



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

**WRITTEN & PRACTICAL EXAMINATION  
TEST SITE COORDINATOR  
HANDBOOK**

- **RIGGER LEVEL I**
- **RIGGER LEVEL II**



## BOARD OF DIRECTORS

### **PRESIDENT**

**J. Chris Ryan**

Boh Bros. Construction Co.

### **VICE PRESIDENT**

**Joseph Collins**

Becht Engineering Co.

### **SECRETARY/TREASURER**

**Thom Sicklesteel**

Sicklesteel Cranes

### **IMMEDIATE PAST PRESIDENT**

**John Kennedy**

Manitowoc Crane Group

### **CHAIRMAN, COMMISSIONERS**

**Kerry Hulse**

Deep South Crane & Rigging

**Vinal George Bell**

Cianbro Equipment

**Dale Daul**

McGough Construction

**Peter Juhren**

Morrow Equipment Co.

**Tim Watters**

Hoffman Equipment

---

### **EXECUTIVE DIRECTOR**

**Graham J. Brent**

National Commission for the  
Certification of Crane Operators

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



*The NCCCO Rigger Level I and Rigger Level II certification programs are accredited by the American National Standards Institute (ANSI) to ISO 17024—General requirements for bodies operating certification systems of persons.*



**ANSI Accredited Program  
PERSONNEL CERTIFICATION**

# 0756

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

Dear NCCCO Test Site Coordinator:

Welcome to the National Commission for the Certification of Crane Operators (NCCCO) national rigger certification program.

NCCCO is a nonprofit organization founded in 1995 to establish a fair and independent evaluation of crane operator knowledge and skills. Key to this industry-led effort has been the development of NCCCO Written and Practical Examinations leading to nationally recognized crane operator certifications.

As personnel responsibilities in the lifting industry have become better defined, NCCCO has developed additional certification programs for other occupations involved in the lifting industry. This rigger certification program is the culmination of many years' hard work by experts from the varied industries and groups that use cranes, including construction, steel erection, ironworkers, operating engineers, utilities, crane rental, etc. NCCCO task forces were made up of experts from all aspects of the rigging, lifting, and crane industry—riggers, ASME B30 members, crane operators, training directors, managers, supervisors, insurance representatives—who together represent many thousands of hours of rigging experience. These volunteers gave freely of their time and expertise with the primary goal of improving the safety of all whose work brings them into contact with cranes and lifting equipment.

Until recently rigger certification was voluntary unless required by local jurisdictions or specific employers. However, in November 2010 the federal Occupational Safety and Health Administration (OSHA) enacted new national regulations for cranes and derricks used in construction under 29 CFR 1926 Subpart CC, which state that riggers need to be qualified.

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

*This Test Site Coordinator Handbook has been developed to provide you with comprehensive information about administering NCCCO Written and Practical Examinations leading to NCCCO rigger certifications. NCCCO recognizes the commitment you are about to make, and we want your experience to be 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](mailto:info@nccco.org), and NCCCO staff will guide you through any aspects of the NCCCO national rigger certification program that you would like explained in more detail.*

Thank you for your interest—and good luck!

This page intentionally left blank



# Table of Contents

<b>Hosting and Administering NCCCO Written and Practical Examinations.....</b>	<b>1</b>
Test Site Setup—Written Examination .....	1
Test Room Configuration—Practical Examination.....	1
Roles and Responsibilities .....	2
Chief Examiner or Proctor Eligibility .....	3
Test Scheduling Options .....	5
Application Deadlines.....	5
Site Cancellation and Rescheduling Fees .....	5
Candidate Application Fees .....	5
<b>Applying to Host a Rigger Written Examination.....</b>	<b>5</b>
Retest Policy .....	6
Rescheduling, Cancellations, and Withdrawals .....	6
Score Reports .....	7
Rigger Certification Timeframes.....	7
<b>Typical Written Exam Test Day Schedule.....</b>	<b>8</b>
<b>Test Administration Forms .....</b>	<b>9</b>
Candidate Application—Rigger/Signalperson .....	11
Candidate Recertification Application—Rigger Signalperson.....	13
Written Test Site Application.....	15
Test Site Coordinator Agreement.....	17
Test Site Application & Data Sheet .....	19
Ready Reference Checklist.....	21
Rigger Level II Rigging Frame .....	22
Test Site Coordinator Summary Form.....	25
Detailed Score Report Request Form .....	27
Pass/Fail Report Request Form.....	29
<b>Summary of Changes .....</b>	<b>30</b>

This page intentionally left blank



# Hosting and Administering NCCCO Written and Practical Examinations

This information is specific to NCCCO's rigger certification program. Information regarding other NCCCO certification programs is covered in the respective *Test Site Coordinator Handbooks*.

## TEST SITE SETUP—WRITTEN EXAMINATION

The examination room must provide adequate separation of candidates, as well as sufficient space for taking the examination. In addition, administration sites must meet the following requirements:

- There must be only one point of entry and exit—candidates must enter and exit through the same door.
- The testing room must be an indoor facility suitable for the exam candidates, to include:
  - Quiet, well-lit, properly ventilated, with a comfortable temperature and free from distractions to candidates
  - Accessible to candidates with special needs
  - A head table or podium at the front of the room
  - A registration table
  - Easy access to unlocked rest rooms stocked with sufficient supplies (no porta-potties)
  - Easy access to a water fountain
  - Large signs prominently posted making candidates aware of the location of the test
  - A clock visible to all candidates, preferably at the front of the room so that candidates can see it without turning their heads
- There must be sufficient tables and space for the number of candidates registered. Make certain that the number of candidates can be seated according to the following requirements:
  - **Six-foot tables:** No more than two candidates per table
  - **Eight-foot tables:** No more than three candidates per table
  - **Round tables:** No more than one candidate per table; these may be used, but are inefficient due to the requirement of only one candidate per table
  - **Desks:** No more than one candidate per desk; desks may be used only if their surface area is large enough to hold both the test booklet and answer sheet and must accommodate both left-handed and right-handed candidates with equal comfort
- The tables must have smooth writing surfaces and adequate space to accommodate examination booklets and answer sheets without crowding.
- There must be adequate space within a given room to separate candidates taking the Rigger Level I exam from candidates taking the Rigger Level II exam.
- There must be an adequate supply of sharpened #2 pencils for candidates to use on test day.
- The chairs must be comfortable, with an appropriate height in relation to the tables used. Chairs with backs are preferable to stools or benches without backs.
- Rest rooms must be located near examination room and must be easy to find. Post directional signs if necessary. Porta-potties are not acceptable.
- Room acoustics must be good. If the room is large, make sure that a microphone is available and that it works well; candidates in the back of the room must be able to hear verbal instructions clearly.
- There must be adequate space for the Chief Examiner to observe candidates easily.
- Parking must be sufficient to accommodate the number of vehicles expected.

**NOTE:** *Calculators for the Rigger Level II exam will be provided at the Test Site; candidates may not use their own calculators, but they may take the provided calculators with them or the Test Site Coordinator may keep them.*

## TEST ROOM CONFIGURATION—PRACTICAL EXAMINATION

The Practical Examination administration only allows the Practical Examiner and candidate to be present in the room while testing. Once candidates have completed testing, they must leave the Test Site and not converse with other candidates who have tested or are waiting to test. The Practical Examination room must be a facility suitable for the exam candidates, and it must meet the following requirements:

- Quiet, adequately lit, properly ventilated with a comfortable temperature and free from distractions to candidates
- Accessible to candidates with special needs
- Easy access to unlocked rest rooms stocked with sufficient supplies (no porta-potties)
- Easy access to a water fountain
- Large signs prominently posted making candidates aware of the location of the test

- A separate waiting room (away from the testing room) for candidates waiting to test
- Parking available to accommodate the number of vehicles expected

### Rigger Level I

- Three 6 ft. tables on which to place the rigging gear; one table must have a strip of tape or minimum 1 in. wide line that divides the table in half  
*or*
- Instead of tables, three 6 ft. × 3 ft. areas of clean, clear floor space with a line or tape dividing one of the spaces in half may be used
- A one-ton hook and attachment point/setup that can support a 100 lb. load

### Rigger Level II

- One 6 ft. table *or* clear, clean floor space for the Practical Examiner to set up the Rigging tasks
- One 13 ft. (± 6 in.) height attachment point with a load test of 1,000 lbs.
- Rigging Frame (see *Level II Rigging Frame Shop Drawing*).

