requests for information concerning the administration of CCO examinations, should be sent to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, Florida 34698
Phone: 727-449-8525/Fax: 727-461-2746

Contact the Test Site Coordinator to confirm whether the application should be sent to the Test Site Coordinator or directly to NCCCO. Check the application to ensure that

all information provided is accurate and complete. In addition to the completed application, make sure that the appropriate fees are enclosed.

Candidates may also submit applications and payment online:

- Paper/pencil tests (PPT): www.nccco.org/ppt-apps

Candidates must follow the directions carefully when filling in the required information. Incomplete applications, incorrect payment, and/or inaccurate documentation will delay the processing and incur additional fees. This could result in *NOT* being able to sit for the examination(s).

Deadlines

Please note that all deadlines are UPON RECEIPT deadlines. Candidates and Test Site Coordinators are solely responsible for making sure that completed and accurate applications reach NCCCO by the stated deadlines.

Examination Fees

For paper/pencil tests (PPT), the appropriate Written Exam fees must be enclosed with the Candidate Application. Checks, money orders, or credit cards (VISA, MasterCard, or American Express) may be used; do not send cash. Please include payment in the envelope with all the other application materials.

All returned checks are subject to a \$30 fee.

PPT Written Exam/Retest Fees:

- Dedicated Pile Driver Operator Written Exam..... \$200

Other Fees:

An additional \$50 late fee will be charged if the application is late.

An additional \$25 will be charged if a candidate:

- Wishes to reschedule without a valid reason (see Emergency Cancellations or Withdrawals)
- Needs a replacement certification card or score report

An additional \$30 fee will be charged if:

- An application form is incomplete
- Full payment is not received or a check is returned
- A credit card cannot be processed for any reason
- A candidate wants to add to (or change) the exams he/she plans to take after scheduling has been completed (in addition to the exam fee)

All application materials must be received at NCCCO's office according to the sample test schedule outlined under "Application Deadlines."

Applications received after the main application deadline—but at least four business days prior to the exam administration date—can be accepted for an additional \$50 late fee. For example, for a test administration on a Saturday, late applications that arrive at NCCCO's office by 5 p.m. (ET) on the Monday evening prior to the test will be accepted.

Candidate applications that arrive after that time cannot be accepted. ***Walk-in candidates cannot be accepted under any circumstances.***

Length of Test Day

NCCCO written exams are carefully designed to provide a reliable and valid assessment of a candidate's knowledge and skills. Time limits are carefully determined for each written exam to allow enough time for a prepared candidate to complete the exam and to provide for an efficient and successful administration of all exams to scheduled candidates on testing day.

To provide each candidate with a fair and standardized administration of the written examination(s), and to ensure the reliability and validity of the written examinations is maintained, it is not recommended that a candidate schedule written exams totaling more than six hours of testing time on the same day.

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, he/she will need to pay an additional \$25 rescheduling fee.

Candidates who wish to reschedule their CCO Written Examination(s) **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:

- ***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 upon submission of a letter describing the situation. Full name, address, and social security number must be included along with the scheduled test date, site number, and supporting documentation indicated above.

NCCCO MUST receive written notification within seven business days after the scheduled examination date or all application fees will be forfeited. Candidates will, however, be allowed to reschedule for a future examination administration.

Candidates will NOT receive a refund if they decide they no longer wish to take the test.

Test Administration Schedule for CCO Examinations

Paper/pencil CCO Written Examinations are available for administration on demand with at least four weeks' notice.

Application Deadlines

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

Written Test Administration Request		January						
Form due four weeks prior to test date.		S	M	T	W	Th	F	Sa
	● →	1	2	3	4	5	6	
		7	8	9	10	11	12	13
	● →	14	15	16	17	18	19	20
		21	22	23	24	25	26	27
Test Day	● →	28	29	30	31			

Admission Letters

For paper/pencil exams, approximately one week before the scheduled test date, registered and eligible candidates approved to take CCO Written Examinations will receive

an admission letter by mail. The admission letter contains information regarding the test center address, the reporting time, the examination(s) the candidate is registered for, and the materials the candidate needs to bring on the day of the test administration. This admission letter should be presented at the Test Site to gain admittance to the examination(s).

