



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

## **CANDIDATE HANDBOOK**

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

TM

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

**Do not discard this document.**

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



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



ISO/IEC 17024  
Personnel Certification Body  
#0756

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

Dear Crane Inspector Certification Candidate:

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

NCCCO is a nonprofit organization founded in 1995 to establish a fair and independent evaluation of crane operator knowledge and skills. Key to this industry-led effort was the development of the CCO written and practical examinations, initially for mobile crane operators but now also for tower, overhead, and articulating crane operators, digger derrick operators, riggers, signalpersons, and lift directors. These nationally recognized and internationally accredited certification programs are the culmination of many years' hard work by experts from the varied industries and groups that use cranes, including construction, steel erection, operating engineers, utilities, crane rental, petrochemicals, pulp and paper, and others.

The NCCCO Crane Inspector Task Force that developed this certification program was made up of experts from all aspects of the crane industry—crane inspectors, crane users, trainers, safety supervisors, manufacturers—who together represent many thousands of hours of crane-related experience. These volunteers gave freely of their time and expertise with the primary goal of improving the quality of crane inspections and promote additional training among crane inspection personnel.

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

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

***This candidate handbook has been developed to provide you with comprehensive information about the CCO written examinations leading to certification. NCCCO recognizes the commitment you are about to make and will do everything it can to make your experience a positive and successful one. If, after reading this handbook, there is anything you do not fully understand, please call NCCCO at 703-560-2391 or e-mail [info@nccco.org](mailto:info@nccco.org). NCCCO staff will guide you through any aspects of the program that you would like explained in more detail.***

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

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# Introduction

## PROGRAM DESCRIPTION

The National Commission for the Certification of Crane Operators (NCCCO) is an independent, nonprofit organization formed to set standards for fairly measuring the knowledge and proficiency required for the safe operation of cranes. NCCCO currently administers a nationwide program of certifications for crane operators, digger derrick operators, and related trades, including riggers, signalpersons, lift directors, and crane inspectors.

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

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

All candidates are required to pass the necessary written examination(s) to be certified.

The initial certification period is for five years. To maintain their certification, certificants are required to recertify prior to their expiration date. Periodic written examinations are necessary to ensure that certificants' knowledge of industry standards, equipment, and safety practices keeps pace with changes in these areas. NCCCO's subject matter experts, working in conjunction with psychometric consultants, reviewed the speed of such change in the industry and researched other comparable certification/licensing programs before determining that this goal could be achieved by setting the examination interval at five years; little, if any, additional benefit is believed would accrue by more frequent testing.

## CCO EXAMINATION DEVELOPMENT

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

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

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

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# Certification Policies

## CRANE INSPECTOR

### ELIGIBILITY

To be eligible for certification, candidates must:

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

### EXPERIENCE

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

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

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

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

### Experience Form Submission

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

encouraged to be as detailed as possible when completing. Candidates must submit proof of experience (documentation, letters of recommendation, transcripts, résumé, etc.) along with their completed Experience Form submission.

### CCO WRITTEN EXAMINATIONS

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

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

Written exams may be taken as either paper/pencil tests (PPT), see page 7 for details, or computer-based tests (CBT), see page 9 for details.

### CCO PRACTICAL EXAMINATIONS

The practical exam component of the crane inspector certification is incorporated in the written exams through the use of scenario-based questions using images of real-life situations. These real-world scenarios test crane inspectors' abilities to identify deficiencies and hazards commonly seen in the field.

### CCO CERTIFICATION TIME FRAMES

Certification is valid for five years. Candidates must pass written exam(s) in the category(s) for which they seek certification. Candidates may take their exams in any order. Candidates have 12 months after they pass their first exam to pass the corresponding exam(s). For example, a candidate passing the Crane Inspector Core Exam in January 2022 has until the end of January 2023 to pass the Mobile Crane Inspector Exam.

