



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

CANDIDATE HANDBOOK

- **OVERHEAD CRANE OPERATOR**



BOARD OF DIRECTORS

This handbook and application packet for the NCCCO Overhead Crane Written and Practical Examinations contains the following important documents: a Candidate Written Examination Application form, a Candidate Practical Examination Application form, and a Physical Examination form.

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

Do not discard this document.

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



***This NCCCO
overhead crane
operator certification
program is accredited
by the American
National Standards
Institute (ANSI).***



0756
Mobile, Tower, and Overhead
Crane Operator, Signalperson,
and Rigger Level I Programs
Accredited

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 NCCCO Written and Practical Examinations, first for mobile crane operators, and subsequently for tower, overhead, and articulating crane operators, riggers, and signalpersons.

These nationally recognized and 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. 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.

To ensure NCCCO examinations are—and remain—valid measurements of crane operators' proficiency, NCCCO teamed its task force's knowledge and experience with the exam development expertise of International Assessment Institute (IAI). Based in Clearwater, Florida, IAI continually analyzes the performance of NCCCO exams and reports to NCCCO's Exam Management Committees. IAI also guides in the development of new examinations and assists NCCCO in the administration of its various Written and Practical Examinations.

This Candidate Handbook has been prepared to provide you with comprehensive information about the NCCCO 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!

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Introduction

OVERHEAD CRANE OPERATOR

PROGRAM DESCRIPTION

The National Commission for the Certification of Crane Operators (NCCCO) is an independent, not-for-profit 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 construction 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. Candidates desiring to become certified should contact their organization's Test Site Coordinator or see the NCCCO website (www.nccco.org) for a listing of open Test Sites.

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 pg. 14 for a complete Reference List.

The initial certification period is for five years, after which operators are required to recertify. Periodic written examinations are necessary to ensure that certificants' knowledge of industry standards, equipment, and safety practices keeps pace with changes in these areas. NCCCO's subject matter experts, working in conjunction with psychometric consultants, reviewed the speed of such change in the industry and researched other comparable certification 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 and medical (physical) requirements.

NCCCO 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 survey was given to a representative number of crane operators, who 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 the staff of International Assessment Institute 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 the exam development expertise of International Assessment Institute (IAI).

IAI guided the NCCCO 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 NCCCO Overhead Crane Task Force, IAI also designed the Practical Examiner Accreditation Program whereby NCCCO trains and accredits certified crane operators to administer NCCCO 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

NCCCO 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 B30.2 physical requirements throughout their certification period, and they must attest to their agreement to this requirement on their application.

Means of compliance with ASME physical requirements include, but are not limited to, the following:

- NCCCO Physical Examination Form—valid for three years
- A current Department of Transportation (DOT) Medical Examiner's Certificate—valid for two years

NCCCO 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.

NCCCO 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.

NCCCO 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 2011 but passes the Overhead Crane Operator Practical Exam in June 2011 has until May 2012 to retake and pass the Overhead Crane Operator Written Exam.

RECERTIFICATION REQUIREMENTS

NCCCO 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-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 test administrations. 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 NCCCO Written Exam Test Sites at www.nccco.org/general/testsites.html

CODE OF ETHICS FOR CERTIFIED CRANE OPERATORS

Certified crane operators must comply with NCCCO's Code of Ethics for Certified Crane Operators during their certification period, as set forth below:

As an NCCCO-certified crane operator, I will perform my work in a manner:

- i. *Free of bias with regard to religion, ethnicity, gender, age, national origin, and disability*
- ii. *So as to place the safety and welfare of workers associated with the lifting operation above all other considerations*
- iii. *So as to protect nearby general public property and the environment*

In addition, I will:

- iv. *Make my management aware if I have safety concerns relating to the lifting operations that I am performing*
- v. *Not knowingly violate safety-related regulations, warnings, or instructions set forth by OSHA, recognized safety standards, or the crane manufacturer*
- vi. *Not misrepresent or knowingly deceive others concerning my experience or the capabilities of myself or the crane that I am operating*
- vii. *Not misrepresent or misuse my certification card or the NCCCO logo, which are the property of NCCCO; I understand that I must return the card to NCCCO immediately if requested to do so*

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 include, but are not limited to, the following:

1. Period of certification exceeded without renewal
2. Evidence of falsification of any information on any documents submitted to NCCCO or its agents
3. Evidence of non-compliance with NCCCO's Substance Abuse Policy
4. Evidence of culpability in an accident during certification period
5. Evidence of non-compliance with ASME B30 medical requirements
6. Evidence of non-compliance with the Code of Ethics

Certified operators who wish to appeal a decision regarding revocation of their certification status must do so in writing to the Appeals Committee, stating the grounds for the appeal. Appeals should be addressed to:

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

NCCCO has established policies and procedures to address alleged violations of the Code of Ethics fairly and consistently. Complaint procedures have been designed to ensure that only valid and actionable complaints are considered and investigated, that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint, and that they all have a chance 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. The decision of the NCCCO Board of Directors is final.

SUBSTANCE ABUSE POLICY

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

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

NCCCO-certified crane operators shall comply with the substance abuse testing provisions of ASME B30.2. It is a condition of certification that crane operators certified by NCCCO attest to their compliance with this Substance Abuse Policy. Non-compliance with this policy automatically revokes a candidate's certification status.

