



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

CANDIDATE HANDBOOK

- **MOBILE CRANE INSPECTOR**
- **TOWER CRANE INSPECTOR**
- **OVERHEAD CRANE INSPECTOR**



BOARD OF DIRECTORS

This candidate handbook has been developed to provide you with comprehensive information about the CCO Written Examinations leading to certification as a CCO-Certified Crane Inspector. This handbook reflects NCCCO's current policies at the time of publication; to be sure that you have the latest version of this book, see the Handbooks and Forms page on the NCCCO website. Please read this handbook carefully and retain it for reference throughout the certification process.

Do not discard this document.

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This NCCCO certification program is accredited by the American National Standards Institute (ANSI) to ISO 17024 (General Requirements for Bodies Operating Certification Systems of Persons).



ISO/IEC 17024
Personnel Certification Body
#0756

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

Dear Crane Inspector Certification Candidate:

Welcome to the National Commission for the Certification of Crane Operators (NCCCO) national crane inspector 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 was the development of the CCO Written and Practical Examinations, initially for mobile crane operators but now also for tower, overhead, and articulating crane operators, digger derrick operators, riggers, signalpersons, and lift directors. These nationally recognized and internationally accredited certification programs are the culmination of many years' hard work by experts from the varied industries and groups that use cranes, including construction, steel erection, operating engineers, utilities, crane rental, petrochemicals, pulp and paper, and others.

The NCCCO Crane Inspector Task Force that developed this certification program was made up of experts from all aspects of the crane industry—crane inspectors, crane users, trainers, safety 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 quality of crane inspections and promote additional training among crane inspection personnel.

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

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

This candidate handbook has been developed to provide you with comprehensive information about the CCO Written Examinations leading to certification. 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, please call NCCCO at 703-560-2391 or e-mail info@nccco.org. NCCCO staff will guide you through any aspects of the program that you would like explained in more detail.

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

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Introduction

PROGRAM DESCRIPTION

The National Commission for the Certification of Crane Operators (NCCCO) is an independent, nonprofit organization formed 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, digger derrick operators, and related trades, including riggers, signalpersons, lift directors, and crane inspectors.

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

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

All candidates are required to pass the necessary Written Examination(s) to be certified.

The initial certification period is for five years, after which an inspector is 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/licensing programs before determining that this goal could be achieved by setting the examination interval at five years; little, if any, additional benefit is believed would accrue by more frequent testing.

CCO EXAMINATION DEVELOPMENT

The first step in the development of an objective test to measure what is required for safe crane inspections was a job analysis study. The study identified the knowledge and skills necessary for effective crane inspections. A survey was given to a representative number of crane inspectors, who validated that the knowledge recommended by the experts was vital to effective inspections. The test blueprints and content specifications were then generated from the validation study.

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

NCCCO teamed its exam development expertise with the task force's knowledge and experience. NCCCO guided the task force in establishing key elements of the program, including identifying essential skills, standardizing test conditions, developing the scoring process, establishing reliability among tests, and creating flexible application and scheduling procedures.

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Certification Policies

CRANE INSPECTOR

ELIGIBILITY

To be eligible for certification, candidates must:

- Be at least 18 years of age
- Meet experience requirements
- Meet medical requirements
- Pass Written Examination(s)
- Comply with NCCCO's Substance Abuse Policy
- Comply with NCCCO's Code of Ethics

EXPERIENCE

All applicants must demonstrate at least five years of crane-related experience. The five years shall include duties such as:

- Crane inspector
- Crane operator
- Crane mechanic/technician
- Crane shop foreman

Related education may be substituted for related experience at a ratio of two years of education for one year of experience up to three years. Related education includes courses in:

- Engineering
- Physics
- Applied mathematics
- Applied science courses in non-destructive testing
- Construction technology
- Technical courses in:
 - Heavy equipment mechanic/technician
 - Welding technology

Experience Form Submission

At least two weeks before submitting their exam candidate applications, all crane inspector candidates must demonstrate their qualifications by filling out a form detailing their pertinent experience, education, training, and references. ***This Experience Form (see pp. 23-29) must be completed and reviewed by NCCCO prior to submitting applications for testing.*** NCCCO will process candidates' completed form within two weeks of submittal; after being reviewed, candidates are notified by email whether they are eligible to register for the written exams or if more information is required. ***A \$50 Experience Form Processing Fee must be paid when the Experience***

Form is submitted. To avoid any delays, candidates are encouraged to be as detailed as possible when completing. Candidates must submit proof of experience (documentation, letters of recommendation, transcripts, résumé, etc.) along with their completed Experience Form submission.

MEDICAL REQUIREMENTS

Certified crane inspectors must be in good physical health, as verified by a medical professional, sufficient enough to handle the physical demands that crane inspections require.

CCO WRITTEN EXAMINATIONS

The Crane Inspector Written Examination consists of a Core Examination and specialty examinations for the Mobile Crane Inspector and Tower Crane Inspector certifications, and a single comprehensive exam for the Overhead Crane Inspector certification. Each candidate must also successfully pass the respective operator exam; however, currently CCO-certified operators are not required to take the corresponding operator exam, as long as they maintain their certification status in good standing.

The tables on the following page detail the exams necessary to be certified for each crane type and the contents of those exams.

Written exams may be taken as either paper/pencil tests (PPT), see page 7 for details, or computer-based tests (CBT), see page 10 for details.

CCO PRACTICAL EXAMINATIONS

There is no formal practical examination for the crane inspector program. Images of real life situations are used in the written exam to test crane inspectors' abilities to identify deficiencies and hazards.

CCO CERTIFICATION TIME FRAMES

Certification is valid for five years. Candidates must pass Written Exam(s) in the category(s) for which they seek certification. Candidates may take their exams in any order. Candidates have 12 months after they pass their first exam to pass the corresponding exam(s). For example, a candidate passing the Crane Inspector Core Exam in January 2015 has until the end of January 2016 to pass the Mobile Crane Inspector Exam.

If a certified inspector subsequently becomes certified in additional crane types by taking the appropriate written exams, the five-year certification period for the additional

crane types begins at the same time as he/she was originally certified (i.e., certification for all crane types expire on the same date, regardless of when in the five-year certification period the candidate passed them). If the new designation is added within the final 24 months of his/her certification period, the certificant is exempt from recertifying for the new designation after five years; after that, however, certifiants must recertify for all designations during the 12 months prior to their certifications' expiration date. This ensures that all of the certificant's crane inspector designations maintain the same expiration date.

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

The following table details the exams necessary for each crane inspector certification:

IF YOU ARE SEEKING CERTIFICATION FOR:	TAKE THE CORRESPONDING WRITTEN EXAMS:	
	CRANE INSPECTOR EXAMS	CRANE OPERATOR EXAMS*
Mobile Crane Inspector	<ul style="list-style-type: none"> Crane Inspector Core Mobile Crane Inspector 	<ul style="list-style-type: none"> Mobile Crane Operator Core*
Tower Crane Inspector	<ul style="list-style-type: none"> Crane Inspector Core Tower Crane Inspector 	<ul style="list-style-type: none"> Tower Crane Operator*
Overhead Crane Inspector	<ul style="list-style-type: none"> Overhead Crane Inspector Comprehensive 	<ul style="list-style-type: none"> Overhead Crane Operator*
Mobile and Tower Crane Inspector	<ul style="list-style-type: none"> Crane Inspector Core Mobile Crane Inspector Tower Crane Inspector 	<ul style="list-style-type: none"> Mobile Crane Operator Core* Tower Crane Operator*
Mobile and Overhead Crane Inspector	<ul style="list-style-type: none"> Crane Inspector Core Mobile Crane Inspector Overhead Crane Inspector Comprehensive 	<ul style="list-style-type: none"> Mobile Crane Operator Core* Overhead Crane Operator*
Tower and Overhead Crane Inspector	<ul style="list-style-type: none"> Crane Inspector Core Tower Crane Inspector Overhead Crane Inspector Comprehensive 	<ul style="list-style-type: none"> Tower Crane Operator* Overhead Crane Operator*
Mobile, Tower, and Overhead Crane Inspector	<ul style="list-style-type: none"> Crane Inspector Core Mobile Crane Inspector Tower Crane Inspector Overhead Crane Inspector Comprehensive 	<ul style="list-style-type: none"> Mobile Crane Operator Core* Tower Crane Operator* Overhead Crane Operator*

* Currently CCO-certified operators are not required to take the corresponding operator exam(s), as long as they maintain their certification status in good standing.