If a certified inspector subsequently becomes certified in additional crane types by taking the appropriate written exams, the five-year certification period for the additional crane types begins at the same time as he/she was originally certified (i.e., certification for all crane types expire on the same date, regardless of when in the five-year certification period the candidate passed them). If the new designation is added within the final 24 months of his/her certification period, the certificant

is exempt from recertifying for the new designation after five years; after that, however, certificants must recertify for all designations during the 12 months prior to their certifications' expiration date. This ensures that all of the certificant's crane inspector designations maintain the same expiration date.

Candidates for certification or recertification may petition for an extension of NCCCO's standard timeline(s).

NCCCO staff shall have the discretion to make the initial determination of whether a requested extension should be granted. Petitions for an extension of time are generally denied absent a showing of extraordinary circumstances. Denials of such petitions may be appealed to the Appeals Committee.

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

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

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

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

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

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

## RECERTIFICATION REQUIREMENTS

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

- Passing the applicable written examination(s)
- Compliance with NCCCO's Substance Abuse Policy
- Compliance with NCCCO's Code of Ethics

The written exams required for recertification are identical to the exams required for initial certification. Recertification candidates take written examinations that correspond to the exams they took to earn their initial Crane Inspector certification (see table on page 4).

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

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

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

Written exams are available at scheduled paper/pencil test administrations as well as via computer-based testing. Candidates wishing to recertify should contact the Test Site Coordinator who set up their initial certification. Candidates whose employment circumstances have changed should ask their new employer to schedule a test administration. Candidates may also locate open paper/pencil written exam test sites at [www.nccco.org/testsites](http://www.nccco.org/testsites) or apply online for computer-based testing sites at [www.nccco.org/cbt](http://www.nccco.org/cbt).

## **CODE OF ETHICS FOR CERTIFIED CRANE INSPECTORS**

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

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

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

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

- iv. *Make management and appropriate personnel aware promptly if I have any safety concerns relating to the work that I am performing or with which I am involved;*

- v. *Not knowingly violate any safety-related regulations, warnings, or instructions set forth by OSHA, recognized safety standards, prevailing jurisdictions, or equipment manufacturers; and,*
- vi. *Not mislead, misrepresent or knowingly deceive others concerning my experience or the capabilities of myself or the equipment I am operating or with which I am working.*

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

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

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

## **DISCIPLINARY POLICY**

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

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

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

NCCCO has a two-tier process to ensure that issues regarding the practice and conduct of certified crane inspectors are fairly and reasonably investigated and determined, and that the public is protected against unprofessional and unethical conduct by certificants.

Complaints against certificants are initially investigated by NCCCO's Manager of Test Integrity, who reports to NCCCO's Ethics and Discipline Committee. If the complaint is considered actionable, the Ethics and Discipline Committee informs both the certificant and the complainant of the official opening of the investigation. Following the investigation of the complaint, the Ethics and Discipline Committee informs the certificant and the complainant of its decision.

If a sanction is imposed, the certificant may request an appeal of the decision to the NCCCO Board of Directors.

If a sanction is imposed, the certificant may request an appeal of the decision to the NCCCO Board of Directors.

Appeals should be addressed to:

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

The decision of the NCCCO Board of Directors is final.

## **SUBSTANCE ABUSE POLICY**

It is the policy of the National Commission for the Certification of Crane Operators (NCCCO) that certified personnel shall not perform duties related to their certification while under the influence of any substance that impairs or may reasonably be expected to impair their ability to work safely in the workplace.

This includes alcohol, illegal drugs, look-alike drugs, designer drugs, controlled substances, or any other substance that impairs or may reasonably be expected to impair a certificant's ability to work safely, including prescribed or over-the-counter substances.

NCCCO-certified personnel shall comply with all substance abuse provisions of applicable federal, state, and local regulations, as well as industry standards, including the substance abuse testing provisions of ASME B30.

For purposes of this policy, a refusal to submit to a required substance abuse test shall be treated in the same manner as a positive test.

It is a condition of certification that those certified by NCCCO agree to comply with this Substance Abuse Policy. Non-compliance with this policy may subject a certificant to disciplinary action, up to and including suspension or revocation of their certification status.

## **CERTIFICATION CARDS**

Certified inspectors receive a laminated photo ID card at no cost when they certify, add a designation, or recertify.