CERTIFICATION CARDS

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

A certified operator may only hold one certification card at a time. If an operator has previously certified in mobile and/or tower cranes and subsequently becomes certified in overhead cranes, he/she may request an updated certification card.

Updated or replacement cards may be obtained from International Assessment Institute at a cost of \$25.

CHANGE OF ADDRESS

If candidates or CCO card holders change their address, they must notify NCCCO as soon as possible. Failure to do so may cause them to miss important updates on the NCCCO program that could affect their certification.

Changes of address should be sent to International Assessment Institute (IAI). They must be in writing, but can be sent via letter or fax. A form for this purpose is provided on page 29 of this handbook.

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Written Examination Process

OVERHEAD CRANE OPERATOR

APPLICATION PROCESS TO TAKE THE WRITTEN EXAMINATION

Mobile Crane Operator written exams and recertification exams may be taken either in a traditional pencil-and-paper format at an approved NCCCO written exam test site or as a computer-based test at more than 250 PSI/LaserGrade test centers across the country. The content of both test formats is identical.

Pencil-and-Paper Option (Traditional Test Site)

Candidates desiring to sit for a pencil-and-paper written exam(s) should visit nccco.org to see a schedule of upcoming Test Dates and Locations and then submit a completed *Candidate Application* form with the appropriate documentation to NCCCO's testing partner IAI. Applications are due two weeks prior to the scheduled examination date. Application deadline examples are shown on page 8. Information about the specific locations of the Test Sites will be available approximately four weeks 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.

Computer-Based Testing (CBT) Option

Candidates desiring to take their written exam(s) using the CBT option should visit nccco.org and click on the Computer-Based Testing link under Test Dates and Locations. The CBT Frequently Asked Questions page includes links to a directory of PSI/LaserGrade locations and an online application form. After the candidate completes and submits the online application, IAI will send an authorization email within 48 hours. After receiving the authorization email, **wait 24 hours**. Then call the number provided in the email to schedule the test(s) with LaserGrade; LaserGrade will send an appointment confirmation email within 24 hours. Go to the selected test center at the scheduled date and time. Bring a photo ID and the authorization email, but be aware that materials such as cell phones, calculators, hats, coats, and bags are not permitted in the test room. Test results are available immediately.

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 accommodations must be submitted to NCCCO no later than four weeks prior to the scheduled test date. See the

Written Exam Test Site Coordinator Handbook or contact NCCCO for further information.

SUBMISSION OF APPLICATION

The *Candidate Application* and *Physical Examination* forms are located at the back of this handbook. *Candidate Applications* with the appropriate fees, as well as any correspondence and requests for information concerning the administration of NCCCO examinations, should be sent to:

International Assessment Institute
Attention: NCCCO Testing
600 Cleveland Street, Suite 900
Clearwater, Florida 33755
Phone: 727-449-8525/Fax: 727-461-2746

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

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

Deadlines

Please note that all deadlines are UPON RECEIPT deadlines. Candidates and the Test Site Coordinator are solely responsible for making sure that completed and accurate applications reach International Assessment Institute by the stated deadline.

EXAMINATION FEES

The appropriate examination fee(s) must be enclosed with the application. Checks and money orders payable to *International Assessment Institute* are preferred. Credit cards may also be used (VISA, MasterCard, or American Express). Do not send cash. Please do not staple the check or money order to the application form, but do include payment in the envelope with all the other application materials.

All returned checks will be subject to a \$30 fee.

Written Examination Fees:

- Overhead Crane Operator Written Exam..... \$165
- Overhead Crane Operator Written Exam..... \$50
(For current NCCCO-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.

Other Fees:

Candidates will be charged an additional \$50 fee if their application is late.

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

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

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

- Their application form is incomplete
- They do not send in full payment
- Their credit card cannot be processed for any reason
- Their check is returned
- They want to add to or change the exams they want to take after scheduling has been completed (in addition to the exam fee)

All application materials must be received at International Assessment Institute's office according to the application deadlines illustrated below.

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 IAI's testing office by 5 p.m. (ET) on the Monday evening prior will be accepted. *Candidate Applications* that arrive after that time cannot be accepted.

Walk-in candidates cannot be accepted under any circumstances.

RESCHEDULING, CANCELLATIONS, AND WITHDRAWALS

Should a candidate be unable to sit for the examination, International Assessment Institute **must receive notification in writing no later than seven business days prior to the examination date.** The candidate's fees will be held

until he/she reschedules. 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 International Assessment Institute and submit the necessary documentation and fees to International Assessment Institute 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 International Assessment Institute. Please write a letter to International Assessment Institute describing the situation; include full name, address, and social security number as well as the scheduled test date, site number, and supporting documentation indicated above.

International Assessment Institute **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 NCCCO EXAMINATIONS

NCCCO 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.

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

ADMISSION LETTERS

Approximately one week before the scheduled test date, registered and eligible candidates approved to take NCCCO Written Examination(s) will receive an admission letter by mail. The admission letter contains information regarding the test center address, the reporting time, the examination(s) the candidate is registered for, and the materials candidates need to bring with them on the day of the administration. This admission letter must be presented at the Test Site to gain admittance to the examination(s).

