



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

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

- **SIGNALPERSON**



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



This NCCCO certification program is accredited by the American National Standards Institute (ANSI) to ISO 17024—General requirements for bodies operating certification systems of persons.



ISO/IEC 17024
Personnel Certification Body
#0756

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

Dear Signalperson Test Site Coordinator:

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

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

As personnel responsibilities in the lifting industry have become better defined, NCCCO has developed additional certification programs for related trades, such as riggers and signalpersons. This signalperson certification program is the culmination of many years' hard work by experts from the varied industries and groups that use cranes, including construction, steel erection, ironworkers, operating engineers, utilities, and crane rental firms. An NCCCO task force was made up of experts from all aspects of the crane and lifting industry—crane operators, ASME B30 members, signalpersons, training directors, managers, supervisors, insurance representatives—who together represent many thousands of hours of crane operating and signaling 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 cranes and lifting equipment.

Until recently signalperson 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 standards for cranes and derricks used in construction under 29 CFR 1926 Subpart CC. These new rules state that signalpersons need to be qualified (rather than certified) by a qualified evaluator and that certification by an organization such as NCCCO meets this requirement. Qualification can be either through a third-party qualified evaluator (such as an accredited certification body) or through an employer's qualified evaluator. All signalpersons must be qualified and tested through a written or oral test and a practical test, and the qualification must be documented. CCO signalperson certification meets this requirement.

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

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

Thank you for your support of the NCCCO signalperson certification program!

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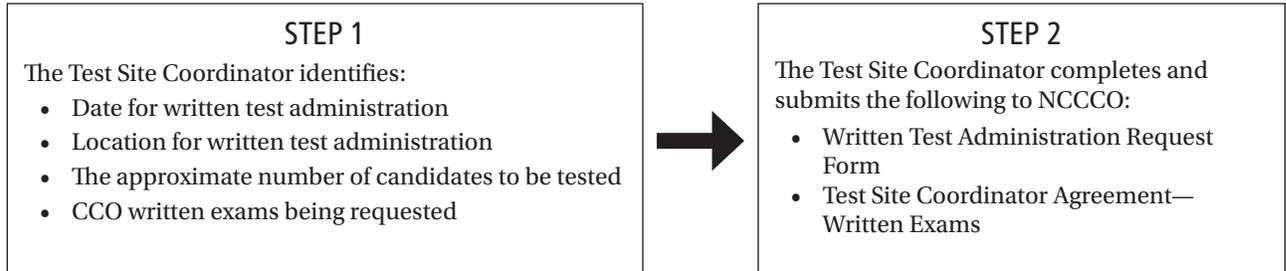
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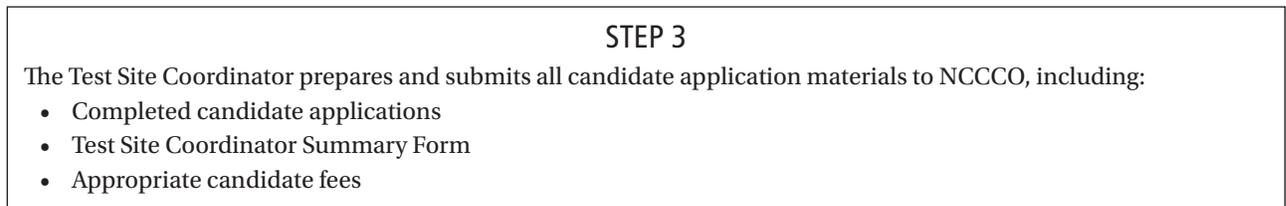
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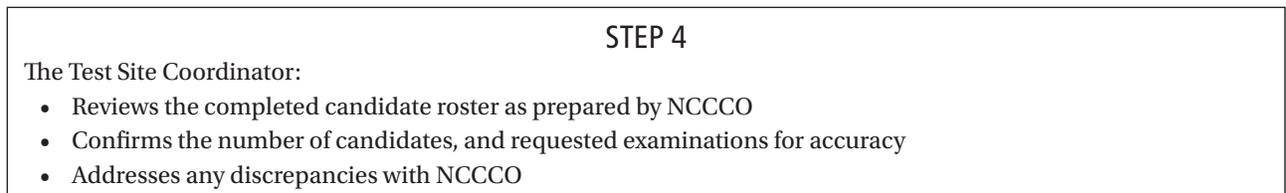


Once the request has been approved, NCCCO will email a letter of approval and confirmation to the Test Site Coordinator. The confirmation letter will include a test administration number and instructions on how to proceed.