The following table shows each crane inspector exam's contents and duration:

EXAM	# OF QUESTIONS	LENGTH OF EXAM
Crane Inspector Core Written Exam	50 questions	60 minutes
Mobile Crane Inspector Written Exam	50 questions	90 minutes
Tower Crane Inspector Written Exam	40 questions	60 minutes
Overhead Crane Inspector Comprehensive Written Exam	70 questions	90 minutes

Please see the applicable crane operator handbooks for information regarding the contents of the respective crane operator exams.

RECERTIFICATION REQUIREMENTS

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

- Passing the Recertification Written Examination
- Continuing to meet medical requirements
- Compliance with NCCCO's Substance Abuse Policy
- Compliance with NCCCO's Code of Ethics

Candidates who can attest to at least 1,000 hours crane inspection-related experience during their period of certification are eligible to recertify by taking the corresponding Crane Inspector recertification exams; if they cannot attest to at least 1,000 hours of crane inspection-related experience, they must instead re-take the initial Crane Inspector exams to recertify. Crane-related experience is defined as: crane inspection, crane inspection management/supervision, assembly/disassembly activities, and inspection training.

Recertification candidates take recertification examinations that correspond to the exams they took to earn their initial Crane Inspector certification (see table on page 4):

- The Crane Inspector Core Recertification Examination has 25 multiple-choice questions with a time limit of 30 minutes.
- The Crane Inspector Mobile Crane Specialty Recertification Examination has 25 multiple-choice questions with a time limit of 45 minutes.
- The Crane Inspector Tower Crane Specialty Recertification Examination has 20 multiple-choice questions with a time limit of 30 minutes.
- The Crane Inspector Overhead Crane Comprehensive Recertification Examination has 35 multiple-choice questions with a time limit of 45 minutes.

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

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

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

Recertification Exams are available at regularly scheduled paper/pencil test administrations as well as via computer-

based testing. Candidates wishing to recertify should contact the Test Site Coordinator who set up their initial certification. Candidates whose employment circumstances have changed should ask their new employer to schedule a test administration. Candidates may also locate open paper/pencil Written Exam Test Sites at www.nccco.org/testsites or apply online for computer-based testing sites at www.nccco.org/cbt.

CODE OF ETHICS FOR CERTIFIED CRANE INSPECTORS

CCO-certified crane inspectors must comply with NCCCO's Code of Ethics during their certification, as set forth below.

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

- So as to place the safety and welfare of others associated with my work above all other considerations;*
- So as to protect and preserve nearby general public property and the environment; and*
- So as to be free of bias with regard to religion, ethnicity, gender, age, national origin, and disability.*

Furthermore, in connection with my work and in my dealings with NCCCO, I will:

- Make management and appropriate personnel aware promptly if I have any safety concerns relating to the work that I am performing or with which I am involved;*
- Not knowingly violate any safety-related regulations, warnings, or instructions set forth by OSHA, recognized safety standards, prevailing jurisdictions, or equipment manufacturers; and,*
- Not mislead, misrepresent or knowingly deceive others concerning my experience or the capabilities of myself or the equipment I am operating or with which I am working.*

In addition, in my dealings with NCCCO, I will:

- Provide accurate and complete information and abide by NCCCO's policies and procedures, including this Code of Ethics, as they may be updated from time to time;*
- Not act dishonestly or unfairly in order to gain an advantage, or to provide another with an advantage, in connection with any dealings with NCCCO;*
- Cooperate fully and completely with any administrative inquiries or investigations by NCCCO; and,*
- Not misrepresent or misuse any NCCCO card, or the NCCCO or CCO acronyms and logos, or any registered trademark or other intellectual property of NCCCO; and I understand that I must return the card to NCCCO immediately if required to do so.*

CCO-certified personnel who intentionally or knowingly violate any provision of the Code of Ethics will be subject to action by a peer review panel, the Ethics and Discipline Committee, which may result in suspension or revocation of certification.

DISCIPLINARY POLICY

NCCCCO's Ethics and Discipline Committee is responsible for establishing and implementing standards of conduct, such as ethical standards and policies and procedures for disciplinary action. Grounds for revocation of certification status shall include, but not be limited to, the following:

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

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

NCCCCO has a two-tier process to ensure that issues regarding the practice and conduct of certified crane inspectors 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 NCCCCO's Manager of Test Integrity, who reports to NCCCCO'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 NCCCCO Board of Directors.

Appeals should be addressed to:

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

The decision of the NCCCCO Board of Directors is final.

SUBSTANCE ABUSE POLICY

It is the policy of NCCCCO that crane inspectors shall not use prescribed or over-the-counter substances that would impair their ability to effectively and safely perform their duties. 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 inspector may use such a substance or drug if it is prescribed by a licensed medical practitioner who is familiar with the inspector's medical history and all assigned duties, and who has advised the inspector the prescribed substance will not adversely affect the inspector's ability to perform an inspection properly and/or operate a crane safely.

CCO-certified crane inspectors shall comply with nationally recognized substance abuse testing provisions. It is a condition of certification that crane inspectors certified by NCCCCO attest to their compliance with this Substance Abuse Policy. Non-compliance with this policy automatically revokes a candidate's certification status.

CERTIFICATION CARDS

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

Replacement cards, cards showing certification in an additional inspector designation, or updated cards for candidates who retake and pass an inspector exam they previously failed may be obtained from NCCCCO at a cost of \$25. They may, however, hold only one inspector card at a time. Updated or replacement cards can be ordered online at: www.nccco.org/newcard.

Please note that if a certified crane inspector is also a certified crane operator, rigger, or signaller, a separate inspector card (with separate expiration date) is issued.

CHANGE OF ADDRESS

Certificants who change their address must notify NCCCCO as soon as possible. Failure to do so may cause important updates on NCCCCO's programs to be missed that could affect a certificant's status.

Changes of address should be sent to NCCCCO. They must be in writing but can be sent via letter, fax, or email. A form for this purpose is provided in this handbook.



Written Examination Process

CRANE INSPECTOR

EXPERIENCE FORM SUBMISSION

CCO Crane Inspector certification applicants must document and attest to at least five years' crane-related experience. The five years shall include duties such as crane inspector and related activities, crane operator, crane mechanic, or crane shop foreman. Related education may be substituted for related experience at a ratio of two years of education for one year of experience up to three years.

All Crane Inspector candidates must submit a completed Experience Form and relevant documentation for review at least two weeks prior to submitting their exam Candidate Applications. Candidates must make their best attempt to complete all sections of the form. Applications that are deemed incomplete or inadequate will be rejected and additional information may be required. The Experience Form can be found on pages 23–29 of this handbook or via the NCCCO website at www.nccco.org. *Candidates are notified by email of their eligibility to apply for the Crane Inspector certification exams within two weeks of submitting this form.*

NOTE: A \$50 Experience Review Fee is required with each candidate's completed Experience Form.