No candidate will be allowed to sit for the examination unless he/she presents an admission letter valid for the specific test date.

TEST SITE INFORMATION

Identification at the Test Site

In addition to an admission letter valid for the specific test date, candidates must bring photo identification to the Test Site on the day of the administration. Candidates are required to show identification and sign the Test Site roster upon entry to the testing area. Acceptable forms of photo identification are:

- Passport
- Government-issued driver's license
- Work identification

NOTE: Candidates without appropriate identification documents will NOT be admitted to take the NCCCO Certification Examination(s).

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
- Two sharpened #2 pencils (to complete the examination answer sheet)
- A good eraser

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

Test Security

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

- The examination is the exclusive property of NCCCO.
- The examination and the questions contained therein are protected by federal copyright law. No part of the examination(s) may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- Theft or attempted theft of an examination booklet or any of its pages is punishable as a felony.
- Candidate participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the results of the examination, or other appropriate remedy.
- Candidates verify that they have successfully met the physical/medical requirements and are eligible to take this examination. If at any time it is confirmed that a candidate has not met all the requirements, the candidate will no longer be eligible for certification.
- A candidate's signature on the answer sheet for the administration of the examination confirms that the candidate has read and understands the above statements.

Candidate Question Comment Forms

Candidates can comment on the examination(s) as a whole or on specific items within an examination by writing their comments on the *Candidate Question Comment Form*. These comments should be accompanied by the candidate's name (which is optional), the specific exami-

nation and question referred to, the site code, and the test date. Examination comments are reviewed by NCCCO content experts on a regular basis.

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

TEST SCORING INFORMATION

Test Scoring

NCCCO 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 score represents an absolute standard and is determined by a panel of NCCCO content experts using a psychometrically accepted standard-setting methodology.

Score Reporting

NCCCO Written Examinations are electronically scored by International Assessment Institute. 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.

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 as a scaled score, with a score of **70** representing the minimum passing score for this test.

Candidate scores cannot be given over the telephone.

Hand Score Requests

Candidates not passing the examination(s) may request from International Assessment Institute a hand scoring of their answer sheet(s), provided their request is made in writing within three months of the test date. Hand-scoring requests must be accompanied by a processing fee of \$25 for one test score or \$50 for two or more failed test scores per test administration. Requests should be mailed to:

International Assessment Institute
— Attention: NCCCO Testing
600 Cleveland Street, Suite 900
Clearwater, Florida 33755
Phone: (727) 449-8525
Fax (727) 461-2746

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

RETAKE THE EXAMINATION(S)

Candidates who fail an examination(s) may retake the examination(s) by reapplying and paying all corresponding fees.

INFORMATION RELEASE POLICY

NCCCO may release any information regarding a candidate's examination application and a candidate's examination administration to any employer, regulatory agency, or any other person or entity that may inquire in writing to the Commission.

The name and certification status of individuals who have successfully passed NCCCO examinations may be published and released upon request to employers and other interested parties. NCCCO and International Assessment Institute will discuss score-related matters with the candidate or the candidate's legal representative only.



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.

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.



Sample Questions

OVERHEAD CRANE OPERATOR

The following sample test questions are typical of the style and content of the questions used in NCCCO 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 lbs.
 - b. 100 lbs.
 - c. 150 lbs.
 - d. 200 lbs.

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



Reference List

OVERHEAD CRANE OPERATOR

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

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

ASME B30.2 (2005) \$58.00
OVERHEAD AND GANTRY CRANES

And successive addenda

ASME B30.20 (2006) \$62.00
BELOW-THE-HOOK LIFTING DEVICES

And successive addenda

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

Order by Mail:

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

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

**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

Order by Mail:

NCCCO
2750 Prosperity Avenue, Suite 505
Fairfax, VA 22031-4312
Ph: 703-560-2391
Fax: 703-560-2392
e-mail: info@nccco.org

IPT'S CRANE AND RIGGING TRAINING \$34.00
MANUAL (2005) + S&H \$10.00

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: \$21.00
Pocket Size: \$10.00

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 CRANE OPERATION MANUAL (2003) \$5.00
+ S&H \$5.00

Order by Internet: www.mhia.org

Order by Mail:

Material Handling Institute
8720 Red Oak Boulevard, Suite 201
Charlotte, NC 28217
Ph: 704-676-1190
Fax: 704-676-1199

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



Practical Examination Process

OVERHEAD CRANE OPERATOR

SKILLS TESTED

The NCCCO 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 the facilities of International Assessment Institute.

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 International Assessment Institute.

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 IAI more than three weeks after their test administration.

Both the Practical Examination and the scoring system have been validated by NCCCO's pilot testing program and verified by International Assessment Institute. 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 NCCCO-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 International Assessment Institute a hand scoring of their answer sheet(s), provided the request is made in writing within three months of the test date. Hand-scoring requests must be accompanied by a processing fee of \$25 for each test requested. Requests should be mailed to:

International Assessment Institute
— Attention: NCCCO Testing
600 Cleveland Street, Suite 900
Clearwater, Florida 33755
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 four tasks are:

- **Task 1: True Vertical Lift**
- **Task 2: Place Load in Circle**
- **Task 3: Negotiate Right Angle Corridor with Obstructions**
- **Task 4: Trolley Laydown**

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.