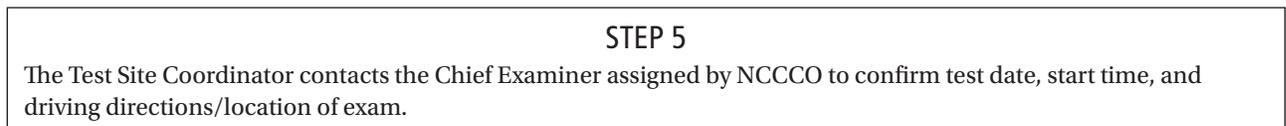
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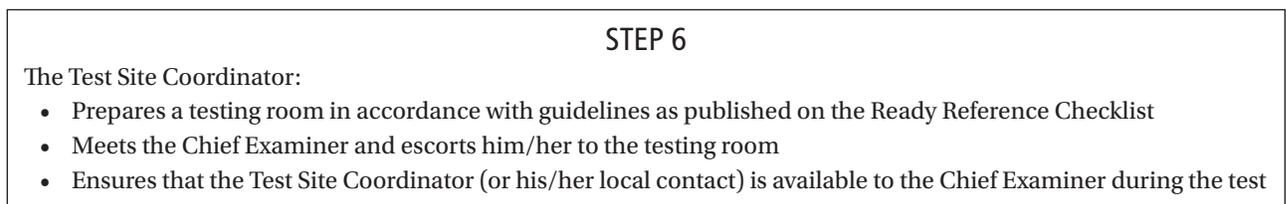
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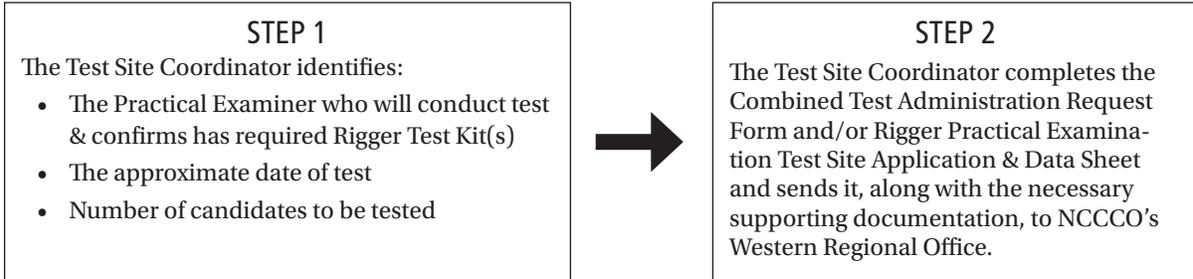
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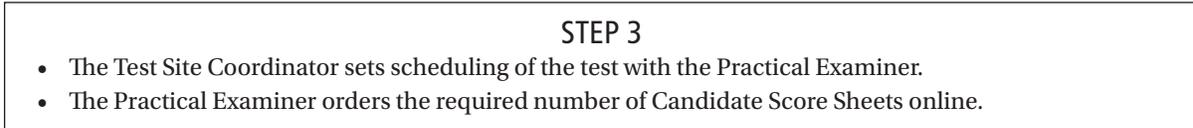


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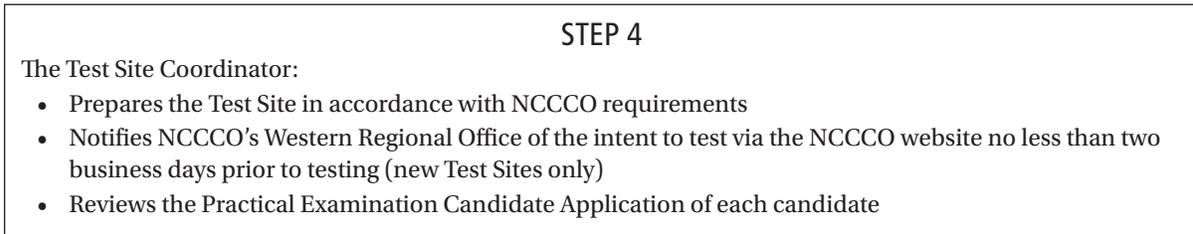
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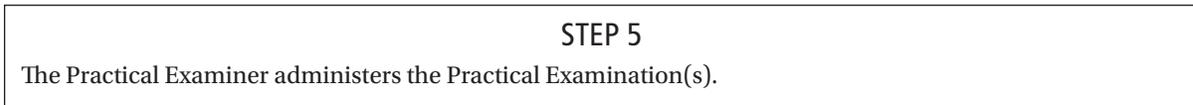
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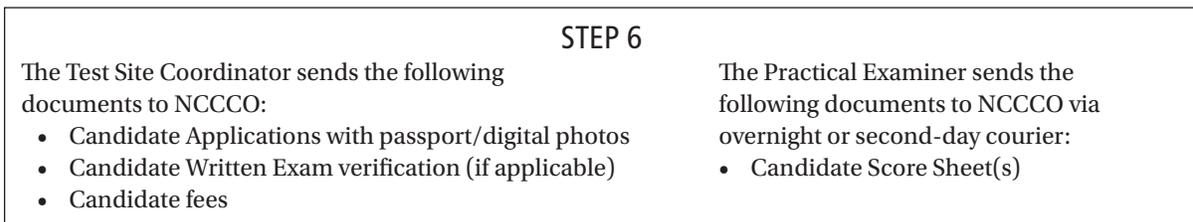
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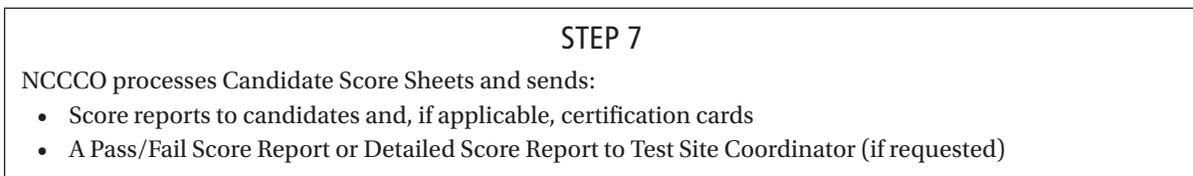
ON THE DAY OF THE PRACTICAL EXAM...