## ROLES AND RESPONSIBILITIES

The following three individuals are vitally important in the successful administration of the NCCCO Rigger Written and Practical Examinations. They must work together and communicate to ensure a smooth test administration.

### Test Site Coordinator

The person designated by the host company or organization to liaise with NCCCO and its testing company International Assessment Institute (IAI) on test administration matters is known as the *Test Site Coordinator* (TSC). Test Site Coordinators or their designated representatives are required to remain on site throughout each test administration.

Test Site Coordinators are responsible for:

- Submitting all requested information on the *Written Test Site Application Request Form* and *Test Site Coordinator Summary Form* to International Assessment Institute in a timely manner
- Preparing a testing room in accordance with the general directions listed under Test Site Room Setup—Written Examination and Test Room Configuration—Practical Examination

- Liaising with the Chief Examiner, International Assessment Institute, and NCCCO in all aspects of Test Site preparation and administration (e.g., ensuring candidate applications are complete and submitted in accordance with stated deadlines)
- Ensuring candidates and proctors meet NCCCO's personal protective equipment (PPE) policies, which at a minimum shall meet OSHA requirements
- Submitting a *Test Site Coordinator Agreement* form to the NCCCO Western Regional Office; designated representatives also must submit this form
- Providing an email address and cell phone number with the first paperwork submission

### Practical Examiner

Practical Examinations are conducted by NCCCO-accredited *Practical Examiners*. NCCCO does not assign a Practical Examiner for your site; to search for a Practical Examiner for hire, go to NCCCO's website at [www.nccco.org](http://www.nccco.org). A Practical Examiner may test only one candidate at a time. It is important that the Test Site Coordinator and Practical Examiner communicate with each other before testing begins.

On the day of the exam, the Practical Examiner is responsible for:

- Bringing all equipment to run the Practical Examinations, including practical test equipment such as NCCCO Level I and/or Level II Test Kit(s)
- Ensuring that all candidates have watched the candidate video/presentation and understand the Practical Examination
- Administering all Practical Examinations for that Test Site
- Returning all examination materials including score sheets and the *Site Report* to IAI at the conclusion of all testing

### IAI Chief Examiner

NCCCO and IAI are solely responsible for the rules and procedures for the administration of the Written Examination. Administration and supervision of the examination site and staff, including the care and custody of examination materials, are the responsibility of the *Chief Examiner*. At least one IAI Chief Examiner is required to administer the Written Examination.

The Chief Examiner is responsible for:

- Ensuring that the security of the examination and related materials are not compromised
- Procuring adequate staff based upon registration count
- Training Proctors
- Conducting Written Examinations
- Ensuring that candidates have all the proper materials and are following all instructions for completing the forms and answer sheets accurately
- Ensuring that candidates neither give nor receive assistance in answering questions on the examinations
- Ensuring no unauthorized person is in the testing room during examinations
- Ensuring candidates leave the testing area when they are through testing to limit communication with previously tested candidates and those waiting to be tested
- Maintaining professional standards of testing practices
- Following up with necessary reports and shipping all examination materials back to IAI

## CHIEF EXAMINER OR PROCTOR ELIGIBILITY

NCCCO requires all personnel who are authorized access to NCCCO examinations to sign an *Affidavit of Non-Disclosure*. Copies of these affidavits are kept on file. To avoid conflicts of interest and possible breaches of security, individuals who have taken or will take the examination(s) may not serve as either Chief Examiner or Proctor in the administration of NCCCO Written Examinations.

## RECERTIFICATION

Riggers certified by NCCCO must recertify every five years by taking and passing a Written Recertification Examination.

Although Written Recertification Examinations have shorter time limits than Written Examinations for first-time candidates, they can be scheduled at regular test administrations.

Recertification candidates count towards a Test Site's overall candidate total for the purpose of avoiding site fees (minimum 15 candidates); see *Applying to Host a Rigger Written Examination* (page 5).

For more information about recertification, see the *Candidate Handbook*, or contact NCCCO at (703) 560-2391 or via e-mail at [info@nccco.org](mailto:info@nccco.org).

## TESTING ACCOMMODATIONS

NCCCO provides reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities who demonstrate a need for accommodation.

In accordance with the Americans with Disabilities Act, NCCCO does not discriminate against individuals with disabilities in providing access to its examination program.

The Americans with Disabilities Act of 1990 and accompanying regulations define a person with a disability as someone who has a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, or learning.

The purpose of accommodations is to provide equal access to NCCCO examinations. Accommodations match up with the identified functional limitation so that the area of impairment is relieved with an auxiliary aid or an adjustment to the testing procedure. *Functional limitation* refers to the aspects of a disability that interfere with an individual's ability to function; that is, what someone cannot do on a regular and continuing basis as a result of the disability.

The purpose of documentation is to validate that an applicant for testing accommodations is covered under the ADA as a disabled individual. Comprehensive information from a qualified professional is necessary to allow NCCCO to understand the nature and extent of the applicant's disability and the resulting functional impairment that limits access to its examinations. Documentation also allows NCCCO to provide appropriate accommodations for such a disability.

NCCCO will provide, without cost to the candidate, reasonable accommodations designed to facilitate equal access to its certifying examinations for those candidates whose documentation supports such a determination. In no case will accommodations be provided which would compromise the examination's ability to test accurately the skills and knowledge it professes to measure. Similarly,

no auxiliary aid or service will be provided that would fundamentally alter the examination.

NCCCO strictly adheres to a policy of confidentiality and does not disclose names of applicants with disabilities or information concerning the application or accompanying documentation. Examinations administered with accommodations are not identified to third-party score recipients and are scored no differently than examinations of other applicants.

Arrangements for persons with disabilities will be provided upon approval. All requests for accommodations must be submitted by the applicant. In order to apply for accommodations, please download the *NCCCO Application for Test Accommodations* and the *NCCCO Guidelines for Documenting a Request for Test Accommodations* forms from the NCCCO website. For further information, see the complete NCCCO Testing Accommodations Policy at: <http://www.nccco.org/general/accommodations.html>.

If you have any questions or need clarification, please contact NCCCO at (703) 560-2391.



# Applying to Host a Rigger Written Examination

All requests for test administrations must be made on the *Written Test Site Application Request Form* at least four weeks prior to the desired test date. Once the application has been approved, International Assessment Institute will e-mail a letter of approval and confirmation to the Test Site Coordinator. The confirmation letter will include instructions on how to proceed with the candidate applications and a test administration number that must be included on candidate applications for that Test Site and secured test date.

## TEST SCHEDULING OPTIONS

### Rigger Level I and Rigger Level II Exams

Candidates are permitted to schedule and take both the Level I and Level II written and practical exams at the same test site administration. If administering Level I and Level II practical exams on the same day, sufficient time must be allotted for all affected candidates. Practical exams may be administered before the written exams to accommodate candidate scheduling. (See Typical Written Exam Test Day Schedule on page 8.)

### Regular Schedule

With a guarantee of at least 15 candidates, there is no additional fee for Test Sites that provide International Assessment Institute with a *Written Test Site Application Request Form* at least four weeks prior to the desired test date.

### Late Test Site Applications

Test Sites may apply with less than four weeks' notice, subject to the following fees:

- Less than four weeks to three weeks prior to exam: \$200
- Less than three weeks to two weeks prior to exam: \$300

### Test Sites with Less Than 15 Candidates

Test Sites may test fewer than 15 candidates at one time, subject to the following fees:

- 11-14 candidates: \$200 flat fee, plus candidate fees
- 1-10 candidates: \$300 flat fee, plus candidate fees

**Note:** When Rigger exams are combined with Signalperson exams at a Unitary Test Site, the minimum number of candidates is 10. See the *Signalperson Test Site Coordinator Handbook* for details on Unitary Test Sites.

## APPLICATION DEADLINES

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

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

## Expedited Test Administrations

Test Sites may request expedited candidate application processing and score reporting for an additional fee. Fees are based on the specific circumstances of the test administration requested. Contact International Assessment Institute or NCCCO for more details.

## SITE CANCELLATION AND RESCHEDULING FEES

Test Sites will be required to pay a cancellation fee of \$400 if they cancel without giving 15 days' prior notice in writing to International Assessment Institute. Test sites that cancel or reschedule between 16 and 30 days prior to the scheduled test date will be required to pay a fee of \$100.