CIRCUMVENTING THE COURSE

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

- Leaves the Right Angle Corridor and passes more than one pole without touching them before re-entering the corridor
- Leapfrogs from one leg of the Right Angle Corridor to another with the chain off the ground
- Passes more than four poles consecutively with the chain off the ground, inside or outside of the corridor

All points for a task are lost if a circumvention occurs. The Examiner has the authority to stop the task at any time if he/she feels that the candidate is attempting to circumvent the course.

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 load hook, block, or Test Weight (on ground)
- Contacting load or load line with pendant or pendant line
- Uncontrolled or reckless operation
- Failure to respond to a *stop* signal
- Contacting an obstruction with crane or Test Weight
- Load touching any part of the candidate's body during the exam
- Engaging the upper limit switch
- Any action that in the judgment of the Examiner could endanger personnel or equipment at the Test Site

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, your case will be reviewed by IAI and NCCCO, and you will be notified as to your eligibility for rescheduling your practical test

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 record weather conditions on your 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 you resume the test on a different machine, you will have the option of starting the entire test over from the beginning.
- 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*.

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 so that the hook is positioned within 12 in. of the center of the Test Weight and within 12 in. of the top of the Test Weight.
- When you are ready, indicate to the Proctor to attach the Test Weight. Timing ends once the candidate has verbally indicated that the Test Weight should be connected to the crane hook. You are *not* allowed to adjust the position of the hook after the rigging is attached to the Test Weight.
- At the Examiner's indication, hoist 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, *lower* signal, and *stop* signal, in that order.
- 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

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, bring the Test Weight from the Test Weight Circle to Circle #1.
- Place the Test Weight on the ground completely within Circle #1.
- Do not let any part of the Test Weight make contact with the PVC barrier that surrounds the Test Weight Circle or the Right Angle Corridor.
- Timing ends when you have placed the Test Weight on the ground in Circle #1. The task is not complete until the load is placed completely within the outside perimeter of the circle and the Examiner has given you a *stop* signal. If the Examiner has not given you a *stop* signal, this indicates that 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 from Circle #1 and guide it through the Right Angle Corridor to the Test Weight Circle.
- While keeping the chain on the floor, move the Test Weight through the corridor until the vertical part of the chain has passed the line located 4 ft. before the first horizontal pole obstruction.
- Raise the Test Weight and chain over the obstruction without touching or knocking off the horizontal pole.
- Lower the Test Weight within the designated area (after the horizontal pole obstruction and before the second line) until only the chain is touching the floor.
- While keeping the chain on the floor, use the bridge and trolley controls to move the suspended Test Weight along the corridor from the first horizontal pole toward the Test Weight Circle without touching or knocking over any part of the PVC barrier.

- After passing the line that is 4 ft. before the second horizontal pole, raise the Test Weight and chain high enough to clear the horizontal pole and PVC pole barriers and place the Test Weight within the Test Weight Circle.
- 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 weight is not within the circle and the task continues to be timed.
- 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
 - f. Load touching ground outside of circles
 - g. Touching or knocking off horizontal bars
 - h. Circumventing the task
 - i. Exceeding the optimum time

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 chain before beginning Task 4.
- At the Examiner's indication to start, at which point timing begins, lay down the master links into the square targets.
- The Examiner will say "Go" when the master links are down and stable, inside or outside the targets.
- Do not apply excessive side load pressure that could pop the ring off the pin.
- Timing ends when the third set of master links has been placed inside or outside the square target, under control.
- Points are deducted for the following:
 - a. Master links missing targets
 - b. Ring pops off pin
 - c. Exceeding the optimum time

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 International Assessment Institute'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.



Candidate Application Forms

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

- **Candidate Application—Written Examination**
- **Candidate Application—Practical Examination**
- **Candidate Recertification Application—Written Examination**
- **Change of Address Form**
- **Physical Examination Form**
- **Physician Instructions for Medical Examinations**

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Candidate Application

WRITTEN EXAMINATION—MOBILE, TOWER, & OVERHEAD CRANE OPERATOR

Please type or print neatly.

NAME		First	Middle	Last
NCCCO CERTIFICATION NUMBER (if previously certified)		DATE OF BIRTH		SOCIAL SECURITY #
MAILING ADDRESS		CITY		STATE ZIP
PHONE	CELL	FAX	E-MAIL	
COMPANY/ORGANIZATION			PHONE	
COMPANY MAILING ADDRESS		CITY		STATE ZIP
HAVE YOU PREVIOUSLY TAKEN ANY NCCCO EXAMS*? <input type="checkbox"/> NO <input type="checkbox"/> YES DATE LAST TESTED:				

**Fees for retest candidates are the same as for first-time candidates, as indicated below.*

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		
<input type="radio"/> Mobile Core Exam	652603	(Check one for each Specialty Exam)
<input type="radio"/> Lattice Boom Crawler	652620	<input type="checkbox"/> American LBC
	652607	<input type="checkbox"/> Manitowoc LBC
<input type="radio"/> Lattice Boom Truck	652609	<input type="checkbox"/> Link-Belt LBT
	652610	<input type="checkbox"/> Manitowoc LBT
<input type="radio"/> Telescopic Boom— Swing Cab	652612	<input type="checkbox"/> Grove TLL
	652613	<input type="checkbox"/> Link-Belt TLL
<input type="radio"/> Telescopic Boom— Fixed Cab	652616	<input type="checkbox"/> Manitex TSS
	652650	<input type="checkbox"/> Broderson TSS
<input type="radio"/> Tower Crane	654601	
<input type="radio"/> 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 \longrightarrow