AFTER THE PRACTICAL EXAM...



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





Hosting and Administering Signalperson Written & Practical Examinations

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

TEST SITE SETUP—WRITTEN EXAMINATION

The examination room should be setup prior to the Chief Examiner's arrival. The examination room must provide adequate separation of candidates, as well as sufficient space for taking the examination. Written Exam Test Sites must meet the following requirements:

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

handed and right-handed candidates with equal comfort.)

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

TEST ROOM CONFIGURATION—PRACTICAL EXAMINATION

Practical Examination administration rules only allow the Practical Examiner and candidate to be present in the room while testing. Once testing has completed for a candidate, he/she must leave the test site and not converse with other candidates who have tested or are waiting to test. Practical Examination rooms must be indoors and meet the following requirements:

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

- A table or large desk with a smooth writing surface for the Practical Examiner to directly face the candidate in order to observe the hand or voice signals given
- Comfortable chairs for the Practical Examiner with an appropriate height in relation to the tables used; chairs with backs are preferable to stools or benches without backs
- A space for the candidate to stand facing the projection screen approximately 12–15 feet away from the screen to demonstrate the appropriate hand or voice signals
- A laptop computer with the following minimum specifications:
 - 256 MB of RAM memory
 - Windows XP or higher
- Audio requirements: external speakers
- Projector with the following minimum specifications:
 - Resolution: 1024 × 768
 - Lumens: 1800
- Projection screen with a clear uniform surface and a viewable display that is at least 60 inches diagonally

NOTE: *The laptop, speakers, projector, and projection screen are the responsibility of the Practical Examiner to bring to the Test Site. The Test Site Coordinator may provide any and/or all of this equipment, as long as this is communicated beforehand with the Practical Examiner.*

ROLES AND RESPONSIBILITIES

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

Test Site Coordinator

The person designated by the host company or organization to liaise with NCCCO on test administration matters is known as the *Test Site Coordinator* (TSC).

The Test Site Coordinator is responsible for:

- Submitting all requested information to NCCCO in a timely fashion on the Written Test Administration Request Form and Test Site Coordinator Summary Form; Written Test Administration Requests may also be submitted online at: nccco.org/wtar
- Preparing a testing room in accordance with the general directions listed under Test Room Setup—Written Examination and Test Room Configuration—Practical Examination

- Liaising with the Chief Examiner and NCCCO in all aspects of Test Site preparation and administration
- Ensuring candidate applications are complete and submitted in accordance with stated deadlines
- Remaining on site throughout each Test Administration (or a designated representative)
- Submitting the Test Site Coordinator Agreement Form(s); designated representatives must also submit this form
- Providing an email address and a cell phone number to NCCCO with the first paperwork submission (this may not be a shared email address)

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

Practical Examiner

Practical Examinations are conducted by NCCCO-accredited *Practical Examiners*. Practical Examiners may test only one candidate at a time. It is important that the Test Site Coordinator and Practical Examiner communicate with each other before testing begins.

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

- Bringing all equipment to run the Practical Examinations, including laptop, projector, projection screen, speakers, and all power and connection cords
- Bringing all Practical Exam materials (i.e., exam CDs, Candidate Response Guides, score sheets)
- Ensuring all candidates have watched the candidate video and understand the Practical Examination (candidates may view video/presentation up to 24 hours before their exam)
- Administering all Practical Examinations for that Test Site
- Returning all examination materials including score sheets to NCCCO at the conclusion of all testing

Chief Examiner

NCCCO is solely responsible for the rules and procedures for the administration of the written examinations. Administration and supervision of the examination site and staff, including the care and custody of written examination materials, are the responsibility of the *Chief Examiner*. At least one Chief Examiner is required to administer the Signalperson Written Examinations.