APPLICATION PROCESS TO TAKE THE WRITTEN EXAMINATION(S)

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

Candidates Requesting Testing Accommodations

Arrangements for persons with disabilities will be provided upon request, in conformance with the Americans with Disabilities Act (ADA).

Professional documentation in support of a request for accommodation must be submitted to NCCCO no later than four weeks prior to the scheduled test date. For further information about testing accommodations, see the complete NCCCO Testing Accommodations Policy at: www.nccco.org/accommodations.

PAPER/PENCIL TESTING (PPT) OPTION

Candidates desiring to sit for paper/pencil written exam(s) should visit www.nccco.org/testsites to see a schedule of upcoming Test Dates and Locations and then submit a completed Candidate Application form with the appropriate documentation as directed on the form. Applications are due two weeks prior to the scheduled examination date. PPT application deadline examples are shown on page 9. Information about the specific locations of the Test Sites will be available approximately one to three months prior to the examination. Candidates eligible to sit for the examination will receive an admission letter approximately one week before the scheduled test administration date.

Submission of Application

To apply for paper/pencil exams, use the Candidate Application form at the back of this handbook. *Candidates may also submit applications and payment online for either PPT or CBT exams at: www.nccco.org.*

The Candidate Application with the appropriate fees, as well as any correspondence and requests for information concerning the administration of CCO examinations, should be sent to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, Florida 34698
Phone: 727-449-8525
Fax: 727-461-2746

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

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

Deadlines

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

Examination Fees

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

All returned checks are subject to a \$30 fee.

Experience Review Fee:..... \$50

PPT Written Exam/Retest Fees:

- Crane Inspector Core Exam \$250
- Mobile Crane Inspector Exam \$250
- Tower Crane Inspector Exam..... \$250
- Overhead Crane Inspector
Comprehensive Exam \$350
- Mobile Crane Operator Core Exam \$165
- Tower Crane Operator Exam..... \$165
- Overhead Crane Operator Exam \$165
- Tower Crane Operator Exam (if currently
CCO-certified Mobile Crane Operator or
taking Mobile Crane Operator Core Exam
at the same time)..... \$50
- Overhead Crane Operator Exam (if currently
CCO-certified Mobile Crane Operator or
taking Mobile Crane Operator Core Exam
at the same time)..... \$50

Other Fees:

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

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

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

An additional \$30 fee will be charged if:

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

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

Applications received after the main application deadline—but at least four business days prior to the exam administration date—can be accepted for an additional \$50 late fee. For example, for a test administration on a Saturday, late applications that arrive at NCCCO's office by 5 p.m. (ET) on the Monday evening prior to the test will be accepted.

Candidate applications that arrive after that time cannot be accepted. ***Walk-in candidates cannot be accepted under any circumstances.***

Length of Test Day

CCO written exams are carefully designed to provide a reliable and valid assessment of a candidate's knowledge and skills. Time limits are carefully determined for each written exam to allow enough time for a prepared candidate to complete the exam and to provide for an efficient and successful administration of all exams to scheduled candidates on testing day.

To provide each candidate with a fair and standardized administration of the written examination(s), and to ensure the reliability and validity of the written examinations is maintained, it is not recommended that a candidate schedule written exams totaling more than six hours of testing time on the same day.

Rescheduling, Cancellations, and Withdrawals

Should a candidate be unable to sit for the examination, NCCCO must receive notification in writing no later than seven business days prior to the examination date. Candidate fees will be held up to one year. When the candidate reschedules, he/she will need to pay an additional \$25 rescheduling fee.

Candidates who wish to reschedule their CCO Written Examination(s) **must** notify NCCCO and submit the necessary documentation and fees by the deadline for the rescheduled test date.

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

Emergency Cancellations or Withdrawals

Only the following situations will be accepted as grounds for emergency cancellations or withdrawals:

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

Requests for medical and personal emergency withdrawals are handled by NCCCO's Testing Services Department upon submission of a letter describing the situation. Full name, address, and Candidate ID/CCO Certification # must be included along with the scheduled test date, site number, and supporting documentation indicated above.

NCCCO ***MUST*** receive written notification within seven business days after the scheduled examination date or all application fees will be forfeited. Candidates will, however, be allowed to reschedule for a future examination administration.

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

Test Administration Schedule for CCO Examinations

Paper/pencil CCO Written Examinations are available for administration on demand with at least four weeks' notice.

Application Deadlines

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

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

Candidate Applications due two weeks prior to test. →

Test Day →

Admission Letters

For paper/pencil exams, approximately one week before the scheduled test date, registered and eligible candidates approved to take CCO Written Examinations 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 the candidate needs to bring on the

day of the test administration. This admission letter should be presented at the Test Site to gain admittance to the examination(s).

Identification at the Test Site

Candidates must bring valid photo identification to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification for paper/pencil tests are a current:

- Passport
- Government-issued driver's license
- Military identification card
- U.S. Government-issued alien registration card
- Work identification

NOTE: *Candidates without appropriate identification documents will NOT be admitted to take the CCO Written Examination(s) and all fees will be forfeited.*

Materials to Bring to the Test Site

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

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

NOTE: *No books, scratch paper, calculators, reference materials, beepers, cellular phones, or other personal items will be allowed in the examination room. A basic four-function calculator will be provided for use on the Mobile Crane Inspector exam only.*

Score Reporting

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

All candidates will receive a score report of their performance. Examination results are mailed to candidates

approximately 12 business days after the examination administration.

COMPUTER-BASED TESTING (CBT) OPTION

Candidates desiring to take their written exam(s) using the computer-based testing (CBT) option should visit www.nccco.org/cbt. This page includes links to a directory of approximately 300 PSI locations throughout the U.S. as well as the online application form.

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

After the candidate completes and submits the online application (with payment), the application will be processed within two business days. Candidates authorized for testing will receive a scheduling authorization email from PSI with specific instructions on how to schedule an examination appointment. For the fastest and most convenient test scheduling process, PSI recommends that candidates use the online scheduling service at www.goAMP.com. Candidates follow the onscreen step-by-step instructions to register for their examination(s). Candidates may also call the number provided in the email to schedule the test(s) with PSI; the PSI customer service representative will do his/her best to select a test date and location convenient for the candidate. PSI will send an appointment confirmation email within 24 hours. The candidate must then go to the selected test center at the scheduled date and time.

CBT Examination Fees

Candidates must pay the appropriate CBT Written Exam fees when they apply online. A credit card (VISA, MasterCard, or American Express) must be used to pay online. CBT exam payments are valid for one year. If the candidate does not schedule and test within 12 months, he/she forfeits the fees. This does not affect the deadline(s) for certification as specified on page 3.

