NATIONAL COMMISSION FOR THE
CERTIFICATION OF CRANE OPERATORS (NCCCO)

CANDIDATE HANDBOOK

- OVERHEAD CRANE OPERATOR

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This candidate handbook contains complete program information as well as applications for the CCO Written and Practical Examinations you must pass to earn your CCO certification. This handbook reflects NCCCO's current policies at the time of publication; to be sure that you have the latest version of this book, see the Handbooks and Forms page on the NCCCO website. 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.

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Dear NCCCO Candidate:

Welcome to the National Commission for the Certification of Crane Operators (NCCCO) overhead crane operator certification program.

NCCCO is a nonprofit organization founded in 1995 to establish a fair and independent evaluation of crane operator knowledge and skills. Key to this industry-led effort has been the development of the CCO Written and Practical Examinations, first for mobile crane operators, and subsequently for tower, overhead, articulating, and service truck crane operators, boom truck operators, digger derrick operators, signalpersons, riggers, crane inspectors, and lift directors. These nationally recognized and internationally accredited certification programs are the culmination of many years' hard work by experts from the various industries and groups that use cranes, including construction, steel erection, utilities, crane rental, petrochemicals, pulp and paper, and operating engineers.

This NCCCO overhead crane operator 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

The NCCCO Overhead Crane Task Force that determined the content of the exams was made up of experts from all aspects of the crane industry—crane operators, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of crane-related experience. These volunteers gave freely of their time and expertise with the primary goal of improving the safety of all whose work brings them into contact with cranes and lifting equipment.

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

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

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

This Candidate Handbook has been prepared to provide you with comprehensive information about the CCO Written and Practical Examinations leading to certification for operating overhead cranes. NCCCO recognizes the commitment you are about to make and will do everything it can to make your experience a positive and successful one. If, after reading this handbook, there is anything you do not fully understand or need clarified, please call NCCCO at 703-560-2391 or e-mail info@nccco.org. NCCCO staff will guide you through any aspect of the program that you would like explained in more detail.

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

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Introduction
OVERHEAD CRANE OPERATOR

PROGRAM DESCRIPTION

The National Commission for the Certification of Crane Operators (NCCCO) is an independent, nonprofit organization formed in 1995 to set standards for fairly measuring the knowledge and proficiency required for the safe operation of cranes. NCCCO currently administers a nationwide program of certifications for crane operators and related trades, including riggers and signalpersons.

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

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

All candidates are required to pass both Written and Practical Examination(s) to be certified. As detailed in this handbook, candidates may take the Practical Examination on either of the following overhead crane types:

- Cab-operated
- Pendant/remote control

All overhead (bridge) and gantry cranes that meet the requirements of the ASME B30.2, B30.11, B30.16, and/or B30.17 standards and have powered functions for hoist, bridge, and trolley are covered by CCO certification exams.

Note that the NCCCO Exam Management Committee draws questions from the ASME B30.2 standard for Overhead and Gantry Cranes in an effort to lessen the burden on candidates preparing to take the examination. Please see page 16 for a complete Reference List.

The initial certification period is for five years. To maintain their certification, certificants are required to recertify prior to their expiration date. Periodic written examinations are necessary to ensure that certificants' knowledge of industry standards, equipment, and safety practices keeps pace with changes in these areas. NCCCO's subject matter experts, working in conjunction with psychometric consultants, reviewed the speed of such change in the industry and researched other comparable certification 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 what is required to operate overhead cranes safely was a job task analysis. This study identified the knowledge and skills necessary for safe crane operations. A representative number of crane operators then validated that the knowledge recommended by the experts was vital to safe operations. The study and survey were then used to generate the test blueprints and content specifications.

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

Similarly, the ***Overhead Crane Operator Practical Examination*** was developed as a fair and objective assessment of the essential skills that a crane operator needs to operate overhead cranes safely.

These exams were developed over an 18-month period by an NCCCO task force made up of experts from all aspects of the crane industry—crane operators, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of crane-related experience. This task force teamed its 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 Overhead Crane Task Force, NCCCO also designed the Practical Examiner Accreditation Program whereby NCCCO trains and accredits certified crane operators to administer CCO Practical Examinations.

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Certification Policies
OVERHEAD CRANE OPERATOR

ELIGIBILITY

To be eligible for certification, candidates must:

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

EXPERIENCE

CCO certification exams are designed for operators who are trained and who currently work in crane operation.

PHYSICAL EVALUATION

Certified crane operators must continue to meet ASME B30 physical requirements throughout their certification period and attest to their agreement to this requirement in their applications.

In appropriate circumstances, means of compliance with ASME physical requirements may include, but are not limited to, a current Department of Transportation (DOT) Medical Examiner's Certificate.

CCO WRITTEN EXAMINATIONS

The Written Examination consists of a single examination in overhead crane operation. This examination has 60 multiple-choice questions. Candidates are allowed 60 minutes to complete the Overhead Crane Operator Written Examination.

Written exams may be taken as either paper/pencil tests (PPT), see page 7 for details, or computer-based tests (CBT), see page 9 for details.

CCO PRACTICAL EXAMINATIONS

The Practical Examination demonstrates crane operation proficiency and may be taken on either of the following overhead crane types:

- Cab-operated
- Pendant/remote control

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

CCO CERTIFICATION TIME FRAMES

Candidates may take their Written and Practical Exams in either order. Candidates have 12 months from the time they pass the initial Written or Practical Exam they take 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 Overhead Crane Operator Written Exam in January 2015 but passes the Overhead Crane Operator Practical Exam in June 2015 has until the end of June 2016 to retake (and pass) the Overhead Crane Operator Written Exam.

If a certified operator subsequently becomes certified in an additional operator 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 operator 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 operator designations maintain the same expiration date.

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.

RECERTIFICATION REQUIREMENTS

CCO certification is valid for five years. ***Recertification 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
- Continuing to meet medical requirements
- Compliance with NCCCO's Substance Abuse Policy
- Compliance with the Code of Ethics

Candidates who can attest to at least 1,000 hours of crane-related experience during their period of certification do not need to take the Practical Exam to recertify. *Crane-*

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related experience is defined as: operating, maintaining, inspecting, or training on cranes.

Recertification candidates who do need to take the Practical Exam for any reason, however, must do so before their certification expires. ***There is no grace period after their certification's expiration date.*** Candidates whose certification has lapsed must take the full Written and Practical Examinations to be certified again.