The Chief Examiner is responsible for:

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

Proctor

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

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

Chief Examiner or Proctor Eligibility

NCCCO requires all personnel who are authorized access to CCO examinations to sign an Affidavit of Non-Disclosure. Copies of these affidavits are kept on file. To

avoid conflict of interest and possible breach of security, individuals who have taken or will take the examination(s) may not serve as either Chief Examiner or Proctor in the administration of CCO examinations.

RECERTIFICATION

Signalpersons certified by NCCCO must recertify every five years by taking and passing a Practical Recertification Examination.

The Recertification Practical Examination is the same as the examination given for initial certification. Candidates may be scheduled at Signalperson Practical Test Sites to complete their recertification requirements.

TESTING ACCOMMODATIONS

NCCCO provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with the Americans with Disabilities Act, NCCCO does not discriminate against individuals with disabilities in providing access to its examination program.

The Americans with Disabilities Act of 1990 and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, or learning.

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

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

NCCCO will provide, without cost to the candidate, reasonable accommodations designed to facilitate equal access to its certifying examinations for those candidates whose documentation supports such a determination.

In no case will accommodations be provided that would compromise the examination's ability to test accurately the skills and knowledge it professes to measure. Similarly, no auxiliary aid or service will be provided that would fundamentally alter the examination.

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

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

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

AUDIT PROGRAM

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

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

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

It is a condition of Practical Examiner accreditation and Test Site status that all Test Site personnel, including the

Test Site Coordinator, Practical Examiner, and Proctor, cooperate fully with the NCCCO Auditor during the audit process.

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



Applying to Host Signalperson Written & Practical Examinations

WRITTEN EXAM REQUESTS

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

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

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

PRACTICAL TEST SITES

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

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

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

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

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

NEW AND PROBATIONARY TEST SITES

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

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

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

TEST SCHEDULING OPTIONS

Regular Schedule

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

Late Test Site Applications

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

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

Test Sites with Less Than 15 Candidates

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

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

COMBINED RIGGER AND SIGNALPERSON TEST ADMINISTRATIONS

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

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

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

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

Combined Test Sites with Fewer Than 10 Candidates

When Rigger exams are combined with Signalperson exams at a Combined Test Site, the minimum number of candidates is 10. Combined Test sites may test fewer than 10 candidates per day, subject to a fee of \$250.

APPLICATION DEADLINES

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

	January						
	S	M	T	W	Th	F	Sa
Written Test Administration Request Form due four weeks prior to test date.		1	2	3	4	5	6
Candidate Applications and Test Site Coordinator Summary Form due two weeks prior to test.	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			

Expedited Test Administrations

Test Sites may request expedited candidate application processing and score reporting for an additional fee. Fees

are based on the specific circumstances of the test administration requested. Contact NCCCO for more details.

SITE CANCELLATION AND RESCHEDULING FEES

Test Sites that cancel tests without giving at least 15 days’ prior notice in writing to NCCCO are required to pay a cancellation fee of \$400. Test sites that cancel or reschedule between 16 and 30 days prior to the scheduled test date must pay a fee of \$100.

Deadlines

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

CANDIDATE APPLICATION FEES

The appropriate fees must be enclosed with all application(s). Checks and money orders payable to NCCCO are preferred. Credit cards (VISA, MasterCard, or American Express) can also be used. Do not send cash. Please do not staple checks or money orders to the application forms, but do include payment in the envelope with all the other application materials. *All returned checks that cannot be processed will be subject to a \$30 fee.*

Exam Fees/Retest Fees for Signalperson candidates (not current CCO card holders):

- Signalperson Written Exam \$95
- Signalperson Practical Exam \$95

Combined Signalperson & Rigger Level I Fees (not current CCO card holders):

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

Exam Fees for current CCO card holders:

- Signalperson Written Exam \$75
- Signalperson Practical Exam \$50

Combined Signalperson & Rigger Level I Fees (current CCO card holders):

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

Retest Fees for current CCO card holders:

- Signalperson Written Exam \$50
- Signalperson Practical Exam \$50

**To receive discounted pricing all Written Exams must be taken at a Combined Rigger and Signalperson Administra-*

tion. All Practical Exams must be completed within seven days of the Combined Written Exam administration or exam fees will be forfeited.

Additional Fees:

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

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

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

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

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

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

Late Applications

Applications received after the main application deadline, but at least four business days prior to the exam administration deadline, will 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 5:00 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.