Experience Review Fee:..... \$50

CBT Written Exam/Retest Fees:

- Crane Inspector Core Exam \$285
- Mobile Crane Inspector Exam \$290
- Tower Crane Inspector Exam..... \$285

- Overhead Crane Inspector Comprehensive Exam \$390
- Mobile Crane Operator Core Exam \$205
- Tower Crane Operator Exam..... \$200
- Overhead Crane Operator Exam \$200
- Tower Crane Operator Exam (if currently CCO-certified Mobile Crane Operator or taking Mobile Crane Operator Core Exam at the same time)..... \$85
- Overhead Crane Operator Exam (if currently CCO-certified Mobile Crane Operator or taking Mobile Crane Operator Core Exam at the same time)..... \$85

Other Fees:

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

- Needs a replacement certification card or score report

An additional \$30 fee will be charged if:

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

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

Rescheduling, Cancellation, or Withdrawal

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

Candidates will NOT receive a refund if they no longer wish to take the test. ***To reschedule an exam appointment, candidates may log into their PSI account or call PSI at 888-519-9901 to speak with PSI Candidates Services Department. A voicemail message is not an acceptable form of cancellation.***

Missed Appointment or Late Cancellation

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

- Does not cancel the appointment more than 24 hours before the scheduled examination date

- Does not appear for his/her examination appointment
- Arrives after examination start time
- Does not present proper identification

Identification at the Test Site

Candidates must bring photo identification to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification for computer-based tests are a current:

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

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

Materials to Bring to the Test Site

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

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

NOTE: No books, scratch paper, calculators, reference materials, beepers, cellular phones, or other personal items will be allowed in the examination room. A basic four-function calculator will be provided on-screen for the Mobile Crane Inspector exam only.

Score Reporting

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

TEST SITE INFORMATION (BOTH PPT AND CBT)

Test Security

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

- This examination is the exclusive property of NCCCO.

- This examination and the questions contained therein are protected by federal copyright law.
- No part of the examination(s) may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- Theft or attempted theft of an examination booklet or any of its pages is punishable as a felony.
- While at the examination site, candidates are considered professionals and shall be treated as such. In turn, candidates must conduct themselves in a professional manner at all times. While at the site, they shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- No conversing or any other form of communication among the candidates is permitted once they enter the examination area.
- No smoking, eating, or drinking is allowed at the examination site.
- Candidate participation in any irregularity during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by 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 Form

Candidates may comment on the examination(s) as a whole or on specific items within an examination by writing their comments on the Candidate Question Comment Form. Written comments should reference the question number as well as the site code and the test date and should accompany the examination. Examination comments are reviewed by NCCCO content experts on a regular basis.

Computer-based testing candidates may provide comments for any question by clicking on the "Comments" button to the left of the Time button.

This opens a dialogue box where candidates may enter comments.

NOTE: Only comments completed on the Candidate Question Comment Form or provided during the computer-based examination at the Test Site will be considered for review.

TEST SCORING INFORMATION (PPT AND CBT)

CCO Written Examinations are criterion-referenced examinations; i.e., the passing score is set beforehand, and candidate performance on the examination is not compared to the performance of others taking the examination. In a criterion-referenced examination, a candidate must obtain a score equal to or higher than a predetermined passing score to pass the test. The passing scores represent absolute standards and are determined by panels of NCCCO content experts using a psychometrically accepted standard-setting methodology.

In reporting the examination results to candidates, statistical procedures are used to convert raw scores (i.e., the number of test questions answered correctly) to scaled scores, which are equivalent 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. Written exam score reports include a strength and weakness report by content domain.

Candidate scores are never reported by telephone, email, or facsimile.

Hand Score Requests

Candidates not passing exam(s) may request from NCCCO a hand scoring of their answers, provided the request is made in writing within three months of the test date. Requests must be accompanied by a processing fee of \$25 for one failed test score or \$50 for two or more failed test scores per test administration.

Requests should be mailed to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, Florida 34698
Phone: 727-449-8525
Fax: 727-461-2746

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

RETAKE THE EXAMINATION(S)

Candidates who fail an examination(s) may retake the examination(s). Candidates will need to reapply and pay all corresponding retest fees. CBT candidates may reapply any time after taking their exam(s); however, the new authorization email will be delayed pending the receipt of the exam results from PSI, which can take up to 72 hours.

INFORMATION RELEASE POLICY

NCCCO releases information pertaining to individuals who have successfully passed one or more CCO examinations according to its Information Release Policy (see page 37).



Written Examination Outline

CRANE INSPECTOR—CORE EXAMINATION

The Core examination portion of the CCO Crane Inspector Written Examination tests the following knowledge areas relating to mobile and tower cranes:

Domain 1: Pre-Inspection Survey

- Approximately 20% of test

Domain 2: Records Review

- Approximately 8% of test

Domain 3: Visual Inspection

- Approximately 66% of test

Domain 4: Post-Inspection

- Approximately 6% of test

DOMAIN 1: PRE-INSPECTION SURVEY

1. Knowledge of the standards and regulations applicable to crane inspection, including, but not limited to ASME B30 and OSHA
2. Knowledge of responsible parties involved in or pertaining to the pre-inspection
3. Know what to communicate to the site supervisor/personnel on needs/requirements for inspection

DOMAIN 2: RECORDS REVIEW

1. Know if given documentation is correct
 - a. Application
 - b. Maintenance
 - c. Engineering
2. Knowledge of which inspection records are required
3. Know how to verify whether proper repairs have been performed with acceptable documentation
 - a. Repairs
 - b. Modifications/alterations

DOMAIN 3: VISUAL INSPECTION

1. Ability to identify the following conditions
 - a. Weld
 - b. Corrosion
 - c. Need for non-destructive testing
2. Knowledge in proper operation of
 - a. Safety devices
 - b. Operational aids

3. General knowledge of wire rope
 - a. Construction and specifications
 - b. Reeving
 - c. Rejection criteria
 - d. Termination hardware
4. Ability to recognize existing or potential problems
5. Know how to identify modifications and alterations
6. General knowledge of the manufacturers' requirements
 - a. Inspections
 - b. Maintenance
 - c. Service requirements
 - d. Limitations
7. Ability to understand the requirements for component guarding
8. General knowledge of inspection criteria for
 - a. Hooks
 - b. Load blocks
 - c. Sheaves
 - d. Rigging
9. General knowledge of upper and lower operating station (cab) inspection requirements
10. General knowledge of the following for specific job site situations
 - a. Assist equipment (e.g., aerial work platform)
 - b. Tools
 - c. Personal protective equipment (PPE)

DOMAIN 4: POST-INSPECTION

1. Know and understand that the inspection/test procedure(s) did not cause damage per regulations and manufacturer's requirements
2. Know how to document/communicate the deficiencies and recommendations on the final report
3. Knowledge of responsible parties involved in or pertaining to the post-inspection



Written Examination Outline

MOBILE CRANE INSPECTOR EXAMINATION

The Mobile Crane Specialty examination portion of the CCO Crane Inspector Written Examination tests the following knowledge areas relating to mobile cranes:

Domain 1: Pre-Inspection Survey

- Approximately 12% of test

Domain 2: Visual Inspection

- Approximately 40% of test

Domain 3: Operational Testing

- Approximately 24% of test

Domain 4: Load Testing and Manufacturer's Load Charts

- Approximately 24% of test

DOMAIN 1: PRE-INSPECTION SURVEY

1. Knowledge of standards and regulations applicable to crane inspection, including, but not limited to ASME B30 and OSHA
2. Have specific knowledge of cranes and crane types, including:
 - a. Configuration/types
 - b. Terminology
 - c. Applications
 - d. Components

DOMAIN 2: VISUAL INSPECTION

1. Know and understand systems, including, but not limited to:
 - a. Pneumatic
 - b. Hydraulic
 - c. Mechanical
 - d. Electrical
 - e. Structural
2. Know the requirements for access and egress
3. General knowledge of tire requirements
4. Knowledge of proper operation of:
 - a. Safety devices
 - b. Operational aids
5. General knowledge of wire rope, including:
 - a. Rejection criteria
 - b. Reeving specifications
 - c. Termination hardware

DOMAIN 3: OPERATIONAL TESTING

1. Knowledge of crane signals
 - a. Hand signals
 - b. Voice signals
2. Knowledge necessary to verify the accuracy of operational aids
3. Knowledge of control characteristics/functions

