



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

**CANDIDATE HANDBOOK**

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



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*This handbook and application packet for the CCO Rigger certification program contains Candidate Application forms for both the Rigger Level I and Rigger Level II exams near the end of the book.*

*Please read this handbook carefully and retain it for reference throughout the certification process.*

**Do not discard this document.**

*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.***



**ANSI Accredited Program  
PERSONNEL CERTIFICATION**

# 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 Rigger Certification Candidate:

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 and administration of the CCO Written and Practical Examinations that lead to CCO certifications. As personnel responsibilities in the lifting industry have become better defined, NCCCO has developed additional certification programs for related occupations, including riggers and signalpersons.

This nationally recognized rigger certification program is the culmination of three years' hard work by experts from the varied industries and groups that use rigging, including construction, steel erection, iron workers, the operating engineers, utilities, petrochemicals, specialty rigging companies, and rigging hardware and sling manufacturers. NCCCO task forces were made up of experts from all aspects of the rigging industry—riggers, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of rigging experience. These volunteers gave freely of their time and expertise with the goal of improving the safety of all whose work brings them into contact with rigging 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 CCO examinations are—and remain—valid measurements of crane operators' proficiency, NCCCO teamed the task force's knowledge and experience with its exam development expertise. 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 prepared to provide candidates with comprehensive information about the CCO Written and Practical Examinations leading to Rigger Level I and Rigger Level II certifications. NCCCO recognizes the commitment required to become certified and will do everything it can to make each candidate's experience a positive and successful one. If after reading this handbook there is anything unclear, candidates may call NCCCO at 703-560-2391 or email [info@nccco.org](mailto:info@nccco.org). NCCCO staff will guide the candidate through any aspect of the program that he/she would like explained in more detail.***

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

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# Introduction

## RIGGER

### PROGRAM DESCRIPTION

The purpose of NCCCO's rigger certification program is to set standards for measuring the knowledge and proficiency required for safe rigging practices. 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 rigger certification:

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

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

The initial certification period is for five years, after which riggers are required to recertify. Periodic written examination is 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 and licensing programs before determining that this goal could be achieved by setting the examination interval at five years. Little, if any, additional benefit, it is believed, would accrue by more frequent testing. A practical (skills) examination is not required for recertification, as long as the certificant meets specified experience requirements.

### CCO EXAMINATION DEVELOPMENT

The first step in the development of an objective test to measure the knowledge required for safe rigging operations was a job analysis study. This study identified the knowledge, skills, and abilities necessary for safe rigging operations. A representative number of subject matter experts (SMEs) then validated that the knowledge, skills, and abilities recommended by the experts was vital to safe operations. The job analysis study and validation survey were then used to generate the test blueprints and content specifications.

Development of the CCO Rigger Written Examinations involved a panel of SMEs who worked with NCCCO staff to write and review all questions used in the examinations. Each examination contains a unique combination of questions from the question bank. These questions are selected for the examinations on the basis of the content areas, as defined by the test blueprints.

The CCO Rigger Practical Examinations were developed as fair and objective assessments of the essential duties riggers need to perform for safe rigging operations.

These exams were developed over a three-year period by NCCCO task forces made up of experts from all aspects of the rigging industry—specialty riggers, ironworkers, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of rigging experience. These task forces teamed their knowledge and experience with NCCCO's exam-development expertise. 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 Rigger task forces, NCCCO staff also designed the Practical Examiner Accreditation Program, whereby NCCCO trains and accredits CCO-certified riggers to administer CCO Rigger Practical Examinations.

### DEFINITION OF A RIGGER

A certified *rigger* is a person who has been trained and certified to handle and move loads. The level of certification depends upon the individual's training, knowledge, skill base, and ability to perform functions related to the selection, inspection, and proper use of rigging equipment.

This person may be qualified in a craft or trade and carry an occupational title such as iron worker, electrician, carpenter, millwright, mechanic, laborer, mason, long-shoreman, lineman, pipe fitter, boilermaker, and the like. (The persons described in the categories above will be referred to as *rigger* even though they carry another occupational title.)

### CERTIFIED RIGGER LEVEL I

NCCCO identified the following job duties for Rigger Level I certification. They can perform simple, repetitive rigging tasks when the load weight, center of gravity, the rigging,

and rigging configuration are provided or known by the rigger through experience or on-the-job training prior to the rigging activities. Specifically, Level I Riggers should be able to demonstrate or have knowledge of how to:

- Inspect rigging before use
- Identify and attach rigging with basic knowledge of hitch configurations, capacities, and basic knots
- Recognize associated hazards
- Use various types of rigging equipment and basic hitches and their applications

## **CERTIFIED RIGGER LEVEL II**

In addition to knowing and demonstrating Rigger Level I knowledge and skills, they can select rigging components and procedures based on rigging capacity. Unsupervised, Level II Riggers can:

- Estimate load weight and center of gravity
- Identify lift points
- Determine and select rigging based on loading
- Perform pre-use inspection of rigging and lift points
- Understand periodic inspection criteria
- Identify and attach rigging with knowledge of hitch configurations and load angle factors, rigging capacities, and load integrity
- Understand load dynamics and associated hazards

As applicable, Level II Riggers will also have a working knowledge of hoisting equipment, winches, jacks, industrial rollers, and similar equipment.





# Certification Policies

## RIGGER LEVEL I & RIGGER LEVEL II

### ELIGIBILITY

To be eligible for certification, candidates must:

- Be at least 18 years of age
- Comply with NCCCO's Substance Abuse Policy
- Pass Written Examination(s)—Written exams may be taken as either paper/pencil tests (PPT), see page 7 for details, or computer-based tests (CBT), see page 10 for details.
- Pass Practical Examination(s)
- Comply with the Code of Ethics for Certified Riggers

### EXPERIENCE

CCO certification examinations are designed for persons who have been trained to handle and move loads.

