



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

**RIGGER
TEST SITE COORDINATOR
HANDBOOK**



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



Dear NCCCO Test Site Coordinator:

Welcome to the NCCCO National Rigger Certification Program.

The National Commission for the Certification of Crane Operators (NCCCO), a nonprofit organization, was founded in January 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 NCCCO Written and Practical Examinations.

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 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 staffed by experts from all aspects of the rigging, lifting, and crane industry—riggers, ASME B30 members, crane operators, training directors, managers, supervisors, insurance representatives—representing many thousands of hours of rigging experience. These volunteers gave freely of their time and expertise with the single goal of improving the safety of all whose work brings them into contact with cranes and lifting equipment.

In order to ensure NCCCO examinations are, and remain, a valid measurement of the proficiency of personnel in the lifting industry, NCCCO has teamed this group's knowledge and experience with the exam development expertise of International Assessment Institute. Based in Clearwater, Florida, International Assessment Institute continually analyzes the performance of NCCCO exams and reports to NCCCO's Exam Management Committees, which also guides in the development of new examinations. Additionally, International Assessment Institute 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 the NCCCO Written and Practical Examination Administration. 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 or need clarified, please call NCCCO at 703-560-2391, or e-mail us at info@nccco.org. NCCCO staff will be happy to guide you through any aspect of the NCCCO National Rigger Certification Program.

Thank you for your interest—and good luck!

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Hosting and Administering Rigger Written and Practical Examinations

This information is specific to the Rigger program. Information regarding other NCCCO certification programs is covered in their respective Test Site Coordinator Handbooks.

TEST SITE ROOM SET UP – 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 should be only one (1) point of entry and exit.
 1. Candidates must enter and exit through the same door.
- The testing room must be an indoor facility suitable for the exam candidates, to include:
 1. Quiet, well-lit, properly ventilated with a comfortable temperature and free from distractions to candidates.
 2. Accessible to candidates with special needs.
 3. A head table or podium at the front of the room.
 4. A registration table.
 5. Easy access to unlocked rest rooms stocked with sufficient supplies.
 6. Easy access to a water fountain.
 7. Large signs prominently posted making candidates aware of the location of the test.
 8. A clock visible to all candidates, preferably at the front of the room so that candidates can see it without turning their heads.
- There should 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:
 1. Six-foot tables: No more than two (2) candidates per table.
 2. Eight-foot tables: No more than three (3) candidates per table.
 3. Round tables: No more than one (1) candidate per table. These may be used, but are inefficient due to the requirement of only one (1) candidate per table.
 4. Desks: No more than one (1) 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 should accommodate both left-handed and right-handed candidates with equal comfort.

- The tables should have smooth writing surfaces and adequate space to accommodate examination booklets and answer sheets without crowding.
- There must be an adequate supply of sharpened #2 pencils for candidates to use on test day.
- The chairs should 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 should be located near examination room and should be easy to find. Post directional signs if necessary.
- 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 should be sufficient to accommodate the number of vehicles expected

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 testing has completed for a candidate, they are to leave the test site and not converse with other candidates who have tested or are waiting to test. The Practical Test Examination room must be a facility suitable for the exam candidates, and 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.

- 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.
- Three (3) six foot tables on which to place the rigging gear. One (1) table must have a strip of tape or minimum one (1) inch wide line that divides the table into four (4) sections or alternatively;
- Three 6' x 3' areas of clean, clear space with a line or tape separating one of the spaces in half.

ROLES AND RESPONSIBILITIES

The following three (3) 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 their 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). The Test Site Coordinator is responsible for:

- Submitting all requested information to International Assessment Institute in a timely fashion on the *Rigger Test Site Application Request Form* and *Test Site Coordinator Summary Form*.
- Preparing a testing room in accordance with the general directions listed under the "Test Site Room Set Up-Written Examination" and "Test Room Configuration-Practical Examination".
- Liaison with the Chief Examiner, International Assessment Institute and NCCCO in all aspects of test site preparation and administration (ensuring candidate applications are complete and submitted in accordance with stated deadlines).
- Test Site Coordinators or their designated representatives are required to remain on site throughout each Test Administration.

- Test Site Coordinators are responsible for ensuring candidates and proctors meet NCCCO's personal protective equipment (PPE) policies, which requirements, at a minimum, shall meet OSHA requirements.
- Test Site Coordinators and their designated representative are required to submit a Test Site Coordinator Agreement form to the NCCCO Western Regional Office.
- Test Site Coordinators are required to have an e-mail address and a cell phone which must be provided to NCCCO 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, you may go to the NCCCO's website at 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.
- Ensuring all candidates have watched the candidate video and understand the Practical Examination.
- Administering all Practical Examinations for that test site.
- Returning all examination materials including score sheets and site report to IAI at the conclusion of all testing.