The Overhead Crane Operator Recertification Examination consists of 30 multiple-choice questions with a time limit of 45 minutes.

Recertification candidates are allowed two attempts to pass the Overhead Crane Operator Recertification Written Exam before their certification expires. Candidates who are unsuccessful after two attempts must take and pass the regular Overhead Crane Operator Written Exam.

Candidates may take their Recertification Written Examination 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 certification's 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 or apply online for paper/pencil or computer-based tests sites at www.nccco.org.

CODE OF ETHICS FOR CERTIFIED CRANE OPERATORS

CCO–certified crane operators must comply with NCCCO's Code of Ethics during their certification, as set forth below:

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

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 and policies and procedures for disciplinary action. Grounds for revocation of certification status shall include, but not be limited to, the following:

1. Period of certification exceeded without renewal
2. Evidence of falsification of any information on any documents submitted to NCCCO or its agents

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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 ASME B30 medical requirements
6. Evidence of non-compliance with the Code of Ethics

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

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

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

If a sanction is imposed, the certificant may request an appeal of the decision to the NCCCO Board of Directors. Appeals should be addressed to:

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

The decision of the NCCCO Board of Directors is final.

SUBSTANCE ABUSE POLICY

It is the policy of the National Commission for the Certification of Crane Operators (NCCCO) that certified personnel shall not perform duties related to their certification while under the influence of any substance that impairs or may reasonably be expected to impair their ability to work safely in the workplace.

This includes alcohol, illegal drugs, look-alike drugs, designer drugs, controlled substances, or any other substance that impairs or may reasonably be expected to impair a certificant's ability to work safely, including prescribed or over-the-counter substances.

NCCCO-certified personnel shall comply with all substance abuse provisions of applicable federal, state, and local regulations, as well as industry standards, including the substance abuse testing provisions of ASME B30.

For purposes of this policy, a refusal to submit to a required substance abuse test shall be treated in the same manner as a positive test.

It is a condition of certification that those certified by NCCCO attest to their compliance with this Substance Abuse Policy. Non-compliance with this policy may subject a certificant to disciplinary action, up to and including suspension or revocation of their certification status.

CERTIFICATION CARDS

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

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

Certification cards remain the property of NCCCO, are not transferable, and must be returned to NCCCO upon demand.

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 can be sent via letter or fax. A form for this purpose is provided in this handbook.

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Written Examination Process
OVERHEAD CRANE OPERATOR

APPLICATION PROCESS TO TAKE THE WRITTEN EXAMINATION

Overhead Crane Operator 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.

PAPER/PENCIL TESTING (PPT) OPTION

Candidates desiring to sit for paper/pencil written exam(s) should visit www.nccco.org/testsites to see a schedule of upcoming Test Dates and Locations and then submit a completed Candidate Application form with the appropriate documentation as directed on the form. Applications are due two weeks prior to the scheduled examination date. PPT application deadline examples are shown on page 8. 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
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684

Phone: 727-449-8525
Fax: 727-461-2746

Contact the Test Site Coordinator to confirm whether the application should be sent to the Test Site Coordinator or directly to NCCCO. Check the application to ensure that all information provided is accurate and complete. In addition to the completed application, make sure that the appropriate fees are enclosed.

Candidates may also submit applications and payment online:

- Paper/pencil tests (PPT): www.nccco.org/ppt-apps
- Computer-based tests (CBT): www.nccco.org/cbt-apps

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

Deadlines

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

Examination Fees

For paper/pencil tests (PPT), the appropriate Written Exam fees must be enclosed with the Candidate Application. Checks, money orders, or credit cards (VISA, MasterCard, or American Express) may be used; do not send cash. Please include payment in the envelope with all the other application materials. *All returned checks are subject to a $30 fee.*

PPT Written Exam/Retest Fees:

- Overhead Crane Operator Written Exam..... $165
- Overhead Crane Operator Written Exam..... $50
  (For current CCO-certified mobile crane operators, or new candidates who are registering for mobile crane operator exams at same time)
- Updated/replacement certification card $25

The same fees apply for retest examinations.

PPT Recertification Written Exam/Retest Fees:

- Overhead Crane Operator Written Exam..... $150
- Overhead Crane Operator Written Exam..... $50
  (For current CCO-certified mobile crane operators, or new candidates who are registering for mobile crane operator exams at same time)
- Updated/replacement certification card $25

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The same fees apply for retest examinations.

Other Fees:

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

An additional $25 will be charged if a candidate:

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

An additional $30 fee will be charged if:

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

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

Applications received after the main application deadline, but at least four business days prior to the exam administration deadline, may be accepted for an additional $50 late fee. For example, for a test administration on a Saturday, late applications that arrive at NCCCO's office by 5 p.m. (ET) on the Monday evening prior will be accepted. Candidate Applications that arrive after that time cannot be accepted.

Walk-in candidates cannot be accepted under any circumstances.

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's Testing Services Department upon submission of a letter describing the situation. Full name, address, and Candidate ID/CCO Certification 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.

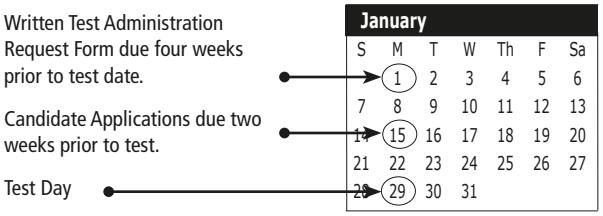
Candidates will NOT receive a refund if they decide they no longer wish to take the test.

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.



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,

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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 (not expired) government-issued 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 may include a current:

- Passport
- Government–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.

Materials to Bring to the Test Site

Each candidate must bring the following items to the Test Site:

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

NOTE: No books, scratch paper, calculators, reference materials, beepers, cellular phones, or other personal items will be allowed in the examination room.

Score Reporting

Paper/pencil CCO Written Examinations are electronically scored at NCCCO's facilities. For this reason, it is important to complete the answer sheet according to the instructions provided by the Chief Examiner on the day of the exam. Candidates will receive credit only for answers recorded on the scannable answer sheet. ***Answers marked in the test booklet(s) will NOT be counted toward a candidate's score.***

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

COMPUTER-BASED TESTING (CBT) OPTION

Candidates desiring to take their written exam(s) using the computer-based testing (CBT) option should visit www.nccco.org and click on the Computer-Based Testing link under Test Dates and Locations (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 or location, and availability can only be confirmed when scheduling the appointment.