Replacement cards may be obtained from NCCCO at a cost of \$25 and ordered online at: [www.nccco.org/newcard](http://www.nccco.org/newcard).

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

Certification cards remain the property of NCCCO, are not transferable, and must be returned to NCCCO upon demand.

## **CHANGE OF ADDRESS**

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

The fastest and easiest way to update your contact information is using the myCCO portal smartphone app, available for iPhones and Android phones. Alternatively, you may use the companion website ([www.nccco.org/myCCO](http://www.nccco.org/myCCO)) to access and update your contact information and review your current certifications and expiration dates. The app also enables you to view your upcoming exams and recent exam history, including exam results.



# Written Examination Process

## CRANE INSPECTOR

### EXPERIENCE FORM SUBMISSION

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

*All Crane Inspector candidates must submit a completed Experience Form and relevant documentation for review at least two weeks prior to submitting their exam Candidate Applications.* Candidates must make their best attempt to complete all sections of the form. Applications that are deemed incomplete or inadequate will be rejected and additional information may be required. The Experience Form can be found on pages 21-27 of this handbook or via the NCCCO website at [www.nccco.org](http://www.nccco.org). *Candidates are notified by email of their eligibility to apply for the Crane Inspector certification exams within two weeks of submitting this form.*

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

### APPLICATION PROCESS TO TAKE THE WRITTEN EXAMINATION(S)

Crane inspector written exams and recertification exams may be taken as either paper/pencil tests (PPT) at an approved NCCCO written exam test site or as computer-based tests (CBT) at approximately 400 PSI test centers across the country. The content of both test formats is identical; see the appropriate sections below for instructions on how to apply for either PPT or CBT exams.

### Candidates Requesting Testing Accommodations

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

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

### PAPER/PENCIL TESTING (PPT) OPTION

Candidates who want to sit for paper/pencil written exam(s) should visit [www.nccco.org/testsites](http://www.nccco.org/testsites) to see a schedule of upcoming Test Dates and Locations. Once a test location and date have been identified, candidates can use the online Candidate Application form at [www.nccco.org/applyPPT](http://www.nccco.org/applyPPT) to apply and use a credit card (VISA, MasterCard, or American Express) to pay the appropriate PPT Written Exam fees.

Applications are due two weeks prior to the scheduled examination date. PPT application deadline examples are shown on page 8. Information about the specific locations of the Test Sites will be available approximately one to three months prior to the examination. Candidates eligible to sit for the examination will be sent an admission letter approximately one week before the scheduled test administration date.

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

### Deadlines

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

### Examination Fees

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

#### PPT Written Exam/Retest Fees:

- Crane Inspector Core Exam ..... \$250
- Mobile Crane Inspector Exam ..... \$250
- Tower Crane Inspector Exam..... \$250
- Overhead Crane Inspector Comprehensive Exam ..... \$350
- Mobile Crane Operator Core Exam ..... \$160
- Tower Crane Operator Exam..... \$180
- Overhead Crane Operator Exam ..... \$180

#### Other Fees:

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

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

- Chooses to cancel his/her application
- Needs a replacement certification card or score report

An additional \$30 fee will be charged if:

- An application form is incomplete (e.g., name misspelled or does not match name on valid photo ID)
- Any changes are requested after submitting the application

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

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

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

## Length of Test Day

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

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

## Cancellation Policy

Should a candidate be unable to sit for the examination for any reason, NCCCO must receive email notification at [candidate@nccco.org](mailto:candidate@nccco.org) no later than seven business days prior to the examination date. Candidates will receive a refund of exam fees paid within 30 days of the cancellation, minus a \$25 cancellation fee.

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

## Cancellation Due to Emergency

*Only the following situations* will be accepted as grounds for cancelling after the deadline (seven business days before scheduled exam):

- **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*

Emergency-related requests require submission of a letter describing the situation. Full name, address, and Candidate ID/CCO Certification number must be included along with the scheduled test date, written test administration number, and supporting documentation indicated above. Submissions should be sent to: [candidate@nccco.org](mailto:candidate@nccco.org).