RETEST POLICY

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

RESCHEDULING, CANCELLATIONS, AND WITHDRAWALS

Should a candidate be unable to sit for the examination, NCCCO must receive notification in writing no later than seven business days prior to the examination date. Candidate fees will be held up to one year; when the candidate reschedules, he/she will need to pay an additional \$25 rescheduling fee. Candidates who wish to reschedule their CCO Signalperson Examinations **MUST** notify NCCCO

and submit the necessary documentation and fees by the deadline for the rescheduled test date.

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

Emergency Cancellations or Withdrawals

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

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

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

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

Candidates will be allowed to reschedule for a future examination administration up to one year from the emergency cancellation or withdrawal.

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

SCORE REPORTS

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

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

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

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

Test Sites—including permanent Test Sites—must submit completed Security Requirement Reports annually.

SIGNALPERSON 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 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 Signalperson Written Exam in January 2015 but passes the Signalperson Practical Exam in June 2015 has until June 2016 to retake (and pass) the Signalperson Written Exam.

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

PERMANENT TEST SITES

Practical Test Sites that test on a regular basis may become permanent Practical Test Sites. For such sites, the requirement for a site inspection prior to each operator test may be waived. This option is available only to test sites where there has been no change in test crane, test site/location, and Test Site Coordinator in the last 12 months. If it has been more than 12 months since the last full site inspection was conducted, another full site inspection must be conducted. Use the Permanent Test Site Application in this handbook to apply for Permanent Test Site status. Probationary test sites may not apply.

SECURE TEST SITES

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



Typical Written Exam Test Day Schedule

SCHEDULE GUIDE

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

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

TIME	ACTIVITY
7:30 a.m.– 8:00 a.m.	Chief Examiner and Proctors arrive at Test Site to administer the Written Exam. Check and prepare testing room (if needed). <i>Call NCCCO immediately with any test site issues.</i>
8:00 a.m.– 8:15 a.m.	Candidates sign-in. Check candidates' identification. Seat candidates.
8:15 a.m.– 8:30 a.m.	Chief Examiner reads instructions for Signalperson Written Examination.
8:30 a.m.– 9:30 a.m.	<i>Administer Signalperson Written Exam (60 minutes).</i>
9:30 a.m.– 9:45 a.m.	Break <i>Chief Examiner collects and counts all materials.</i>
9:45 a.m.–10:45 a.m.	<i>If applicable, administer Rigger Written Exam (60 minutes).</i>
End of Test Day	<i>Chief Examiner collects and counts all materials.</i> Dismiss candidates.

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Test Administration Forms

SIGNALPERSON PROGRAM

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

- **Signalperson Practical Test Site Application Form**
- **Written Test Administration Request Form**
- **Combined Test Administration Request Form**
- **Test Site Coordinator Agreement Form—Written Exams**
- **Test Site Coordinator Agreement Form—Practical Exams**
- **Test Site Coordinator Summary Form**
- **Practical Test Administration Summary Form**
- **Ready Reference Checklist**
- **Detailed Score Report Request Form**
- **Permanent Test Site Application**
- **Security Requirements Report**

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Written Test Administration REQUEST FORM

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

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

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

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

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

Please type or print neatly.

TEST SITE COORDINATOR NAME			
TEST SITE COORDINATOR COMPANY or ORGANIZATION			
TEST SITE COORDINATOR COMPANY MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST SITE COORDINATOR CELL PHONE		COMPANY PHONE	
TEST SITE COORDINATOR EMAIL			
REQUESTED DATE OF TEST		<input type="checkbox"/> Check here if this is your first written test administration. <input type="checkbox"/> This is a secured site. (Submit separate Security Requirements Report; see page 5 for details.)	
TEST SITE LOCATION NAME (if different from above)			
DESIGNATED REPRESENTATIVE AT TEST SITE LOCATION (if different from Coordinator above)		REPRESENTATIVE CELL PHONE	
TEST SITE ADDRESS (if different from above)		REPRESENTATIVE EMAIL	
CITY	STATE	ZIP	COUNTRY

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

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

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

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

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

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



Combined Test Administration REQUEST FORM—RIGGER & SIGNALPERSON

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

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

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

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

This is my first test administration: Yes No

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

Is this a secure site (see page 7 for details)? Yes No (If “yes” submit separate Security Requirements Report.)

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

Please type or print neatly.