After the candidate completes and submits the online application (with payment), the application will be processed within two business days. Candidates authorized for testing will receive a scheduling authorization email from PSI with specific instructions on how to schedule an examination appointment. For the fastest and most convenient test scheduling process, PSI recommends that candidates use the online scheduling service at www.goAMP.com. Candidates follow the onscreen step-by-step instructions to register for their examination(s).

Candidates may also 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) for certification or recertification as specified on page 3.

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CBT Written Exam/Retest Fees:

- Overhead Crane Operator Written Exam..... $200
- Overhead Crane Operator Written Exam..... $85
  (For current CCO-certified mobile crane operators, or new candidates who are registering for mobile crane operator exams at same time)
- Updated/replacement certification card $25

The same fees apply for retest examinations.

CBT Recertification Written Exam/Retest Fees:

- Overhead Crane Operator Written Exam..... $180
- Overhead Crane Operator Written Exam..... $80
  (For current CCO-certified mobile crane operators, or new candidates who are registering for mobile crane operator exams at same time)
- Updated/replacement certification card $25

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 (adding exams, changing exams, etc.). 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.

To reschedule an exam appointment, candidates may log into their PSI account or call PSI at 833-333-4752 to speak with PSI Candidates Services Department. A voicemail message is not an acceptable form of cancellation.

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 valid (not expired) government-issued 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 may include a current:

- Passport
- Government–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, reference materials, beepers, cellular phones, or other personal items will be allowed in the examination room.

Score Reporting

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

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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.
- While at the examination site, candidates are considered professionals and shall be treated as such. In turn, candidates must conduct themselves in a professional manner at all times. While at the site, they shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- No conversing or any other form of communication among the candidates is permitted once they enter the examination area.
- No smoking, eating, or drinking is allowed at the examination site.
- No guests, visitors, or family members are allowed in the testing room or reception areas.
- 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 or roster for the administration of the examination confirms that the candidate has read and understands the above statements.

Candidate Question Comment Forms

Candidates may 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.

Computer-based testing candidates may provide comments for any question by clicking on the "Comments" button to the left of the Time button. This opens a dialogue box where candidates may enter comments.

NOTE: Only comments completed on the Candidate Question Comment Form or provided during the computer-based examination 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 are never reported by telephone, email, or facsimile.

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

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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
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684

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.

RETAKING THE EXAMINATION(S)

Candidates who fail an examination(s) may retake the examination(s); they must reapply and pay all corresponding retest fees. Effective October 1, 2019, written exam retest candidates are required to wait a minimum of four weeks before retesting on the same exam, except when an alternate form of the exam is available. An "alternate form" of an exam is a test that is equivalent to the initial test form in content and difficulty but has different questions. An alternate form for the Overhead Crane Operator program is currently under development and will be available via CBT only. Recertification candidates needing to retake an exam who do not want to wait the required four weeks may retest by taking the applicable initial certification exam(s) instead of retaking the recertification exam.

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).

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Written Examination Outline
OVERHEAD CRANE OPERATOR

The Overhead Crane Operator Written Examination tests the following knowledge areas relating to the operation of overhead cranes:

Domain 1: Pre-Operation Activities
- Approximately 27% of test

Domain 2: Work Requirements
- Approximately 27% of test

Domain 3: Load Handling
- Approximately 27% of test

Domain 4: Shutdown & Secure
- Approximately 4% of test

Domain 5: Technical Knowledge
- Approximately 15% of test

DOMAIN 1: PRE-OPERATION ACTIVITIES

Approximately 27% of test

1. Know emergency shutdown procedures.
2. Know where to locate and verify access to main runway disconnect.
3. Know lockout/tag-out condition resolutions.
4. Know how to perform initial inspection of both visual and audible hazards.
5. Know proper control labeling and conditioning.
6. Know pendant control strain relief requirements.
7. Know warning and capacity labeling requirements.
8. Know where to check for oil leaks.
9. Know how to inspect wire rope or chain condition and how to ensure proper spooling.
10. Know applicable requirements for guards.
11. Know applicable fire extinguisher requirements.
12. Know how to use emergency stop function.
13. Know applicable bumper/stop requirements.
14. Know ASME B30.2 control layout.
15. Know how to use all limit devices and control functions.
16. Know brake test procedure.
17. Understand all warning devices.
18. Know load block, hook, and latch requirements.

DOMAIN 2: WORK REQUIREMENTS

Approximately 27% of test

1. Know how to determine how much the load weighs.
2. Know the proper use of below-the-hook lifting devices (ASME B30.20).
3. Know proper rigging selection and applications.
4. Know how to move crane into correct lifting position to assure true vertical lift of load.
5. Know how to avoid side pulling or swinging of load during start, stop, and travel.
6. Know how to identify signalperson.
7. Know ASME B30.2 hand signals.
8. Know how to communicate lift activities to other workers.

DOMAIN 3: LOAD HANDLING

Approximately 27% of test

1. Know how to verify communication devices (e.g., radios) are functioning correctly.
2. Know how to perform hoist-brake check with load.
3. Know how to verify crane and load path is clear of personnel and obstructions.
4. Know when to activate warning alarm system.
5. Know how to operate hoist, bridge, and trolley safely.
6. Know how to avoid shock loading.
7. Know how to minimize load swing.
8. Know how to verify floor capacity.
9. Know how to safely set load down and remove rigging.

DOMAIN 4: SHUTDOWN AND SECURE

Approximately 4% of test

1. Know where to park the crane.
2. Know shutdown procedures.
3. Know when to report deficiencies or problems to supervision.

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DOMAIN 5: TECHNICAL KNOWLEDGE

Approximately 15% of test

1. Know ASME B30.2 - Overhead and Gantry Cranes (Top Running Bridge, Single or Multiple Girder, Top Running Trolley Hoist).
2. Know ASME B30.20 - Below-the-Hook Lifting Devices.
3. Know OSHA 1910.179 - Overhead and Gantry Cranes.
4. Know OSHA 1910.184 - Slings.
5. Know other applicable rules, standards, and regulations.
6. Understand crane manufacturers' operating instructions.
7. Know functions and limitations of crane components and attachments.