**NCCCO MUST receive written notification and supporting documentation within seven business days after the scheduled examination date or all application fees will be forfeited.**

If the request is approved, candidates will receive a refund of exam fees paid within 30 days of the approval, minus a \$25 cancellation fee.

## Test Administration Schedule for CCO Examinations

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

## Application Deadlines

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

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

## Admission Letters

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

an admission letter by mail. The admission letter contains information regarding the test center address, the reporting time, the examination(s) the candidate is registered for, and the materials the candidate needs to bring on the day of the test administration. This admission letter should be presented at the Test Site to gain admittance to the examination(s).

### Identification at the Test Site

Candidates must bring valid (not expired) government-issued photo identification that includes date of birth to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification may include a current:

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

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

### Materials to Bring to the Test Site

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

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

***NOTE: No books, scratch paper, calculators, reference materials, beepers, cellular phones, or other personal items, including watches and large jewelry, will be allowed in the examination room. Eyeglasses, while permitted, must be inspected by a proctor prior to testing. A basic four-function calculator will be provided for use on the Mobile Crane Inspector exam only.***

### Score Reporting

Paper/pencil CCO written examinations are electronically scored at NCCCO's facilities. For this reason, it is important to complete the answer sheet according to the instructions provided by the Chief Examiner on the day of

the exam. Candidates will receive credit only for answers recorded on the scannable answer sheet. ***Answers marked in the test booklet(s) will NOT be counted toward a candidate's score.***

The free myCCO app for Apple and Android devices provides the fastest way to access score reports; get the app at [www.nccco.org/myCCO](http://www.nccco.org/myCCO). All candidates will receive a score report of their performance via email. Examination results are emailed to candidates approximately 12 business days after the examination administration.

### COMPUTER-BASED TESTING (CBT) OPTION

Candidates desiring to take their written exam(s) using the computer-based testing (CBT) option should visit [www.nccco.org/cbt](http://www.nccco.org/cbt). This page includes links to a directory of approximately 400 PSI locations throughout the U.S. as well as the online application form.

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

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

### CBT Examination Fees

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

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

**CBT Written Exam/Retest Fees:**

- Crane Inspector Core Exam ..... \$320
- Mobile Crane Inspector Exam ..... \$320
- Tower Crane Inspector Exam..... \$320
- Overhead Crane Inspector Comprehensive Exam ..... \$420
- Mobile Crane Operator Core Exam ..... \$230
- Tower Crane Operator Exam..... \$250
- Overhead Crane Operator Exam ..... \$250

**Other Fees:**

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

- Needs a replacement certification card or score report

An additional \$30 fee will be charged if:

- An application form is incomplete (e.g., name misspelled or does not match name on valid photo ID)
- Any changes are requested after submitting the application

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

**Rescheduling, Cancellation, or Withdrawal**

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

Candidates will NOT receive a refund if they no longer wish to take the test. **To reschedule an exam appointment, candidates may log into their PSI account or call PSI at 833-333-4752 to speak with PSI Candidates Services Department. A voicemail message is not an acceptable form of cancellation.**

**Missed Appointment or Late Cancellation**

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

- Does not cancel the appointment more than 24 hours before the scheduled examination date
- Does not appear for his/her examination appointment

- Arrives after examination start time
- Does not present proper identification

**Identification at the Test Site**

Candidates must bring valid (not expired) government-issued photo identification that includes date of birth to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification may include a current:

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

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

**Materials to Bring to the Test Site**

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

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

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

**Score Reporting**

CBT candidates receive their test results immediately following their exams and should retain these score reports for their records. The myCCO app for Apple and Android devices also shows recent exam scores; the free app is available at [www.nccco.org/myCCO](http://www.nccco.org/myCCO).

**TEST SITE INFORMATION (BOTH PPT AND CBT)**

**Test Security**

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

- This examination is the exclusive property of NCCCO.