## Deadlines

**Please note that all deadlines are based on UPON RECEIPT deadlines at IAI. Candidates/Test Site Coordinators are solely responsible for making sure that complete and accurate applications reach International Assessment Institute by the stated deadline.**

## CANDIDATE APPLICATION FEES

The appropriate fees must be enclosed with your application(s). Checks and money orders payable to International Assessment Institute are preferred. You may also pay by credit card (VISA, MasterCard, or American Express). Do not send cash. Please do not staple your check or money order to your application form, but do include your payment in the envelope with all the other application materials.

All returned checks that cannot be processed will be subject to a \$30 fee.

### Exam fees for new candidates only:

• Rigger Level I and Level II Written and Practical Exams	\$250
• Rigger Level I Written Exam	\$95
• Rigger Level I Practical Exam	\$95
• Rigger Level II Written Exam	\$95
• Rigger Level II Practical Exam	\$95

### Exam fees for current NCCCO card holders:

• Rigger Level I and Level II Written and Practical Exams	\$200
• Rigger Level I Written Exam	\$50
• Rigger Level I Practical Exam	\$50
• Rigger Level II Written Exam	\$50
• Rigger Level II Practical Exam	\$50

Retest fees are the same as for the first-time exams. **Discounts are available for candidates seeking Signalperson certification at the same time as Rigger certification(s); see the candidate applications for combined discounted fees.** For details about Signalperson certification see the *NCCCO Signalperson Candidate Handbook*.

### Other Fees:

Candidates will be charged an additional \$50 fee if their applications are late.

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

- They wish to reschedule without valid reason (see Emergency Cancellations or Withdrawals)
- They wish to have duplicate score reports issued
- They need duplicate/updated certification cards

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

- Their application form is incomplete
- They do not send in full payment
- Their credit card cannot be processed for any reason

All application materials must be received at International Assessment Institute's office according to the sample test schedule outline in this *Test Site Coordinator Handbook*.

Applications received after the main application deadline, but at least four business days prior to the exam administration deadline, can be accepted for an additional \$50 late fee. For example, for a test administration on a Saturday, late applications that arrive at IAI's testing office by

5:00 p.m. (ET) on the Monday evening prior to the test can be accepted. Candidate applications that arrive after that time cannot be accepted.

***Walk-in candidates cannot be accepted under any circumstances.***

### RETEST POLICY

If a candidate fails a Written Exam, he/she may retake it at a traditional test site or a computer-based test site.

### RESCHEDULING, CANCELLATIONS, AND WITHDRAWALS

Should a candidate be unable to sit for the examination, International Assessment Institute must receive notification in writing no later than seven business days prior to the examination date. Candidate fees will be held up to one year. When the candidate reschedules, at that time he/she will need to pay an additional \$25 rescheduling fee. Candidates who wish to reschedule their NCCCO rigger examinations **MUST** notify International Assessment Institute and submit the necessary documentation and fees to International Assessment Institute by the deadline for the rescheduled test date.

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

### Emergency Cancellations or Withdrawals

**ONLY** the following situations will be accepted as grounds for emergency cancellations or withdrawals by a candidate:

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

Requests for medical and personal emergency withdrawals are handled by International Assessment Institute. Candidates must write a letter to International Assessment Institute describing their situation, including their full name, address, and social security number, along with the scheduled test date, site number, and supporting documentation indicated above.

***International Assessment Institute MUST receive this written notification within seven business days after the scheduled examination date or the candidate will forfeit all application fees.***

Candidates will be allowed to reschedule for a future examination administration up to one year from the emergency cancellation or withdrawal.

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

## **SCORE REPORTS**

All candidates are sent a report of their performance from International Assessment Institute within approximately 12 business days after the examination administration.

Test Site Coordinators may request Pass/Fail Score Reports and/or Detailed Score Reports on candidates taking the Written and Practical Examinations at their Test Site.

To receive score reports, the appropriate form must be filled out and returned to International Assessment Institute along with a \$50 processing fee. Note that requests for Detailed Score Reports must include the release signature of each candidate.

Report requests will be processed upon receipt at International Assessment Institute and provided to Test Site Coordinators after the exams are scored (normally within 10 business days of the exam).

## **RIGGER CERTIFICATION TIMEFRAMES**

Candidates must pass the Written and Practical examination to be certified. Rigger certification is valid for five years. The Written and Practical Exams may be taken in either order. Candidates have 12 months from the time they pass their first Written or Practical Exam for each rigger level in which to pass the corresponding (Written or Practical) Exam.

Any tests passed within a 12-month period count towards certification. For example, a candidate who fails the Rigger Level I Written Exam in January 2011 but passes the Rigger Level I Practical Exam in June 2011 has until the end of June 2012 to retake (and pass) the Rigger Level I Written Exam.

*While candidates are permitted to schedule and take both the Level I and Level II written and practical exams at the same time, for Rigger Level II certification to be valid, Rigger Level I certification must also be current.*



# Typical Written Exam Test Day Schedule

## SCHEDULE GUIDE

The test day is arranged so that the candidates are able to test in a timely manner without disruption throughout the day. No one other than candidates and Chief Examiners are allowed in the written exam testing room during the exam for any reason.

Remember that the following schedule is just a guide. The Test Site Coordinator is responsible for informing the candidates of what time to arrive the day of testing. Confirm the time with IAI's Chief Examiner as well as the Practical Examiner during your pre-exam discussions with them.

TIME	ACTIVITY
7:30 a.m.–8:00 a.m.	Chief Examiner and Proctors arrive at Test Site to check and prepare testing room (if needed). <i>Call IAI immediately with any Test Site issues.</i>
8:00 a.m.–8:15 a.m.	Candidates sign in. Check candidate IDs. Seat candidates.
8:15 a.m.–8:30 a.m.	Chief Examiner reads instructions to candidates.
<b>8:30 a.m.–9:30 a.m.</b>	<b><i>Administer Rigger Written Examination(s).</i></b>
9:45 a.m.–10:00 a.m.	If additional time is required to allow candidates to take Rigger Level I and Rigger Level II exams (or Rigger Level I and Signalperson exams) on the same day, Chief Examiner reads instructions to candidates.
<b>10:00 a.m.–11:00 a.m.</b>	<b><i>Administer additional Written Examination(s).</i></b>
End of Test Day	Chief Examiner collects and counts exam score sheets and exam booklets. Dismiss candidates.



## **Test Administration Forms RIGGER PROGRAM**

*Please photocopy all sides of the following forms when applying for NCCCO Practical Examinations:*

- **Candidate Application—Written and Practical Examinations**
- **Candidate Recertification Applications**
- **Written Test Site Application Request Form**
- **Test Site Coordinator Agreement Form**
- **Test Site Application & Data Sheet—Practical Exam**
- **Ready Reference Checklist**
- **Test Site Coordinator Summary Form**
- **Detailed Score Report Request Form**
- **Pass/Fail Report Request Form**

This page intentionally left blank



# Candidate Application

## WRITTEN & PRACTICAL EXAMINATIONS—RIGGER/SIGNALPERSON

*Please type or print neatly.*

NAME <small>First</small>			<small>Middle</small>			<small>Last</small>			
NCCCO CERTIFICATION NUMBER (if currently certified)					SOCIAL SECURITY #				
MAILING ADDRESS							DATE OF BIRTH		
CITY					STATE		ZIP		
PHONE		CELL		FAX		E-MAIL			
COMPANY/ORGANIZATION						PHONE			
COMPANY MAILING ADDRESS									
CITY					STATE		ZIP		
<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 <a href="http://www.nccco.org/general/accommodations.html">http://www.nccco.org/general/accommodations.html</a> .)									
WRITTEN TEST SITE # (contact Test Site Coordinator)				DATE YOU INTEND TO TEST (MM/DD/YYYY)			TEST SITE COORDINATOR		

Note: Applications received without a Test Site Number will be marked incomplete and cannot be processed. (Not applicable when Practical Exam is taken first.)