### CERTIFIED RIGGER LEVEL I EXAMS

#### Written Examination

The Certified Rigger Level I Written Examination consists of 60 multiple-choice questions. Candidates are allowed 60 minutes to complete the test.

#### Practical Examination

The successful completion of an CCO Certified Rigger Level I Practical Examination demonstrates a candidate's basic rigging competency.

### CERTIFIED RIGGER LEVEL II EXAMS

#### Written Examination

The Certified Rigger Level II Written Examination consists of 40 multiple-choice questions. Candidates are allowed 60 minutes to complete the test.

#### Practical Examination

The successful completion of an CCO Certified Rigger Level II Practical Examination demonstrates a candidate's competency in rigging a load for a level lift and for rotating a load.

### CERTIFICATION TIME FRAMES

Candidates must pass both Written and Practical Examinations to be certified for a five-year period. 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.

If a certified rigger subsequently becomes certified in an additional rigger or signalperson designation by taking the appropriate written and practical exams, the certification period for the additional designation expires at the same time his/her original certification (i.e., all rigger and signalperson designations expire on the same date, regardless of when in the five-year certification period the candidate passed them). If the new designation is added within the final 24 months of his/her certification period, the certificant is exempt from recertifying for the new designation after five years; after that, however, certificants must recertify for all designations during the 12 months prior to their certifications' expiration date. This ensures that all of the certificant's rigger and signalperson designations maintain the same expiration date.

### RECERTIFICATION

CCO certification is valid for five years. Candidates must complete all of their recertification requirements during the 12 months prior to their certification's expiration date. This includes:

- Passing the Recertification Written Examination
- Compliance with NCCCO's Substance Abuse Policy
- Compliance with the Code of Ethics

***There is no grace period after certification has expired.*** Candidates whose certification has lapsed must take the full Written and Practical Examinations to be certified again.

The Certified Rigger Level I Recertification Written Examination consists of 30 multiple-choice questions with a time limit of 30 minutes.

The Certified Rigger Level II Recertification Written Examination consists of 30 multiple-choice questions with a time limit of 60 minutes.

***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. If a Rigger Level II recertification candidate fails the recertification exam twice, he/she is required to take the full Rigger Level I and Rigger Level II exams again to maintain certification.***

There is no requirement for a Practical Examination for recertification.

Certified candidates may take their Recertification Written Examination(s) up to one year prior to their certification's date of expiration. Regardless of the date of the recertification examination within that one-year period, the new five-year certification period begins from the date of expiration of the candidate's initial certification.

[Note: Candidates who recertify more than 12 months prior to their expiration date will have their new certification period begin immediately, not from the end of their current certification period.]

Recertification Exams are available at regularly scheduled paper/pencil test administrations as well as via computer-based testing. Candidates wishing to recertify should contact the Test Site Coordinator who set up their initial certification. Candidates whose employment circumstances have changed should ask their new employer to schedule a test administration. Candidates may also locate open paper/pencil Written Exam Test Sites at [www.nccco.org/testsites](http://www.nccco.org/testsites) or apply online for computer-based testing sites at [www.nccco.org/cbt](http://www.nccco.org/cbt).

## **ADDING RIGGER LEVEL II TO EXISTING RIGGER LEVEL I CERTIFICATION**

Rigger Level I certificants are encouraged to "step up" to Rigger Level II when they feel they are ready for the more challenging exams. Rigger Level II can be added at any time; however, if a Rigger Level I certificant is in the final year of certification, the certificant may take the Rigger Level II written exam in place of the Rigger Level I recertification exam. In order to achieve full Rigger Level II certification, the candidate must pass the practical exam within 12 months of passing the Rigger Level II written exam. Candidates stepping up to Rigger Level II are encouraged to take the Rigger Level II written and practical exams at the same time or to take the Rigger Level II practical exam first.

## **CODE OF ETHICS FOR CERTIFIED RIGGERS**

CCO-certified Riggers must comply with NCCCO's Code of Ethics during their certification, as follows:

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

- i. *So as to place the safety and welfare of others associated with my work above all other considerations;*
- ii. *So as to protect and preserve nearby general public property and the environment; and*

- iii. *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:*

- iv. *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;*
- v. *Not knowingly violate any safety-related regulations, warnings, or instructions set forth by OSHA, recognized safety standards, prevailing jurisdictions, or equipment manufacturers; and,*
- vi. *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:*

- vii. *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;*
- viii. *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;*
- ix. *Cooperate fully and completely with any administrative inquiries or investigations by NCCCO; and,*
- x. *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, 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 the Code of Ethics

NCCCO has established policies and procedures to address alleged violations of the Code of Ethics fairly and consistently. These complaint procedures have been designed to ensure that only valid and actionable complaints are investigated and considered. These procedures also give all parties involved in the complaint 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 riggers 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 riggers shall not use a prescribed or over-the-counter substance that would impair their ability to perform safe rigging practices.

This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance which may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception to this rule is that a rigger may use such a substance or drug if it is prescribed by a licensed medi-

cal practitioner who is familiar with the rigger's medical history and all assigned duties, and who has advised the rigger that the prescribed substance or drug will not adversely affect the rigger's ability to perform safe rigging practices.

It is a condition of certification that riggers 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 riggers 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: [www.nccco.org/newcard](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.

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# Written Examination Process

## RIGGER LEVEL I & RIGGER LEVEL II

### APPLICATION PROCESS TO TAKE THE WRITTEN EXAMINATION

Rigger Level I and Level II written exams and recertification exams may be taken either as paper/pencil tests (PPT) at an approved NCCCO written exam test site or as computer-based tests (CBT) at approximately 300 PSI test centers across the country. The content of both test formats is identical; see the appropriate sections below for instructions on how to apply for either PPT or CBT 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](http://www.nccco.org/accommodations).