WRITTEN EXAM 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

- Core Exam only (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 NCCCO-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 NCCCO-certified Mobile Crane Operator, or new candidate taking exam same time as Mobile Crane exams) \$50

TOTAL AMOUNT DUE \$

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	
TEST SITE ADDRESS		
CITY	STATE	ZIP
TEST SITE NUMBER	DATE YOU INTEND TO TAKE THE CCO EXAMINATION	

Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I consent to NCCCO's release of any information regarding this application and my examination administration to third parties. I have received a copy of the NCCCO Candidate Handbook, have read it, and do understand and agree to be bound by all prevailing NCCCO policies and procedures. 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 category and I will continue to comply with those requirements.

CANDIDATE SIGNATURE	DATE
---------------------	------

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/> Personal check enclosed	<input type="checkbox"/> Employer check enclosed	<input type="checkbox"/> Money Order enclosed	<i>Please do not staple your check or money order.</i>
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If paying by credit card, complete the following information:

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

* Three or four digit security code located on the back of the card in the signature panel.

Checks and money orders should be payable to: International Assessment Institute—Attention: CCO Testing

Please send application and payments to:

International Assessment Institute—Attention: CCO Testing
 600 Cleveland Street, Suite 900
 Clearwater, Florida 33755
 Phone: 727-449-8525
 Fax: 727-461-2746

CANDIDATE APPLICATION CHECKLIST

<input type="checkbox"/> I have completed and signed the <i>Candidate Application</i> .
<input type="checkbox"/> I have provided credit card information or a check or money order for the correct amount due.



Candidate Application

PRACTICAL EXAMINATION—MOBILE, TOWER, & OVERHEAD CRANE OPERATOR

Please type or print neatly.

NAME		First	Middle	Last
NCCCO CERTIFICATION NUMBER (if previously certified)			SOCIAL SECURITY #	
MAILING ADDRESS				DATE OF BIRTH
CITY			STATE	ZIP
PHONE	CELL	FAX		E-MAIL
COMPANY/ORGANIZATION			PHONE	
COMPANY MAILING ADDRESS				
CITY			STATE	ZIP
HAVE YOU PREVIOUSLY TAKEN ANY NCCCO EXAMS? <input type="checkbox"/> NO <input type="checkbox"/> YES DATE LAST TESTED: _____/_____/_____				

Indicate with a check the crane type(s) you wish to be tested on and the date you passed the corresponding Written Examination, if applicable. If you have passed the Written Exam(s), you must also provide a copy of either a score report or a certification card.

PRACTICAL EXAM

- Lattice Boom
- Telescopic Boom—Swing Cab
- Telescopic Boom—Fixed Cab
- Tower Crane
- Overhead Crane

WRITTEN EXAM

- Lattice Boom Crawler and/or Lattice Boom Truck
- Telescopic Boom—Swing Cab
- Telescopic Boom—Fixed Cab
- Tower Crane
- Overhead Crane

DATE PASSED WRITTEN EXAM

_____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____

TEST SITE AT WHICH YOU INTEND TO TAKE THE PRACTICAL EXAMINATION

TEST SITE COORDINATOR NAME		PE SITE #:
PHONE	FAX	E-MAIL
TEST SITE MAILING ADDRESS		
CITY		STATE ZIP

Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I consent to NCCCO's release of any information regarding this application and my examination administration to third parties. I have received a copy of the NCCCO Candidate Handbook and I have read it; I understand and agree to be bound by all prevailing NCCCO policies and procedures. 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 category and I will continue to comply with those requirements.

CANDIDATE SIGNATURE	DATE
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Recertification Application

WRITTEN EXAMINATION—MOBILE, TOWER, & OVERHEAD CRANE OPERATOR

Please type or print neatly.

NAME		First	Middle	Last
NCCCO CERTIFICATION NUMBER		DATE OF BIRTH		SOCIAL SECURITY #
MAILING ADDRESS		CITY		STATE ZIP
PHONE	CELL	FAX	E-MAIL	
COMPANY/ORGANIZATION			PHONE	
COMPANY MAILING ADDRESS		CITY		STATE ZIP

WRITTEN EXAMINATIONS FOR WHICH YOU ARE APPLYING

This application is for recertification only. You may **ONLY** recertify in the category(ies) 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 in, 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
<input type="radio"/> Core Exam	652605	(Check one for each Specialty Exam)
<input type="radio"/> Lattice Boom Crawler	652625	<input type="checkbox"/> American LBC
	652608	<input type="checkbox"/> Manitowoc LBC
<input type="radio"/> Lattice Boom Truck	652611	<input type="checkbox"/> Link-Belt LBT
	652635	<input type="checkbox"/> Manitowoc LBT
<input type="radio"/> Telescopic Boom— Swing Cab	652614	<input type="checkbox"/> Grove TLL
	652645	<input type="checkbox"/> Link-Belt TLL
<input type="radio"/> Telescopic Boom— Fixed Cab	652656	<input type="checkbox"/> Manitex TSS
	652655	<input type="checkbox"/> Broderson TSS
<input type="radio"/> Tower Crane	654602	
<input type="radio"/> Overhead Crane	653602	