IAI Chief Examiner

NCCCO and International Assessment Institute 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 (1) 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 testing area when they are through testing (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 conflict of interest, and possible breach 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

Crane operators certified by NCCCO must recertify every five (5) 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 CCO Written Examination*).

For more information about recertification, see the Candidate Handbook, or contact CCO's Recertification Department at (703) 560-2391 or via e-mail at info@nccco.org.

TESTING ACCOMMODATIONS

The National Commission for the Certification of Crane Operators (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 test accommodations is covered under the ADA as a disabled individual. Comprehensive information by 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.

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



Applying to Host A Rigger Written Examination

All requests for test administrations must be made on the Rigger Written Test Site Application Request Form at least four (4) 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

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 (4) weeks prior to the desired test date.

Late Test Site Applications

Test Sites may apply with less than four (4) weeks notice subject to the following fees:

- Less than four (4) weeks to three (3) weeks prior to exam - \$200.
- Less than three (3) weeks to two (2) weeks prior to exam - \$300.

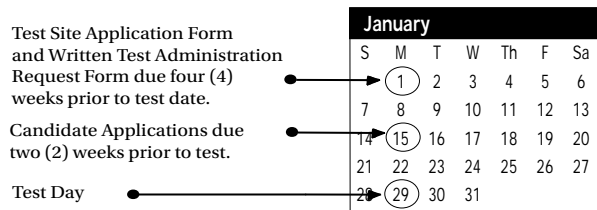
Test Sites with Less Than 15 Candidates

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

APPLICATION DEADLINES

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



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 / 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. Checks and money orders payable to International Assessment Institute are preferred. You may also pay by credit card — VISA, MasterCard, or AM EX. 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 \$25 fee.

Basic Rigger Examination Fees:

Basic Rigger Written and Practical Exam	\$190
<i>(Basic Rigger candidates only -certification card INCLUDED)</i>	
Basic Rigger Written and Practical Exam	\$100
<i>(Current NCCCO Certified card holder)</i>	

Retest Fees:

RETEST Basic Rigger Written Exam (<i>Rigger candidate only</i>)	\$95
RETEST Basic Rigger Practical Exam (<i>Rigger candidate only</i>)	\$95
RETEST Basic Rigger Written Exam (<i>Current NCCCO Certified card holder</i>)	\$50
RETEST Basic Rigger Practical Exam (<i>Current NCCCO Certified card holder</i>)	\$50

Other Fees:

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

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

- they wish to reschedule without valid reason (see emergency Cancellations or Withdrawals);
- they wish to have a duplicate score report issued;
- they need a duplicate/updated certification card.

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 (4) 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 5pm (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 the written exam, they can retake it at a traditional 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 (7) business days prior to the examination date. Candidate fees will be held up to one (1) year. When they reschedule, at that time, they will need to pay an additional \$25 reschedule fee. Candidates who wish to reschedule their NCCCO rigger examination **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 (7) 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 (1) year from candidate 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 receive 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 Detailed Score Reports on candidates taking the Written and Practical Examination at their test site. 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

A candidate must pass the Written and Practical examination in order to be certified. Rigger certification is valid for five (5) years. Candidates have 12 months from the time they take and pass their first exam (Written or Practical) in which to become certified.

Candidates who do not take and pass both the Written and Practical Exam within the 12 month time frame will be required to start the certification process again from the beginning.

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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.

All candidates may begin at 8:00 am.

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 am – 8:00 am	Chief Examiner and Proctors arrive at test site to administer the written exam. Check and prepare testing room (if needed). Call IAI immediately with any test site issues.
8:00 am – 8:15 am	Candidate Sign-in. Check candidate ID's. Seat Candidates.
8:15 am – 8:30 am	Chief Examiner reads instructions for Rigger Examination.
8:30 am – 9:30 am	Administer Rigger Written Exam (60 minutes).
End of Test Day	Chief Examiner will collect and count exam score sheets and exam booklets.

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Test Administration Forms

Please photocopy all sides of the following forms for your use in applying for the NCCCO Written and Practical Examinations.