### PAPER/PENCIL TESTING (PPT) OPTION

Candidates desiring to sit for paper/pencil written exam(s) should visit [www.nccco.org/testsites](http://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 9. 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  
4141 S. Highland Drive, Suite 225  
Salt Lake City, UT 84124  
Phone: 727-449-8525  
Fax: 801-938-9540

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 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 Exam/Retest Fees:

*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\*

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



**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\*

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

**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

**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.

**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 duplicate/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 they plan 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 on page 9.

Applications received after the main application deadline, but at least four business days prior to the exam administration deadline, 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 testing office by 5 p.m. (ET) on the Monday evening prior 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**

CCO 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.

When the candidate is ready to reschedule his/her Written Examination, he/she **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 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 met. Sample deadlines shown 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
Candidate Applications due two weeks prior to test.	● →	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 Examination(s) 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 candidates need to bring with them on the day of the 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, beepers, cellular phones, or other materials will be allowed in the examination room, except that for the Rigger Level II exam calculators will be provided at the Test Site; candidates may not use their own calculators.**

### Score Reporting

Paper/pencil CCO Written Examinations are electronically scored by NCCCO. 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.

### COMPUTER-BASED TESTING (CBT) OPTION

Candidates desiring to take their written exam(s) using the computer-based testing (CBT) option should visit [nccco.org](http://nccco.org) and click on "Find CCO Test Locations" on the left menu and then select "Computer-Based Testing" ([www.nccco.org/cbt](http://www.nccco.org/cbt)). This page includes links to a directory of approximately 300 PSI locations throughout the U.S. as well as the online application form.

Online applications may be completed and submitted at any time. Candidates should apply to take CBT exam(s) as soon as possible, but no later than five business days before their preferred exam date. Please note that site availability is not guaranteed on the preferred exam date, and availability can only be confirmed when scheduling the appointment.

After the candidate completes and submits the online application (with payment), an authorization email will be sent within 48 hours. **After receiving the authorization email, the candidate must wait 24 hours.** Then the candidate must call the number provided in the email to schedule the test(s) with PSI; the PSI customer service representative will do his/her best to select a test date and location convenient for the candidate. PSI will send an appointment confirmation email within 24 hours. The candidate must then go to the selected test center at the scheduled date and time.

### CBT Examination Fees

Candidates must pay the appropriate CBT Written Exam fees when they apply online. A credit card (VISA, MasterCard, or American Express) must be used to pay online. CBT exam payments are valid for one year. If the candidate does not schedule and test within 12 months, he/she forfeits the fees. This does not affect the deadline(s) noted in the CCO Certification Time Frames or the Recertification Requirements sections.

### CBT Exam/Retest Fees:

#### *Exam fees/Retest fees for Rigger candidates only (not current CCO card holders):*

- Rigger Level I Written Exam..... \$130
- Rigger Level II Written Exam ..... \$130

#### *Exam fees for current CCO card holders:*

- Rigger Level I Written Exam..... \$110
- Rigger Level II Written Exam ..... \$110

#### *Retest fees for current CCO card holders:*

- Rigger Level I Written Exam..... \$85
- Rigger Level II Written Exam ..... \$85

#### *Recertification Fees:*

- Rigger Level I Recertification Written Exam or Retest (CCO-certified Riggers only) ..... \$130
- Rigger Level II Recertification Written Exam or Retest (CCO-certified Riggers only) ..... \$130
- Rigger Level I Recertification Written Exam (CCO-certified Operators only) ..... \$110
- Rigger Level II Recertification Written Exam (CCO-certified Operators only) ..... \$110
- Rigger Level I Recertification Written Exam Retest (CCO-certified Operators only) ..... \$85
- Rigger Level II Recertification Written Exam Retest (CCO-certified Operators only) ..... \$85

**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.**

### Other Fees:

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

- Needs a replacement certification card or score report

An additional \$30 fee will be charged if:

- An application form is incomplete (e.g., name misspelled or does not match name on valid photo ID)
- A credit card cannot be processed for any reason
- Any changes are requested after submitting the application

**NOTE: After the candidate has scheduled his/her appointment with PSI, no changes can be made. If the name for the scheduled appointment does not match that on the photo ID presented, all fees will be forfeited.**



## Rescheduling, Cancellation, or Withdrawal

CBT candidates may cancel and reschedule an examination appointment without forfeiting their fees if their cancellation notice is received at least 24 hours before the scheduled examination date.

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

**NOTE: A voice mail message is not an acceptable form of cancellation. Please call PSI at 800-211-2754 to speak with a PSI customer service representative.**

## Missed Appointment or Late Cancellation

A candidate's registration will be invalidated and the examination fee(s) will be forfeited if he/she:

- Does not cancel the appointment more than 24 hours before the scheduled examination date
- Does not appear for his/her examination appointment
- Arrives after examination start time
- Does not present proper identification

## Identification at the Test Site

Candidates must bring 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 computer-based tests are a current:

- Passport
- U.S. government- or state-issued driver's license
- Military identification card
- U.S. government-issued alien registration card

**NOTE: Candidates without appropriate identification documents will NOT be admitted to take the CCO Written Examination(s) and all fees will be forfeited. Work identification is NOT acceptable for computer-based testing centers.**

## Materials to Bring to the Test Site

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

- Valid photo identification
- Confirmation email from PSI (recommended)

**NOTE: No books, scratch paper, calculators, beepers, cellular phones, or other materials will be allowed**

**in the examination room, except that for the Rigger Level II exam a basic on-screen calculator will be provided; candidates may not use their own calculators.**

## Score Reporting

CBT candidates receive their test results immediately following their exams and should retain these score reports for their records.

## TEST SITE INFORMATION (BOTH PPT AND CBT)

### Test Security

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

- The examination is the exclusive property of NCCCO.
- The 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.
- Candidate participation in any irregularity during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an 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 (PPT AND CBT)**

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 set for all administrations of the examination(s). The scaled score is not a number-answered-correctly score.