ADDITIONAL EXAMINATIONS		LOAD CHARTS
		(Check one for each Specialty Exam)
<input type="radio"/> Lattice Boom Crawler	652620	<input type="checkbox"/> American LBC
	652607	<input type="checkbox"/> Manitowoc LBC
<input type="radio"/> Lattice Boom Truck	652609	<input type="checkbox"/> Link-Belt LBT
	652610	<input type="checkbox"/> Manitowoc LBT
<input type="radio"/> Telescopic Boom— Swing Cab	652612	<input type="checkbox"/> Grove TLL
	652613	<input type="checkbox"/> Link-Belt TLL
<input type="radio"/> Telescopic Boom— Fixed Cab	652616	<input type="checkbox"/> Manitex TSS
	652650	<input type="checkbox"/> Broderson TSS
<input type="radio"/> Tower Crane	654601	
<input type="radio"/> Overhead Crane	653601	

EXAM 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 or Overhead Crane (only) \$150
- Tower or Overhead Crane (with Mobile Crane) \$50

RECERTIFICATION RETEST FEES

- Mobile Core Exam only (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
- Tower or Overhead Crane (only) \$150
- Tower or Overhead Crane (with Mobile Crane) \$50

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

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

TOTAL AMOUNT DUE \$

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	
TEST SITE ADDRESS		
CITY	STATE	ZIP
TEST SITE NUMBER	DATE YOU INTEND TO TAKE THE CCO EXAMINATION	

I do NOT have 1,000 hours of documented crane experience and must take an NCCCO Practical Exam.

Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I consent to NCCCO's release of any information regarding this application and my examination administration to third parties. I have received a copy of the NCCCO Candidate Handbook, have read it, and do understand and agree to be bound by all prevailing NCCCO policies and procedures. 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 category and I will continue to comply with those requirements.

CANDIDATE SIGNATURE	DATE
---------------------	------

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/> Personal check enclosed	<input type="checkbox"/> Employer check enclosed	<input type="checkbox"/> Money order enclosed	<i>Please do not staple your check or money order.</i>
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If paying by credit card, complete the following information:

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

* Three or four digit security code located on the back of the card in the signature panel.

Checks and money orders should be payable to: International Assessment Institute—Attention: CCO Testing

Please send application and payments to: International Assessment Institute—Attention: CCO Testing
 600 Cleveland Street, Suite 900
 Clearwater, Florida 33755
 Phone: 727-449-8525
 Fax: 727-461-2746

CANDIDATE APPLICATION CHECKLIST

- I have completed and signed the *Candidate Application*.
- I have provided credit card information or a check or money order for the correct amount due.
- I have attached a color passport photo (full face, no sunglasses, no hat). A digital photo may be substituted for a passport photo.

**Attach Color
Passport Photo
Here**

1-3/8" W x 1-3/4" H

For additional information regarding recertification, contact:

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



Change of Address Form

Please use this form to advise of any changes of address. Please mail or fax this to:

International Assessment Institute (IAI)
600 Cleveland Street, Suite 900
Clearwater, Florida 33755

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

Please type or print neatly.

NAME	FIRST	MIDDLE	LAST
NCCCO CERTIFICATION NUMBER (IF PREVIOUSLY CERTIFIED)		SOCIAL SECURITY #	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

OLD ADDRESS

MAILING ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	E-MAIL
COMPANY / ORGANIZATION	PHONE	
COMPANY MAILING ADDRESS		
CITY	STATE	ZIP

NEW ADDRESS

MAILING ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	E-MAIL
COMPANY / ORGANIZATION	PHONE	
COMPANY MAILING ADDRESS		
CITY	STATE	ZIP

EFFECTIVE DATE OF CHANGE

<input type="text"/>

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PHYSICAL EXAMINATION FORM (CONT'D)

ABDOMEN: Scars _____ Abdominal masses _____ Tenderness _____

HERNIA: Yes No If so, where? _____ Is truss worn? _____

GASTROINTESTINAL: Ulceration or other disease? Yes _____ No _____

GENITO-URINARY: Scars _____ Urinal discharge _____

REFLEXES: Rhomberg _____

Pupillary _____ Light: Right _____ Left _____

Accommodation _____ Right _____ Left _____

KNEE JERKS: Right Normal _____ Increased _____ Absent _____

Left Normal _____ Increased _____ Absent _____

REMARKS: _____

EXTREMITIES: Upper _____ Lower _____ Spine _____

LABORATORY & OTHER SPECIAL FINDINGS: Urine Spec. Gr. _____ Alb. _____ Sugar _____

Other Laboratory Data (Serology, etc.) _____

Radiological Data _____ Electrocardiograph _____

GENERAL COMMENTS: _____

NAME OF EXAMINING DOCTOR (PLEASE PRINT)	SIGNATURE	
ADDRESS OF EXAMINING DOCTOR		
CITY	STATE	ZIP

MEDICAL EXAMINER'S CERTIFICATE (ONLY TO BE COMPLETED IF OPERATOR IS FOUND QUALIFIED)

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined

CRANE OPERATOR'S NAME

*with the knowledge of his/her duties,
I find him/her qualified under the regulations.*

Qualified only when wearing corrective lenses.