- This examination and the questions contained therein are protected by federal copyright law.
- No part of the examination(s) may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- Theft or attempted theft of an examination booklet or any of its pages is punishable as a felony.
- While at the examination site, candidates are considered professionals and shall be treated as such. In turn, candidates must conduct themselves in a professional manner at all times. While at the site, they shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- No conversing or any other form of communication among the candidates is permitted once they enter the examination area.
- No smoking, eating, or drinking is allowed at the examination site.
- Candidate participation in any irregularity during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the results of the examination, or other appropriate remedy.
- A candidate's signature on the answer sheet for the administration of the examination confirms that the candidate has read and understands the above statements.

### Candidate Question Comment Form

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

Computer-based testing candidates may provide comments for any question by clicking on the "Comments" button to the left of the Time button. This opens a dialogue box where candidates may enter comments.

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

### TEST SCORING INFORMATION

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

In reporting the examination results to candidates, statistical procedures are used to convert raw scores (i.e., the number of test questions answered correctly) to scaled scores, which are equivalent for all administrations of the examination(s). The scaled score is not a number-answered-correctly score.

Candidate results are reported as a scaled score, with a score of **70** representing the minimum passing score for this test. Written exam score reports include a strength and weakness report by content domain.

***Candidate scores are never reported by telephone.***

### Hand Score Requests

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

Hand-scoring requests should be emailed to [candidate@nccco.org](mailto:candidate@nccco.org).

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

### RETAKE THE EXAMINATION(S)

Candidates who fail an examination(s) may retake the examination(s); they must reapply and pay all corresponding retest fees. Written exam retest candidates are required to wait a minimum of four weeks before retesting on the same exam.

### INFORMATION RELEASE POLICY

NCCCO releases information pertaining to individuals who have successfully passed one or more CCO examinations according to its Information Release Policy (see page 31).

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# Written Examination Outline

