



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

**CANDIDATE HANDBOOK**

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



## BOARD OF DIRECTORS

*This handbook and application packet for the NCCCO Rigger certification program contains Candidate Application forms for both the Rigger Level I and Rigger Level II exams near the end of the book.*

*Please read this handbook carefully and retain it for reference throughout the certification process.*

**Do not discard this document.**

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



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



**ANSI Accredited Program  
PERSONNEL CERTIFICATION**

# 0756

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

Dear NCCCO Rigger Certification Candidate:

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

NCCCO is a nonprofit organization founded in 1995 to establish a fair and independent evaluation of crane operator knowledge and skills. Key to this industry-led effort has been the development and administration of the NCCCO Written and Practical Examinations that lead to CCO certifications. As personnel responsibilities in the lifting industry have become better defined, NCCCO has developed additional certification programs for related occupations, including riggers and signalpersons.

This nationally recognized rigger certification program is the culmination of three years' hard work by experts from the varied industries and groups that use rigging, including construction, steel erection, iron workers, the operating engineers, utilities, petrochemicals, specialty rigging companies, and rigging hardware and sling manufacturers. NCCCO task forces were made up of experts from all aspects of the rigging industry—riggers, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of rigging experience. These volunteers gave freely of their time and expertise with the goal of improving the safety of all whose work brings them into contact with rigging equipment.

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

To ensure NCCCO examinations are—and remain—valid measurements of the proficiency of personnel in the lifting industry, NCCCO teamed the task forces' knowledge and experience with the exam-development expertise of International Assessment Institute (IAI), based in Clearwater, Florida. IAI continually analyzes the performance of all NCCCO exams and reports to NCCCO's Exam Management Committees, which also guide the development of new examinations. IAI also assists in the administration of NCCCO Written and Practical Examinations. To be able to provide fair and independent assessments, neither NCCCO nor IAI conducts training, nor do they provide training materials.

***This Candidate Handbook has been prepared to provide candidates with comprehensive information about the NCCCO Written and Practical Examinations leading to Rigger Level I and Rigger Level II certifications. NCCCO recognizes the commitment required to become certified and will do everything it can to make each candidate's experience a positive and successful one. If after reading this handbook there is anything unclear, candidates may call NCCCO at 703-560-2391 or e-mail [info@nccco.org](mailto:info@nccco.org). NCCCO staff will guide the candidate through any aspect of the program that he/she would like explained in more detail.***

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

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# Introduction

## RIGGER

### PROGRAM DESCRIPTION

The purpose of NCCCO's rigger certification program is to set standards for measuring the knowledge and proficiency required for safe rigging practices. 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 rigger certification:

- Fewer accidents, injuries, and fatalities
- Reduced risk of loss
- Assurance of rigger's abilities
- Less property damage
- Improved safety records
- Enhanced public image of riggers

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

The initial certification period is for five years, after which riggers are required to recertify. Periodic written examination is 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 and licensing programs before determining that this goal could be achieved by setting the examination interval at five years. Little, if any, additional benefit, it is believed, would accrue by more frequent testing. A practical (skills) examination is not required for recertification, as long as the certificant meets specified experience requirements.

### NCCCO EXAMINATION DEVELOPMENT

The first step in the development of an objective test to measure the knowledge required for safe rigging operations was a job analysis study. This study identified the knowledge, skills, and abilities necessary for safe rigging operations. A representative number of subject matter experts (SMEs) then validated that the knowledge, skills, and abilities recommended by the experts was vital to safe operations. The job analysis study and validation survey were then used to generate the test blueprints and content specifications.

Development of the NCCCO Rigger Written Examinations involved a panel of SMEs who worked with NCCCO staff and International Assessment Institute (IAI) to write and review all questions used in the examinations. Each examination contains a unique combination of questions from the question bank. These questions are selected for the examinations on the basis of the content areas, as defined by the test blueprints.

The NCCCO Rigger Practical Examinations were developed as fair and objective assessments of the essential duties riggers need to perform for safe rigging operations.

These exams were developed over a three-year period by NCCCO task forces made up of experts from all aspects of the rigging industry—specialty riggers, ironworkers, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of rigging experience. These NCCCO task forces teamed their knowledge and experience with IAI's exam-development expertise. IAI guided the NCCCO task force in establishing key elements of the program, including identifying essential skills, selecting tasks, standardizing test conditions, developing the scoring process, establishing reliability among tests, and creating flexible application and scheduling procedures.

In concert with the Rigger task forces, NCCCO staff also designed the Practical Examiner Accreditation Program, whereby NCCCO trains and accredits NCCCO-certified riggers to administer NCCCO Rigger Practical Examinations.

### DEFINITION OF A RIGGER

A certified *rigger* is a person who has been trained and certified to handle and move loads. The level of certification depends upon the individual's training, knowledge, skill base, and ability to perform functions related to the selection, inspection, and proper use of rigging equipment.

This person may be qualified in a craft or trade and carry an occupational title such as iron worker, electrician, carpenter, millwright, mechanic, laborer, mason, long-shoreman, lineman, pipe fitter, boilermaker, and the like. (The persons described in the categories above will be referred to as *rigger* even though they carry another occupational title.)