Identification at the Test Site

Candidates must bring valid photo identification to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification for paper/pencil tests are a current:

- Passport
- Government-issued driver's license
- Military identification card
- U.S. Government-issued alien registration card
- Work identification

NOTE: Candidates without appropriate identification documents will NOT be admitted to take the CCO Written Examination(s) and all fees will be forfeited.

Materials to Bring to the Test Site

Each candidate must bring the following items to the test site:

- Photo identification
- Admission letter for the specific test date (recommended)
- Two sharpened #2 pencils (to complete the examination answer sheet)
- A good eraser

NOTE: No books, scratch paper, calculators, reference materials, beepers, cellular phones, or other personal items will be allowed in the examination room. A basic four-function calculator will be provided for use on the Specialty exams only.

Score Reporting

Paper/pencil CCO Written Examinations are electronically scored at NCCCO's facilities. For this reason, it is important to complete the answer sheet according to the instructions provided by the Chief Examiner on the day of the exam. Candidates will receive credit only for answers recorded on the scannable answer sheet. **Answers marked**

in the test booklet(s) will NOT be counted toward a candidate's score.

All candidates will receive a score report of their performance. Examination results are mailed to candidates approximately 12 business days after the examination administration.

TEST SITE INFORMATION

Test Security

For the purpose of test security, candidates who sit for CCO examination(s) acknowledge that they understand the following:

- This examination is the exclusive property of NCCCO.
- This examination and the questions contained therein are protected by federal copyright law.
- No part of the examination(s) may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- Theft or attempted theft of an examination booklet or any of its pages is punishable as a felony.
- While at the examination site, candidates are considered professionals and shall be treated as such. In turn, candidates must conduct themselves in a professional manner at all times. While at the site, they shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- No conversing or any other form of communication among the candidates is permitted once they enter the examination area.
- No smoking, eating, or drinking is allowed at the examination site.
- Candidate participation in any irregularity during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the results of the examination, or other appropriate remedy.
- Candidates verify that they have successfully met the physical/medical requirements and are eligible to take this examination. If at any time it is confirmed that a candidate has not met all the requirements, the candidate will no longer be eligible for certification.
- A candidate's signature on the answer sheet for the administration of the examination confirms that the candidate has read and understands the above statements.

Candidate Question Comment Forms

Candidates can comment on the examination(s) as a whole or on specific items within an examination by writing their comments on the Candidate Question Comment Form. Written comments should reference the question number as well as the site code and the test date and should accompany the examination. Examination comments are reviewed by NCCCO content experts on a regular basis. An online form is available for computer-based tests.

NOTE: Only comments completed on the Candidate Question Comment Form at the test site will be considered for review.

TEST SCORING INFORMATION

CCO Written Examinations are criterion-referenced examinations; i.e., the passing score is set beforehand, and candidate performance on the examination is not compared to the performance of others taking the examination. In a criterion-referenced examination, a candidate must obtain a score equal to or higher than a predetermined passing score to pass the test. The passing scores represent absolute standards and are determined by panels of NCCCO content experts using a psychometrically accepted standard-setting methodology.

In reporting the examination results to candidates, statistical procedures are used to convert raw scores (i.e., the number of test questions answered correctly) to scaled scores, which are equivalent for all administrations of the examination(s). The scaled score is not a number-answered-correctly score.

Candidate results are reported as a scaled score, with a score of **70** representing the minimum passing score for this test. Written exam score reports include a strength and weakness report by content domain.

Candidate scores cannot be given over the telephone.

Hand Score Requests

Candidates not passing exam(s) may request from NCCCO a hand scoring of their answers, provided the request is made in writing within three months of the test date. Requests must be accompanied by a processing fee of \$25 for one failed test score or \$50 for two or more failed test scores per test administration.

Requests should be mailed to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, Florida 34698
Phone: 727-449-8525
Fax: 727-461-2746

In the event that the hand scoring of a failing candidate's answer sheet results in a passing score, the hand-scoring fee(s) will be refunded in full.