Qualified only when wearing a hearing aid.

Qualified—see Accommodation Statement attached.

A complete examination form for this person is on file in my office:

ADDRESS	
DATE OF EXAMINATION	NAME OF EXAMINING DOCTOR
SIGNATURE OF EXAMINING DOCTOR	
SIGNATURE OF OPERATOR	
ADDRESS OF OPERATOR	

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined

CRANE OPERATOR'S NAME

*with the knowledge of his/her duties,
I find him/her qualified under the regulations.*

Qualified only when wearing corrective lenses.

Qualified only when wearing a hearing aid.

Qualified—see Accommodation Statement attached.

A complete examination form for this person is on file in my office:

ADDRESS	
DATE OF EXAMINATION	NAME OF EXAMINING DOCTOR
SIGNATURE OF EXAMINING DOCTOR	
SIGNATURE OF OPERATOR	
ADDRESS OF OPERATOR	



Physician Instructions

PLEASE GIVE THESE INSTRUCTIONS TO THE EXAMINING PHYSICIAN

PHYSICAL QUALIFICATIONS AND EXAMINATIONS OF CRANE OPERATORS

A person is physically qualified to operate a crane if that person:

1. Has no loss of a foot, a leg, a hand, or an arm, or has been granted a waiver
2. Has no impairment of the use of a foot, a leg, a hand, fingers, or an arm, and no other structural defect or limitation, which is likely to interfere with his/her ability to control and safely operate a crane or has been granted a waiver upon a determination that the impairment will not interfere with his/her ability to control and safely operate a crane
3. Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control
4. Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety to be known accompanied by syncope, dyspnea, collapse, or congestive cardiac failure
5. Has no established medical history or clinical diagnosis of respiratory dysfunction likely to interfere with his/her ability to control and operate a crane safely
6. Has no current clinical diagnosis of high blood pressure likely to interfere with his/her ability to operate a crane
7. Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease that interferes with his/her ability to control and operate a crane safely
8. Has no established medical history or clinical diagnosis of epilepsy or any other condition that is likely to cause loss of consciousness or any loss of ability to control a crane
9. Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his/her ability to operate a crane
10. Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal median in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber
11. When tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, 2,000 Hz, 3,000 Hz and 4,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5-1951
12. Does not use a prescribed or over-the-counter substance, including ethanol, which would impair the operator's performing safe operation of a crane. These include illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have the effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen. An exception to this ruling is that an operator may use such a substance or drug if the substance or drug is prescribed by a licensed medical practitioner who is familiar with the operator's medical history and all assigned duties and who has advised the operator that the prescribed substance or drug will not adversely affect the operator's ability to safely operate a crane. The treating physician will also provide a waiver to the Medical Examiner. (See waiver statement.)

INSTRUCTIONS FOR PERFORMING AND RECORDING PHYSICAL EXAMINATIONS

The examining physician should review these instructions before performing the physical examination. Answer each question *yes* or *no*, where appropriate.

The examining physician should be aware of the rigorous physical demands and mental and emotional responsibilities placed on the crane operators. In the interest of public safety, the examining physician is required to certify that the operator does not have any physical, mental, or organic defect of such a nature as to affect the operator's ability to operate a crane safely.

General information. The purpose of this history and physical examination is to detect the presence of physical, mental, or organic defects of such a character and extent as to affect the applicant's ability to operate a crane safely. The examination should be made carefully and at least as completely as indicated by the attached form. History of certain defects may be cause for rejection or indicate the need for making certain laboratory tests or a further, and more stringent, examination. Defects may be recorded that do not, because of their character or degree, indicate that certification of physical fitness should be denied. However, these defects should be discussed with the applicant and he/she should be advised to take the necessary steps to ensure correction, particularly of those which, if neglected, might lead to a condition likely to affect his/her ability to operate safely.

General appearance and development. Not marked overweight. Not any posture defect, perceptible limp, tremor, or other defects that might be caused by alcoholism, thyroid intoxication, or other illnesses including sedating or habit-forming drugs.

Head—eyes. When other than the Snellen chart is used, the results of such test must be expressed in values comparable to the standard Snellen test. If the applicant wears corrective lenses, these should be worn while applicant's visual acuity is being tested. If appropriate, indicate on the Medical Examiner's Certificate by checking the box *Qualified only when wearing corrective lenses*. In recording distance vision, use 20 feet as normal. Report all vision as a fraction with 20 as a numerator and the smallest type read at 20 feet as denominator. Note ptosis, discharge, visual fields, ocular muscle imbalance, color blindness, corneal scar, exophthalmos, or strabismus uncorrected by corrective lenses.

Contact lens wear may not be allowed in many work areas where mandatory eye protection disallows contact lens wear. The applicant must be made aware that safety glass eye wear may routinely be required at job sites and must also pass vision testing protocols with safety eye glasses specified and approved ANSI Z89.