DOMAIN 4: LOAD TESTING AND MANUFACTURER'S LOAD CHARTS

1. Knowledge and understanding of the differences between types of load tests, including:
 - a. Proof
 - b. Stability
 - c. Structural
 - d. Line pull
 - e. Devices
2. Understand how to interpret and apply load charts



Written Examination Outline

TOWER CRANE INSPECTOR EXAMINATION

The Tower Crane Specialty examination portion of the NCCCO Crane Inspector Written Examination tests the following knowledge areas relating to tower cranes:

Domain 1: Pre-Inspection Survey

- Approximately 10% of test

Domain 2: Records Review

- Approximately 10% of test

Domain 3: Visual Inspection

- Approximately 50% of test

Domain 4: Operational Testing

- Approximately 20% of test

Domain 5: Load Testing

- Approximately 10% of test

DOMAIN 1: PRE-INSPECTION SURVEY

1. Knowledge of the standards and regulations applicable to crane inspection, including, but not limited, to ASME B30 and OSHA
2. Have specific knowledge of cranes, including:
 - a. Configuration/types
 - b. Terminology
 - c. Applications
 - d. Components

DOMAIN 2: RECORDS REVIEW

1. Know what engineering documentation must be provided for:
 - a. Foundation/base engineering
 - b. Tie-in to host structure engineering
 - c. Manufacturer specific

DOMAIN 3: VISUAL INSPECTION

1. Know and understand systems, including, but not limited to:
 - a. Pneumatic
 - b. Hydraulic
 - c. Mechanical
 - d. Electrical
 - e. Structural
2. Know the requirements for access and egress
3. Knowledge in proper operation of:
 - a. Safety devices
 - b. Operational aids

4. General knowledge of wire rope, including
 - a. Rejection criteria
 - b. Reeving specifications
 - c. Termination hardware
5. General knowledge of the manufacturer's limitations, including, but not limited to, signage

DOMAIN 4: OPERATIONAL TESTING

1. Knowledge of crane signals
 - a. Hand signals
 - b. Voice signals
2. Knowledge necessary to verify the accuracy of operational aids
3. Knowledge of control characteristics/functions

DOMAIN 5: LOAD TESTING

1. Knowledge and understanding of differences between types of load tests, including:
 - a. Proof
 - b. Stability
 - c. Structural
 - d. Line pull
 - e. Devices



Written Examination Outline

OVERHEAD CRANE INSPECTOR—COMPREHENSIVE EXAMINATION

The Overhead Crane Comprehensive examination portion of the CCO Crane Inspector Written Examination tests the following knowledge areas relating to overhead cranes:

Domain 1: Pre-Inspection Survey

- Approximately 14% of test

Domain 2: Records Review

- Approximately 6% of test

Domain 3: Visual Inspection

- Approximately 50% of test

Domain 4: Operational Testing

- Approximately 17% of test

Domain 5: Load Testing

- Approximately 7% of test

Domain 6: Post-Inspection

- Approximately 6% of test

DOMAIN 1: PRE-INSPECTION SURVEY

1. Knowledge of the standards and regulations applicable to crane inspection, including, but not limited to ASME B30 and OSHA
2. Knowledge of responsible parties involved in or pertaining to the inspection
3. Know what to communicate to the site supervisor/ personnel on needs/requirements for inspection
4. Have specific knowledge of cranes including
 - a. Configurations/types
 - b. Terminology
 - c. Applications
 - d. Components
 - e. Operator controls
5. Knowledge of crane capacity as it relates to crane configuration
 - a. Multiple trolleys
 - b. Permanently attached material handling devices
6. Know access to the work site
7. Know how to identify job site hazards (e.g., obstructions, multiple cranes on the same runway)
8. Know specific lock-out/tag-out procedures/ requirements

DOMAIN 2: RECORDS REVIEW

1. Know if given documentation is correct
 - a. Application
 - b. Maintenance
 - c. Engineering
2. Knowledge of what inspection records are required
3. Know how to verify that the following have been performed with acceptable documentation
 - a. Repairs
 - b. Modifications/alterations

DOMAIN 3: VISUAL INSPECTION

1. Ability to identify the following conditions
 - a. Weld
 - b. Corrosion
 - c. Need for non-destructive testing
2. Knowledge in proper operation of
 - a. Safety devices
 - b. Operational aids
3. Knowledge of wire rope, including:
 - a. Construction and specifications
 - b. Rejection criteria
 - c. Reeving specifications
4. Ability to recognize existing or potential problems
5. Know how to identify modifications and alterations
6. General knowledge of the manufacturer's requirements
 - a. Inspection
 - b. Maintenance
 - c. Service requirements
 - d. Limitations
7. Know and understand the following components
 - a. Pneumatic
 - b. Hydraulic
 - c. Mechanical
 - d. Electrical
 - e. Structural
8. Understand the requirements for component guarding
 - a. Mechanical components
 - b. Electrical

9. Knowledge of inspection criteria for:
 - a. Hooks
 - b. Load blocks
 - c. Sheaves
 - d. Drums
10. Knowledge of inspection requirements for operator controls
 - a. Pendant
 - b. Radio/remote
 - c. Cab
11. General knowledge of the following for job site situations
 - a. Assist equipment (e.g., aerial work platform)
 - b. Tools
 - c. Personal protective equipment (PPE)
12. Know how to verify requirements for safe access and egress
13. Knowledge of travel systems
 - a. Tire requirements
 - b. Wheels and end trucks
 - c. Runway systems
14. Know how to verify capacity markings of cranes
15. Knowledge of load chains

DOMAIN 4: OPERATIONAL TESTING

1. Knowledge of crane signals
 - a. Hand signals
 - b. Voice signals
2. Knowledge necessary to verify operational aids and limits are functioning properly
3. Knowledge of:
 - a. Control characteristics/functions
 - b. Operating parameters/dynamic effects

DOMAIN 5: LOAD TESTING

1. Know the requirements and limits of a load test and applicable environmental limits (temperature, etc.)
 - a. Proof
 - b. Load limiters
2. Know the requirements for full operation of bridge and trolley movements

DOMAIN 6: POST-INSPECTION

1. Know and understand that the inspection/test procedure(s) did not cause damage per regulations and manufacturer's requirements
2. Know how to document/communicate the deficiencies and recommendations on the final report
3. Knowledge of responsible parties involved in or pertaining to the post-inspection



Reference List

CRANE INSPECTOR

The following reference materials are used by NCCCO's Written Examination Committee to verify the accuracy of CCO test questions.