RETAKE THE EXAMINATION(S)

Candidates who fail an examination(s) may retake the examination(s). Candidates will need to reapply and pay all corresponding retest fees.

INFORMATION RELEASE POLICY

NCCCO releases information pertaining to individuals who have successfully passed one or more CCO examinations according to its Information Release Policy (see page 24).



Written Examination Outline

DEDICATED PILE DRIVER OPERATOR

The CCO written examination tests the following knowledge areas relating to the operation of dedicated pile drivers:

Domain 1: Site Examination/Machine Arrival

- Approximately 14% of test

Domain 2: Setup/Inspection/Pre-Operation

- Approximately 29% of test

Domain 3: Operation/Pile Engagement

- Approximately 45% of test

Domain 4: Maintenance

- Approximately 8% of test

Domain 5: Disassembly

- Approximately 5% of test

DOMAIN 1: SITE EXAMINATION/MACHINE ARRIVAL

1. Know how to identify obstacles and hazards
 - a. Below surface (e.g., voids, tanks, loose fill)
 - b. On surface (e.g., retaining walls, excavations, depressions)
2. Know proper use of supporting materials (e.g., natural materials, man-made materials)
3. Know how to determine and ensure proper clearance to energized power lines
4. Know the travel limitations for the machine

DOMAIN 2: SETUP/INSPECTION/PRE-OPERATION

1. Know how to set up the equipment
2. Know inspection requirements
 - a. Shift inspection
 - b. Monthly inspection
3. Know what inspection documentation is required
4. Know when and who to notify regarding inspection deficiencies
5. Know how to confirm operations aids and safety devices are functioning properly
6. Know what information can be found in the operator's manual
7. Know the proper regulations for signals
 - a. Hand signals
 - b. Dedicated spotter
8. Know how to verify that the hammer or other attachments have been properly installed
9. Know the removal criteria for wire rope
10. Know how to stage piles

DOMAIN 3: OPERATION/PILE ENGAGEMENT

1. Know alternative measures if operational aids fail
2. Understand conditions that affect capacity
3. Knowledge of the proper selection and application of rigging equipment
4. Know how to verify the pile head is properly positioned, secured, and/or captured
5. Know how to ensure the pile installation and orientation is correct
6. Know how to position the rig and pile for safe operations
7. Know how to ensure non-essential personnel are prevented access to restricted areas
8. Know how to begin pile driving operations
9. Know which situations or conditions may cause unexpected pile movement
10. Know how to determine when the pile has reached the required depth
11. Know how to read and utilize the equipment load charts
12. Know pile driving terms and nomenclature
13. Know the manufacturer's limitations for the hammer
14. Know general rules, regulations, and safety standards for operation

DOMAIN 4: MAINTENANCE

1. Know how to perform maintenance on the equipment, including:
 - a. Lubrication
 - b. Fluid levels
2. Know how to document maintenance activities
3. Know how to inspect the hammer and lead system for wear or damage
4. Know how to inspect the hydraulic hoses and connections

DOMAIN 5: DISASSEMBLY AND TRANSPORTATION

1. Know how to stow or store the hammer
2. Know how to retract the equipment components
3. Know the manufacturer instructions for disassembly and transportation



Sample Questions

DEDICATED PILE DRIVER OPERATOR

The following are sample test questions typical of the style and content of the questions used in NCCCO Written Examinations.

1. According to OSHA 1926 Subpart CC, where MUST the operator's manual be located?
 - a. Equipment Cab
 - b. Jobsite
 - c. A/D Director's Office
 - d. Site Safety Supervisor Office

2. The weights of load handling devices, such as chains, slings or shackles, are:
 - a. Included in the rated capacity
 - b. Not included as part of the load
 - c. Included when calculating gross capacity
 - d. Included as part of the load

3. What type of hammer cannot be used to drive concrete piles?
 - a. Drop
 - b. Diesel
 - c. Air
 - d. Hydraulic

Leader (forwards/backwards):	Vertical	Hammer Weight:	12,789 lb.
Leader (Lateral):	Vertical	Rigging Weight	75 lb.
Radius:	?		
Cylinder Length:	N/A		

4. For the LB-20-LRH100, what is the maximum radius a 59 ft. pile weighing 17,637 lb. can be placed in the current configuration (above)?
 - a. 20.11 ft.
 - b. 14.74 ft.
 - c. 19.44 ft.
 - d. Pile cannot be lifted in this configuration.