**FILL IN the circles next to the exam(s) for which you are applying.**

EXAM DESCRIPTION	EXAM FEES	RETEST FEES
<b><i>New NCCCO certification candidates only (includes CCO certification card):</i></b>		
<input type="radio"/> Rigger Level I (652801) & Rigger Level II (652802) Written and Practical Exams	\$250	<input type="radio"/> One Exam \$95
<input type="radio"/> Rigger Level I (652801) & Signalperson (652701) Written and Practical Exams	\$250	<input type="radio"/> Two Exams \$190
<input type="radio"/> Rigger Level I Written Exam (652801)	\$95	<input type="radio"/> Three or Four Exams \$250
<input type="radio"/> Rigger Level I Practical Exam (888101)	\$95	
<input type="radio"/> Rigger Level II Written Exam (652802)	\$95	
<input type="radio"/> Rigger Level II Practical Exam (888201)	\$95	
<input type="radio"/> Signalperson Written Exam (652701)	\$95	
<input type="radio"/> Signalperson Practical Exam (777777)	\$95	
<b><i>Current CCO card holders*:</i></b>		
<input type="radio"/> Rigger Level I Written Exam (652801)	\$50	<input type="radio"/> One Exam \$50
<input type="radio"/> Rigger Level I Practical Exam (888101)	\$50	<input type="radio"/> Two Exams \$100
<input type="radio"/> Rigger Level II Written Exam (652802)	\$50	<input type="radio"/> Three Exams \$150
<input type="radio"/> Rigger Level II Practical Exam (888201)	\$50	<input type="radio"/> Four Exams \$200
<input type="radio"/> Signalperson Written Exam (652701)	\$50	
<input type="radio"/> Signalperson Practical Exam (777777)	\$50	
<b><i>Other fees:</i></b>		
<input type="radio"/> *Updated/Replacement Certification Card (required for all current CCO card holders)		\$25
<input type="radio"/> Candidate Late Fee		\$50
<input type="radio"/> Incomplete Application Fee (see Candidate Handbook for details)		\$30
TOTAL AMOUNT ENCLOSED .....		\$

To receive discounted pricing, written exams must be taken at the same test administration. For logistical reasons it is recommended that candidates take no more than four exams on the same day.





# Candidate Recertification Application

## RIGGER/SIGNALPERSON

*Please type or print neatly.*

NAME		First	Middle	Last
NCCCO CERTIFICATION NUMBER (if currently certified)			SOCIAL SECURITY #	
MAILING ADDRESS				DATE OF BIRTH
CITY			STATE	ZIP
PHONE	CELL	FAX		E-MAIL
COMPANY/ORGANIZATION				PHONE
COMPANY MAILING ADDRESS				
CITY			STATE	ZIP
<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 <a href="http://www.nccco.org/general/accommodations.html">http://www.nccco.org/general/accommodations.html</a> .)				
WRITTEN TEST SITE # (contact Test Site Coordinator)		DATE YOU INTEND TO TEST (MM/DD/YYYY)		TEST SITE COORDINATOR

**Note:** Applications received without a Test Site Number will be marked incomplete and cannot be processed.

**FILL IN** the circles next to the exam(s) for which you are applying.

EXAM DESCRIPTION	EXAM FEES
<b><i>Recertification Exams (Signalperson and/or Rigger certified only):</i></b>	
<input type="radio"/> Rigger Level I Recertification Written Exam (652811)	<input type="radio"/> One Exam \$95
<input type="radio"/> Rigger Level II Recertification Written Exam (652822)	<input type="radio"/> Rigger Level I & Rigger Level II Exams* \$145
<input type="radio"/> Signalperson Recertification Practical Exam (777702)	<input type="radio"/> Rigger Level I & Signalperson Exams \$190
	<input type="radio"/> All Three Exams \$240
<b><i>Recertification Exams (current NCCCO-certified crane operators):</i></b>	
<input type="radio"/> Rigger Level I Recertification Written Exam (652811)	<input type="radio"/> One Exam \$50
<input type="radio"/> Rigger Level II Recertification Written Exam (652822)	<input type="radio"/> Two Exams \$100
<input type="radio"/> Signalperson Recertification Practical Exam (777702)	<input type="radio"/> Three Exams \$150
<b><i>Additional Exams (new certifications):</i></b>	
<input type="radio"/> Rigger Level I Written Exam (652801)	<input type="radio"/> One Exam \$50
<input type="radio"/> Rigger Level I Practical Exam (888101)	<input type="radio"/> Two Exams \$100
<input type="radio"/> Rigger Level II Written Exam (652802)	<input type="radio"/> Three Exams \$150
<input type="radio"/> Rigger Level II Practical Exam (888201)	<input type="radio"/> Four Exams \$200
<input type="radio"/> Signalperson Written Exam (652701)	
<input type="radio"/> Signalperson Practical Exam (777777)	
<b><i>Other Fees:</i></b>	
<input type="radio"/> Updated Certification Card .....	\$25
<input type="radio"/> Candidate Late Fee .....	\$50
<input type="radio"/> Incomplete Application Fee (see Candidate Handbook for details) .....	\$30
<b>TOTAL AMOUNT ENCLOSED (or amount to be charged to credit card) .....</b>	\$ <input style="width: 100px;" type="text"/>

\*To receive discounted pricing, Rigger Level I and Rigger Level II recertification exams must be taken at the same test administration.

# CANDIDATE RECERTIFICATION APPLICATION (CONT'D)




## RIGGER/SIGNALPERSON

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

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

### METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

*Do not send cash.*

<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Personal check enclosed	<input type="checkbox"/>	Employer check enclosed	<input type="checkbox"/>	Money order enclosed	<i>Please do not staple your check or money order.</i>
--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	-------------------------	--------------------------	-------------------------	--------------------------	----------------------	--

**If paying by credit card, complete the following information:**

CREDIT CARD NUMBER	EXPIRATION DATE
--------------------	-----------------

NAME (Print as it appears on card)	SIGNATURE (on card)	SECURITY CODE*
------------------------------------	---------------------	----------------

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

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

*Please send application and payments to:*

International Assessment Institute—Attention: CCO Testing  
 4141 S. Highland Drive, Suite 225  
 Salt Lake City, Utah 84124  
 Phone: 727-449-8525  
 Fax: 801-938-9540

### CANDIDATE APPLICATION CHECKLIST

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



# Written Test Site Application REQUEST FORM—RIGGER PROGRAM

Please submit this form when you have found a facility that meets the test criteria and you are ready to commit to a specific exam date. **This form must be submitted at least four weeks prior to the test date selected below.** Incomplete forms or forms with no signature may delay processing. You will receive an approval letter with a site number to document on your Candidate Applications, which are due no later than two weeks prior to the Written/Practical Exam test date.

Will the Test Site be **open** to candidates outside your company/organization (and listed on the NCCCO website)? Yes  No

**Test Site Coordinator:** Please indicate the best time of the day for the Chief Examiner to contact you: \_\_\_\_\_ a.m./p.m.

**Please type or print neatly.**

TEST SITE COORDINATOR		
COMPANY or ORGANIZATION		
COMPANY MAILING ADDRESS		
CITY	STATE	ZIP
TEST SITE COORDINATOR CELL PHONE	COMPANY PHONE	COMPANY FAX
E-MAIL (Test Site Coordinator/Company Representative)		
REQUESTED DATE OF TEST	<input type="checkbox"/> Check here if this is your first written test administration.	
COMPANY / ORGANIZATION AT TEST SITE LOCATION (if different from above)		
COMPANY REPRESENTATIVE AT TEST SITE LOCATION (if different from Coordinator above)	COMPANY REPRESENTATIVE CELL PHONE	
TEST SITE ADDRESS (if different from above)		
CITY	STATE	ZIP
# of Rigger Level I Candidates: _____	# of Rigger Candidate Handbooks required for this test administration: _____	
# of Rigger Level II Candidates: _____		
# of Testing Rooms: _____		
I have read and understand the expectations of the Test Site Coordinator as well as the Test Site Setup and Configuration as described in the Rigger Test Site Coordinator Handbook (available on the NCCCO website at <a href="http://www.nccco.org">www.nccco.org</a> ).		
TEST SITE COORDINATOR SIGNATURE	DATE	

**Please return this Written Test Site Application Request Form for approval at least four weeks prior to requested exam date to:**

International Assessment Institute—Attn: NCCCO Testing  
 600 Cleveland Street, Suite 900  
 Clearwater, FL 33755  
 Phone: 727-449-8525  
 Fax: 727-461-2746  
 E-mail: [kim@iaiaexam.com](mailto:kim@iaiaexam.com)

This page intentionally left blank



# Test Site Coordinator Agreement

## FOR NCCCO WRITTEN AND PRACTICAL EXAMINATIONS

Thank you for your application to be a Test Site Coordinator for NCCCO Written and Practical Examinations. Test Site Coordinators play a critical role in the NCCCO examination process, from the initial site application, through the collection and submission of candidate applications to NCCCO’s testing provider, International Assessment Institute (IAI), to serving as liaison with the Examiner on test day. To ensure a smooth administration of NCCCO certification exams, it is critical that Test Site Coordinators fulfill their duties in a competent and professional manner. Please review the following Agreement and sign below where indicated, acknowledging that you have read and understood this Agreement and that, should your application be successful, you agree to abide by all of its provisions. NOTE: If your employment or affiliation changes from the company/organization listed below, you must complete and execute this form anew.