ALL EXAMS

Primary References

1. ASME B30.10 (2009) – Hooks
2. OSHA 1926 Subpart CC – Cranes and Derricks in Construction
3. SAE J159 – Rated Capacity Systems

Secondary References

1. ASTM/AWS D1.1 – Structural Welding Code - Steel
2. ASTM/AWS D14.3 – Specification for Welding Earthmoving, Construction, and Agricultural Equipment
3. ISO 23814:2009 - Competency requirements for Crane Inspectors
4. Wire Rope Users Manual

MOBILE CRANES

Primary References

1. ASME B30.5 (2011) – Mobile and Locomotive Cranes
2. ASME B30.22 (2010) – Articulating Boom Cranes
3. OSHA 1910.180 – Crawler and locomotive truck cranes

Secondary References

1. ASME B30.4 (2010) – Pedestal and Portal Cranes
2. ASME B30.6 (2010) – Derricks
3. ASME B30.8 (2010) – Floating Cranes
4. NCCCO Articulating Crane Reference Manual (06/14)

TOWER CRANES

Primary References

1. ASME B30.3 (2012) – Tower Cranes

Secondary References

1. NEC National Electrical Code
2. NCCCO Tower Crane Reference Manual (03/14)

OVERHEAD CRANES

Primary References

1. ASME B30.2 (2011) – Top Running, Double Girder Cranes
2. ASME B30.11 (2010) – Monorails and Underhung Cranes
3. ASME B30.16 (2012) – Underhung Hoists
4. ASME B30.17 (2006) – Top Running, Single Girder Cranes
5. CMAA #70 - Specifications for Top Running Bridge & Gantry Type Multiple Girder Electric Overhead Traveling Cranes
6. CMAA #74 - Specifications for Top Running & Under Running Single Girder Electric Traveling Cranes Utilizing Under Running Trolley Hoist
7. OSHA 1910.179 – Overhead and Gantry Cranes

Secondary References

1. NEC National Electric Code
2. ASME B30.20 (2010) – Below-the-Hook Lifting Devices

WHERE TO OBTAIN CITED REFERENCES

ASME

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

Order by Mail:

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

OSHA

Order by Internet: <http://www.osha.gov/>

NCCCO References

Order by Internet: <http://www.nccco.org/store/>

Order by Mail:

NCCCO
2750 Prosperity Avenue, Suite 505
Fairfax, VA 22031-4312
ph: 703-560-2391
email: info@nccco.org

SAE

Order by Internet: <http://standards.sae.org/>

Order by Mail:

SAE Customer Service
400 Commonwealth Drive
Warrendale, PA 15096-0001
ph: 1-877-606-7323

AWS

Order by Internet: <http://pubs.aws.org/>

Order by Mail:

The AWS Store—Customer Service
13301 NW 47 Ave
Opa-Locka, FL 33054
ph: 305-826-6192/1-888-WELDING
email: customer.service@awspubs.com

ISO

Order by Internet:

http://www.iso.org/iso/iso_catalogue.htm

Order by Mail:

ISO, 1, ch. de la Voie-Creuse, CP 56, CH-1211
Geneva 20, Switzerland
ph: +41 22 749 01 11 (Switzerland)
email: sales@iso.org

NEC

Order by Internet:

http://www.nfpa.org/catalog/product.asp?pid=7011SB&order_src=A882

Order by Mail:

National Fire Protection Association
11 Tracy Drive
Avon, MA 02322
ph: 617-770-3000
email: custserv@nfpa.org

CMAA

Order by Internet:

<http://www.mhia.org/vango/core/orders/category.aspx?catid=10>

Order by Mail:

Material Handling Institute Literature Department
8720 Red Oak Blvd., Ste. 201
Charlotte, NC 28217-3992
ph: 704-676-1190

Wire Rope Users Manual

Order by Internet:

<http://www.wireropetechnicalboard.org/>

Order by Mail:

Wire Rope Technical Board
44 South Carriage Drive
St. Joseph, MO 64506-1233
ph: 1-888-289-9782



Sample Questions

MOBILE CRANE INSPECTOR

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

1. According to OSHA 1926 Subpart CC, how long are records of monthly crane inspections required to be retained?
 - a. One month
 - b. Three months
 - c. Six months
 - d. Twelve months

2. Unless the manufacturer specifies otherwise, crane masts should be erected plumb to a tolerance of
 - a. 1:250
 - b. 1:500
 - c. 1:750
 - d. 1:1000

3. If a qualified person determines a deficiency needs to be monitored, the employer must ensure the deficiency is checked at what intervals?
 - a. Daily
 - b. Each shift
 - c. Weekly
 - d. Monthly

4. If during the pre-erection inspection, the qualified person doing the inspection finds a crane component that is damaged or worn to the extent that it would create a safety hazard if used, the damaged component must not be used until it is repaired and:
 - a. Evaluated by the crane owner
 - b. Evaluated by the crane user
 - c. Re-inspected by the qualified person
 - d. Re-inspected by the operator

5. According to OSHA 1926 Subpart CC, which category I operational aid is required on mobile cranes manufactured after December 16, 1969?
 - a. Anti two-blocking device
 - b. Load limiting device
 - c. Boom angle limiting device
 - d. Boom hoist limiting device

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



Candidate Forms

CRANE INSPECTOR CERTIFICATION

- **Crane Inspector Experience Form**
- **Candidate Application—Written Examination(s)**
- **Recertification Application—Written Examination(s)**
- **Change of Address Form**

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Crane Inspector Experience Form

SUBMISSION INSTRUCTIONS

Please complete and submit the following form at least two weeks prior to submitting your Crane Inspector certification exam Candidate Application. NCCCO will review all information provided before determining your eligibility to apply for the Crane Inspector certification exams. You will be notified by email of your eligibility to sit for the exam(s) within 10 business days of receipt of your materials.

CCO Crane Inspector certification applicants must document and attest to at least five years' crane-related experience. The five years shall include duties such as crane inspector and related activities, crane operator, crane mechanic, or crane shop foreman. Related education may be substituted for related experience at a ratio of two years of education for one year of experience up to three years. Related education includes courses in, but not limited to, engineering, physics, applied mathematics, applied science courses in non-destructive testing, construction technology, or technical courses in heavy equipment mechanic or welding technology.

Complete as many copies of each of the following pages as you need to demonstrate the extent of your experience and/or relevant education:

Crane Inspector Experience Form pages:

- 1. Contact Information & Attestation Statement**
- 2. Work History Documentation**
- 3. Relevant Post-Secondary, Graduate, & Post-Graduate Education**
- 4. Additional Courses, Technical Training, Certifications, & Accreditations**
- 5. Industry References**
- 6. Other Comments or Attachments**

All Crane Inspector candidates must submit this form for review to be eligible to apply to take the certification exams. Candidates must make their best attempt to complete all sections of the form. Please be as specific as possible regarding the extent of your experience. Applications that are deemed incomplete or inadequate will be rejected and additional information may be required.

Please send your completed Crane Inspector Experience Form, appropriate documentation, and \$50 Experience Review Fee payment to:

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

Phone: 727-449-8525 ext. 459
Fax: 801-938-9540
Email: ppacheco@nccco.org



Crane Inspector Experience Form

CONTACT INFORMATION & EXPERIENCE ATTESTATION

Please complete the following page, sign the attestation statement, and provide payment information for review of your Crane Inspector Experience Form.

Please type or print neatly. (*Required fields)

FULL LEGAL NAME* <small>(as shown on driver's license)</small>	First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)	DATE OF BIRTH*	CANDIDATE ID: <small>(if previously tested)</small>		
MAILING ADDRESS				
CITY*	STATE*	ZIP	COUNTRY	
DAYTIME PHONE*	EMAIL*			

ARE YOU CURRENTLY CCO-CERTIFIED? Yes No

If you checked "yes" above, indicate your CCO certification number below and the CCO certifications that you currently hold at right:

CCO certification #: _____

- | | |
|--|--|
| <input type="checkbox"/> Mobile Crane Operator | <input type="checkbox"/> Rigger Level I |
| <input type="checkbox"/> Tower Crane Operator | <input type="checkbox"/> Rigger Level II |
| <input type="checkbox"/> Overhead Crane Operator | <input type="checkbox"/> Signalperson |
| <input type="checkbox"/> Articulating Crane Operator | <input type="checkbox"/> Digger Derrick Operator |

EXPERIENCE ATTESTATION:

I declare that the foregoing statements and those in all 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, my documented crane-related experience and/or education, or in connection with my certification. I consent to NCCCO's release of any information regarding this application and my examination administration to third parties, consistent with NCCCO's Information Release policy. I further affirm that I have at least five years of crane-related experience and/or relevant education as demonstrated on my Experience Form and accompanying proof-of-experience documentation.