D	4
A	3
D	2
A	1
Answer #	Question #



Reference List

DEDICATED PILE DRIVER OPERATOR

The following reference materials are used by NCCCO's Written Examination Committee to verify the accuracy of CCO test questions.

Candidates are strongly advised to become familiar with manufacturers' load charts in preparing for the CCO certification examinations. Prices current at press time.

ANSI/ASSE A10.19 (2008) *\$97.00*
SAFETY REQUIREMENTS FOR PILE INSTALLATION & EXTRACTION OPERATIONS

Order by Internet: <http://www.asse.org/ansi/asse-a10-19-2008-r2016-safety-requirements-for-pile-installation-and-extraction-operations/r2016/>

PDCA SPECIFICATION 103-07 *Free*
INSTALLATION SPECIFICATIONS FOR DRIVEN PILES

Download from Internet: <http://www.piledrivers.org/pile-installation-specification-for-private-work.htm>

OCCUPATIONAL SAFETY AND HEALTH *Free*
ADMINISTRATION, U.S. DEPARTMENT
OF LABOR CODE OF FEDERAL
REGULATIONS, PART 1926 SUBPART CC
—CRANES AND DERRICKS IN CONSTRUCTION
AND PART 1926.251 RIGGING EQUIPMENT FOR
MATERIAL HANDLING

Download from Internet: <http://www.osha.gov/>



Practical Examination Process

DEDICATED PILE DRIVER OPERATOR

SKILLS TESTED

The Practical Examination comprises seven main tasks designed to assess the specific operating skills necessary for dedicated pile driving operations. Skills tested include: inspecting the equipment, maneuvering loads with the hoist, maneuvering and placement of a pile, preparation for engaging the hammer, and securing/shutdown of the equipment. Equipment operation with load and without load is required.

SCHEDULING A TEST

Candidates for the Practical Examination should contact their Test Site Coordinator to determine the date of the next scheduled Practical Exam. Candidates may also visit the NCCCO website at www.nccco.org for a listing of upcoming open Test Sites.

TEST DAY

Candidates must report to the Test Site at the scheduled time. All candidates shall comply with Test Site requirements concerning personal protective equipment (PPE), *which at a minimum shall meet OSHA requirements.*

PRACTICAL SCORING

Candidate performance on the Practical Examinations is recorded by Practical Examiners accredited by NCCCO. Examiner requirements include meeting NCCCO requirements for certification, passing the Written and Practical Exams, and successfully completing an accreditation workshop.

The testing procedure has been developed to provide the highest degree of standardization and reliability. The Examiner's task is primarily to record the performance of the candidate.

A candidate may lose points either through operational errors or exceeding established optimum time limits. Candidates' performances are scored off site at NCCCO's facilities.

PRACTICAL SCORE REPORTING

All candidates receive score reports of their performance. Examination results are mailed to candidates approximately 12 business days after the receipt of Practical Examination score sheets by NCCCO.

Please note that while Practical Examiners are encouraged to expedite score sheets after each test administration, they may batch score sheets from several test

administrations over a number of days. This means that candidates may receive their score reports from NCCCO more than three weeks after their test administration.

Both the Practical Examination and the scoring system have been validated and verified by NCCCO's pilot testing program. A score of 75 represents the minimum passing score for Dedicated Pile Driver Practical Examinations.

PRACTICAL EXAM CANDIDATE FEES

The practical examination fee is \$100. The appropriate fees must be submitted with the practical exam application through the Test Site Coordinator. The same fees apply for retest exams.

PRACTICAL EXAM HAND SCORE REQUESTS

Candidates not passing the examination(s) may request from NCCCO hand scoring of their answer sheets, provided the request is made in writing within three months of the test date. Hand scored practical exam reports include details of a candidate's performance on each task.