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Sample Questions
OVERHEAD CRANE OPERATOR

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

1. Creating a braking motion by applying energy to reverse the motor is called:
   a. Stopping
   b. Plugging
   c. Inching
   d. Jogging

2. A hook's opening is called its:
   a. Latch gap
   b. Tongue
   c. Throat
   d. Mouth

3. The OSHA CFR 29 standard relating to slings is:
   a. 1910.179
   b. 1910.181
   c. 1910.184
   d. 1910.198

4. ASME B30.2 standards:
   a. Have no binding effect on the overhead crane industry
   b. Guide U.S. government and other regulatory bodies on overhead crane criteria
   c. Guide U.S. government and other regulatory bodies on tower cranes
   d. Are accepted internationally

5. According to ASME B30.20, below-the-hook lifting devices shall be operated by:
   a. Reliable persons
   b. Trained persons
   c. Knowledgeable persons
   d. Anyone

6. The weight markings must be identified on a structural or mechanical below-the-hook lifting device if the weight exceeds:
   a. 50 lb.
   b. 100 lb.
   c. 150 lb.
   d. 200 lb.

Question #	Answer
1	B
2	C
3	C
4	B
5	B
6	B

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Reference List
OVERHEAD CRANE OPERATOR

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

Candidates are strongly advised to become familiar with manufacturers' operator's manuals in preparing for the CCO certification examinations.

ASME B30.2 (2011) $60.00
OVERHEAD AND GANTRY CRANES

And successive addenda

ASME B30.20 (2010) $70.00
BELOW-THE-HOOK LIFTING DEVICES

And successive addenda

Order by Internet: https://www.asme.org/shop/standards

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

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, U.S. DEPARTMENT OF LABOR CODE OF FEDERAL REGULATIONS, PART 1926 SUBPART CC—CRANES AND DERRICKS IN CONSTRUCTION; PART 1910.179—OVERHEAD & GANTRY CRANES; AND PART 1910.184—SLINGS

Order by Internet: www.osha.gov

IPT'S CRANE AND RIGGING TRAINING MANUAL (2005) $41.00

Order by Internet: www.iptbooks.com

Order by Mail:

IPT Publishing and Training Ltd.
P.O. Box 9590
Edmonton, Alberta, T6E 5X2 Canada
ph: 780-962-4548; fax: 780-962-4819

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

BOB'S OVERHEAD CRANE & RIGGING HANDBOOK
Desk size: $24.00
Pocket Size: $13.00

Order by Internet: www.donpellow.com

Order by Mail:

Pellow Engineering Services
406 West 50th South
Kansas City, MO 64112
ph: 877-473-5569; fax: 816-931-4113

Payments accepted: VISA, MasterCard, check, money order

CMAA SPECIFICATION NO. 79—CRANE OPERATOR'S MANUAL (2012) $10.00

Order by Internet: http://imis.mhi.org/imis/ItemDetail?iProductCode=10099

Or contact:

Material Handing Institute
ph: 704-676-1190

Payments accepted: VISA, MasterCard, American Express

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Practical Examination Process
OVERHEAD CRANE OPERATOR

SKILLS TESTED

The CCO Overhead Crane Operator Practical Exam may be taken on either of the following crane types:

- Cab-operated
- Pendant/remote control

The Practical Examination is comprised of four main tasks that increase progressively in the skill level tested. Skills tested are: trolley travel, hoisting, bridge travel, and combination (multifunction) operations. Crane operation with load and without load is required.

NCCCO provides a Test Site Layout (CAD) for each type of overhead crane used for the Practical Examination to ensure the examination remains standardized for all candidates, wherever and whenever they may test.

SCHEDULING A TEST

Candidates for the Practical Examination should contact their Test Site Coordinator to determine the date of the next scheduled Practical Exam. Alternatively, candidates may contact NCCCO for information about open practical Test Sites.

TEST DAY

Candidates must report to the Test Site at the scheduled time. Candidates must bring their completed Practical Exam Candidate Application forms and fees with them to their scheduled examination, along with any required supporting materials.

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 an NCCCO–accredited Practical Examiner. Examiner requirements include meeting 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 candidates. Candidates may lose points either through operational errors or exceeding established optimum time limits. The scoring of candidates' performances is done off site at NCCCO's facilities.

PRACTICAL SCORE REPORTING

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

Please note that while Practical Examiners are encouraged to expedite score sheets after each test administration, they may batch score sheets from several test administrations over a number of days. This means that candidates may receive their score reports from NCCCO more than three weeks after their test administration.

Both the Practical Examination and the scoring system have been validated and verified by NCCCO's pilot testing program. A score of ***74*** represents the minimum passing score for the Overhead Crane Operator Practical Examination.

PRACTICAL EXAM CANDIDATE FEES

The appropriate fee must be submitted with the candidate's application through the Test Site Coordinator.

- Overhead Crane Operator Practical Exam..... $60
- Overhead Crane Operator Practical Exam *(For current CCO–certified mobile crane operators or new candidates registering for the mobile crane operator exams at the same time)*.... $50

The same fees apply for retest examinations.

PRACTICAL HAND SCORE REQUESTS

Candidates not passing the examination(s) may request from NCCCO a hand scoring of their answer sheet(s), provided the request is made in writing within three months of the test date. Hand scored practical exam reports include details of a candidate's performance on each task. Hand-scoring requests must be accompanied by a processing fee of $25 for each test requested. Requests should be mailed to:

NCCCO—Testing Services Department
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684

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.

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Practical Examination Outline

OVERHEAD CRANE OPERATOR

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

CANDIDATE INSTRUCTIONS

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

TASKS

The Practical Exam tasks are:

- ***Task: Pre-Operational (Shift) Inspection***
- ***Task 1: True Vertical Lift***
- ***Task 2: Place Load in Circle***
- ***Task 3: Negotiate Right Angle Corridor with Obstructions***
- ***Task 4: Trolley Laydown***
- ***Task 5: Safe Securing Procedures***

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

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

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

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

TIME LIMITS

For all scored tasks an *optimum* time limit has been set and is stated as part of the task descriptions. Note that slightly longer times are allowed for cab-operated cranes with a cab floor/platform more than 25 feet above the ground.