TEST SITE COORDINATOR		COMPANY or ORGANIZATION			
COMPANY MAILING ADDRESS		CITY	STATE	ZIP	COUNTRY
TEST SITE COORDINATOR CELL PHONE		COMPANY PHONE			
EMAIL (Test Site Coordinator/Company Rep.)		COMPANY REP AT TEST SITE LOCATION (if different from Coordinator above)			
TEST SITE LOCATION NAME (if different from above)		COMPANY REP CELL PHONE			
TEST SITE ADDRESS ADDRESS (if different from above)		CITY	STATE	ZIP	COUNTRY

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

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

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

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

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

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



Test Site Coordinator Agreement FOR CCO WRITTEN EXAMINATIONS

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

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

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

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

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

Please complete and submit to:

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



Test Site Coordinator Agreement FOR CCO PRACTICAL EXAMINATIONS

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

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

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

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

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

Please complete and submit to:

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



Test Site Coordinator SUMMARY FORM—SIGNALPERSON PROGRAM

Please type or print neatly.

TEST SITE COORDINATOR			
COMPANY or ORGANIZATION			
COMPANY MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST SITE COORDINATOR CELL PHONE		COMPANY PHONE	
EMAIL (Test Site Coordinator/Company Representative)			
TEST DATE		TEST ADMINISTRATION NUMBER	
COMPANY / ORGANIZATION AT TEST SITE LOCATION (if different from above)			
COMPANY REPRESENTATIVE AT TEST SITE LOCATION (if different from Coordinator above)			COMPANY REP CELL PHONE
TEST SITE ADDRESS (if different from above)			
CITY	STATE	ZIP	COUNTRY
Number of Candidates: <input style="width: 50px; height: 20px;" type="text"/>		Candidate Fees:	\$ _____
		Candidate Late Fees:	\$ _____
		Test Site Late Fees:	\$ _____
		Special Administration Fees:	\$ _____
		Total Amount of Fees Enclosed:	\$ <input style="width: 100px; height: 20px;" type="text"/>

METHOD OF PAYMENT

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>
--------------------------	--------------------------	--------------------------	--	--	---	--

Checks and money orders should be payable to: NCCCO

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

CREDIT CARD NUMBER	<input style="width: 100%; height: 20px;" type="text"/>	EXPIRATION DATE	<input style="width: 100%; height: 20px;" type="text"/>
NAME (Print as it appears on card)	SIGNATURE (on card)	SECURITY CODE*	<input style="width: 100%; height: 20px;" type="text"/>

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

Please return this Test Site Coordinator Summary Form along with all Candidate Application Forms to:

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

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



Ready Reference Checklist

SIGNALPERSON TEST SITE

TEST ROOM CHECKLIST

- Quiet, well-lit, properly ventilated surroundings with a comfortable temperature and free from distractions
- Accessible to candidates with special needs
- Head table or podium at the front of the room
- Registration table
- Easy access to unlocked rest rooms stocked with sufficient supplies
- Easy access to a water fountain
- Large signs prominently posted making candidates aware of the location of the test
- A clock visible to all candidates, preferably at the front of the room
- Sufficient tables with smooth writing surface and enough space for the number of candidates registered
- Comfortable chairs (with backs) with an appropriate height in relation to tables
- Room has good acoustics to allow candidates to hear instructions clearly
- Adequate space for Chief Examiner and Proctors to observe candidates easily
- Parking sufficient to accommodate the number of vehicles expected

PRACTICAL TEST ROOM CONFIGURATION AND EQUIPMENT REQUIRED CHECKLIST

- An enclosed testing room with adequate lighting, free of distractions and noise, in which the candidate, Practical Examiner, and only official observers may be present; once testing is completed, the candidate must leave the testing area and not converse with candidates who tested or are waiting to test.
- A table or desk for the Practical Examiner to face the candidate to observe the hand signals given
- A space for the candidate to stand facing the screen approximately 12 to 15 feet away from the screen to demonstrate the appropriate hand signals
- A separate waiting room (away from the testing) for candidates waiting to test
- Laptop with minimum specification requirements (Windows XP, 256 MB of RAM)
- External speakers for laptop
- Projector with minimum resolution requirements (1024 × 768, 1800 lumens)
- Projection screen with a clear uniform surface and a viewable display of at least 60 inches diagonally

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Detailed Score Report Request Form FOR CCO RIGGER & SIGNALPERSON EXAMINATIONS

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

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

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

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

Please type or print neatly.

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

CANDIDATE RELEASE STATEMENT

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

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

*Date of birth required to assure correct candidate identification.

METHOD OF PAYMENT FOR DETAILED SCORE REPORT REQUEST

Do not send cash.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Personal check enclosed	<input type="checkbox"/> Employer check enclosed	<input type="checkbox"/> Money order enclosed	<i>Please do not staple your check or money order.</i>
--------------------------	--------------------------	--------------------------	--	--	---	--

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

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

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

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

DETAILED SCORE REPORT REQUEST FORM (CONT'D)

TEST ADMINISTRATION/SITE NUMBER	TEST DATE	NAME OF REQUESTOR
---------------------------------	-----------	-------------------

CANDIDATE RELEASE STATEMENT

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

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

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



Permanent Test Site Application

PRACTICAL EXAMINATIONS

Please type or print neatly.