Requests must be accompanied by a processing fee of \$25 for each test requested. Request(s) should be mailed to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, Florida 34698
ph: (727) 449-8525; fax: (727) 461-2746

In the event that the hand scoring of a failing candidate's answer sheet results in a passing score, the hand-scoring fee will be refunded in full.



Practical Examination Outline

DEDICATED PILE DRIVER OPERATOR

The following is an outline of the practical testing procedure, as provided to candidates at the time of testing.

CANDIDATE INFORMATION AND INSTRUCTIONS

The following sections describe the specific tasks you will be performing when taking the Practical Examination. It is important that you understand these instructions. If there is anything you do not understand, please request clarification from the Examiner.

TASKS

The Practical Exam tasks are:

- *Task 1: Pre-Operational (Shift) Inspection*
- *Task 2: Test Weight in Barrels*
- *Task 3: Stand up, Cap, and Secure the Pile*
- *Task 4: Position the Pile*
- *Task 5: Initiate Pile Driving on Test Pile*
- *Task 6: Set Pile Down*
- *Task 7: Safe Shutdown and Securing Procedures*

There is also a Pre-Test Briefing, an Equipment Walk Around, and a Familiarization Period. You will be required to complete all phases of the test in sequence.

You must report to the Test Site at the scheduled time. ***All candidates shall comply with Test Site requirements concerning personal protective equipment (PPE), which at a minimum shall meet federal OSHA requirements.***

The Test Site Coordinator is responsible for setting the testing schedule. If you are familiar with the operation of the test dedicated pile driver, you may elect to test first to allow other candidates time to review the operator's manuals and load charts. Otherwise, selection shall be by random drawing or by assignment of the Test Site Coordinator.

During the Practical Examination, you are under the direction of the Examiner and must follow the Examiner's directions at all times.

Once you have completed all of the tests you are taking, you must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area.

TIME LIMITS

For Tasks 2–6 *optimum time limits* have been set. If the task is completed within this time period, you receive no time penalty.

Once you exceed this time limit, however, you will lose points on a gradual basis. If you take one and a half times as long as the optimum time, you will have lost all the points allotted to that particular task. The optimum time for each task is stated as part of the task descriptions. At two times the optimum time the Examiner may end the task and move on to the next task.

If Task 3 cannot be completed within twice the optimum time, the Examiner is required to end the test.

PRE-TEST BRIEFING

While candidates are waiting to take their tests, they will have sufficient time to read this description of the tasks to be performed and review the operator's manual and load chart for the crane(s) they will operate. In addition, they will be informed of the make and model of the dedicated pile driving rig, the boom length, and the weight of the test load. They will also watch a short presentation showing all the tasks they will be required to perform during the examination.

Note that:

- The dedicated pile driving rig has been set up and leveled. A spirit level is available to verify that the rig is level.
- None of the target points have been placed at a radius that exceeds the dedicated pile driving rig's rated capacity.
- All signals used throughout the test are in accordance with the Standard Method hand signals.

UNSAFE ACT

If at any time during the Pre-Test Familiarization Period or during the test, you commit an unsafe act, you will be disqualified from continuing with the test. Unsafe acts include but are not limited to the following:

- Contacting the rig with the test weight (except the leader or hammer)
- Dropping the pile
- Hitting the cab or upper works with the pile
- Swinging with the pile guides open and pile capped

- Uncontrolled or reckless operation (must be sufficient to cause safety concern to personnel or pile)
- Failure to respond to “stop” signal
- Contacting obstruction with pile or test weight

The Examiner has the authority to stop the test at any time for reasons of safety. Please ask the Examiner if you have any questions.

If you are disqualified due to an unsafe act, you will not be permitted to test *on any equipment* until the next day.

CANDIDATE ID AND SIGNATURE

Prior to beginning the examination, the Examiner will ask you for a photo identification, such as a driver’s license.