## CRANE INSPECTOR—CORE EXAMINATION

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

### Domain 1: Pre-Inspection Survey

- Approximately 20% of test

### Domain 2: Records Review

- Approximately 8% of test

### Domain 3: Visual Inspection

- Approximately 66% of test

### Domain 4: Post-Inspection

- Approximately 6% of test

## DOMAIN 1: PRE-INSPECTION SURVEY

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

## DOMAIN 2: RECORDS REVIEW

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

## DOMAIN 3: VISUAL INSPECTION

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

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

## DOMAIN 4: POST-INSPECTION

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



# Written Examination Outline

## MOBILE CRANE INSPECTOR EXAMINATION

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

### Domain 1: Pre-Inspection Survey

- Approximately 12% of test

### Domain 2: Visual Inspection

- Approximately 40% of test

### Domain 3: Operational Testing

- Approximately 24% of test

### Domain 4: Load Testing and Manufacturer's Load Charts

- Approximately 24% of test

### DOMAIN 1: PRE-INSPECTION SURVEY

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

### DOMAIN 2: VISUAL INSPECTION

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

### DOMAIN 3: OPERATIONAL TESTING

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

### DOMAIN 4: LOAD TESTING AND MANUFACTURER'S LOAD CHARTS

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



# Written Examination Outline

## TOWER CRANE INSPECTOR EXAMINATION

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

### Domain 1: Pre-Inspection Survey

- Approximately 10% of test

### Domain 2: Records Review

- Approximately 10% of test

### Domain 3: Visual Inspection

- Approximately 50% of test

### Domain 4: Operational Testing

- Approximately 20% of test

### Domain 5: Load Testing

- Approximately 10% of test

## DOMAIN 1: PRE-INSPECTION SURVEY

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

## DOMAIN 2: RECORDS REVIEW

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

## DOMAIN 3: VISUAL INSPECTION

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

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

## DOMAIN 4: OPERATIONAL TESTING

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

## DOMAIN 5: LOAD TESTING

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



# Written Examination Outline

## OVERHEAD CRANE INSPECTOR—COMPREHENSIVE EXAMINATION

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

### Domain 1: Pre-Inspection Survey

- Approximately 14% of test

### Domain 2: Records Review

- Approximately 6% of test

### Domain 3: Visual Inspection

- Approximately 50% of test

### Domain 4: Operational Testing

- Approximately 17% of test

### Domain 5: Load Testing

- Approximately 7% of test

### Domain 6: Post-Inspection

- Approximately 6% of test

## DOMAIN 1: PRE-INSPECTION SURVEY

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

## DOMAIN 2: RECORDS REVIEW

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

## DOMAIN 3: VISUAL INSPECTION

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

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

#### **DOMAIN 4: OPERATIONAL TESTING**

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

#### **DOMAIN 5: LOAD TESTING**

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

#### **DOMAIN 6: POST-INSPECTION**

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



# Reference List

## CRANE INSPECTOR

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

### ALL EXAMS

#### Primary References

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

### MOBILE CRANES

#### Primary References

1. ASME B30.5 (2011) – Mobile and Locomotive Cranes
2. ASME B30.22 (2010) – Articulating Boom Cranes

#### Secondary References

1. NCCCO Articulating Crane Reference Manual (7/16)

### TOWER CRANES

#### Primary References

1. ASME B30.3 (2012) – Tower Cranes
2. ASME B30.29 (2018) – Self-Erecting Tower Cranes

#### Secondary References

1. NCCCO Tower Crane Reference Manual (03/14)

### OVERHEAD CRANES

#### Primary References

1. ASME B30.2 (2011) – Top Running, Double Girder Cranes
2. ASME B30.11 (2010) – Monorails and Underhung Cranes
3. ASME B30.16 (2012) – Underhung Hoists
4. CMAA #70 – Specifications for Top Running Bridge & Gantry Type Multiple Girder Electric Overhead Traveling Cranes
5. CMAA #78 – Standards and Guidelines for Professional Services Performed on Overhead Traveling Cranes and Associated Hoisting Equipment
6. OSHA 1910.179 – Overhead and Gantry Cranes

## WHERE TO OBTAIN CITED REFERENCES

### ASME

*Order by Internet:* <https://www.asme.org/shop/standards>

*Order by Mail:*

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

### OSHA

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

### NCCCO References

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

*Or download free PDFs from:* <http://www.nccco.org/>

### SAE

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

*Order by Mail:*

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

### CMAA

*Order by Internet:*

<http://imis.mhi.org/iMIS/MHI/Shop/MHI/Search.aspx>

*Order by Mail:*

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



## **Candidate Forms**

### **CRANE INSPECTOR CERTIFICATION**

- **Crane Inspector Experience Form**
- **Directory of CCO-Certified Crane Inspectors Request for Inclusion form**
- **Change of Address Form**

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# Crane Inspector Experience Form

## SUBMISSION INSTRUCTIONS

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

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

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

### **Crane Inspector Experience Form pages:**

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

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

*Please send your completed Crane Inspector Experience Form and appropriate documentation to:*

NCCCO—Testing Services Department  
5250 S. Commerce Drive, Suite 100  
Murray, Utah 84107  
Phone: 703-560-2391  
Email: [candidate@nccco.org](mailto:candidate@nccco.org)



# Crane Inspector Experience Form

## CONTACT INFORMATION & EXPERIENCE ATTESTATION

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

Please type or print neatly. (\*Required fields)

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

**ARE YOU CURRENTLY CCO-CERTIFIED?**  Yes  No

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

CCO certification #: \_\_\_\_\_

- Mobile Crane Operator
- Tower Crane Operator
- Overhead Crane Operator
- Articulating Crane Operator
- Rigger Level I
- Rigger Level II
- Signalperson
- Digger Derrick Operator

### EXPERIENCE ATTESTATION:

*I declare that the foregoing statements and those in all required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application, my documented crane-related experience and/or education, or in connection with my certification. I consent to NCCCO's release of any information regarding this application and my examination administration to third parties, consistent with NCCCO's Information Release policy. I further affirm that I have at least five years of crane-related experience and/or relevant education as demonstrated on my Experience Form and accompanying proof-of-experience documentation.*

CANDIDATE SIGNATURE	DATE
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### METHOD OF PAYMENT

CCO will invoice by email for the payment of the \$50 Experience Form fee. Invoice will be sent from [noreply@nccco.org](mailto:noreply@nccco.org). Your request will not be processed until payment has been received. Please pay promptly to avoid delays in processing.