If the task is completed within the optimum time period, you receive no time penalty. Once you exceed this time limit, you will lose points on a gradual basis. If you take one and a half times as long as the optimum time, you will have lost all the points allotted to that particular task. At two times the optimum time the Examiner may end the task and move on to the next task.

PRE-TEST BRIEFING

While you are waiting to take your test you will have sufficient time to read this description of the tasks to be performed and review the operator's manual for the crane you will operate. In addition, you will be informed of the make and model of the crane and the weight of the test load. You will also watch a short video showing all the tasks you will be required to perform during the examination. This video is also available on the NCCCO website and candidates must view it within 24 hours before their practical exam(s).

CIRCUMVENTING THE COURSE

Circumventing the course on the CCO Overhead Crane Operator Practical Exam is defined as when:

- Chain leaves the corridor while on or off the ground and passes more than one pole left still standing on the original string line before re-entering the corridor; you ***must*** enter the circles from inside the corridor to avoid this being marked as a deficiency
- Chain leapfrogs from one leg of corridor to another with the chain off the ground, outside the corridor
- Chain passes four or more poles consecutively with the chain off the ground, inside the corridor
- Test Weight and chain enters or exits the corridor without vertically clearing the hurdle (i.e., by going around the hurdle)

All points for that task are lost if a circumvention occurs.

UNSAFE ACT

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

- Dropping the ball or load hook on ground
- Two-blocking of the crane
- Contacting the crane with the Test Weight
- Uncontrolled or reckless operation (must be sufficient to cause safety concern to personnel or crane)
- Failure to respond to a *stop* signal
- Contacting obstruction with crane or Test Weight

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Note that you may not walk through the Right Angle Corridor at any time during the exam.

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

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

CANDIDATE ID AND SIGNATURE

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

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

WEATHER CONDITIONS AND EQUIPMENT PROBLEMS

For outdoor tests, the Examiner will use an anemometer to check the wind speed and then will record the weather conditions on the score sheet.

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

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

PRE-TEST FAMILIARIZATION PERIOD

- You will be allowed five minutes to familiarize yourself with the crane and to examine anything on the crane that you feel is necessary to operate it comfortably.
- You will be allowed to get the feel of the controls and run the crane through its functions. The brakes and other devices will have been set according to the crane manufacturer's recommendation.
- You may not interfere with the test course, lift the Test Weight, or shadow the Right Angle Corridor.
- You must finish the Pre-test Familiarization Period with the load hook under control in Circle #1 within the five-minute period.
- The Examiner will notify you when there is one minute remaining.
- If you are ready in less than five minutes, you may indicate this to the Examiner.
- If, at the end of the Pre-Test Familiarization Period, you feel you are not ready to take the examination, you should notify the Examiner. You will have, in effect, disqualified yourself from taking the examination at this time, and you will be required to sign to that effect on the Candidate Score Sheet.
- You may not walk through the test course at any time during any task.

CRANE WALK AROUND

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

TASK: PRE-OPERATIONAL (SHIFT) INSPECTION

- The Examiner will identify five items regarding the crane that are part of the pre-operational inspection. One at a time, you will describe how you would conduct the inspection and what deficiencies you would look for.
- You have approximately one minute per item.

TASK 1: TRUE VERTICAL LIFT

Optimum time: 2:00 minutes (2:15 minutes for cab-operated cranes with a cab floor higher than 25 ft.)

- At the Examiner's indication to start, at which point timing begins, raise the load hook to clear all obstacles and personnel.
- Bring the load hook from Circle #1 to the Test Weight Circle within approximately one foot over the center of the Test Weight.
- When you indicate that you are ready for the Test Weight rigging to be attached to the load hook, timing will end and the Proctor will attach the rigging to the hook.
- You are ***not*** allowed to adjust the position of the hook after the Test Weight rigging is attached. The Proctor or Examiner may adjust the rigging so that bunching or shock loading does not occur.

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- At the Examiner's indication, lift the Test Weight until the chain leaves the floor; you are not allowed to bridge or trolley once the Examiner has given the *hoist* signal.
- Once the Test Weight chain has left the floor, the Examiner will give you a *stop* signal, a *lower* signal, and a *stop* signal, in that order. You are not allowed to stop hoisting while lowering the Test Weight.
- Points are deducted for the following:
  a. Test Weight touching ground outside of the 42 in. circle
  b. Test Weight touching any part of the course
  c. Stopping while lowering Test Weight
  d. Exceeding the optimum time

TASK 2: PLACE LOAD IN CIRCLE #1

Optimum time: 2:30 minutes (2:45 minutes for cab-operated cranes with a cab floor higher than 25 ft.)

- At the Examiner's indication to start, at which point timing begins, raise the suspended Test Weight and chain to a sufficient height to clear all obstacles and personnel. Bring it from its starting position in the Test Weight Circle and place it on the ground completely within Circle #1.
- The Examiner will give you the *stop* signal once the Test Weight is under control inside the outer perimeter of the circle.
- The task is not complete until the Test Weight is placed completely within the outside perimeter of the circle. If the Examiner does not give you a *stop* signal, this indicates the weight is not within the circle and the task continues to be timed.
- Points are deducted for the following:
  a. Exceeding the optimum time
  b. Hitting any part of the course
  c. Load touching ground outside of circle

TASK 3: NEGOTIATE RIGHT ANGLE CORRIDOR AND OBSTRUCTIONS

Optimum time: 4:30 minutes (4:45 minutes for cab-operated cranes with a cab floor higher than 25 ft.)