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

Programs this site is registered for:

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

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

MAKE/MODEL	SERIAL NUMBER	MAX RATED CAPACITY (TONS)

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

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

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

TEST SITE COORDINATOR SIGNATURE	DATE
TEST SITE COORDINATOR NAME	TSC EMAIL

Please complete and submit to:

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



Security Requirements Report

WRITTEN & PRACTICAL EXAMINATIONS

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

Please type or print neatly.

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

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

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

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

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

Please complete and submit to:

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



Candidate Forms

SIGNALPERSON PROGRAM

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

- **Candidate Application—Written & Practical Examinations: Rigger & Signalperson**
- **Candidate Recertification Application—Written & Practical Examinations: Rigger & Signalperson**
- **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 <small>(as shown on driver's license)</small>		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)		DATE OF BIRTH		CANDIDATE ID: <small>(if previously tested)</small>	
MAILING ADDRESS					
CITY		STATE	ZIP	COUNTRY	
PHONE		CELL	EMAIL		
COMPANY/ORGANIZATION				PHONE	
COMPANY MAILING ADDRESS					
CITY		STATE	ZIP	COUNTRY	
<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 http://www.nccco.org/accommodations)</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
<i>New CCO certification candidates only (includes CCO card):</i>		
<input type="radio"/> Rigger Level I (652850) & Rigger Level II (652802) Written and Practical Exams*	<input type="radio"/> \$250	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	
<i>Current CCO card holders (includes CCO card):</i>		
<input type="radio"/> Rigger Level I (652850) & Rigger Level II (652802) Written and Practical Exams*	<input type="radio"/> \$225	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	
<i>Other fees:</i>		
<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
TOTAL AMOUNT ENCLOSED		\$

*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

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

Please type or print neatly.

FULL LEGAL NAME (as shown on driver's license)		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)		DATE OF BIRTH		CANDIDATE ID: (if previously tested)	
MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
PHONE		CELL		EMAIL	
COMPANY/ORGANIZATION				PHONE	
COMPANY MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
<input type="checkbox"/> I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). (For details on NCCCO's Testing Accommodations policy, please see http://www.nccco.org/accommodations)					
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
Recertification Exams—Signalperson and/or Rigger certified only (includes card):		
<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)		
Recertification Exams—current CCO-certified crane operators (includes card):		
<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)		
Note: Individuals recertifying for Rigger Level II are NOT required to take the Rigger Level I recertification exam.		
Additional Exams (new certifications)*:		
<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		
Other fees:		
<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
TOTAL AMOUNT ENCLOSED		\$ <input style="width:100px;" type="text"/>

*To receive discounted pricing, all exams must be taken at the same test administration.

CANDIDATE RECERTIFICATION APPLICATION (CONT'D)
WRITTEN & PRACTICAL EXAMINATIONS—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 expressly consent to NCCCO's release of any information 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 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
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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

Employer check enclosed

Money order enclosed

Please do not staple your check or money order.

If paying by credit card, complete the following information:

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

* 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
 5250 S. Commerce Drive, Suite 100
 Murray, Utah 84107

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



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

NEW ADDRESS

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

EFFECTIVE DATE OF CHANGE

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NCCCO Information Release Policy

A. Definitions

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

B. Policies

1. It shall be the policy of NCCCO to provide Releasable Information pertaining to individuals who have successfully passed one or more NCCCO examinations. It shall also be the policy of NCCCO to provide Releasable Information pertaining to such individuals on its website using such protocols as may be established. In addition, it shall be the policy of NCCCO to provide information, as appropriate, concerning individuals who have been sanctioned, suspended or revoked from participation in NCCCO's programs, using such protocols as may be established.
2. Releasable Information may be released to a Third Party who makes a written request, including by electronic correspondence. Generally, Releasable Information will be released within one business day from actual receipt of a written request.
3. If a Third Party requests information concerning an individual who has not taken or successfully passed an NCCCO examination, NCCCO may release a statement confirming that, as of a given date, the individual does not appear on NCCCO's list of successful candidates in one or more categories of certification.
4. If an applicant or certificant is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an individual applicant or certificant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the applicant or certificant to any Third Party and to any jurisdiction that requires or accepts CCO certification as a basis for satisfying requirements to work in the jurisdiction. Any such

statement to a Third Party or jurisdiction may identify the applicant or certificant, the certifications affected, the actions taken, and the effective dates of any such actions.