Candidate results are reported on a scale ranging from zero to 100 points, 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 answer sheet(s), provided their request is made in writing within three months of the test date. Hand-scoring requests must be accompanied by a processing fee of \$25 for one 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 will be refunded in full.

## **RETAKE THE EXAMINATION(S)**

Candidates who fail an examination(s) may retake the examination(s) by reapplying and paying all corresponding fees. CBT candidates may reapply any time after taking their exam(s); however, the new authorization email will be delayed pending the receipt of the exam results from PSI, which normally takes approximately 72 hours.

## **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 32).



# Written Examination Outline

## RIGGER LEVEL I

The CCO Certified Rigger Level I Written Examination tests the following knowledge areas relating to rigging:

### Domain: Scope of the Rigging Activity

- Approximately 15% of test

### Domain: Technical Knowledge

- Approximately 13% of test

### Domain: Inspection

- Approximately 30% of test

### Domain: Execution of Rigging Activity

- Approximately 42% of test

### DOMAIN: SCOPE OF THE RIGGING ACTIVITY

- Know how to identify the load's travel path
- Know how to identify load characteristics
  - Know how to verify the load weight
  - Know how to identify the attachment points
- Recognize special handling requirements
- Recognize unsafe rigging practices
  - Pinch points
  - Need for softeners
  - Load stability
  - Shock load
  - Side load
  - Body positioning
  - Electrical hazards
- Know how to identify hazards
- Know how to communicate a hazard identification

### DOMAIN: TECHNICAL KNOWLEDGE

- Understand and apply ASME non-inspection standards
  - ASME B30.5: Mobile and Locomotive Crane
  - ASME B30.9: Slings
  - ASME B30.10: Hooks
  - ASME B30.20: Below-the-Hook Lifting Devices
  - ASME B30.26: Rigging Hardware

- Understand and apply OSHA non-inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling
  - 1926.1431: Hoisting Personnel

### DOMAIN: INSPECTION

- Know ASME frequent inspection standards
  - B30.9: Slings
  - B30.10: Hooks
  - B30.20: Below-the-Hook Lifting Devices
  - B30.26: Rigging Hardware
- Know OSHA frequent inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling

### DOMAIN: EXECUTION OF RIGGING ACTIVITY

- Know how to use slings
  - Chain
  - Wire rope
  - Metal mesh
  - Synthetic rope
  - Synthetic web
  - Synthetic round
- Know how to use rigging hardware
  - Shackles
  - Adjustable hardware
  - Links, rings, and swivels
  - Rigging blocks
  - Hooks
  - Hoists
  - Dollies, skates, and rollers
  - A-frames
  - Trolleys
  - Compression hardware
  - Beam clamps
  - Softeners
  - Eyebolts
  - Swivel hoist rings
  - Jacks

- Know how to use below-the-hook lifting devices
  - Structural (lifting beams)
  - Plate clamps
  - Beam and girder clamps
- Know proper use of tag lines
  - Know proper use of basic knots
- Know post-load movement activities
  - Know how to secure the load
  - Know how to disconnect the rigging
  - Know how to stow the gear



# Written Examination Outline

## RIGGER LEVEL II

The CCO Certified Rigger Level II written examination tests the following knowledge areas relating to rigging:

### Domain: Scope of the Rigging Activity

- Approximately 15% of test

### Domain: Planning the Rigging Activity

- Approximately 15% of test

### Domain: Selection of Rigging Components

- Approximately 34% of test

### Domain: Technical Knowledge

- Approximately 13% of test

### Domain: Inspection

- Approximately 10% of test

### Domain: Execution of Rigging Activity

- Approximately 13% of test

*Note: The Rigger Level II Recertification Exam also includes questions from the following Rigger Level I content domains:*

- Inspection
- Execution of Rigging Activity

### DOMAIN: SCOPE OF THE RIGGING ACTIVITY

- Know how to identify the load to be moved
- Know how to identify the load's travel path
- Know how load is to be positioned
- Know how to identify load characteristics
  - Know how to calculate the load weight
  - Know how to determine the center of gravity
  - Know how to calculate the load dimensions
  - Know how to identify the attachment points
  - Know any special handling requirements
    - » Know the load composition
    - » Know the load's structural integrity
  - Recognize special handling requirements
- Recognize unsafe rigging practices
  - Load stability
- Knowledge necessary to identify hazards
- Knowledge necessary to communicate hazards

### DOMAIN: PLANNING THE RIGGING ACTIVITY

- Know how to determine rigging equipment requirements
- Know lifting characteristics of the rigging equipment
- Know how to verify that the rigging can be removed
- Know the responsibilities of the signalperson
- Know the responsibilities of the equipment operator
- Know the responsibilities of the lift director
- Know how to calculate tensions on slings and rigging hardware

### DOMAIN: SELECTION OF RIGGING COMPONENTS

- Know how to select slings
  - Chain
  - Wire rope
  - Metal mesh
  - Synthetic rope
  - Synthetic web
  - Synthetic round
- Know how to select rigging hardware
  - Shackles
  - Adjustable hardware
  - Turnbuckles
  - Chain hardware
  - Links, rings, and swivels
  - Rigging block
  - Hooks
  - How to select hoists
    - » Air
    - » Lever
    - » Electric
    - » Manual (chain falls)
  - Dollies/skates/rollers
  - A-frames
  - Trolley
  - Know how to select compression hardware
    - » Wire rope clips
    - » Wedge sockets
  - Beam clamps
  - Softeners
  - Eyebolts
  - Swivel hoist rings
  - Jacks

- Know how to identify below-the-hook lifting devices
  - Structural (lifting beams)
  - Mechanical lifting devices (including vacuum lifting devices)
  - Close proximity operated lifting magnets
  - Remotely operated lifting magnets
  - Scrap and material handling grapples
  - Plate clamps
  - Beam/girder clamps