The Examiner will ask you if you have read the Candidate Information and Instructions and will answer any questions you may have. The Examiner will review the weather conditions and ask the candidates to sign indicating that they understand the instructions for the test and that they agree with the Examiner’s assessment of the weather conditions.

WEATHER CONDITIONS AND EQUIPMENT PROBLEMS

The Examiner will use an anemometer to check the wind speed and then will record the weather conditions on the score sheet.

The Examiner has the responsibility to determine if weather conditions or equipment problems are such that a test needs to be suspended. If the test is interrupted due to weather conditions or equipment problems, the procedure for restarting is as follows:

- You will resume the test at the beginning of the task you were performing at the time of the interruption.
- You will be entitled to a Pre-Test or Pre-Task Familiarization period before resuming the test.
- If testing resumes on a different machine, you must start the test over from the beginning. The first score sheet will be marked as “VOID” with an explanation and returned to NCCCO.
- If the testing is delayed to a different day, the test must be restarted from the beginning.

DEDICATED PILE DRIVING RIG WALK AROUND

- Before you begin operations, you are allowed a couple of minutes to walk around the dedicated pile driving rig to ensure proper setup.

PRE-OPERATIONAL INSPECTION

- You will be asked to identify the five items on the dedicated pile driver that are part of the pre-operational inspection.
- One at a time, you will be asked to describe how you would conduct the inspection and what deficiencies you would look for.
- You have approximately one minute per item.

PRE-TEST FAMILIARIZATION PERIOD

- You will be allowed 15 minutes to familiarize yourself with the equipment and to examine anything on the rig that you feel is necessary to operate it comfortably.
- You will be allowed to get the feel of the controls and run the pile driving rig through its functions. The brakes and other devices have been set according to the manufacturer’s recommendation.
- You may not interfere with the test course, lift the Test Weight, or shadow the Corridor or the barrels.
- You must finish the Pre-test Familiarization Period with the load hook under control and over the test weight start point in preparation for attachment within the 15-minute period.
- The Examiner will notify you when there are ten, five, and one minute(s) remaining.
- If you are ready in less than 15 minutes, you may indicate this to the Examiner.
- If, at the end of the Pre-Test Familiarization Period, you feel that you are not ready to take the examination, you should notify the Examiner. You will have, in effect, disqualified yourself from taking the examination at this time, and you will be required to sign to that effect on the Candidate Score Sheet.

TASK 1: PRE-OPERATIONAL (SHIFT) INSPECTION

- You will be asked to identify five checklist items of the dedicated pile driver that are part of the pre-operational inspection.
- One at a time, you will describe how you would inspect it and what deficiencies you would look for.
- You have approximately one minute per item.
- Points will be deducted for each incorrectly identified inspection item

TASK 2: TEST WEIGHT IN BARRELS

Optimum Time: 4 minutes

- At the Examiner's indication to start, at which point timing will begin, raise the test weight at or above eye level to clear all obstacles and personnel.
- Bring it from the start point over to Designated Area 1 and lower it inside the barrel.
- Once the line on the test weight has been lowered below the rim of the barrel, the examiner will indicate this to you and signal you to proceed to the next barrel.
- You will again lowered the test weight inside of the barrel at Designated Area 2 and wait for the examiner to give you the signal to proceed to Designated Area 3.
- You will lower the test weight inside of the barrel at Designated Area 3 so that the line on the test weight has been lowered below the rim of the barrel and hold it in until instructed by the examiner to remove it.
- Timing stops when the test weight is completely clear of Barrel #3 and the Examiner has given you a final stop signal.
- Points will be deducted for the following:
 - a. Weight touching ground outside of designated area
 - b. Weight touching any part of the course (except leader or hammer)
 - c. Touching ground with leader
 - d. Hoisting before being signaled to hoist by examiner
 - e. Weight not hoisted to operator eye level
 - f. Knocking over barrel
 - g. Moving barrel (2 in. or more)
 - h. Touching tracks with the leader
 - i. Lead system 5-degrees or greater out of level
 - j. Exceeding optimum time

TASK 3: STAND UP, CAP, AND SECURE THE PILE

*Optimum Time: 6 minutes**

- At the Examiner's indication to start, lift the pile into an upright position, then cap the pile and secure it with the pile guides.
- Timing stops when the pile is capped and the pile arms have closed around the pile.