Candidate Application - Written and Practical Examination

Test Site Application Request Form - Written Examination

Test Site Application & Data Sheet Form - Practical Examination

Ready Reference Test Site Checklist

Test Site Coordinator Agreement Form - Rigger

Test Site Coordinator Summary Form

Pass/Fail Report Request Form

Detailed Score Report Request Form

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CANDIDATE APPLICATION

WRITTEN AND PRACTICAL EXAMINATION - RIGGER/SIGNALPERSON

Please type or print neatly.

NAME <i>First</i>			<i>Middle</i>			<i>Last</i>			
CCO 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				
ARE YOU A RETEST CANDIDATE?			NO <input type="checkbox"/>		YES <input type="checkbox"/>		DATE LAST TESTED: ___/___/___		<input type="checkbox"/> I AM TAKING THE PRACTICAL EXAM FIRST.
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.

BUBBLE IN next to the Exam category for which you are applying.

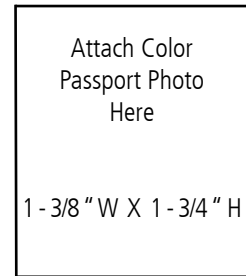
EXAM DESCRIPTION	EXAM FEES
<input type="radio"/> Rigger Basic Written and Practical Exams <i>(Rigger candidates only - certification card INCLUDED)</i>	652801 \$190
<input type="radio"/> Rigger Basic Written and Practical Exams <i>(Current NCCCO Certified card holder)</i>	652801 \$100
<input type="radio"/> RETEST Rigger Basic Written Exam <i>(Rigger candidate only)</i>	652801 \$95
<input type="radio"/> RETEST Rigger Basic Practical Exam <i>(Rigger candidate only)</i>	652801 \$95
<input type="radio"/> RETEST Rigger Basic Written Exam <i>(Current NCCCO Certified card holder)</i>	652801 \$50
<input type="radio"/> RETEST Rigger Basic Practical Exam <i>(Current NCCCO Certified card holder)</i>	652801 \$50
<input type="radio"/> Rigger Basic & Signalperson Written and Practical Exams <i>(Rigger/Signalperson candidates only - certification card INCLUDED)</i>	652801 & 652701 \$250
<input type="radio"/> Rigger Basic & Signalperson Written and Practical Exams <i>(Current NCCCO Certified card holder)</i>	652801 & 652701 \$250
ADDITIONAL FEES	
<input type="radio"/> Updated Certification Card <i>(*for current NCCCO Certified card holder ONLY)</i>	\$25
<input type="radio"/> Candidate Late Fee	\$50
<input type="radio"/> Incomplete Application Fee <i>(See Candidate handbook for details)</i>	\$30
TOTAL AMOUNT ENCLOSED	\$

CANDIDATE APPLICATION (CONT'D)

Rigger

NCCCO CERTIFICATION CARDS

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



Please attach a passport color photo, without hat or sunglasses, and enclose any required payment based upon the information listed below with your application form

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



Personal Check

Employer Check

Money Order

Do not staple your check.

If paying by credit card – complete the following information

SECURITY CODE

CREDIT CARD NUMBER

EXPIRATION DATE

NAME (Print as it appears on card)

SIGNATURE (on card)

Checks and money orders should be payable to:

International Assessment Institute - Attention: CCO testing
600 Cleveland Street, Suite 900
Clearwater, Florida 33755

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

CANDIDATE APPLICATION CHECKLIST

- I have completed and signed the Candidate Application.
- I have provided credit card information or a check or money order for the correct amount.



TEST SITE APPLICATION REQUEST FORM

WRITTEN EXAMINATION - RIGGER

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 (4) weeks prior to the requested 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. Candidate applications are due no later than two (2) weeks prior to the Written/Practical Exam test date.

Will the test be **OPEN** to candidates outside your company / organization and listed on the NCCCO web site?
 Yes No

Test Site Coordinator: Please indicate the best time of the day for the Chief Examiner to contact you.
 _____ AM / PM

Please type or print neatly (FILL OUT COMPLETELY)