### **DOMAIN: TECHNICAL KNOWLEDGE**

- Understand and apply ASME non-inspection standards
  - ASME B30.5: Mobile and Locomotive Crane
  - ASME B30.9: Slings
  - ASME B30.10: Hooks
  - ASME B30.20: Below-the-Hook Lifting Devices
  - ASME B30.26: Rigging Hardware
- Understand and apply OSHA non-inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling
  - 1926.1431: Hoisting Personnel

### **DOMAIN: INSPECTION**

- Know ASME periodic inspection standards
  - B30.9: Slings
  - B30.10: Hooks
  - B30.20: Below-the-Hook Lifting Devices
  - B30.26: Rigging Hardware
- Know OSHA periodic inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling

### **DOMAIN: EXECUTION OF RIGGING ACTIVITY**

- Know how to use slings
  - Chain
  - Wire rope
  - Metal mesh
  - Synthetic rope
  - Synthetic web
  - Synthetic round

- Know how to use rigging hardware
  - Shackles
  - Adjustable hardware
    - » Turnbuckles
    - » Chain hardware
  - Links, rings, and swivels
  - Rigging block
  - Hooks
  - Hoists
    - » Air
    - » Lever
    - » Electric
    - » Manual
  - Dollies/skates/rollers
  - A-frames
  - Trolley
  - Compression hardware
    - » Wire rope clips
    - » Wedge sockets
  - Beam clamps (used as attachment point)
  - Softeners
  - Eyebolts
  - Swivel hoist rings
  - Jacks
- Know how to use below-the-hook lifting devices
  - Structural (lifting beams)
  - Mechanical lifting devices
  - Close proximity operated lifting magnets
  - Remotely operated lifting magnets
  - Scrap and material handling grapples



## Reference List

The following reference materials are used by NCCCO's Rigger Examination Committee to verify the accuracy of CCO test questions. Prices current at press time.

### NCCCO RIGGER REFERENCE MANUAL (REV 03/14)

Download free PDF from:

<http://nccco.org/rigger-references>

This manual was created to assist candidates preparing to take the CCO rigger certification examinations. The information contained in this manual has been compiled from partial sections of ASME B30 standards (with written permission) and the prevailing OSHA regulations for rigging practices. Partial relevant sections from the following selected standards are included:

- ASME B30.5 - 2011: Mobile and Locomotive Cranes
- ASME B30.10 - 2009: Hooks
- ASME B30.20 - 2010: Below-the-Hook Lifting Devices
- OSHA 1910.184: Slings
- OSHA 1926.251: Rigging Equipment for Material Handling
- OSHA 1926 Subpart CC: Cranes and Derricks in Construction
  - 1926.1401
  - 1926.1404-1411
  - 1926.1424-1425
  - 1926.1431-1432
  - Appendix A

### NCCCO RIGGER REFERENCE BOOKLET (REV 04/14)

Download free PDF from:

<http://nccco.org/rigger-references>

This booklet includes rigging hardware, sling, load block, and other capacity information that may be used in CCO rigger certification exams.

### ASME STANDARDS

Candidates must be familiar with the entire contents of the following ASME standards:

- ASME B30.9 - 2010 \$85.00  
Slings
- ASME B30.26 - 2010 \$49.00  
Rigging Hardware

*ASME standards may be purchased directly from ASME:*

*Order by Internet:* <http://catalog.asme.org/>

*Order by mail:*

American Society of Mechanical Engineers  
22 Law Drive, Box 2900  
Fairfield, NJ 07007  
Ph: 800-843-2763  
Fax: 201-882-1717

*Payments accepted:* check, VISA, MasterCard, American Express, Discover, Diner's Club

### IPT'S CRANE AND RIGGING TRAINING MANUAL (2005) \$38.50

*Order by Internet:* <http://www.iptbooks.com/>

*Order by mail:*

IPT Publishing and Training Ltd.  
Box 4323  
Spruce Grove, AB, Canada  
T7X 3B5  
Ph: 780-962-4548  
Fax: 780-962-4819

*Payments accepted:* VISA, MasterCard, American Express, check, money order

### RIGGING FOR IRONWORKERS REFERENCE MANUAL (2013) \$30.00

This manual can be purchased by calling the Ironworkers National Training Fund at (202) 383-4870.

*Payments accepted:* credit card only

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# Practical Examination Process

## RIGGER LEVEL I & RIGGER LEVEL II

### ELIGIBILITY

Candidates must pass a Practical Exam to be certified. Candidates may take their Written and Practical Exams in either order. Candidates have 12 months after they pass their first exam (Written or Practical) in which to pass the corresponding Written or Practical Exam.

### SKILLS TESTED

#### Certified Rigger Level I Practical Exam

The Practical Examination is comprised of four main tasks that increase progressively in the skill level tested. Candidates' skills are tested in demonstrating pre-use rigging inspection, rigging hitches, rigging connections, and basic knots. Candidates are allowed 60 minutes to complete the exam.

#### Certified Rigger Level II Practical Exam

The Rigger Level II Practical Examination is comprised of two tasks. Candidates' skills are tested in performing a level lift and rigging frame rotation. Candidates are allowed 15 minutes to complete the level lift task and 30 minutes to complete the frame rotation task.

### SCHEDULING A TEST

Candidates for the Practical Examinations should contact their Test Site Coordinator to determine the date of the next scheduled Practical Exam. Alternatively, candidates may contact NCCCO for this information.

Candidates must bring their completed Candidate Application forms with them to their scheduled examination, along with any required supporting materials.

### 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 Examination 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.

Candidates may lose points through operational errors in both the Level I and Level II Practical Exam(s). The scoring of candidates' performances is done off site at NCCCO facilities.

### PRACTICAL SCORE REPORTING

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

Please note that while Practical Examiners are encouraged to expedite the shipping of 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 **68** represents the minimum passing score for the Rigger Level I Practical Exam. Rigger Level II candidates must pass both tasks in the same test session to achieve an overall passing score on the practical exam. Task 1 passing score is **23**; Task 2 passing score is **49**.