As a Test Site Coordinator for NCCCO Written and Practical Examinations, I certify and acknowledge that:

1. I will not disclose (nor cause to be disclosed) to anyone outside of NCCCO any confidential information I obtain as a result of my participation as a Test Site Coordinator in the NCCCO certification program, including, without limitation, the content of any examination.
2. I have read all applicable NCCCO policies and procedures, particularly those detailed in the *Rigger Test Site Coordinator Handbook*, and I agree to be bound by the same.
3. I have read NCCCO’s Criteria for Practical Test Sites and agree to prepare all Test Sites in accordance with the general directions set forth therein.
4. I agree to provide authorized personnel with access to the Test Site on test day and to remain (or arrange for my designated representative(s) to remain) at the Test Site throughout the test administration.
5. If I arrange for one or more representatives to remain at the Test Site, I agree to explain the responsibilities and obligations of a Test Site Coordinator to such persons and to ensure their compliance therewith.
6. I understand that the site for which I am a Test Site Coordinator may be audited by NCCCO and that I am required to cooperate fully with the NCCCO Auditor.
7. I agree to meet all applicable deadlines for submitting the *Written Test Site Application Request Form* and *Practical Examination Test Site Application & Data Sheet* with all necessary supporting documentation.
8. I agree to ensure that all *Candidate Applications* I submit are complete and in compliance with stated NCCCO policies and procedures, including any required payments.
9. I agree to pay any and all fees that are due in a timely fashion, including any additional fees I may incur by submitting incomplete or late applications.
10. I agree not to make, and not to knowingly allow any other person to make, any material misrepresentation or omission of fact in any document I submit to NCCCO or IAI.
11. I am acting on my own behalf and/or on behalf of the company or organization set forth below, and I am not acting to circumvent a prior NCCCO suspension or revocation.
12. I agree to conduct my affairs with NCCCO, IAI, any Examiner, clients, and candidates in a professional manner, according to accepted codes of business conduct.

*I understand that non-compliance with any of these provisions may result in the revocation or suspension of my status as a Test Site Coordinator for NCCCO Written and Practical Examinations. I agree that any questions or other matter arising under this agreement will be governed by and construed in accordance with the laws of the State of Virginia, without regard to choice of law rules. All actions and proceedings arising out of or relating directly or indirectly to this agreement will be filed and litigated exclusively in any state court or federal court located in the State of Virginia. I expressly consent to the jurisdiction of these courts.*

SIGNED		DATE	
NAME		E-MAIL	
COMPANY/ORGANIZATION			
ADDRESS			
CITY		STATE	ZIP
TELEPHONE		FAX	CELL

Please complete and submit to:

International Assessment Institute—Attn: NCCCO Testing  
 600 Cleveland Street, Suite 900, Clearwater, FL 33755  
 Phone: 727-449-8525 / Fax: 727-461-2746 / Email: kim@iaiaexam.com

This page intentionally left blank



# Test Site Application & Data Sheet

## PRACTICAL EXAMINATION—RIGGER PROGRAM

Please type or print neatly.

HOST COMPANY REPRESENTATIVE	TEST SITE NUMBER
-----------------------------	------------------

HOST COMPANY NAME
-------------------

HOST COMPANY MAILING ADDRESS
------------------------------

CITY	STATE	ZIP
------	-------	-----

HOST PHONE	HOST FAX	HOST E-MAIL
------------	----------	-------------

TEST SITE ADDRESS (Physical address of where the crane(s) will be set up; P.O. Boxes not acceptable)
--

CITY	STATE	ZIP
------	-------	-----

CHECK BOXES AS APPROPRIATE
<input type="checkbox"/> \$50 Site Fee for 2012 enclosed <input type="checkbox"/> \$50 Site Fee for 2012 already paid <input type="checkbox"/> This is my first test administration

TEST SITE COORDINATOR NAME	PHONE	E-MAIL
----------------------------	-------	--------

PRACTICAL EXAMINER NAME	PRACTICAL EXAMINER E-MAIL
-------------------------	---------------------------

DATE(S) OF TEST
-----------------

**The Practical Examination Test Site Coordinator assumes total responsibility for the following items:**

1. Selection of cranes and verification that at all times during the testing process the cranes are in compliance with federal and state OSHA requirements and the current ASME B30 standard
2. Verification that candidate's application for the Practical Exam is complete
3. Verification that candidate is physically and mentally capable of safe operation on the day of the Exam
4. Personal injury and/or property damage resulting from or caused in any way by the act of participation in the NCCCO Practical Examination

TEST SITE COORDINATOR SIGNATURE	DATE
---------------------------------	------

**METHOD OF PAYMENT FOR TEST SITE APPLICATION FEE**

*Do not send cash.*

<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>
--------------------------	--	--------------------------	--	--	--	---	--

**If paying by credit card, please complete the following information:**

CREDIT CARD NUMBER	EXPIRATION DATE
--------------------	-----------------

NAME (Print as it appears on card)	SIGNATURE (on card)	SECURITY CODE*
------------------------------------	---------------------	----------------

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

\* Three-digit security code located on the back of the card in the signature panel.

**Please send application and payment to:**

National Commission for the Certification of Crane Operators  
 Western Regional Office  
 57 West 200 South, Suite 404, Salt Lake City, Utah 84101  
 Fax: 801-363-3806

# TEST SITE APPLICATION & DATA SHEET (CONT'D)

## PRACTICAL EXAMINATION—RIGGER PROGRAM

*NCCCO cannot process this application without all of the requested information.*

### SECTION A (Complete as fully as possible, including your desired test date, if known.)

HOST COMPANY NAME	TEST SITE NUMBER	
TEST SITE ADDRESS	APPLICATION DATE	DATE OF TEST
CITY	STATE	ZIP

### SECTION B: RIGGER LEVEL (Check the box next to the Rigger level you plan to test on.)

<input type="checkbox"/> RIGGER LEVEL I (COMPLETE SECTION C)	<input type="checkbox"/> RIGGER LEVEL II (COMPLETE SECTION D)
--	---

### SECTION C: Verify site requirements by checking the boxes next to the following items:

<p>1. Tables (minimum of three tables required or alternative floor space):</p> <p><input type="checkbox"/> Two 6 ft. (minimum) tables      <input type="checkbox"/> One 6 ft. (minimum) table divided in half with tape</p> <p><b>OR</b></p> <p><input type="checkbox"/> Three areas of clean floor space, each 6 ft. × 3 ft.; one area divided in half by tape</p> <p>2. <input type="checkbox"/> Pre-Test Briefing Room with adequate tables and chairs for Pre-Test Briefing of candidates</p> <p>3. <input type="checkbox"/> TV/DVD/computer for viewing of candidate video</p> <p>4. <input type="checkbox"/> Minimum attachment point and/or setup providing an adjustable 5–7 ft. connection height</p> <p>5. <input type="checkbox"/> A one-ton stable hook and attachment point/setup capable of supporting a minimum of 100 lbs.</p> <p>6. <input type="checkbox"/> NCCCO Rigger Test Kit Level I</p>
--

### SECTION D: Verify site requirements by checking the boxes next to the following items:

<p>1. <input type="checkbox"/> One 6 ft. (minimum) table <b>or</b> one area (6 ft. × 3 ft.) of clean, clear floor space.</p> <p>2. <input type="checkbox"/> Pre-Test Briefing Room with adequate tables and chairs for Pre-Test Briefing of candidates</p> <p>3. <input type="checkbox"/> TV/DVD/computer for viewing of candidate video</p> <p>4. <input type="checkbox"/> 13 ft. (± 6 in.) height attachment point with a load test of 1,000 lbs.</p> <p>5. <input type="checkbox"/> A one-ton stable hook and attachment point/setup capable of supporting a minimum of 1,000 lbs.</p> <p>6. <input type="checkbox"/> NCCCO Rigger Test Kit Level II</p> <p>7. <input type="checkbox"/> Rigging Frame</p>
--