TEST SITE COORDINATOR		
COMPANY/ORGANIZATION		
MAILING ADDRESS		
CITY	STATE	ZIP
TEST SITE COORDINATOR CELL PHONE	COMPANY PHONE	COMPANY FAX
E-MAIL (TEST SITE COORDINATOR/REPRESENTATIVE)		
REQUESTED DATE OF TEST	<input type="checkbox"/> CHECK HERE IF THIS IS YOUR FIRST TEST ADMINISTRATION	
COMPANY/ORGANIZATION TEST SITE LOCATION (If different form above)		
COMPANY REPRESENTATIVE AT TEST SITE LOCATION (If different form above)		COMPANY REPRESENTATIVE CELL PHONE
TEST SITE ADDRESS (If different form above)		
CITY	STATE	ZIP
# of Rigger Candidates _____	# of Testing Rooms _____	NUMBER OF RIGGER HANDBOOKS REQUIRED FOR THIS ADMINISTRATION <input style="width: 50px; height: 20px;" type="text"/>
<p>I have read and understand the expectations of the Test Site Coordinator as well as the Criteria for the Test Site as described in the Rigger Test Site Coordinator Handbook available on the NCCCO web site at www.nccco.org.</p>		
Test Site Coordinator Signature		DATE

Please return this Request Form for approval at least (4) weeks prior to requested exam date:
International Assessment Institute (IAI)
600 Cleveland Street, Suite 900
Clearwater, FL 33755
Phone: 727-449-8525, Fax: 727-461-2746, E-mail: kim@iaiaexam.com

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TEST SITE APPLICATION & DATA SHEET

PRACTICAL EXAMINATION - RIGGER

Please type or print neatly.

page 1 of 2

HOST COMPANY REPRESENTATIVE		TEST SITE #	
HOST COMPANY			
HOST COMPANY MAILING ADDRESS			
CITY		STATE	ZIP
HOST PHONE	HOST FAX	HOST E-MAIL	
TEST SITE ADDRESS (Physical address of where the Practical Exam will be conducted. No PO Box's)			
CITY		STATE	ZIP
CHECK BOXES AS APPROPRIATE			
<input type="checkbox"/> New Test Site	<input type="checkbox"/> Existing Test Site	<input type="checkbox"/> \$50 Site Fee for 2009 already paid	<input type="checkbox"/> \$50 Site Fee for 2009 enclosed
TEST SITE COORDINATOR NAME		PHONE	E-MAIL
PRACTICAL EXAMINER NAME		ACCREDITATION #	
DATE(S) OF TEST			



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

1. Verification that candidate's application for the practical test is complete.
2. Verification that candidate is physically and mentally capable of safe operation the day of test.
3. Personal injury and/or property damage resulting from or caused in anyway by the act of participation in the NCCCO Practical Examination.

TEST SITE COORDINATOR SIGNATURE	DATE
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METHOD OF PAYMENT FOR TEST SITE APPLICATION FEES

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>Do not staple your check.</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)	SIGNATURE (on card)	SECURITY CODE*	<input type="text"/>

Checks and money orders should be made payable to: NCCCO

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

Please send Application and payments 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

NCCCO CANNOT PROCESS THIS APPLICATION WITHOUT ALL THIS INFORMATION.

SECTION A *Complete as fully as possible, including your desired test date if known.*

page 2 of 2

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"/> BASIC

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

<p>1. Tables (Minimum Three Required or alternative floor space)</p> <p><input type="checkbox"/> 6 foot minimum (2) <input type="checkbox"/> 6 foot minimum (1) divided in half with tape</p> <p>Or</p> <p><input type="checkbox"/> Three (3) areas each 6' x 3' of clean, clear floor space. One (1) area must be divided by tape.</p> <p>2. <input type="checkbox"/> Pre-Test Briefing Room adequate tables and chairs for Pre-Test Briefing of Candidates</p> <p>3. <input type="checkbox"/> TV/DVD/Computer for Candidate Video Viewing</p> <p>4. <input type="checkbox"/> Minimum attachment point and or setup providing an adjustable 5-7' connection height.</p> <p>5. <input type="checkbox"/> A one (1) ton stable hook and attachment point/setup capable of supporting a minimum of 100 lbs.</p>

Any Questions Regarding Set-up of the Rigger Practical Exam 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 TEST SITE CHECKLIST

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.
- Easy access to water fountain.
- Large signs prominently posted making candidates aware of the location of the test.
- Clock visible to all candidates, preferably at the front of the room.
- Sufficient tables with 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.
- Room has good acoustics to allow candidates to hear instructions clearly.
- Adequate space for proctors to observe candidates easily.
- Parking sufficient to accommodate the number of vehicles expected.

Practical Test Room Configuration and Equipment Required Checklist

- An enclosed testing room with adequate lighting, free of distractions and noise in which the candidate, practical examiner and only "official" observers may be present. Once testing is completed, the candidate must leave the testing area and not converse with candidates who tested or are waiting to test.
- Three 6' tables; or a clear, clean floor space for the practical examiner to set up the Rigging tasks.
- A one (1) 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.
- A computer, TV, or DVD for the viewing of the candidate video/PowerPoint.
- Rigger Basic Practical Test Kit (purchased through NCCCO, see the Rigger Test Kit Request Form).