- At the Examiner's direction to start, at which point timing begins, lift the Test Weight and guide it from Circle #1 through the Right Angle Corridor.
- Avoid touching anything, but keep the chain on the ground until any part of the chain has touched or crossed the first denotation line, which is located 4 ft. before the hurdle.
- Raise the Test Weight and chain over the horizontal PVC pole without touching or knocking over the hurdle.
- Once clear, lower the Test Weight and chain until the chain makes contact with the ground before reaching the second denotation line.
- Continue to guide the Test Weight along the corridor to the Test Weight Circle without touching the ground with the Test Weight or touching or knocking over any part of the PVC pole barrier.
- After passing the line that is 4 ft. before the second horizontal PVC pole, raise the Test Weight and chain high enough to clear the horizontal pole obstruction and PVC pole barriers and place the Test Weight within the larger Test Weight Circle outside perimeter.
- Timing ends with the task completed when you have placed the Test Weight on the ground completely within the outside perimeter of the larger Test Weight Circle and the Examiner has given you a *stop* signal. If the Examiner has not given you a *stop* signal, this indicates that the Test Weight is not within the circle and the task continues to be timed.
- The Examiner will direct you in centering the Test Weight within the smaller circle before detaching the Test Weight from the hook.
- At the Examiner's indication, move the crane hook over to the Pin Assembly in readiness for the next task.
- Points are deducted for the following:
  a. Knocking ball off pole
  b. Moving pole base off line
  c. Knocking pole over
  d. Chain leaving or touching ground outside of designated areas
  e. Passing poles with chain off the ground (includes poles passed after the second denotation line with chain not touching the ground)
  f. Load touching ground outside of circles
  g. Touching or knocking off horizontal bars
  h. Circumventing the task
  i. Exceeding the optimum time

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TASK 4: TROLLEY LAYDOWN

Optimum time: 2:00 minutes (2:30 minutes for cab-operated cranes with a cab floor higher than 25 ft.)

- At the Examiner's direction, position the Chain-and-Ring assembly directly over the pin.
- The Examiner will then position the ring on the pin before beginning Task 4.
- At the Examiner's indication to start, at which point timing begins, lay down the master links within the targets.
- Once each master link makes contact with the carpet and is down and stable either inside or outside the target, the Examiner will say "Go," which indicates you should proceed to the next target.
- Do not apply excessive side-load pressure that will pop the ring off the pin.
- Timing ends when the last set of master links has been placed within the third target and is under control.
- At the Examiner's direction, bring the load hook to Circle #1 in readiness for the next candidate.
- Remain in the cab or at the operator's station until the Examiner gives you a clear indication that you may leave.
- Return all controls to neutral position and de-energize the runway disconnect or depress the emergency stop button on pendant or remote control units before leaving.
- Points are deducted for the following:
  a. Master links missing targets
  b. Ring pops off pin
  c. Exceeding the optimum time

TASK 5: SAFE SECURING PROCEDURES

- Describe the procedures you would follow to secure the crane at the end of the work day.

POST-TEST PROCEDURES

Once you have completed the Practical Examination:

- The Examiner will record your performance.
- The Examiner is not permitted to review your score sheet or discuss your performance on the test.
- Exam results will be mailed to you within approximately 12 working days of NCCCO's receipt of the score sheet.
- If you have made formal application to test on any other cranes, return to the candidate briefing area.
- If you have completed all of your tests, you must leave the Test Site.

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Candidate Application Forms

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

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

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Candidate Application

WRITTEN EXAMINATION—MOBILE, TOWER, & OVERHEAD CRANE OPERATOR (PAPER/PENCIL TESTS ONLY)

Please type or print neatly. All fields marked with an asterisk (*) must be completed or application will be considered incomplete.

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)

PERSONAL MAILING ADDRESS*	**CITY***	**STATE***	**ZIP***	COUNTRY

HOME PHONE	**CELL PHONE***	**CANDIDATE EMAIL*** (PERSONAL EMAIL UNIQUE TO CANDIDATE)

COMPANY/ORGANIZATION	PHONE

COMPANY MAILING ADDRESS	CITY	STATE	ZIP	COUNTRY

❒ I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA).
(For details on NCCCO's Testing Accommodations policy, please see www.nccco.org/accommodations.)

WRITTEN EXAMINATION(S) FOR WHICH YOU ARE APPLYING

***FILL IN** the circle next to the crane type(s) for which you are applying; for Mobile Cranes, **CHECK** ☑ the load chart you want to use for that crane type. Also **FILL IN** the appropriate circle(s) below for correct fees. **NOTE:** If you are registering for Mobile Crane exams, you must register for the Mobile Core Exam and at least one Specialty Exam (unless you are a Retest Candidate).*

If you are recertifying, please use separate Recertification Written Examination Application Form.

WRITTEN EXAMS*

		LOAD CHARTS
		(Check one for each Specialty Exam)
❍ Mobile Core Exam	652603	
❍ Lattice Boom Crawler (LBC)	652620	❒ Terex/American
	652607	❒ Manitowoc
❍ Lattice Boom Truck (LBT)	652609	❒ Link-Belt
	652610	❒ Manitowoc
❍ Telescopic Boom—Swing Cab (TLL)	652612	❒ Grove (Truck Mount)
	652613	❒ Link-Belt (Rough Terrain)
	652618	❒ National (Boom Truck)
❍ Telescopic Boom—Fixed Cab (TSS)	652616	❒ Manitex (Boom Truck)
	652660	❒ Shuttlelift (Carry Deck)
❍ Boom Truck—Fixed Cab (BTF)	652671	❒ Manitex (Boom Truck)
❍ Tower Crane	654601	
❍ Overhead Crane	653601	

OTHER FEES

- ❍ Candidate Late Fee (if applicable) $50
- ❍ Incomplete Application Fee (if applicable) $30
- ❍ Updated/Replacement Card $25

ADD TO TOTAL AMOUNT AT RIGHT ⟶

WRITTEN EXAM/RETEST FEES

MOBILE CRANE EXAMS

- ❍ Core Exam plus one Specialty Exam $165
- ❍ Core Exam plus two Specialty Exams $175
- ❍ Core Exam plus three Specialty Exams $185
- ❍ Core Exam plus four Specialty Exams $195

RETEST or ADDED SPECIALTY FEES

- ❍ Core Exam only or Core plus one Specialty (Retest) $165
- ❍ One Specialty Exam (Retest or Added Specialty) $65
- ❍ Two Specialty Exams (Retest or Added Specialty) $75
- ❍ Three Specialty Exams (Retest or Added Specialty) $85
- ❍ Four Specialty Exams (Retest) $95

TOWER CRANE EXAMS

- ❍ Tower Crane Written Exam (new Candidate) $165
- ❍ Tower Crane Written Exam (current CCO-certified Mobile Crane Operator, or new candidate taking exam same time as Mobile Crane exams) $50

OVERHEAD CRANE EXAMS

- ❍ Overhead Crane Written Exam (new Candidate) $165
- ❍ Overhead Crane Written Exam (current CCO-certified Mobile Crane Operator, or new candidate taking exam same time as Mobile Crane exams) $50

TOTAL AMOUNT DUE ..... | $ |

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CANDIDATE APPLICATION (CONT'D)

WRITTEN EXAMINATION—MOBILE, TOWER, & OVERHEAD CRANE OPERATOR

TEST SITE AT WHICH YOU INTEND TO TAKE THE WRITTEN EXAMINATION

TEST SITE NAME	**TEST SITE COORDINATOR NAME***		
TEST SITE ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST ADMINISTRATION NUMBER*	**TEST DATE***		

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I 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 attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I have passed a physical exam that complies with the ASME B30 standard for my certification designation and I will continue to comply with those requirements. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters. rev 0418

CANDIDATE SIGNATURE*	**DATE***

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

❒ VISA ❒ MasterCard ❒ American Express ❒ 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) _____ SIGNATURE (on card) _____ SECURITY CODE _____

(Three- or four-digit code located on the card.)