### PRACTICAL EXAMINATION FEES

The Practical Exam fee for new Rigger candidates is \$95 each for either the Rigger Level I or Rigger Level II exam. The Practical Exam fee for current CCO certification card holders is \$50 each for either the Rigger Level I or Rigger Level II exam. Retest fees are the same as for first-time exams. The appropriate fees must be submitted with the application through the Test Site Coordinator.

### PRACTICAL EXAM HAND SCORE REQUESTS

Candidates not passing the examination(s) may request from NCCCO a hand scoring of their answer sheets. Requests must be made in writing within three months of the test date and must be accompanied by a processing fee of \$25 for each test requested.

Hand scored practical exam reports include details of a candidate's performance on each task.

Practical exam hand-scoring 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 will be refunded in full.



# Practical Examination Outline

## RIGGER LEVEL I

The following is an outline of the practical testing procedure for Rigger Level I certification.

### CANDIDATE INFORMATION AND INSTRUCTIONS

Candidates must report to the Test Site at the scheduled time. The Test Site Coordinator is responsible for setting the testing schedule. During the Practical Examination, candidates are under the direction of the Examiner and must follow the Examiner's directions at all times.

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

### TASKS

The Rigger Level I Practical Exam consists of four tasks:

- *Task 1: Pre-Use Rigging Inspection*
- *Task 2: Rigging Hitches*
- *Task 3: Rigging Connections*
- *Task 4: Basic Knots*

Candidates will be required to complete all phases of the test in sequence. Once they have completed the Practical Exam they must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area.

### TIME LIMITS

There is a 60-minute time limit for the Rigger Level I Practical Examination. If a candidate does not complete the exam in 60 minutes, the exam ends and the candidate will receive credit for the tasks (or sub-tasks) completed.

### PRE-TEST BRIEFING

Before the test, candidates will watch a short candidate video or presentation showing all the tasks they will be required to perform during the examination.

### CANDIDATE ID AND SIGNATURE

Prior to beginning the examination, the Examiner will ask each candidate for a government-issued photo identification such as a driver's license.

The Examiner will ask if the candidate has read the Candidate Information and Instructions and will answer any questions. The Examiner will have the candidate sign the

score sheet indicating that the candidate understands the instructions for the test.

### TASK 1: PRE-USE RIGGING INSPECTION

- At the Examiner's indication to start, you will inspect all of the rigging slings and hardware located in front of you. Select those items that meet ASME and OSHA *Removal from Service* criteria.
- Place the selected items to one side and say "Done" to indicate that you have finished.

### TASK 2: RIGGING HITCHES

- At the Examiner's indication to start, you will be directed to demonstrate six different hitches.
- After completing each hitch, say "Done" when you are ready to have the hitch evaluated.
- You will rig a single vertical hitch using the 5 ft. web sling and a 5/8-inch shackle on the eye bolt located on the round tube.
- All other hitches will be rigged around the round tube.

### TASK 3: RIGGING CONNECTIONS

- You will have one minute to review the available rigging equipment for this testing session. The rigging has been inspected and is approved for use.
- If your task involves the use of hardware that requires a torque wrench for final tightening, you are only required to secure the hardware to finger-tight condition for the task assignment.
- Softeners are not required for these tasks.
- You will choose three task assignment cards—one of each color—for the three rigging tasks. The Examiner will read the cards aloud.
- At the Examiner's indication to start, gather and assemble the rigging materials that are required to complete the assigned task. You will then rig and suspend the 6 in. × 30 in. square aluminum tube, as described on the task assignment card.
- When you have completed your rigging assignment, announce that you are "Done." The Examiner will evaluate your completed rigging setup.
- You will disassemble the rigging assembly before continuing on to the next rigging assignment.

#### **TASK 4: BASIC KNOTS**

- At the Examiner's indication to start, you will tie five different knots using a rope or ropes of different diameters.
- When it is necessary, use the 4 in. round PVC pipe and eye bolt as your anchor point.
- Tie each knot and say "Done" when you are ready to have the knot evaluated.
- Place the tying rope on the table after the last knot has been evaluated.

Candidates must demonstrate the following basic knots:

- Sheet bend
- Clove hitch
- Inside bowline
- Square/reef
- Two half hitches

#### **POST-TEST PROCEDURES**

Once each candidate has completed the Practical Examination:

- The Examiner will complete the score sheet.
- The Examiner is not permitted to review the score sheet with the candidate or discuss the candidate's performance on the test.
- Exam results will be mailed to the candidate within approximately 12 working days of NCCCO's receipt of the score sheet.
- Once candidates have completed all of their tests, they must leave the Test Site.



# Practical Examination Outline

## RIGGER LEVEL II

The following is an outline of the practical testing procedure for Rigger Level II certification.

### CANDIDATE INFORMATION AND INSTRUCTIONS

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

Candidates must report to the test site at the scheduled time. The Test Site Coordinator is responsible for setting the testing schedule. During the Practical Examination, candidates are under the direction of the Examiner and must follow the Examiner's directions at all times.

Once candidates have completed the Practical Exam, they must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area.

### TASKS

The Rigger Level II Practical Exam consists of two tasks:

- *Task 1: Level Lift*
- *Task 2: Rigging Frame Rotation*

### TIME LIMITS

The Level Lift task has a time limit of 15 minutes and the Rigging Frame Rotation task has a time limit of 30 minutes.

### UNSAFE ACTS

If at any time during the test (Rigger Level II only), you commit an unsafe act, you will be disqualified from continuing with the test. Unsafe acts include but are not limited to the following:

- Two blocking (load in tension)
- Shock loading

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 that day.

### PRE-TEST BRIEFING

Candidates will be shown a short video or PowerPoint presentation showing all the tasks they will be required to perform during the examination.