Ears. Note evidence of mastoid or middle ear disease, discharge, symptoms of aura vertigo, or Meniere's Syndrome. When recording hearing an audiometer is used to test hearing. Record decibel loss at 500 Hz, 1,000 Hz, 2,000 Hz, 3,000 Hz, and 4,000 Hz.

Throat. Note evidence of disease, irremediable deformities of the throat likely to interfere with eating or breathing, or any laryngeal condition that could interfere with the safe operation of a crane.

Thorax—heart. Stethoscopic examination is required. Note murmurs and arrhythmias and any past or present history of cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, enlarged heart, or congestive heart failures. An electrocardiogram is required when findings so indicate.

Blood pressure. Record with either spring or mercury column type of sphygmomanometer. If the blood pressure is consistently above 160/90mm. Hg., further tests may be necessary to determine whether the operator is qualified to operate a crane.

Lungs. If any lung disease is detected, state whether active or arrested; if arrested, your opinion as to how long it has been quiescent.

Gastrointestinal system. Note any diseases of the gastrointestinal system.

Abdomen. Note wounds, injuries, scars, or weakness of muscles of abdominal walls sufficient to interfere with normal function. Any hernia should be noted if present. State how long and if adequately contained by truss.

Abnormal masses. If present, note location, if tender, and whether or not applicant knows how long they have been present. If the diagnosis suggests that the condition might interfere with the control and safe operation of a crane, more stringent tests must be made before the applicant can be certified.

Genitourinary. Urinalysis is required. Acute infections of the genitourinary tract, as defined by local and state public health laws, indications from urinalysis of uncontrolled diabetes, symptomatic albuminuria in the urine, or other findings indicative of health conditions likely to interfere with the control and safe operation of a crane will disqualify an applicant from operating a crane.

Neurological. If positive Romberg is reported, indicate degrees of impairment. Pupillary reflexes should be reported for both light and accommodation.

Knee jerks are to be reported absent only when not obtainable upon reinforcement and as increased when foot is actually lifted from the floor following a light blow on the patella; sensory vibratory and positional abnormalities should be noted.

Extremities. Carefully examine upper and lower extremities. Record the loss or impairment of a leg, foot, toe, arm, hand, or fingers. Note any and all deformities, the presence of atrophy, semiparalysis or paralysis, or varicose veins. If a hand or finger deformity exists, determine whether sufficient grasp is present to enable the operator to secure and maintain a grip on the controls. If a leg deformity exists, determine whether sufficient mobility and strength exists to enable the operator to operate pedals properly. Particular attention should be given to, and a record should be made of, any impairment

or structural defect that may interfere with the operator's ability to operate a crane safely.

Spine. Note deformities, limitation of motion, or any history of pain, injuries, or disease, past or presently experienced in the cervical or lumbar spine region. If findings so dictate, radiologic and other examinations should be used to diagnose congenital or acquired defects, spondylolisthesis, or scoliosis.

Recto-genital studies. Diseases or conditions causing discomfort should be evaluated carefully to determine the extent to which the condition might be handicapping while lifting, pulling, or during periods of prolonged operation that might be necessary as part of the operator's duties.

Laboratory and other special findings. Urinalysis is required, as well as such other tests as the medical history or findings upon physical examination may indicate are necessary. A serological test is required if the applicant has a history of luetic infection or present physical findings indicate the possibility of latent syphilis. Other studies deemed advisable may be ordered by the examining physician.

Diabetes. If insulin is necessary to control a diabetic condition, the operator is not qualified to operate a crane. If mild diabetes is noted at the time of examination and it is stabilized by use of a hypoglycemic drug and a diet that can be obtained while the operator is on duty, it should not be considered disqualifying. However, the operator must remain under adequate medical supervision.

General. The physician must date and sign his findings upon completion of the examination.

The medical examination shall be performed by a licensed doctor of medicine or osteopathy. A licensed ophthalmologist or optometrist may perform examinations pertaining to visual acuity, field of vision, and ability to recognize colors.

If the medical examiner finds that the person he/she examined is physically qualified to operate a crane, the medical examiner shall complete the Medical Examiner's Certificate and furnish one copy to the person examined and one copy to the employer.

The medical examiner must attach all treating physician, ophthalmologist, or optometrist medical information pertaining to the applicant. Waiver acceptance is up to the medical examiner when waiver is attached to applicant application. The medical examiner is expected to verify the waiver provided by treating physician and qualify or disqualify applicant because of his examination of the applicant.

The medical examiner is expected to perform testing as needed of all applicants and may submit an accommodation statement, if applicable, about an applicant's physical limitations to aid an employer with ADA guidelines. Any accommodation statements must be attached to medical artifaction.

Waiver by physician. Treating physicians must provide signed statements disclosing disease state and/or medication and that the applicant is qualified for the practical examination, and state, "I have examined the aforementioned crane operator applicant and within medical certainty I find the applicant at no greater risk than the general population as a result of any physical, mental, or organic defects, and can safely operate a crane with the aforementioned diagnosis and treatment regimen subject to passing the CCO practical examination."

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

E-mail: info@nccco.org



INTERNATIONAL ASSESSMENT INSTITUTE

Attention: NCCCO Testing
600 Cleveland Street, Suite 900
Clearwater, Florida 33755

Phone: 727-449-8525

Fax: 727-461-2746



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