5. If an accredited Practical Examiner, authorized Test Site Coordinator, listed Training Provider, or other authorized participant in NCCCO's programs ("Authorized Participant") is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an Authorized Participant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the Authorized Participant to any persons and by any reasonable means, including by means of a list published on the NCCCO website. Any such statement may identify the Authorized Participant, the credentials or capacities affected, the actions taken, and the effective dates of any such actions.
6. If a Third Party seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released. However, in the course of business, as circumstances reasonably warrant, NCCCO reserves the discretion to release information other than the foregoing information.
7. Certain situations may require or warrant the immediate verbal confirmation of an individual's certification status or other Releasable Information in response to a written or verbal request. Under such circumstances, NCCCO may provide such immediate verbal confirmation, at its discretion. When such a verbal confirmation is provided, it shall be NCCCO's policy to follow up with a written confirmation.
8. It shall be the policy of NCCCO to discuss score-related and test-specific matters only with a candidate or a candidate's authorized legal representative.
9. NCCCO will release Releasable Information about an individual upon receipt of a written request (including electronic correspondence) from that individual. NCCCO may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, NCCCO will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.



Summary of Changes

TEST SITE COORDINATOR HANDBOOK—SIGNALPERSON

Following approval by the appropriate NCCCO committees, Commissioners, and/or Board of Directors, the following substantive (non-editorial) changes have been made to the *Signalperson Test Site Coordinator Handbook* (major programmatic changes covered in Test Site Coordinator Bulletins are in **bold**):

Changes made 03/18:

<i>Page(s)</i>	<i>Section</i>	<i>Change</i>
9	Score Reports	<ul style="list-style-type: none"> • Test Site Coordinators now automatically receive Pass/Fail Reports for both written and practical exams at no charge. A Pass/Fail Report Request Form is no longer required to be submitted.
22	Practical Test Administration Summary Form	<ul style="list-style-type: none"> • Moved \$50.00 fee for Detailed Score Report Request from mandatory to optional charge.
34, 36	Candidate Applications	<ul style="list-style-type: none"> • Updated candidate attestation statement
38	Information Release Policy	<ul style="list-style-type: none"> • Added the NCCCO Information Release Policy

Changes made 09/17:

<i>Page(s)</i>	<i>Section</i>	<i>Change</i>
9	Emergency Cancellations or Withdrawals	<ul style="list-style-type: none"> • Replaced “Social Security number” with “Candidate ID/CCO Certification number”
10	Certification Time Frames	<ul style="list-style-type: none"> • Added that candidates may petition for an extension of standard timeline
15	Test Site Application	<ul style="list-style-type: none"> • Changed address for submitting form to NCCCO’s new Murray, UT, address
19	Test Site Coordinator Agreement (Practical)	<ul style="list-style-type: none"> • Changed address for submitting form to NCCCO’s new Murray, UT, address
20	Test Site Coordinator Summary Form	<ul style="list-style-type: none"> • Changed address for submitting form to NCCCO’s new Murray, UT, address
21–22	Practical Test Administration Summary Form	<ul style="list-style-type: none"> • New form must be returned along with all candidate applications, fees, photos, and score sheets
25	Detailed Score Report Request	<ul style="list-style-type: none"> • Changed address for submitting form to NCCCO’s new Murray, UT, address
26	Pass/Fail Report Request	<ul style="list-style-type: none"> • Changed address for submitting form to NCCCO’s new Murray, UT, address
28	Security Requirements Report	<ul style="list-style-type: none"> • Changed address for submitting form to NCCCO’s new Murray, UT, address
29	Permanent Test Site Application	<ul style="list-style-type: none"> • Changed address for submitting form to NCCCO’s new Murray, UT, address
34, 36	Candidate Application & Recertification Application	<ul style="list-style-type: none"> • Changed address for submitting form to NCCCO’s new Murray, UT, address

Changes made 02/17:

<i>Page(s)</i>	<i>Section</i>	<i>Change</i>
15	Written Test Administration Request Form	<ul style="list-style-type: none"> • Added new column for Dedicated Pile Driver exam
29–31	Detailed Score Report & Pass-Fail Report Requests	<ul style="list-style-type: none"> • Removed “Social Security Number” field and replaced with “Date of Birth”
33	Permanent Test Site Application	<ul style="list-style-type: none"> • Added checkbox for “Dedicated Pile Driver”
39–40	Candidate Application	<ul style="list-style-type: none"> • Removed Social Security Number field and added Date of Birth and Candidate ID fields • Removed box for passport photo and added email to send digital photo
41–42	Recertification Application	<ul style="list-style-type: none"> • Removed Social Security Number field and added Date of Birth and Candidate ID fields • Removed box for passport photo and added email to send digital photo
43	Change of Address Form	<ul style="list-style-type: none"> • Removed Social Security Number field and added Date of Birth and Candidate ID fields

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IMPORTANT CONTACT INFORMATION



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

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