### CANDIDATE ID AND SIGNATURE

Prior to beginning the examination, the Examiner will ask each candidate for a government-issued photo identification, such as a driver's license.

The Examiner will ask if the candidate has read the Candidate Information and Instructions and will answer any questions. He/she will have the candidate sign the score sheet indicating that the candidate understands the instructions for the test.

### PRE-TEST FAMILIARIZATION

- All rigging slings and hardware are approved for use and do not require pre-use inspection.
- Torquing of hardware or nuts is not required; hand-tighten these items only.
- Softeners shall not be used or provided for these tasks.
- Do not point-load rigging on the frame.
- Do not apply rigging at less than 30 degrees to the horizontal.
- Any misapplication of slings or hardware during these tasks will result in performance deductions.
- You are not permitted to attach rigging at the center of gravity.
- You may not add, adjust, or remove rigging while the load is suspended.
- A lifting attempt is defined as any movement of the frame from hoisting.
- You are not allowed to climb on the rigging frame.
- The Practical Examiner will remove the blocking when the frame is suspended.
- A digital level may be used during these tasks.
- At the conclusion of each task, breakdown all rigging components and return them to the rigging table.
- A maximum of three minutes will be permitted to evaluate the rigging gear used for these tasks. A laminated picture of the Rigging Frame and a grease pencil are provided for your use.
- If you are ready in less than three minutes, please indicate that you are ready to begin.

## **TASK 1: LEVEL LIFT**

- At Examiner’s indication to start, at which point timing begins, select and then apply slings and/or hardware to attachment points of your choice on the rigging frame in order to hoist the load and execute a level lift.
- You are permitted a maximum of two lifting attempts to achieve a position that is within two degrees of true level. A measurement of greater than two degrees on your final attempt will result in a performance deduction.
- If you are unsuccessful in your first attempt, you must return to the original starting position before starting a second attempt.
- You must use at least three but no more than four sling legs on the rigging frame.
- You may not use the second chain-fall hoist for this task
- When you have completed this task say “Done.” Your rigging setup will then be evaluated.
- You will have a maximum time of 15 minutes to complete this task.
- The Examiner will indicate when there are ten, five, and one minute(s) remaining for this task.

## **TASK 2: RIGGING FRAME ROTATION**

- At the Examiner’s indication to start, at which point timing begins, select and then apply slings and/or hardware to attachment points of your choice on the rigging frame. You must lift the frame clear of the ground and rotate the load 90 degrees under control.
- You are permitted a maximum of three attempts to rotate the frame to a position that is within six (6.0) degrees of true level. A measurement of greater than six (6.0) degrees on your final attempt will result in a performance deduction.
- A rope tied on the frame indicates which side must be in the final “up” position.
- If you are unsuccessful during any rotation attempt, you must return to the original starting position before attempting the next rotation.

- If the frame touches the ground during the first or second rotation attempt, you must return to the original starting position before attempting the next rotation.
- You must initiate this task with a minimum of three slings but no more than four, and you must have tension on at least two pick points at the end of the task.
- You may use the second chain-fall hoist for this task.
- When you have completed this task say “Done.” Your rigging setup will then be evaluated.
- You will have a maximum time of 30 minutes to complete this task.
- The Examiner will indicate when there are ten, five, and one minute(s) remaining for this task.

## **POST-TEST PROCEDURES**

Once each candidate has completed the Practical Examination:

- The Examiner will complete the score sheet.
- The Examiner is not permitted to review the score sheet with the candidate or discuss the candidate’s performance on the test.
- Exam results will be mailed to the candidate within approximately 12 working days of NCCCO’s receipt of the score sheet.
- Once candidates have completed all of their tests, they must leave the Test Site.



## **Candidate Application Forms**

### **RIGGER LEVEL I & RIGGER LEVEL II**

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

- **Candidate Application—Written and Practical Examinations**
- **Recertification Application—Written and Practical Examinations**
- **Change of Address Form**

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# Candidate Application

## 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
PHONE	CELL	FAX		EMAIL	
COMPANY/ORGANIZATION				PHONE	
COMPANY MAILING ADDRESS					
CITY				STATE	ZIP
<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 <a href="http://www.nccco.org/accommodations">www.nccco.org/accommodations</a> .)					
WRITTEN TEST ADMINISTRATION # (contact Test Site Coordinator)			DATE YOU INTEND TO TEST (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
<b><i>New CCO certification candidates only (includes CCO card):</i></b>		
<input type="radio"/> Rigger Level I (652850) & Rigger Level II (652802) Written and Practical Exams*	<input type="radio"/> \$250	N/A
<input type="radio"/> Rigger Level I (652850) & Signalperson (652701) Written and Practical Exams*	<input type="radio"/> \$250	
<input type="radio"/> Rigger Level I Written Exam (652850)	<input type="radio"/> \$95	<input type="radio"/> One Exam    \$95 <input type="radio"/> Two Exams    \$190 <input type="radio"/> Three or Four Exams    \$250
<input type="radio"/> Rigger Level I Practical Exam	<input type="radio"/> \$95	
<input type="radio"/> Rigger Level II Written Exam (652802)	<input type="radio"/> \$95	
<input type="radio"/> Rigger Level II Practical Exam	<input type="radio"/> \$95	
<input type="radio"/> Signalperson Written Exam (652701)	<input type="radio"/> \$95	
<input type="radio"/> Signalperson Practical Exam	<input type="radio"/> \$95	
<b><i>Current CCO card holders (includes CCO card):</i></b>		
<input type="radio"/> Rigger Level I (652850) & Rigger Level II (652802) Written and Practical Exams*	<input type="radio"/> \$225	N/A
<input type="radio"/> Rigger Level I (652850) & Signalperson (652701) Written and Practical Exams*	<input type="radio"/> \$225	
<input type="radio"/> Rigger Level I Written Exam (652850)	<input type="radio"/> \$75	<input type="radio"/> One Exam    \$50 <input type="radio"/> Two Exams    \$100 <input type="radio"/> Three Exams    \$150 <input type="radio"/> Four Exams    \$200
<input type="radio"/> Rigger Level I Practical Exam	<input type="radio"/> \$50	
<input type="radio"/> Rigger Level II Written Exam (652802)	<input type="radio"/> \$75	
<input type="radio"/> Rigger Level II Practical Exam	<input type="radio"/> \$50	
<input type="radio"/> Signalperson Written Exam (652701)	<input type="radio"/> \$75	
<input type="radio"/> Signalperson Practical Exam	<input type="radio"/> \$50	
<b><i>Other fees:</i></b>		
<input type="radio"/> Updated/Replacement CCO Card .....		\$25
<input type="radio"/> Candidate Late Fee .....		\$50
<input type="radio"/> Incomplete Application Fee (see Candidate Handbook for details) .....		\$30
<b>TOTAL AMOUNT ENCLOSED</b> .....		\$ <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>