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TEST SITE COORDINATOR AGREEMENT FOR THE PRACTICAL EXAM

Thank you for your application to be an NCCCO 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 liaison with the Practical Examiner and Chief 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.

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 and agree to abide by all NCCCO Policies and Procedures, particularly those detailed in the Test Site Coordinator Handbook.
3. I agree to provide authorized personnel with access to the test site on test day, and to remain (or arrange for my designated representative to remain) at the test site throughout the test administration.
4. I agree to meet all deadlines for submission Test Administration Request Forms and Test Site Coordinator Summary Forms.
5. I agree to ensure that all Candidate Applications I submit are complete and submitted in accordance with stated NCCCO deadlines, including any required payments.
6. 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.
7. 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.
8. I represent that I am acting on my own behalf and/or on behalf of the company or organization set forth below, and not acting to circumvent a prior NCCCO suspension or revocation.
9. 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

Signed: _____ Date: _____

Name: _____ Email: _____

Company/Organization: _____

Address: _____

Tel: _____ Fax: _____ Cell: _____

Please complete and submit to:

International Assessment Institute

600 Cleveland Street, Suite 900, Clearwater, FL 33755

Tel: 727-449-8525 – Fax: 727-461-2746

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TEST SITE COORDINATOR Summary Form

Please type or print neatly.

TEST SITE COORDINATOR		
COMPANY / 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 of Candidates	<input type="text"/>	Candidate Fees	\$ _____
		Candidate Late Fees	\$ _____
		Test Site Late Fees	\$ _____
		Special Administration Fees	\$ _____
		Total Amount of Fees Enclosed	\$ <input type="text"/>

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

Personal Check
 Employer Check
 Money Order

Do not staple your check.

If paying by credit card – complete the following information

SECURITY CODE*

CREDIT CARD NUMBER

EXPIRATION DATE

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

Checks and money orders should be payable to: International Assessment Institute

Please return this TEST SITE COORDINATOR SUMMARY FORM along with all Candidate Application Forms to:

International Assessment Institute - Attention: CCO testing
600 Cleveland Street, Suite 900
Clearwater, Florida 33755

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

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PASS / FAIL REPORT REQUEST FORM

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:

International Assessment Institute - Attn: NCCCO Testing
 600 Cleveland Street, Suite 900
 Clearwater, FL 33755

IF YOU WOULD LIKE THIS REPORT FAXED TO YOU,
 ENTER YOUR FAX NO. HERE:

You must submit this form for each test administration.

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.		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

Personal Check
 Employer Check
 Money Order

Do not staple your check.

If paying by credit card – complete the following information

SECURITY CODE*

CREDIT CARD NUMBER

EXPIRATION DATE

NAME (Print as it appears on card)	SIGNATURE (on card)
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DETAILED SCORE REPORT REQUEST FORM

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:

International Assessment Institute - Attn: NCCCO Testing
 600 Cleveland Street, Suite 900
 Clearwater, FL 33755

You must submit this form for each test administration. Scores are the property of the candidate, and his/her consent must be obtained before International Assessment Institute can release the scores to a third party. Please have the candidate sign under the release statement below.

Please type or print neatly.

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

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
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

* Social Security Number is required in order to assure correct candidate identification.

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

Personal Check
 Employer Check
 Money Order

Do not staple your check.

If paying by credit card – complete the following information

SECURITY CODE*

CREDIT CARD NUMBER

EXPIRATION DATE

NAME (Print as it appears on card)	SIGNATURE (on card)
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DETAILED SCORE REPORT REQUEST (CONT'D)

TEST SITE NUMBER	TEST DATE	NAME OF REQUESTOR
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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 (CCO) 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
9.		
10.		
11.		
12.		
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31.		
32.		

* Social Security Number is required in order to assure correct candidate identification.

IMPORTANT CONTACT INFORMATION



NATIONAL COMMISSION FOR THE CERTIFICATION OF CRANE OPERATORS

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

Phone: 703-560-2391

Fax: 703-560-2392

E-Mail: info@nccco.org



INTERNATIONAL ASSESSMENT INSTITUTE

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

Phone: 727-449-8525

Fax: 727-461-2746



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CERTIFICATION OF CRANE OPERATORS**

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