CANDIDATE SIGNATURE	DATE
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METHOD OF PAYMENT FOR \$50 CRANE INSPECTOR EXPERIENCE FORM EXPERIENCE REVIEW FEE

<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:

Do not send cash.

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

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

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



Crane Inspector Experience Form

WORK HISTORY DOCUMENTATION

Use separate copies of this form to list all relevant crane-related experience, *using one form for each employer*, starting with the most recent. Also please provide documented proof of employment for each position. Documentation can include, but is not limited to, copies of invoices, work orders, pay stubs, and/or letters of recommendation.

Work History: Page ____ of ____

When submitting corresponding documentation, please indicate which page of this Work History form each document applies to.

Employer/Customer*:	
Type of Work:	<input type="checkbox"/> Inspector <input type="checkbox"/> Mechanic <input type="checkbox"/> Operator <input type="checkbox"/> Shop Foreman <input type="checkbox"/> Other: _____
Date(s) of Employment:	
Employer/Customer City, State:	
Contact Person:	
Contact Phone, Fax, and/or Email:	
Type(s) of Cranes:	<input type="checkbox"/> Mobile Cranes <input type="checkbox"/> Overhead Cranes <input type="checkbox"/> Tower Cranes <input type="checkbox"/> Other: _____
Approximate Hours of Relevant Work per Year:	
Description of Work:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**If self-employed, please include contact information for customers.*



Crane Inspector Experience Form

INDUSTRY REFERENCES

Please use this form to list three industry references.

When submitting corresponding documentation, please indicate which contact on this Industry References form each document applies to.

1.	Contact Name:	
	Relationship:	<hr/> <hr/> <hr/> <hr/>
	Phone Number:	
	Email:	
2.	Contact Name:	
	Relationship:	<hr/> <hr/> <hr/> <hr/>
	Phone Number:	
	Email:	
3.	Contact Name:	
	Relationship:	<hr/> <hr/> <hr/> <hr/>
	Phone Number:	
	Email:	

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Candidate Application

WRITTEN EXAMINATIONS—CRANE INSPECTOR (PAPER/PENCIL TEST ONLY)

Please type or print neatly.

FULL LEGAL NAME <small>(as shown on driver's license)</small>		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)		DATE OF BIRTH		CANDIDATE ID: <small>(if previously tested)</small>	
MAILING ADDRESS			CITY	STATE	ZIP
PHONE		CELL	EMAIL		
COMPANY/ORGANIZATION				COMPANY PHONE	
COMPANY MAILING ADDRESS			CITY	STATE	ZIP

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

ARE YOU A CURRENTLY CCO-CERTIFIED CRANE OPERATOR IN GOOD STANDING? Yes No

If you checked "yes" above, indicate your CCO operator certification number below and the cranes you are certified to operate at right:

CCO operator certification #: _____

- Mobile Crane
- Tower Crane
- Overhead Crane

WRITTEN EXAMINATION FOR WHICH YOU ARE APPLYING

FILL IN the circle next to the crane type(s) for which you are applying. Total the amount due at bottom.

EXAM DESCRIPTIONS AND FEES

- Core Crane Inspector Exam (required for Mobile and/or Tower Crane Inspector) 711101\$250
 - Mobile Crane Inspector Specialty Exam 711102\$250
 - Tower Crane Inspector Specialty Exam..... 711104\$250
 - Overhead Crane Comprehensive Exam 711103\$350
-
- Mobile Crane Core Operator Exam* 652603\$165
 - Tower Crane Operator Exam* 654601\$165
 - Overhead Crane Operator Exam* 653601\$165
 - Tower Crane Operator Exam* (if already CCO-certified or taking with Mobile Crane Operator Exam) 654601\$50
 - Overhead Crane Operator Exam* (if already CCO-certified or taking with Mobile Crane Operator Exam).... 653601\$50

***Currently CCO-certified operators are not required to take the corresponding operator exam(s), as long they maintain their certification status in good standing.**

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

TOTAL AMOUNT DUE \$

For logistical reasons, and in fairness to each candidate, it is not recommended that a candidate schedule written exams totaling more than six hours of testing time on the same day.

CANDIDATE APPLICATION (CONT'D)

CRANE INSPECTOR WRITTEN EXAMINATION(S)

TEST SITE AT WHICH YOU INTEND TO TAKE THE WRITTEN EXAMINATION

TEST SITE NAME	TEST SITE COORDINATOR		
TEST SITE ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST ADMINISTRATION NUMBER	DATE YOU INTEND TO TAKE THE CCO EXAMINATION		

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, consistent with NCCCO's Information Release policy. I have received a copy of the NCCCO Candidate Handbook, have read it, and agree to be bound by it. I also agree to be bound by all NCCCO policies and procedures, as they may be amended from time to time, including without limitation those posted at nccco.org. I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I attest that I am in good physical health, as verified by a medical professional, sufficient enough to handle the physical demands that crane inspections require. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

CANDIDATE SIGNATURE	DATE
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CCO CERTIFICATION CARD




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

Please email a digital color photo (without hat or sunglasses) to photos@nccco.org and label it with your full name and birth date. Enclose with your application form any required payment based upon the information listed below.

A 1 3/8" x 1 3/4" passport color photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator.

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

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

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

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

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

Please send application and payments to:

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

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



Recertification Application

WRITTEN EXAMINATIONS—CRANE INSPECTOR (PAPER/PENCIL TEST ONLY)

Please type or print neatly.

FULL LEGAL NAME (as shown on driver's license)		First	Middle	Last	Suffix (Jr., Sr., III)	
CCO CERTIFICATION NUMBER		DATE OF BIRTH		CANDIDATE ID:		
MAILING ADDRESS			CITY	STATE	ZIP	COUNTRY
PHONE	CELL		EMAIL			
COMPANY/ORGANIZATION				COMPANY PHONE		
COMPANY MAILING ADDRESS			CITY	STATE	ZIP	COUNTRY
<input type="checkbox"/> I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). (For details on NCCCO's Testing Accommodations policy, please see www.nccco.org/accommodations)						

WRITTEN EXAMINATIONS FOR WHICH YOU ARE APPLYING

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

RECERTIFICATION EXAMINATIONS & FEES

CRANE INSPECTOR RECERTIFICATION EXAMS		
<input type="radio"/> Core Exam	711201	\$225
<input type="radio"/> Mobile Crane Specialty	711202	\$225
<input type="radio"/> Tower Crane Specialty	711204	\$225
<input type="radio"/> Overhead Crane Comprehensive	711203	\$315

SUBTOTAL (RECERTIFICATION EXAMS): \$

For logistical reasons, and in fairness to each candidate, it is not recommended that a candidate schedule written exams totaling more than six hours of testing time on the same day.

ADDITIONAL EXAMINATIONS & FEES

CRANE INSPECTOR EXAMS		
<input type="radio"/> Core Exam	711101	\$250
<input type="radio"/> Mobile Crane Specialty	711102	\$250
<input type="radio"/> Tower Crane Specialty	711104	\$250
<input type="radio"/> Overhead Crane Comprehensive	711103	\$350
CRANE OPERATOR WRITTEN EXAMS		
<input type="radio"/> Mobile Crane Operator Core*	652603	\$165
<input type="radio"/> Tower Crane Operator*	654601	\$165
<input type="radio"/> Overhead Crane Operator*	653601	\$165
<input type="radio"/> Tower Crane Operator* (if CCO-certified Mobile Crane Operator)	654601	\$50
<input type="radio"/> Overhead Crane Operator* (if CCO-certified Mobile Crane Operator)	653601	\$50

*Crane Inspector recertificants are required to take and pass the corresponding operator written exam(s) at recertification. Currently CCO-certified operators are not required to take the corresponding operator exam(s), as long as they maintain their certification status in good standing. Otherwise, corresponding written operator exams are required for either recertification or for adding additional Crane Inspector specialties.

