

PRACTICAL EXAM PROCTOR APPLICATION FORM

Please complete all sections.

1. Applicant Information

First Name _____ M.I. _____ Last Name _____

Date of Birth _____ CCO ID Number _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ E-mail _____

(In order to receive essential program updates, this must be your individual email, not a shared address.)

2. Workshop Information

Mobile Crane

<input type="checkbox"/>	<u>Date</u>	<u>Location</u>	<u>Host Company</u>	<u>Fees</u>
<input type="checkbox"/>	April 30 – May 2, 2024	Harrisburg, PA	Stephenson Equipment, Inc.	\$900

3. Are you currently a credentialed Practical Exam Proctor? Yes/No

If you answered "No", you will need to register for a Core Webinar by logging into your [myCCO Portal](#).

4. Are you currently CCO Certified? Certification Number: _____

Check appropriate category(ies):

- | | |
|---|---|
| <input type="checkbox"/> Lattice Boom Crawler | <input type="checkbox"/> Digger Derrick |
| <input type="checkbox"/> Lattice Boom Truck | <input type="checkbox"/> Dedicated Pile Driver |
| <input type="checkbox"/> Telescopic Crane Fixed Cab | <input type="checkbox"/> Foundation Drill Rig |
| <input type="checkbox"/> Telescopic Crane Swing Cab | <input type="checkbox"/> Anchor/Micropile Drill Rig |
| <input type="checkbox"/> Service Truck Crane | <input type="checkbox"/> Telehandler- Rotating |
| <input type="checkbox"/> Tower Crane | <input type="checkbox"/> Telehandler- Fixed |
| <input type="checkbox"/> Overhead Crane | <input type="checkbox"/> Signalperson |
| <input type="checkbox"/> Articulating Boom Crane | <input type="checkbox"/> Rigger Level I |
| <input type="checkbox"/> Articulating Boom Loader | <input type="checkbox"/> Rigger Level II |

**Please note- to apply to attend a PEPP workshop, you must already be CCO certified in the applicable program. Spots cannot be reserved pending certification results.*

5. References: List two individuals as professional references.

1. _____
Name Phone Relationship

2. _____
Name Phone Relationship

6. Submission of Application

Applicants to attend a CCO Practical Exam Proctor workshop may withdraw their application with a written request (or substitute a qualified applicant) up until the application deadline – typically, two (2) weeks prior to the start of the workshop – and receive a full refund.

After the application deadline is passed, and up to two (2) full business days prior to the start of the workshop, the application fee to attend the workshop will be refunded minus a \$150 administrative cancellation fee. Qualified substitutions during this time frame are subject to the same terms.

If an applicant fails to provide sufficient notice to cancel or substitute within the deadlines specified above, the applicant will be subject to forfeiture of all workshop fees paid.

From time to time, CCO Practical Exam Proctor workshops may be cancelled or rescheduled because of limited enrollment, equipment issues, or for other reasons. In such cases, CCO will endeavor to provide you with (but cannot guarantee) at least one week’s notice of any changes. Please take this into account when making travel plans.

For programs that require audits and practical exam demonstrations by a CCO Auditor, in connection with the practical exam demonstration, workshop attendees are required to re-take and pass the Practical Exam(s) for the category(ies) in which they hold CCO Certification and wish to serve as a Practical Exam Proctor. These exams must be conducted in the presence of a CCO Auditor and will be administered at the time of the audit. Failure to pass the Practical Exam(s) will result in revocation of the CCO Certification for that category.

By signing this application to attend a Practical Exam Proctor Workshop, you acknowledge that submission of this application does not guarantee admission into the program. You further understand that your participation in the Practical Exam Proctor Program and performance in the workshop activities must meet program expectations in order to receive credentials, and that failure to meet those expectations or to follow CCO policies may result in denial, suspension or revocation of any Practical Exam Proctor status. Finally, by signing this application, you represent that your statements in this application and those in any required accompanying documentation are true.

Due to revised credential requirements and changes that have been made to the PEPP workshop structure, prior to attending a PEPP workshop for the *first time*, each **new** Practical Exam Proctor will be required to attend a Core Webinar which is delivered prior to the in-person workshop via live webinar. This webinar covers material common to all Practical Exam Proctor programs and provides a foundation for the program-specific content. Current Practical Exam Proctors who already hold the new Proctor-Practical credential are not required to complete the Core Webinar.

*The \$100 fee is for all new Practical Exam Proctors to access the training materials and resources needed to perform their duties, which includes attending the virtual Core Webinar.

Signed: _____ Date: _____

**Typed signatures cannot be accepted*

Please return to:

**CCO
Testing Personnel Credentials Team
E-Mail: proctorworkshops@nccco.org
5250 Commerce Dr, Suite 100
Murray, UT 84107**