- Points will be deducted for the following:
 - a. Dragging pile tip out of box
 - b. Pile tip kicking out during capping operation
 - c. Touching tracks with leader or pile
 - d. Lead system 5-degrees or greater out of level
 - e. Knocking ball off pole
 - f. Moving pole base off line
 - g. Knocking pole over
 - h. Exceeding optimum time

*Candidates who cannot complete Task 3 within 12 Minutes (twice optimum time) will not be allowed to continue on with the remaining parts of the exam.

TASK 4: POSITION PILE

Optimum Time: 4 minutes

- At the Examiner's indication to start, at which point timing will begin, lift the pile and set it on the ground inside Designated Area 1. The examiner will give you a stop, a hoist and a swing signal to indicate that you may lift the Test Pile and bring it to Designated Area 2.
- Once the pile has been landed inside Designated Area 2, the Examiner will give you another set of stop, hoist and swing signals to indicate you may proceed to Designated Area 3.
- Timing stops when the pile has been set down fully inside of Designated Area 3 and the examiner has given you a stop signal.
- Points will be deducted for the following:
 - a. Pile touching ground outside of designated area
 - b. Touching the tracks with the pile or leader
 - c. Lead system 5-degrees or greater out of level
 - d. Exceeding optimum time

TASK 5: INITIATE PILE DRIVING ON TEST PILE

Optimum Time: 3 minutes

- At the Examiner's indication to start, at which point timing will begin, pick up the Test Pile and set the pile head fully on the Pile Driving Plate in preparation for driving the pile.
- Prepare to initiate the driving sequence at the manual driving setting at lowest energy.
- **DO NOT** initiate driving until instructed to by the Examiner.
- When you are ready to initiate the driving sequence and the pile guides are open, say "done," at which point timing will end.

- Your setting will be evaluated by the Examiner prior to proceeding.
- The Examiner will then institute you to proceed with the driving sequence.
- Points will be deducted for the following:
 - a. Driving energy not set at lowest power
 - b. Hammer not placed fully on pile
 - c. Leader is not plumb (± 0.5 degrees in either direction)
 - d. Ropes are not visibly slack
 - e. Touching the tracks with the pile or leader
 - f. Not setting machine in manual mode
 - g. Lead system 5-degrees or greater out of level
 - h. Exceeding optimum time

TASK 6: SET PILE DOWN

Optimum Time: 5 minutes

- At the Examiner's indication to start, at which point timing will begin, pick up the Test Pile and set the pile head down fully within the square designated area.
- With the pile head in the square designated area, lower the pile back down so that it rests inside the Pole Corridor.
- The Examiner will give you a stop signal when the Test Pile has been completely lowered to the ground inside the Pole Corridor.
- Points will be deducted for the following:
 - a. Dragging pile tip out of box
 - b. Opening guides before uncapping
 - c. Touching the tracks with the pile or leader
 - d. Lead system 5-degrees or greater out of level
 - e. Knocking ball off pole
 - f. Moving pole base off line
 - g. Knocking pole over
 - h. Exceeding optimum time

TASK 7: SAFE SHUTDOWN AND SECURING PROCEDURES

- Before leaving the operator station, you will be required to apply safe shutdown procedures to the dedicated pile driver in preparation for the next candidate.
- Once the dedicated pile driver is shut down, you will leave the operator station and describe to the Examiner the procedures you would follow to secure the machine at the end of the work day.

POST-TEST PROCEDURES

Once you have completed the Practical Examination:

- The Examiner will record your performance.
- The Examiner is not permitted to review your score sheet or discuss your performance on the test.
- Exam results will be mailed to you within approximately twelve working days of the receipt of the score sheet by NCCCO.
- If you have made formal applications to test on any other equipment, return to the candidate briefing area.
- If you have completed all of your tests, you must leave the Test Site.