Email invoice to: \_\_\_\_\_

**Please email this form to CCO at [candidate@nccco.org](mailto:candidate@nccco.org).**



# Crane Inspector Experience Form

## WORK HISTORY DOCUMENTATION

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

**Work History: Page \_\_\_\_ of \_\_\_\_**

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

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

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



# Crane Inspector Experience Form

## RELEVANT POST-SECONDARY, GRADUATE, AND POST-GRADUATE EDUCATION

Use separate copies of this form for each school or institution where you have taken relevant post-secondary, graduate, or post-graduate courses and/or earned degrees. Also please provide proof of education such as copies of diploma, transcripts, etc.

**Education: Page \_\_\_\_\_ of \_\_\_\_\_**

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

<b>Name of School/ Institution:</b>	
Degree(s) Pursued/Earned:	
Date(s): (mm/yy to mm/yy)	
Relevant courses taken:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



# Crane Inspector Experience Form

## ADDITIONAL COURSES, TECHNICAL TRAINING, CERTIFICATIONS, AND ACCREDITATIONS

*Use separate copies of this form* for each additional education course, technical training, certification, or accreditation you have earned. Also please provide proof of education such as copies of diploma, certification or certificate received, etc.

**Training & Certifications: Page \_\_\_\_ of \_\_\_\_**

When submitting corresponding documentation, please indicate which page of this Training & Certifications form each document applies to.

<b>Name of School/ Institution/ Organization:</b>	
Course Title:	
Length of Course:	
Date(s): (mm/yy to mm/yy)	
Certification/Certificate Received:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



# Crane Inspector Experience Form

## INDUSTRY REFERENCES

*Please use this form to list three industry references.*

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

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





# Directory of CCO-Certified Crane Inspectors

## REQUEST FOR INCLUSION FORM

Please type or print neatly.

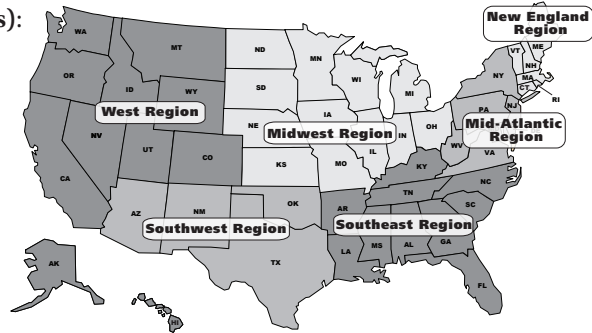
FIRST NAME*	LAST NAME*
-------------	------------

CCO CRANE INSPECTOR CERTIFICATION NUMBER*	EXPIRES*
---	----------

COMPANY/ORGANIZATION NAME*
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Area(s) of operation:  National **OR**  the following region(s):

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



COMPANY/HEADQUARTERS MAILING ADDRESS
--------------------------------------

CITY*	STATE*	ZIP	COUNTRY
-------	--------	-----	---------

PHONE*	FAX*	E-MAIL*
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Is your physical location different from your company address?  No  Yes

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

WEBSITE*
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DESIGNATIONS FOR WHICH YOU HAVE OBTAINED CCO CRANE INSPECTOR CERTIFICATION\*

**Check all that apply:**

- Mobile Cranes       Tower Cranes       Overhead Cranes

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

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

SIGNATURE	DATE
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Please return this Request for Inclusion Form to:

NCCCO  
 2750 Prosperity Avenue, Suite 505  
 Fairfax, Virginia 22031-4312  
 Phone: 703-560-2391  
 Fax: 703-560-2392  
 Email: info@nccco.org



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



# NCCCO Information Release Policy

## A. Definitions

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

## B. Policies

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

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## **IMPORTANT CONTACT INFORMATION**



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

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

Phone: 703-560-2391

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



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CERTIFICATION OF CRANE OPERATORS**

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