*Any questions regarding setup of the Rigger Practical Exams should be directed to:*

**Erin Jones at NCCCO's Western Regional Office**

**Phone: 801-363-2693**

**Fax: 801-363-3806**

**E-mail: ejones@nccco.org**



# Ready Reference Checklist

## RIGGER TEST SITE

### TEST ROOM CHECKLIST

- Quiet, well-lit, properly ventilated surroundings with a comfortable temperature and free from distraction
- Accessible to candidates with special needs
- Head table or podium at the front of the room
- Registration table
- Easy access to unlocked rest rooms stocked with sufficient supplies (no porta-potties)
- Easy access to water fountain
- Large signs prominently posted making candidates aware of the location of the test
- Sufficient tables with a smooth writing surface and enough space for the number of candidates registered
- Comfortable chairs (with backs) with an appropriate height in relation to the tables
- A computer or DVD player and TV for viewing the candidate video/presentation
- Acoustics good enough to allow candidates to hear instructions clearly
- Enough parking to accommodate the number of vehicles expected

### RIGGER LEVEL I PRACTICAL TEST ROOM CONFIGURATION AND EQUIPMENT REQUIRED CHECKLIST

- An enclosed testing room with adequate lighting and free of distractions and noise, in which the candidate, the Practical Examiner, and only official observers may be present; once their testing is completed, candidates must leave the testing area and not converse with candidates who have tested or who are waiting to test
- Three 6 ft. (min.) tables; or a clear, clean floor space for the Practical Examiner to set up the rigging tasks
- A one-ton hook and attachment point/setup that can support a 100 lb. load
- A separate waiting room (away from the testing) for candidates waiting to test
- Rigger Level I Practical Test Kit (purchased through NCCCO; see the *Rigger Test Kit Request Form*, page 21)

### RIGGER LEVEL II PRACTICAL TEST ROOM CONFIGURATION AND EQUIPMENT REQUIRED CHECKLIST

- An enclosed testing room with adequate lighting and free of distractions and noise, in which the candidate, the Practical Examiner, and only official observers may be present; once their testing is completed, candidates must leave the testing area and not converse with candidates who have tested or who are waiting to test
- One 6 ft. (min.) table; or a clear, clean floor space for the Practical Examiner to set up the rigging
- One 13 ft. ( $\pm$  6 in.) height attachment point with a load test of 1,000 lbs.
- A separate waiting room (away from the testing) for candidates waiting to test
- Rigger Level II Practical Test Kit (purchased through NCCCO; see the *Rigger Test Kit Request Form*, page 21)
- Rigging Frame (see Level II Rigging Frame Shop Drawing)



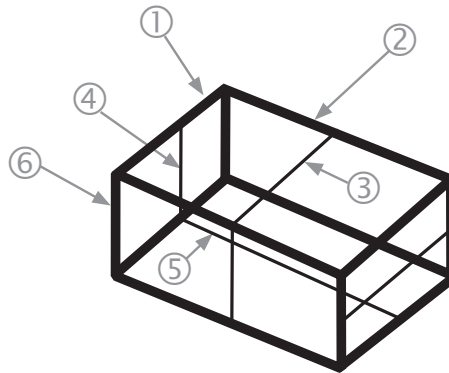
# Rigger Level II Rigging Frame

## SHOP DRAWING—SMALL BOX

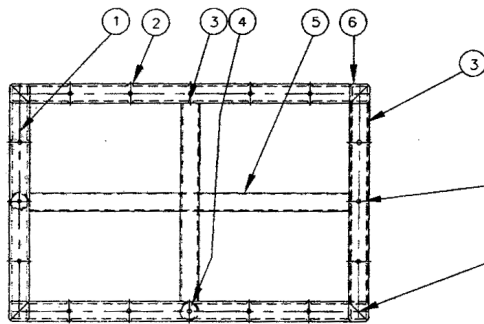
**NOTES:**

1. ALL WELDING OF ALL PIPE TO BOX TUBE MUST BE 0.13 DIAMETER USING THE LATEST REQUIREMENTS FOR STRUCTURAL WELDING AND WELDED ALL AROUND. (AWS D1.1)
2. WELDING FOR PIPE TO PIPE MUST BE 0.13 DIAMETER AND WELDED ALL AROUND.
3. ALL BOX TUBE TO BOX TUBE MUST BE 0.19 AND WELDED ALL AROUND.

ITEM 1	2" x 2" x 1/4" WALL x 24" LONG BOX TUBING	4 REQUIRED
ITEM 2	2" x 2" x 1/4" WALL x 36" LONG BOX TUBING	4 REQUIRED
ITEM 3	1 1/2" DIA. x 20" LONG SCH. 40 PIPE	2 REQUIRED
ITEM 4	1 1/2" DIA. x 14" LONG SCH. 40 PIPE	2 REQUIRED
ITEM 5	1 1/2" DIA. x 32" LONG SCH. 40 PIPE	1 REQUIRED
ITEM 6	2" x 2" x 1/4" WALL x 14" LONG BOX TUBING	4 REQUIRED

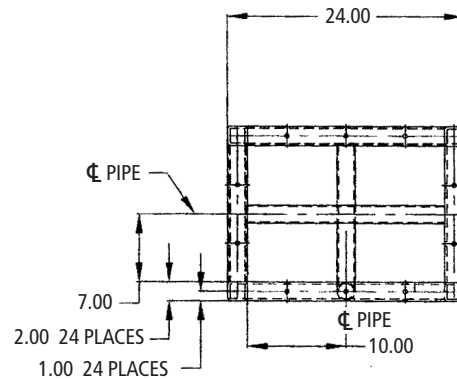
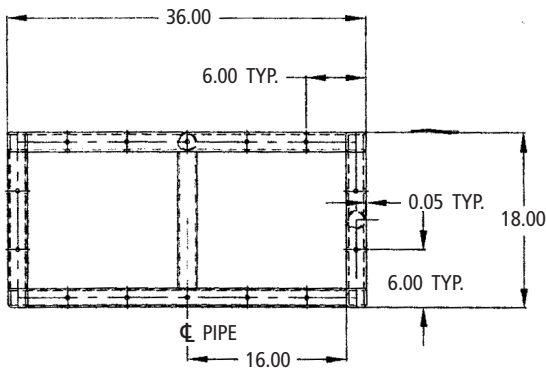


BOLD LINES=TUBE    LIGHT LINES=PIPE



DRILL THRU 4 PLACES AT EACH DIM. 0.437 DIAMETER.  
(52 PLACES TOTAL)

45 DEGREE ALL CORNERS AND BUTT WELD ALL AROUND.  
(TYPICAL 8 PLACES)





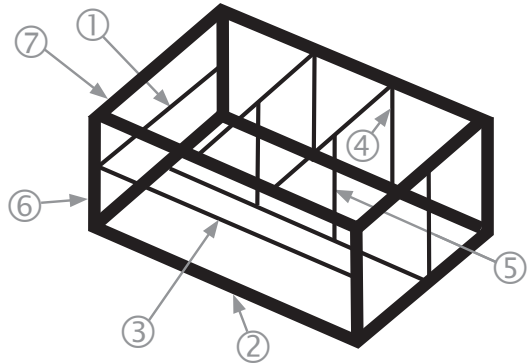
# Rigger Level II Rigging Frame

## SHOP DRAWING—LARGE BOX

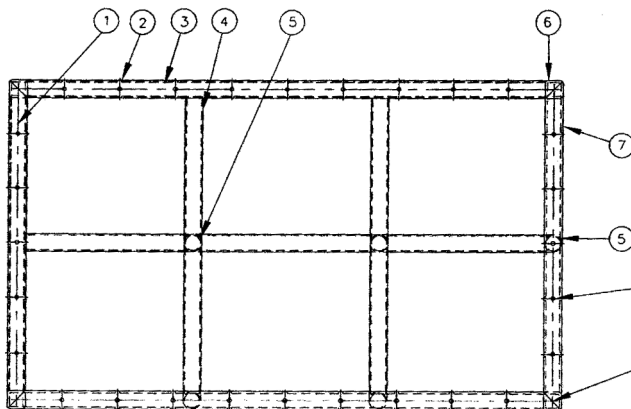
**NOTES:**

1. ALL WELDING OF ALL PIPE TO BOX TUBE MUST BE 0.13 DIAMETER USING THE LATEST REQUIREMENTS FOR STRUCTURAL WELDING AND WELDED ALL AROUND. (AWS D1.1)
2. WELDING FOR PIPE TO PIPE MUST BE 0.13 DIAMETER AND WELDED ALL AROUND.
3. ALL BOX TUBE TO BOX TUBE MUST BE 0.19 AND WELDED ALL AROUND.