Candidate Forms

DEDICATED PILE DRIVER OPERATOR

Please photocopy and complete all sides of the following forms when applying for CCO Written and Practical Examinations.

- **Candidate Application—Written Examination**
- **Candidate Application—Practical Examination**
- **Change of Address Form**

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Candidate Application

WRITTEN EXAMINATION—DEDICATED PILE DRIVER OPERATOR (PAPER/PENCIL TEST ONLY)

Please type or print neatly.

FULL LEGAL NAME <small>(as shown on valid photo ID)</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	
<input type="checkbox"/> I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA). <i>(For details on NCCCO's Testing Accommodations policy, please see www.nccco.org/accommodations.)</i>				

WRITTEN EXAMINATION FOR WHICH YOU ARE APPLYING

FILL IN the appropriate circle(s) below for correct fees.

WRITTEN EXAM/RETEST FEES

<input type="radio"/> Dedicated Pile Driver Operator Written Exam—new candidate (650501)	\$200
OTHER FEES	
<input type="radio"/> Candidate Late Fee (if applicable)	\$50
<input type="radio"/> Incomplete Application Fee (if applicable)	\$30
<input type="radio"/> Updated/Replacement Card	\$25
TOTAL AMOUNT DUE	\$

CANDIDATE APPLICATION (CONT'D)

WRITTEN EXAMINATION—DEDICATED PILE DRIVER OPERATOR

TEST SITE AT WHICH YOU INTEND TO TAKE THE WRITTEN EXAMINATION




TEST SITE NAME	TEST SITE COORDINATOR		
TEST SITE ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST ADMINISTRATION NUMBER	DATE YOU INTEND TO TAKE THE CCO EXAMINATION		

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, 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 attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I have passed a physical exam that complies with federal Department of Transportation requirements and I will continue to comply with those requirements. 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.

Checks and money orders should be payable to: NCCCO

Please send application and payments to:

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



Candidate Application

PRACTICAL EXAMINATION—DEDICATED PILE DRIVER OPERATOR

Please type or print neatly.

FULL LEGAL NAME <small>(as shown on valid photo ID)</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	

INDICATE WITH A CHECK THE EQUIPMENT YOU WISH TO BE TESTED ON:

Dedicated Pile Driver Operator

TEST SITE AT WHICH YOU INTEND TO TAKE THE PRACTICAL EXAMINATION:

TEST SITE COORDINATOR NAME	PE SITE #:		
PHONE	E-MAIL		
TEST SITE PHYSICAL ADDRESS			
CITY	STATE	ZIP	COUNTRY

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, 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 attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I have passed a physical exam that complies with federal Department of Transportation standards and I will continue to comply with those requirements. I further attest that I am physically and mentally capable of safely operating equipment 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
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CANDIDATE APPLICATION (CONT'D)

PRACTICAL EXAMINATION—DEDICATED PILE DRIVER OPERATOR

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; see panel below.

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.

PRACTICAL EXAMINATION FEES

Checks and money orders must be made payable to NCCCO. Credit cards (Visa, Master Card, or American Express) may be used by completing the credit card information below.




Check the box(es) next to the Practical Exam type(s) for which you are registering.

Practical Examination Fees:

- Dedicated Pile Driver Operator: \$100
- Updated/replacement card: \$25

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	<input type="text"/>	EXPIRATION DATE	<input type="text"/>
NAME (Print as it appears on card)	<input type="text"/>	SIGNATURE (on card)	<input type="text"/>
		SECURITY CODE*	<input type="text"/>

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

Checks and money orders should be payable to: NCCCO

Do not send this application to NCCCO. Give this application, along with payment and all necessary documentation, to your Test Site Coordinator on test 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		First	Middle	Last	Suffix (Jr., Sr., III)
(as shown on driver's license)					
CCO CERTIFICATION NUMBER	DATE OF BIRTH		CANDIDATE ID		

OLD ADDRESS

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

NEW ADDRESS

MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
PHONE	EMAIL		
COMPANY / ORGANIZATION		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.
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.
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 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.
6. 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.
7. 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.
8. 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.

IMPORTANT CONTACT INFORMATION



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