OTHER FEES	
<input type="radio"/> Candidate Late Fee (if applicable).....	\$50
<input type="radio"/> Incomplete Application Fee (if applicable).....	\$30
<input type="radio"/> Updated/Replacement Card	\$25

TOTAL AMOUNT DUE \$

RECERTIFICATION APPLICATION (CONT'D)

CRANE INSPECTOR WRITTEN EXAMINATION(S)

TEST SITE AT WHICH YOU INTEND TO TAKE THE WRITTEN EXAMINATION

TEST SITE NAME		TEST SITE COORDINATOR	
TEST SITE ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST ADMINISTRATION NUMBER		DATE YOU INTEND TO TAKE THE CCO EXAMINATION	

I do NOT have 1,000 hours of documented crane inspection–related experience during this last certification cycle and must take the initial Crane Inspector written exam for each designation for which I wish to be recertified.

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, consistent with NCCCO's Information Release policy. I have received a copy of the NCCCO Candidate Handbook, have read it, and agree to be bound by it. I also agree to be bound by all NCCCO policies and procedures, as they may be amended from time to time, including without limitation those posted at nccco.org. I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I attest that I am in good physical health, as verified by a medical professional, sufficient enough to handle the physical demands that crane inspections require. I further affirm either that I have maintained at least 1,000 hours of crane-inspection experience in the past five years or, if I have not maintained this experience, I have checked the box above this panel indicating that before my certification expires I will take and pass the initial written examination for each designation for which I wish to be recertified. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

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

CCO CERTIFICATION CARD




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

Please email a digital color photo (without hat or sunglasses) to photos@nccco.org and label it with your full name and birth date. Enclose with your application form any required payment based upon the information listed below.

A 1 3/8" X 1 3/4" passport color photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator.

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	<input type="text"/>	EXPIRATION DATE	<input type="text"/>
NAME (Print as it appears on card)	<input type="text"/>	SIGNATURE (on card)	<input type="text"/>
		SECURITY CODE*	<input type="text"/>

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

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

Please send application and payments to:

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

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



Directory of CCO-Certified Crane Inspectors

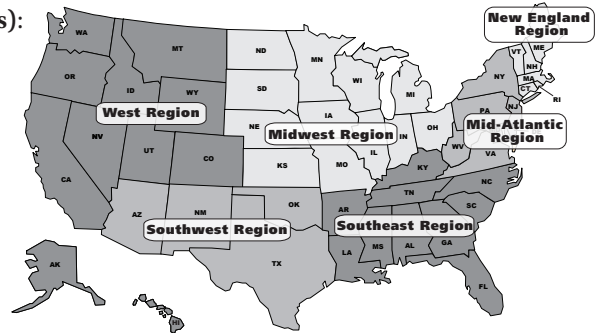
REQUEST FOR INCLUSION FORM

Please type or print neatly.

FIRST NAME*	LAST NAME*
CCO CRANE INSPECTOR CERTIFICATION NUMBER*	EXPIRES*
COMPANY/ORGANIZATION NAME*	

Area(s) of operation: National **OR** the following region(s):

- New England (ME, NH, VT, MA, RI, CT)
- Mid-Atlantic (NY, NJ, PA, DE, MD, WV, VA, DC)
- Southeast (KY, TN, NC, SC, GA, FL, AL, MS, LA, AR)
- Midwest (ND, MN, WI, SD, NE, MI, IA, IL, IN, OH, MO, KS)
- Southwest (AZ, NM, OK, TX)
- West (CA, NV, UT, CO, OR, ID, WY, MT, WA, AK, HI)



COMPANY/HEADQUARTERS MAILING ADDRESS			
CITY*	STATE*	ZIP	COUNTRY
PHONE*	FAX*	E-MAIL*	

Is your physical location different from your company address? No Yes

If "Yes," list: City*: _____ State*: _____ (Provide copy of Driver's License as proof of location.)

WEBSITE*

DESIGNATIONS FOR WHICH YOU HAVE OBTAINED CCO CRANE INSPECTOR CERTIFICATION*

Check all that apply:

- Mobile Cranes Tower Cranes Overhead Cranes

Please include me in the NCCCO Directory of CCO-Certified Crane Inspectors.

***Only items marked with asterisks will be published.**

SIGNATURE	DATE
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Please return this Request for Inclusion Form to:

National Commission for the Certification of Crane Operators
2750 Prosperity Avenue, Suite 505
Fairfax, Virginia 22031-4312
Phone: 703-560-2391
Fax: 703-560-2392
Email: info@nccco.org



FOR NCCCO USE ONLY:
VERIFIED BY NCCCO: _____ DATE: _____



Change of Address Form

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

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

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

Please type or print neatly.

FULL LEGAL NAME (as shown on driver's license)	First	Middle	Last	Suffix (Jr., Sr., III)										
CCO CERTIFICATION NUMBER	DATE OF BIRTH	CANDIDATE ID	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>											

OLD ADDRESS

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

NEW ADDRESS

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

EFFECTIVE DATE OF CHANGE

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NCCCO Information Release Policy

A. Definitions

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

B. Policies

1. It shall be the policy of NCCCO to provide Releasable Information pertaining to individuals who have successfully passed one or more NCCCO examinations. It shall also be the policy of NCCCO to provide Releasable Information pertaining to such individuals on its website using such protocols as may be established.
2. Releasable Information may be released to a Third Party who makes a written request, including by electronic correspondence. Generally, Releasable Information will be released within one business day from actual receipt of a written request.
3. If a Third Party requests information concerning an individual who has not taken or successfully passed an NCCCO examination, NCCCO may release a statement confirming that, as of a given date, the individual does not appear on NCCCO's list of successful candidates in one or more categories of certification.
4. If an applicant or certificant is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an individual applicant or certificant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the applicant or certificant to any Third Party and to any jurisdiction that requires or accepts CCO certification as a basis for satisfying requirements to work in the jurisdiction. Any such statement to a Third Party or jurisdiction may identify the applicant or certificant, the certifications affected, the actions taken, and the effective dates of any such actions.
5. If a Third Party seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released. However, in the course of business, as circumstances reasonably warrant, NCCCO reserves the discretion to release information other than the foregoing information.
6. Certain situations may require or warrant the immediate verbal confirmation of an individual's certification status or other Releasable Information in response to a written or verbal request. Under such circumstances, NCCCO may provide such immediate verbal confirmation, at its discretion. When such a verbal confirmation is provided, it shall be NCCCO's policy to follow up with a written confirmation.
7. It shall be the policy of NCCCO to discuss score-related and test-specific matters only with a candidate or a candidate's authorized legal representative.
8. NCCCO will release Releasable Information about an individual upon receipt of a written request (including electronic correspondence) from that individual. NCCCO may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, NCCCO will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.

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IMPORTANT CONTACT INFORMATION



NATIONAL COMMISSION FOR THE CERTIFICATION OF CRANE OPERATORS

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

Phone: 703-560-2391

Fax: 703-560-2392

Email: info@nccco.org



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CERTIFICATION OF CRANE OPERATORS**

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