Hosting Your Own CCO Examinations – Part 1: Written Exams

Webinar will start in a few moments

Committed to Quality, Integrity and Fairness in Testing Since 1995
Hosting Your Own CCO Examinations – Part 1: Written Exams

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Committed to Quality, Integrity and Fairness in Testing Since 1995
Presentation Outline

• Why Host a CCO Written Exam?
• Testing and Training Options
• What/ Who is a Test Site Coordinator (TSC)?
• Written TSC Duties
• Best Practices/Tips for Success
Why Host a CCO Written Exam?

- You set the schedule
- Reduce/eliminate the need to travel
- Opportunity to do entire, or just part, of the certification process “in-house”
- Ability to order Pass/Fail or Detailed Score reports
- Industry recognition
Training & Testing Decisions

Do my operators require training?

- Yes
  - Do you prefer in-house training or outsourcing?
    - In-House Training
      - Conduct in-house training
    - Outsourced Training
      - Locate training provider

- No
  - In-House Testing
    - Review Test Site Coordinator Handbook(s) to prepare for hosting exam
    - Find test date/location & work directly with TSC
    - Established Test Site
NCCCO & Training

- CCO Policy on Training
- Third-Party Independent Status
- Training Firms Roster
- Availability of Exam Outlines
- List of Reference Materials
- Sample Test Questions
Training Providers

TRAINING RESOURCES

List of Training Providers

No endorsement by the National Commission for the Certification of Crane Operators (NCCCO) is intended or implied by inclusion in this listing. Accuracy of the information is the responsibility of the submitting party.

Delivery Legend:
M = Mobile Crane Training Offered
T = Tower Crane Training Offered
OVR = Overhead Crane Training Offered
ACO = Articulating Crane Training Offered
SGP = Signalperson Training Offered
RIG I = Rigger - Level I Training Offered
RIG II = Rigger - Level II Training Offered

A = Training offered at scheduled location
B = Training offered at client’s location
C = NCCCO Practical Exam offered at own site
D = NCCCO Practical Exam offered at client’s location

Please note that some organizations conduct training outside of the state in which they are headquartered. Please check the company’s Area of Operation to see what areas of the country they conduct training.

Training Firms Headquartered in AK

Alaska Crane Consultants
923 Eskimo Village Dr.
Phone: 907-442-7963
Fax: 907-236-4629
Email Address: alaskacrus_consultants@qcom.net
Website: www.alaskacrus_consultants.com
Headquarters: Anchorage, AK
Arms of Operation: AK, KY, LA, OH & TN
Courses Offered: MBL, TOV, OVR, SGP, RIG I
Course Delivery: A B C D

Training Firms Headquartered in AL

Alltec Industries, Inc.
Julie Weatherford
Phone: 205-408-8862
Fax: 205-461-3733
Email Address: jweatherford@alltec.com
Website: www.alltec.com
Headquarters: Birmingham, AL
Arms of Operation: National
Courses Offered: MBL
Course Delivery: A B D
Roles of those involved in written testing process

Written Exam

• Test Site Coordinator (TSC) – appointed by host company to setup the administration

• Chief Examiner (CE) – assigned by NCCCO Services to administer written exams

• Proctor – CE’s assistant for exam administrations
TSC Duties

- Communicates with NCCCO Testing Services and candidates to create positive testing experience
- Communicate with Chief Examiner (CE) to guarantee seamless test experience
- Submit all forms to NCCCO Testing Services by outlined deadline
- Ensure candidate applications are completed correctly
TSC Duties (cont.)

• Ensure candidate testing roster is correct
• Prepare testing room (pencils, clock, registration table)
• Remain on-site throughout the testing administration (or designates a representative)
• Stay up-to-date on current NCCCO policy and procedure surrounding holding exams
• Sign a TSC Agreement
CE Duties

• Communicate with NCCCO Services, the TSC, and Proctor for a seamless test administration

• Ensure exam material is secure at all times

• Manage the candidate check-in process

• Ensure candidates are completing forms correctly

• Make certain that candidates are taking the exams they registered for and have all required exam material

• Maintain professional standards of testing practices

• Oversee Proctor
Pre-Exam Scheduling Tasks

• Appoint TSC
• Review TSC Handbook in detail
• Determine desired date of exam (at least four weeks out)
• Identify testing location and make sure it meets requirements
Four (4) Weeks or More Prior Exam:

- Complete and submit the **Test Site Coordinator Agreement** (first test administration only)
- Complete and submit the **Written Test Administration Request Form**
  - **TSC Name** and contact information
  - Physical **Address** of exam location
  - Requested **Date** of exam administration
  - Estimated **number** of candidates
  - Handbooks requested
CCO Written Exams

How to Find CCO Test Locations | Written Exams | Computer-Based Testing | Practical Test Site | Practical Exam Fines for Hire

UPCOMING OPEN WRITTEN EXAM ADMINISTRATIONS

Scheduled paper/pencil CCO Written Exam administrations programs are listed below.