ITEM 1	1 1/2" DIA. x 32" LONG SCH. 40 PIPE	3 REQUIRED
ITEM 2	2" x 2" x 1/4" WALL x 60" LONG BOX TUBING	4 REQUIRED
ITEM 3	1 1/2" DIA. x 56" LONG SCH. 40 PIPE	2 REQUIRED
ITEM 4	1 1/2" DIA. x 20" LONG SCH. 40 PIPE	3 REQUIRED
ITEM 5	1 1/2" DIA. x 22" LONG SCH. 40 PIPE	2 REQUIRED
ITEM 6	2" x 2" x 1/4" WALL x 20" LONG BOX TUBING	4 REQUIRED
ITEM 7	2" x 2" x 1/4" WALL x 36" LONG BOX TUBING	4 REQUIRED

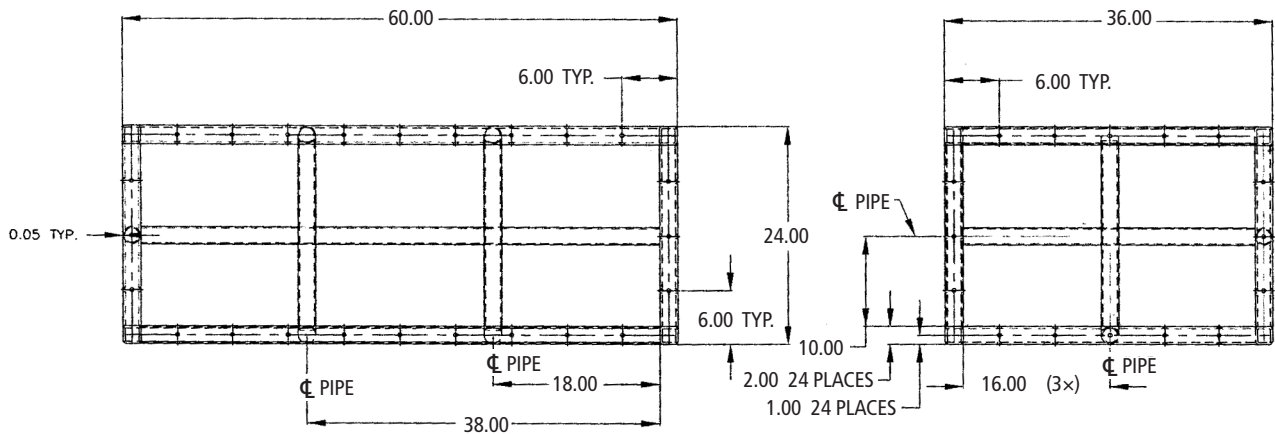


BOLD LINES=TUBE LIGHT LINES=PIPE



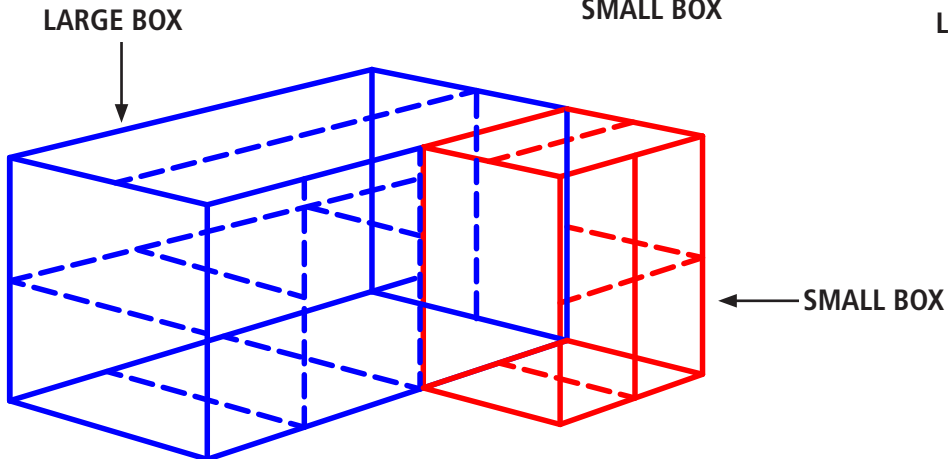
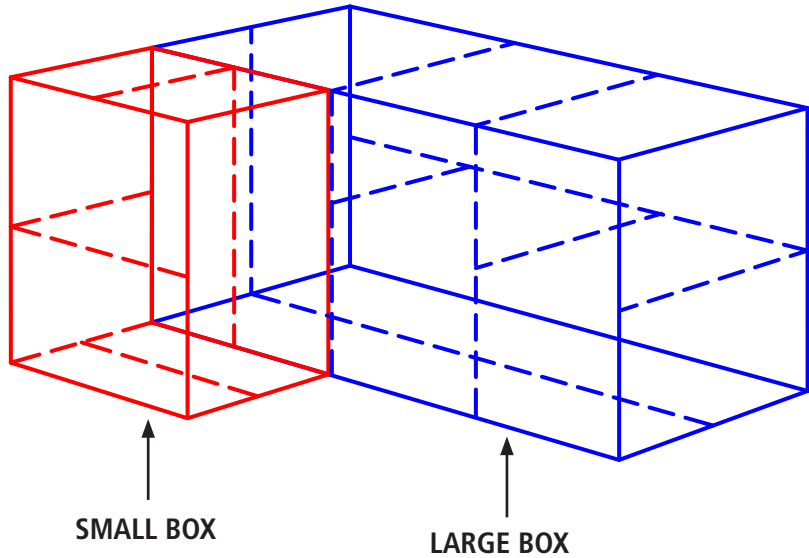
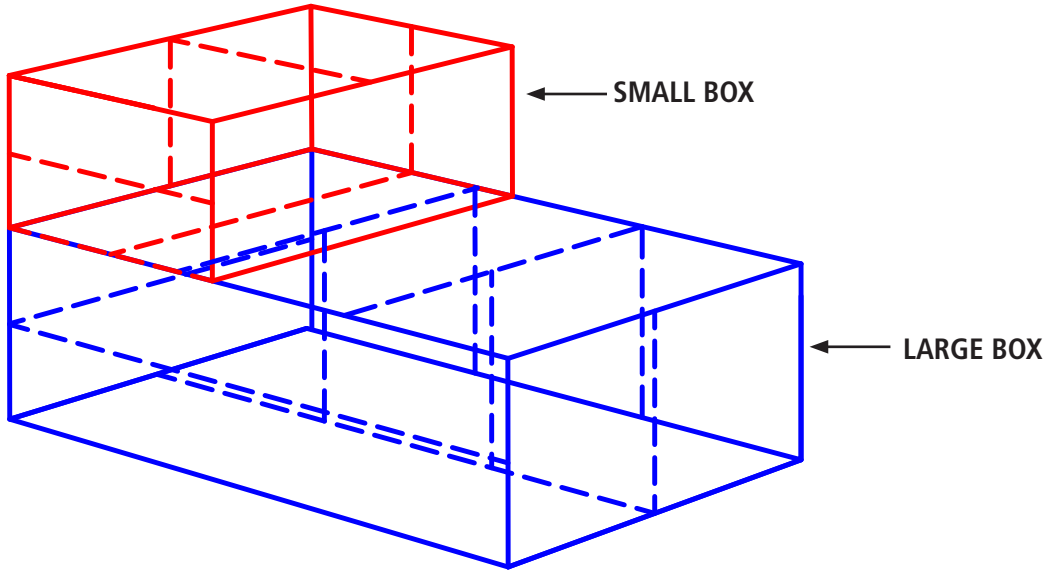
DRILL THRU 4 PLACES AT EACH DIM. 0.437 DIAMETER.  
(52 PLACES TOTAL)