If using company credit card, provide company name: _____

Email credit card receipt to: _____

Checks and money orders should be payable to: NCCCO

Please contact your Test Site Coordinator for instructions on where to submit written exam applications. If instructed to submit directly to NCCCO, please send application and payment to:

NCCCO—Testing Services Department
34125 U.S. Highway 19 North, Suite 150, Palm Harbor, FL 34684
Fax: 727-461-2746
Email: writtenapps@nccco.org

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Candidate Application

PRACTICAL EXAMINATION—MOBILE, TOWER, & OVERHEAD CRANE OPERATOR

Please type or print neatly. All fields marked with an asterisk (*) must be completed or application will be considered incomplete.

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)

PERSONAL MAILING ADDRESS*			
CITY*	**STATE***	**ZIP***	COUNTRY

HOME PHONE	**CELL PHONE***	**CANDIDATE EMAIL*** (PERSONAL EMAIL UNIQUE TO CANDIDATE)

COMPANY/ORGANIZATION	PHONE

COMPANY MAILING ADDRESS			
CITY	STATE	ZIP	COUNTRY

INDICATE WITH A CHECK THE CRANE TYPE(S) YOU WISH TO BE TESTED ON*:

- ❒ **Lattice Boom Crane**
- ❒ **Telescopic Boom Crane—Swing Cab (TLL)**: Testing on a boom truck? ❑ Yes ❑ No
- ❒ **Telescopic Boom Crane—Fixed Cab (TSS)**: Testing on a boom truck? ❑ Yes ❑ No
- ❒ **Tower Crane**
- ❒ **Overhead Crane**

TEST SITE AT WHICH YOU INTEND TO TAKE THE PRACTICAL EXAMINATION

TEST SITE COORDINATOR NAME*	**PE SITE #:***

PHONE	EMAIL

TEST SITE ADDRESS			
CITY	STATE	ZIP	COUNTRY

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I 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 attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I have passed a physical exam that complies with the ASME B30 standard for my certification designation and I will continue to comply with those requirements. I further attest that I am physically and mentally capable of safely operating equipment on the day of the Practical Examination. I understand and agree that any personal injury and/or property damage resulting from or caused in any way by my participation in the CCO Practical Examination is not and shall not be the responsibility of NCCCO. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

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CANDIDATE SIGNATURE*	**DATE***

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CANDIDATE APPLICATION (CONT'D)

PRACTICAL EXAMINATION—MOBILE, TOWER, & OVERHEAD CRANE OPERATOR

CCO CERTIFICATION CARD

Candidates who meet all the requirements for certification in any one designation are issued a certification card at no charge. Replacement and updated cards are available for an additional fee; see panel below or order online at nccco.org/newcard.

Please provide your Test Site Coordinator with a digital color photo (without hat or sunglasses) labeled with your full name and birth date.

Alternately, a 1⅜" X 1¾" color passport photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator, do not mail it directly to NCCCO.

PRACTICAL EXAMINATION FEES

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

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

Practical Examination Fees:

❒ One Mobile Crane type: $60 ❒ Two Mobile Crane types: $70 ❒ Three Mobile Crane types: $80

❒ Tower Crane only: $60

❒ Tower Crane *(current CCO–certified Mobile Crane Operator, or new candidate registering for Mobile Crane Operator exams at the same time)*: $50

❒ Overhead Crane only: $60

❒ Overhead Crane *(current CCO–certified Mobile Crane Operator, or new candidate registering for Mobile Crane Operator exams at the same time)*: $50

❒ Updated/replacement card: $25

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

❒ VISA ❒ MasterCard ❒ AMERICAN EXPRESS ❒ 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) _____ SIGNATURE (on card) _____ SECURITY CODE _____

(Three- or four-digit code located on the card.)

If using company credit card, provide company name: _____

Email credit card receipt to: _____

Checks and money orders should be payable to: NCCCO

Do not send this application to NCCCO. Give this application, along with payment and all necessary documentation, to your Test Site Coordinator on test day.

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Recertification Application

WRITTEN EXAMINATION—MOBILE, TOWER, & OVERHEAD CRANE OPERATOR (PAPER/PENCIL TESTS ONLY)

Please type or print neatly. All fields marked with an asterisk (*) must be completed or application will be considered incomplete.

FULL LEGAL NAME (as shown on driver's license)	**FIRST***	Middle	**LAST***	Suffix (Jr., Sr., III)

CCO CERTIFICATION NUMBER*	**DATE OF BIRTH***	CANDIDATE ID: (if previously tested)

PERSONAL MAILING ADDRESS*	**CITY***	**STATE***	**ZIP***	COUNTRY

HOME PHONE	**CELL PHONE***	**CANDIDATE EMAIL*** (PERSONAL EMAIL UNIQUE TO CANDIDATE)

COMPANY/ORGANIZATION	PHONE

COMPANY MAILING ADDRESS	CITY	STATE	ZIP	COUNTRY

❒ I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA).
(For details on NCCCO's Testing Accommodations policy, please see www.nccco.org/accommodations.)