- Signallerson Exam and/or Rigger Exam Administrations
- Find CCO Written Exams administered in Spanish

Please contact the Test Site Coordinator to ensure availability of testing space and obtain the test administration number.

November

11/20/2015
Location: Chino, CA
Coordinator: Sue Hughes
Phone: 909-468-3802
Email Address: shughes@hostinec.com

11/20/2015
Location: Salt Lake City, UT
Coordinator: Ken Ribe
Phone: 801-974-2585
Email Address: kriec@h-equipment.com

11/20/2015
Location: Lubbock, TX
Coordinator: Brook Nelson
Phone: 806-744-3998
Email Address: Bn1@CraneWiseLlc.com
Written Exam Scheduling

Test Administration Approval Email

– Confirms **Date** and **Location** and **Time**
– Assigns **Test Administration Number**
– Documents Candidate Application **deadline**
– Includes additional information specific to the administration
Leading Up To the Exam

Two (2) Weeks Prior to the Exam, TSC Submits:
- Completed Candidate Applications
- Test Site Coordinator Summary Form
- Candidate Exam Fees
- Any Test Site Fees (if applicable)

One (1) Week Prior to the Exam TSC Receives:
- Candidate Roster
- Chief Examiner name and contact information

Two (2) Days Prior to Exam TSC contacts:
- Chief Examiner to confirm Location, Time and Driving Directions
Exam Day

TSC or Designated Representative:

– Prepare testing room per NCCCO guidelines before candidates arrive
– Greet Chief Examiner and escorts to the testing room
– Remain on-site (not testing room) until testing is complete

CE (and Proctor if required):

– Arrive half-hour before testing begins
– Verify room is set properly and all site requirements are met
– Conduct candidate check-in, administers exams (TSC may not be in room once testing begins)
– Notifies TSC when administration has concluded
Post Exam

Within 10 business days following the exam:

– Notification that exams have been scored and results mailed to candidates

– Send pass/fail or detailed score report (if ordered)
Other Considerations

• Cost of hosting exams - None as long as deadlines/candidate minimums are met

• Additional Fees (if applicable)
  – Less than four (4) weeks notice
  – Late candidate applications
  – Less than 15 candidates

• Secure test sites

• Testing Accommodations
Choose a Test Site Coordinator (TSC) from within the company → TSC reviews the Written Test Site Coordinator Handbook → Does the anticipated test site meet site requirements?

- No: Find another location
- Yes: Select an exam date & decide on OPEN or CLOSED exam

At LEAST 4 weeks prior to exam date, submit Written Test Administration Request Form

Is this the TSC’s first written exam?

- No: No LESS than 2 weeks prior to exam date submit Candidate Applications & Test Site Coordinator Summary Form
- Yes: Submit Test Site Coordinator Agreement at same time as Written Test Administration Request Form

Do you want to receive a Detailed Score Report or Pass/Fail Report?

- No: Check Candidate Roster sent by NCCCO Testing Services for accuracy
- Yes: Submit appropriate form and fee with Candidate Applications
Best Practices/Tips for Success

• **Plan** ahead
• **Ask** questions
• Ensure candidate applications are **complete**
• Document **Test Administration Number** on all correspondence
• Thoroughly **review and understand** all communication including candidate rosters
• Become familiar with the certification process and policies (**Candidate Handbook**)
TSC Resources

• Test Site Coordinator Handbook
  – [www.nccco.org/handbooks-forms#TSC](http://www.nccco.org/handbooks-forms#TSC)
• Candidate Handbooks
  – [www.nccco.org/handbooks](http://www.nccco.org/handbooks)
• Ready Reference Checklist
• CCOonline Newsletter
• Open Practical Exam Sites
NCCCO Terminology Reference

Written Test Administration Request Form — Submitted to request a specific written test date

Test Administration Number — Number assigned by NCCCO to a specific test date at a specific location (changes for each test date, even at same testing location), also used on candidate applications

Test Site Coordinator Summary Form — Used when submitting applications to outline what is included

Roster — List of candidates and the exams they are scheduled to take at a specific exam administration

Ready Reference Checklist - Quick reference sheet utilized by TSC’s to ensure they are following timelines and setting up correctly
Other Upcoming Webinars

• “Hosting Your Own CCO Examinations – Part 2: Practical Exams”
  

• “CCO Crane Inspector Certification – Your Questions Answered”
  
  Date: To be decided
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Have You Considered Hosting Your Own CCO Written Exams?

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