45 DEGREE ALL CORNERS AND BUTT WELD ALL AROUND.  
(TYPICAL 8 PLACES)





# Completed Rigger Level II Rigging Frame PERSPECTIVE DRAWINGS—COMPLETED FRAME





# Test Site Coordinator SUMMARY FORM

*Please type or print neatly.*

TEST SITE COORDINATOR		
COMPANY or ORGANIZATION		
COMPANY MAILING ADDRESS		
CITY	STATE	ZIP
TEST SITE COORDINATOR CELL PHONE	COMPANY PHONE	COMPANY FAX
E-MAIL (Test Site Coordinator/Company Representative)		
TEST DATE	TEST ADMINISTRATION NUMBER	
COMPANY / ORGANIZATION AT TEST SITE LOCATION (if different from above)		
COMPANY REPRESENTATIVE AT TEST SITE LOCATION (if different from Coordinator above)		
TEST SITE ADDRESS (if different from above)		
CITY	STATE	ZIP
Number of Candidates: <input style="width: 50px; height: 20px;" type="text"/>	Candidate Fees:	\$ _____
	Candidate Late Fees:	\$ _____
	Test Site Late Fees:	\$ _____
	Special Administration Fees:	\$ _____
	Total Amount of Fees Enclosed:	\$ <input style="width: 100px; height: 20px;" type="text"/>

## METHOD OF PAYMENT

***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>
--------------------------	--------------------------	--------------------------	--	--	---	--

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

*If paying by credit card, please complete the following information:*

CREDIT CARD NUMBER	<input style="width: 100%; height: 20px;" type="text"/>	EXPIRATION DATE	<input style="width: 100%; height: 20px;" type="text"/>
NAME (Print as it appears on card)	SIGNATURE (on card)	SECURITY CODE*	<input style="width: 100%; height: 20px;" type="text"/>

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

***Please return this Test Site Coordinator Summary Form along with all Candidate Application Forms to:***

International Assessment Institute—Attn: NCCCO Testing  
 4141 S. Highland Drive, Suite 225  
 Salt Lake City, Utah 84124  
 Phone: 727-449-8525  
 Fax: 801-938-9540

This page intentionally left blank



## DETAILED SCORE REPORT REQUEST FORM (CONT'D)

TEST SITE NUMBER	TEST DATE	NAME OF REQUESTOR
------------------	-----------	-------------------

### CANDIDATE RELEASE STATEMENT

*Notice to Candidate: By signing this form, you are giving your permission to the National Commission for the Certification of Crane Operators (NCCCO) and International Assessment Institute to release the details of your test scores directly to the person listed above as the "Requestor."*

CANDIDATE NAME (printed)	SOCIAL SECURITY # (last four)*	CANDIDATE RELEASE SIGNATURE
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		

*\* Last four digits of social security number are required to assure correct candidate identification.*



# Pass/Fail Report Request Form FOR NCCCO EXAMINATIONS

If you wish to receive a Pass/Fail Report on candidates taking the NCCCO examination(s), please fill out this form and submit it, along with a \$50 processing fee, to International Assessment Institute when you return your Test Administration materials for each administration. **You must submit this form for each test administration.**

International Assessment Institute—Attn: NCCCO Testing  
4141 S. Highland Drive, Suite 225  
Salt Lake City, Utah 84124

If you would like this report faxed to you, please enter your fax number here: \_\_\_\_\_

**Please type or print neatly.**

NAME OF REQUESTOR		PHONE	
COMPANY NAME			
COMPANY MAILING ADDRESS			
CITY		STATE	ZIP
TEST SITE NUMBER	TEST DATE	SIGNATURE	

CANDIDATE NAME (printed)	SOCIAL SECURITY #*	CANDIDATE NAME (printed)	SOCIAL SECURITY #*
1.		14.	
2.		15.	
3.		16.	
4.		17.	
5.		18.	
6.		19.	
7.		20.	
8.		21.	
9.		22.	
10.		23.	
11.		24.	
12.		25.	
13.		26.	

\* Last four digits of social security number required to assure correct candidate identification.

## METHOD OF PAYMENT FOR PASS/FAIL REPORT REQUEST

**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>
--------------------------	--------------------------	--------------------------	--	--	---	--

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

If paying by credit card, please complete the following information:

CREDIT CARD NUMBER	EXPIRATION DATE	SECURITY CODE*

NAME (Print as it appears on card)	SIGNATURE (on card)
------------------------------------	---------------------

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



# Summary of Changes

## TEST SITE COORDINATOR HANDBOOK—RIGGER PROGRAM

Following approval by the appropriate NCCCO committees, Commissioners, and/or Board of Directors, the following substantive (non-editorial) changes have been made to the *Test Site Coordinator Handbook*:

### Changes made 01/12:

Page(s)	Section	Change
17	Test Site Coordinator Agreement	<ul style="list-style-type: none"> <li>Updated Test Site Coordinator Agreement</li> </ul>
19	Test Site Application & Data Sheet	<ul style="list-style-type: none"> <li>Updated for 2012</li> <li>Added field for Practical Examiner email</li> </ul>

### Changes made 08/11:

Page(s)	Section	Change
iii	Introduction Letter	<ul style="list-style-type: none"> <li>Updated ANSI accreditations to include reference to ISO 17024</li> </ul>
2	Test Site Setup—Practical Examination, Level I	<ul style="list-style-type: none"> <li>Added requirement to divide table in half with tape or 1" line (instead of four sections)</li> </ul>
4	Testing Accommodations	<ul style="list-style-type: none"> <li>Added link to complete NCCCO Testing Accommodations policy on website</li> </ul>
5	Test Scheduling Options	<ul style="list-style-type: none"> <li>Removed requirement for candidates to hold Rigger Level I certification before taking Rigger Level II exams</li> <li>Added that candidates are permitted to schedule and take both the Level I and Level II written and practical exams at the same test site administration</li> <li>Added that when Rigger exams are combined with Signalperson exams at a Unitary Test Site, the minimum number of candidates is 10</li> </ul>
6	Candidate Application Fees	<ul style="list-style-type: none"> <li>Added fees for taking Rigger Level I and Rigger Level II exams at the same time</li> </ul>
6	Retest Policy	<ul style="list-style-type: none"> <li>Added that written exam retests may be taken at a computer-based test site</li> </ul>
7	Rigger Certification Timeframes	<ul style="list-style-type: none"> <li>Added that for Rigger Level II certification to be valid, Rigger Level I certification must also be current</li> </ul>
8	Typical Written Exam Test Day Schedule	<ul style="list-style-type: none"> <li>Added second written exam test session to accommodate those who are taking Rigger Level I and Level II exams or Rigger Level I and Signalperson exams on same day</li> </ul>
11, 13	Candidate Application	<ul style="list-style-type: none"> <li>Updated applications and added Testing Accommodations check box</li> </ul>
13-14	Recertification Application	<ul style="list-style-type: none"> <li>Added Rigger/Signalperson Recertification Application</li> </ul>
17	Test Site Application & Data Sheet	<ul style="list-style-type: none"> <li>Updated for 2011</li> <li>Added field for Practical Examiner email</li> </ul>
21	Rigger Level II Rigging Frame	<ul style="list-style-type: none"> <li>Adjusted Level II rigging frame large box diagram</li> </ul>
23	Test Site Coordinator Summary form	<ul style="list-style-type: none"> <li>Changed "mail to" address to IAI's Salt Lake City office</li> </ul>
25	Detailed Score Report form	<ul style="list-style-type: none"> <li>Changed "mail to" address to IAI's Salt Lake City office</li> </ul>
27	Pass/Fail Score Report form	<ul style="list-style-type: none"> <li>Changed "mail to" address to IAI's Salt Lake City office</li> </ul>
30	Summary of Changes	<ul style="list-style-type: none"> <li>Added Summary of Changes</li> </ul>

## IMPORTANT CONTACT INFORMATION



### **NATIONAL COMMISSION FOR THE CERTIFICATION OF CRANE OPERATORS**

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

Phone: 703-560-2391

Fax: 703-560-2392

E-mail: [info@nccco.org](mailto:info@nccco.org)



### **INTERNATIONAL ASSESSMENT INSTITUTE**

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

Phone: 727-449-8525

Fax: 727-461-2746



**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

[info@nccco.org](mailto:info@nccco.org)

[www.nccco.org](http://www.nccco.org)