WRITTEN EXAMINATIONS FOR WHICH YOU ARE APPLYING

This application is for recertification only. *You may ONLY recertify for the designation(s) in which you are currently certified.* ***FILL IN*** *the circle next to the crane type(s) for which you are applying for recertification. If you would like to take Additional Examinations for cranes that you are not currently certified on, then* ***FILL IN*** *the examinations of your choice and* ***CHECK*** *the load chart you want to use for that crane type.*

EXAMINATIONS*

RECERTIFICATION EXAMS		**LOAD CHARTS** (Check one for each Specialty Exam)
❍ Core Exam	652605	
❍ Lattice Boom Crawler (LBC)	652625 652608	❒ Terex/American ❒ Manitowoc
❍ Lattice Boom Truck (LBT)	652611 652635	❒ Link-Belt ❒ Manitowoc
❍ Telescopic Boom—Swing Cab (TLL)	652614 652645 652646	❒ Grove (Truck Mount) ❒ Link-Belt (Rough Terrain) ❒ National (Boom Truck)
❍ Telescopic Boom—Fixed Cab (TSS)	652656 652665	❒ Manitex (Boom Truck) ❒ Shuttlelift (Carry Deck)
❍ Tower Crane	654602	
❍ Overhead Crane	653602	

ADDITIONAL EXAMINATIONS		**LOAD CHARTS** (Check one for each Specialty Exam)
❍ Lattice Boom Crawler (LBC)	652620 652607	❒ Terex/American ❒ Manitowoc
❍ Lattice Boom Truck (LBT)	652609 652610	❒ Link-Belt ❒ Manitowoc
❍ Telescopic Boom—Swing Cab (TLL)	652612 652613 652618	❒ Grove (Truck Mount) ❒ Link-Belt (Rough Terrain) ❒ National (Boom Truck)
❍ Telescopic Boom—Fixed Cab (TSS)	652616 652660	❒ Manitex (Boom Truck) ❒ Shuttlelift (Carry Deck)
❍ Boom Truck—Fixed Cab (BTF)	652671	❒ Manitex (Boom Truck)
❍ Tower Crane	654601	
❍ Overhead Crane	653601	

RECERTIFICATION EXAM FEES/RETEST FEES

- ❍ Mobile Core Exam plus one Specialty Exam $150
- ❍ Mobile Core Exam plus two Specialty Exams $155
- ❍ Mobile Core Exam plus three Specialty Exams $160
- ❍ Mobile Core Exam plus four Specialty Exams $165
- ❍ Tower Crane (only) $150
- ❍ Tower Crane (with Mobile Crane) $50
- ❍ Overhead Crane (only) $150
- ❍ Overhead Crane (with Mobile Crane) $50

- ❍ Mobile Core Exam or Core plus one Specialty Exam (Retest) $150
- ❍ One Mobile Specialty Exam (Retest) $50
- ❍ Two Mobile Specialty Exams (Retest) $55
- ❍ Three Mobile Specialty Exams (Retest) $60
- ❍ Four Mobile Specialty Exams (Retest) $65

ADDITIONAL EXAM FEES†

(†ONLY for candidates adding to existing Mobile certifications; for candidates adding Mobile to Tower or Overhead certifications, use standard Written Exam Candidate Application form.)

- ❍ One Mobile Specialty Exam $65
- ❍ Two Mobile Specialty Exams $75
- ❍ Three Mobile Specialty Exams $85
- ❍ Tower Crane Exam $50
- ❍ Overhead Crane Exam $50

OTHER FEES

- ❍ Candidate Late Fee (if applicable) $50
- ❍ Incomplete Application Fee (if applicable) $30

TOTAL AMOUNT DUE . . . . . $

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CANDIDATE RECERTIFICATION APPLICATION (CONT'D)

WRITTEN EXAMINATION—MOBILE, TOWER, & OVERHEAD CRANE OPERATOR

TEST SITE AT WHICH YOU INTEND TO TAKE THE WRITTEN EXAMINATION

TEST SITE NAME	**TEST SITE COORDINATOR NAME***		
TEST SITE ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST ADMINISTRATION NUMBER*	**TEST DATE***		

Do you have 1,000 hours of documented crane-related experience?* ❑ Yes ❑ No, and I understand I must take and pass the practical exam(s) prior to my expiration date.

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I 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 attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I have passed a physical exam that complies with the ASME B30 standard for my certification designation and I will continue to comply with those requirements. I further affirm either that I have maintained at least 1,000 hours of crane-related experience in the past five years or, if I have not maintained this experience, I have checked the box above this panel indicating that before my certification expires I will take and pass a practical exam for each designation for which I wish to be recertified. 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.

rev 0418

CANDIDATE SIGNATURE*	DATE*

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

❑ VISA ❑ MasterCard ❑ American Express ❑ 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)

SIGNATURE (on card)

SECURITY CODE

(Three- or four-digit code located on the card.)

If using company credit card, provide company name: _____

Email credit card receipt to: _____

Checks and money orders should be payable to: NCCCO

Please contact your Test Site Coordinator for instructions on where to submit written exam applications. If instructed to submit directly to NCCCO, please send application and payment to:

NCCCO—Testing Services Department
34125 U.S. Highway 19 North, Suite 150, Palm Harbor, FL 34684
Fax: 727-461-2746 • Email: writtenapps@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 to my Test Site Coordinator and labeled it with my full name and birth date.
- ❑ I do not have a digital photo, so I am attaching a 1⅜"× 1¾" passport photo with this application.

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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
34125 U.S. Highway 19 North, Suite 150
Palm Harbor, FL 34684

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

Please type or print neatly. All fields marked with an asterisk (*) must be completed.

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

PERSONAL MAILING ADDRESS*

CITY* | **STATE*** | **ZIP*** | COUNTRY

HOME PHONE | **CELL PHONE*** | **CANDIDATE EMAIL*** (PERSONAL EMAIL UNIQUE TO CANDIDATE)

COMPANY / ORGANIZATION | COMPANY PHONE

COMPANY MAILING ADDRESS

CITY | STATE | ZIP | COUNTRY

NEW ADDRESS

PERSONAL MAILING ADDRESS*

CITY* | **STATE*** | **ZIP*** | COUNTRY

HOME PHONE | **CELL PHONE*** | **CANDIDATE EMAIL*** (PERSONAL EMAIL UNIQUE TO CANDIDATE)

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.

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IMPORTANT CONTACT INFORMATION

NATIONAL COMMISSION FOR THE CERTIFICATION OF CRANE OPERATORS

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

Phone: 703-560-2391
Fax: 703-560-2392
Email: info@nccco.org

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Fairfax, VA 22031-4312

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