**\*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.**

**CANDIDATE APPLICATION (CONT'D)**  
**WRITTEN & PRACTICAL 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; see panel below.*

*Please email a digital color photo (without hat or sunglasses) to [photos@nccco.org](mailto: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](http://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 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  
 4141 S. Highland Drive, Suite 225  
 Salt Lake City, Utah 84124  
  
 Phone: 727-449-8525  
 Fax: 801-938-9540  
 Email: [jhorrocks@nccco.org](mailto:jhorrocks@nccco.org)



# Candidate Recertification Application

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

*Please type or print neatly.*

FULL LEGAL NAME		First	Middle	Last	Suffix (Jr., Sr., III)
(as shown on driver's license)					
CCO CERTIFICATION NUMBER (if previously certified)		DATE OF BIRTH		CANDIDATE ID: (if previously tested)	
MAILING ADDRESS					
CITY				STATE	ZIP
PHONE	CELL	FAX		EMAIL	
COMPANY/ORGANIZATION				PHONE	
COMPANY MAILING ADDRESS					
CITY				STATE	ZIP
<input type="checkbox"/> I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). <i>(For details on NCCCO's Testing Accommodations policy, please see <a href="http://www.nccco.org/accommodations">www.nccco.org/accommodations</a>.)</i>					
WRITTEN TEST ADMINISTRATION # (contact Test Site Coordinator)			DATE YOU INTEND TO TEST (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
<b>Recertification Exams—Signalperson and/or Rigger certified only (includes card):</b>		
<input type="radio"/> Rigger Level I Recertification Written Exam (652851)	<input type="radio"/> One Exam      \$95	<input type="radio"/> One Exam      \$95
<input type="radio"/> Rigger Level II Recertification Written Exam (652833)	<input type="radio"/> Two Exams      \$190	<input type="radio"/> Two Exams      \$190
<input type="radio"/> Signalperson Recertification Practical Exam (777702)		
<b>Recertification Exams—current CCO-certified crane operators (includes card):</b>		
<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)	<input type="radio"/> Two Exams*      \$125	<input type="radio"/> Two Exams      \$100
<input type="radio"/> Signalperson Recertification Practical Exam (777702)		
<b>Note: Individuals recertifying for Rigger Level II are NOT required to take the Rigger Level I recertification exam.</b>		
<b>Additional Exams (new certifications)*:</b>		
<input type="radio"/> Rigger Level I Written Exam (652850)	<input type="radio"/> One Exam      \$50	<input type="radio"/> One Exam      \$50
<input type="radio"/> Rigger Level I Practical Exam	<input type="radio"/> Two Exams      \$100	<input type="radio"/> Two Exams      \$100
<input type="radio"/> Rigger Level II Written Exam (652802)	<input type="radio"/> Three Exams      \$150	<input type="radio"/> Three Exams      \$150
<input type="radio"/> Rigger Level II Practical Exam	<input type="radio"/> Four Exams      \$200	<input type="radio"/> Four Exams      \$200
<input type="radio"/> Signalperson Written Exam (652701)		
<input type="radio"/> Signalperson Practical Exam		
<b>Other fees:</b>		
<input type="radio"/> Updated/Replacement CCO Card .....		\$25
<input type="radio"/> Candidate Late Fee .....		\$50
<input type="radio"/> Incomplete Application Fee (see Candidate Handbook for details) .....		\$30
<b>TOTAL AMOUNT ENCLOSED</b> .....		\$ <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.**

# CANDIDATE RECERTIFICATION APPLICATION (CONT'D)




## RIGGER & SIGNALPERSON

*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.

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

**Please send application and payments to:**

NCCCO—Testing Services Department  
 4141 S. Highland Drive, Suite 225  
 Salt Lake City, Utah 84124  
  
 Phone: 727-449-8525  
 Fax: 801-938-9540  
 Email: jhorrocks@nccco.org

### CANDIDATE APPLICATION CHECKLIST

- I have completed and signed this *Recertification Exam Application*.
- I have provided credit card information or a check or money order for the correct amount due.
- I have emailed a color digital photo (full face, no sunglasses, no hat) to photos@nccco.org and labeled it with my full name and birth date.
- I do not have a digital photo, so I am attaching a 1¾"× 1¾" passport photo with this application.

For additional information regarding **recertification**, contact:

National Commission for the Certification of Crane Operators (NCCCO)	Phone: 703-560-2391	info@nccco.org
2750 Prosperity Avenue, Suite 505	Phone: 703-560-2392	www.nccco.org
Fairfax, VA 22031		



# 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 (as shown on driver's license)		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER	DATE OF BIRTH	CANDIDATE ID			

## OLD ADDRESS

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

## NEW ADDRESS

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

## 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



### **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](mailto:info@nccco.org)



**NATIONAL COMMISSION FOR THE  
CERTIFICATION OF CRANE OPERATORS**

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

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[www.nccco.org](http://www.nccco.org)