## **CERTIFIED RIGGER LEVEL I**

NCCCO identified the following job duties for Rigger Level I certification. They can perform simple, repetitive rigging tasks when the load weight, center of gravity, the rigging, and rigging configuration are provided or known by the rigger through experience or on-the-job training prior to the rigging activities. Specifically, Level I Riggers should be able to demonstrate or have knowledge of how to:

- Inspect rigging before use
- Identify and attach rigging with basic knowledge of hitch configurations, capacities, and basic knots
- Recognize associated hazards
- Signal operations
- Use various types of rigging equipment and basic hitches and their applications

## **CERTIFIED RIGGER LEVEL II**

In addition to knowing and demonstrating Rigger Level I knowledge and skills, they can select rigging components and procedures based on rigging capacity. Unsupervised, Level II Riggers can:

- Estimate load weight and center of gravity
- Identify lift points
- Determine and select rigging based on loading
- Perform pre-use inspection of rigging and lift points
- Understand periodic inspection criteria
- Identify and attach rigging with knowledge of hitch configurations and load angle factors, rigging capacities, and load integrity
- Understand load dynamics and associated hazards

As applicable, Level II Riggers will also have a working knowledge of hoisting equipment, winches, jacks, industrial rollers, and similar equipment.





# Certification Policies

## RIGGER LEVEL I & RIGGER LEVEL II

### ELIGIBILITY

To be eligible for certification, candidates must:

- Be at least 18 years of age
- Comply with NCCCO's Substance Abuse Policy
- Pass a Written Examination
- Pass a Practical Examination
- Comply with the Code of Ethics for Certified Riggers

### EXPERIENCE

NCCCO certification examinations are designed for persons who have been trained to handle and move loads.

### CERTIFIED RIGGER LEVEL I EXAMS

#### Written Examination

The Certified Rigger Level I Written Examination consists of 60 multiple-choice questions. Candidates are allowed 60 minutes to complete the test.

#### Practical Examination

The successful completion of an NCCCO Certified Rigger Level I Practical Examination demonstrates a candidate's basic rigging competency.

### CERTIFIED RIGGER LEVEL II EXAMS

#### Written Examination

The Certified Rigger Level II Written Examination consists of 40 multiple-choice questions. Candidates are allowed 60 minutes to complete the test.

#### Practical Examination

The successful completion of an NCCCO Certified Rigger Level II Practical Examination demonstrates a candidate's competency in rigging a load for a level lift and for rotating a load.

### CERTIFICATION TIME FRAMES

Candidates must pass both Written and Practical Examinations to be certified for a five-year period. The Written and Practical Exams may be taken in either order. Candidates have 12 months from the time they pass their first Written or Practical Exam for each rigger level in which to pass the corresponding (Written or Practical) Exam.

Any tests passed within a 12-month period count towards certification. For example, a candidate who fails the Rigger

Level I Written Exam in January 2011 but passes the Rigger Level I Practical Exam in June 2011 has until the end of June 2012 to retake (and pass) the Rigger Level I Written Exam.

### RECERTIFICATION

NCCCO certification is valid for five years. Candidates must complete all of their recertification requirements during the 12 months prior to their certification's expiration date. This includes:

- Passing the Recertification Written Examination
- Compliance with NCCCO's Substance Abuse Policy
- Compliance with the Code of Ethics

*There is no grace period after certification has expired.* Candidates whose certification has lapsed must take the full Written and Practical Examinations to be certified again.

The Certified Rigger Level I Recertification Written Examination consists of 30 multiple-choice questions with a time limit of 30 minutes.

The Certified Rigger Level II Recertification Written Examination consists of 20 multiple-choice questions with a time limit of 45 minutes.

There is no requirement for a Practical Examination for recertification.

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

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

Recertification exams will be available at regularly scheduled test administrations. 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 or visit the NCCCO website at ([www.nccco.org](http://www.nccco.org)) for a listing of upcoming test administrations.

## CODE OF ETHICS FOR CERTIFIED RIGGERS

NCCCO-certified Riggers must comply with NCCCO's Code of Ethics during their certification, as follows:

*As an NCCCO-certified Rigger, I will perform my work in a manner:*

- i. *Free of bias with regard to religion, ethnicity, gender, age, national origin, and disability*
- ii. *So as to place the safety and welfare of workers associated with load-movement activities above all other considerations*
- iii. *So as to protect nearby general public property and the environment*

*In addition, I will:*

- iv. *Make my management aware if I have safety concerns relating to the operations that I am performing*
- v. *Not knowingly violate safety-related regulations, warnings, or instructions set forth by OSHA, recognized safety standards, or the rigging gear manufacturer*
- vi. *Not misrepresent or knowingly deceive others concerning my experience or the capabilities of myself or the rigging operations I am performing*
- vii. *Not misrepresent or misuse my certification card or the NCCCO logo, which are the property of NCCCO; I understand that I must return the card to NCCCO immediately if required to do so*

## DISCIPLINARY POLICY

NCCCO's Ethics and Discipline Committee is responsible for establishing and implementing standards of conduct, such as ethical standards, 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. These complaint procedures have been designed to ensure that only valid and actionable com-

plaints are investigated and considered. These procedures also give all parties involved in the complaint 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 riggers 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. Appeals should be addressed to:

Executive Director  
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 NCCCO that riggers shall not use a prescribed or over-the-counter substance that would impair their ability to perform safe rigging practices.

This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance which may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception to this rule is that a rigger may use such a substance or drug if it is prescribed by a licensed medical practitioner who is familiar with the rigger's medical history and all assigned duties, and who has advised the rigger that the prescribed substance or drug will not adversely affect the rigger's ability to perform safe rigging practices.

It is a condition of certification that riggers certified by NCCCO attest to their compliance with this Substance Abuse Policy. Non-compliance with this policy automatically revokes a candidate's certification status.

## **CERTIFICATION CARDS**

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

An NCCCO certificant may only hold one certification card at a time. Therefore, if a candidate has previously certified in another NCCCO program and subsequently becomes certified as a rigger or holds Rigger Level I certification and adds Level II certification, he/she may request an updated certification card. Updated or replacement cards may be obtained from International Assessment Institute at a cost of \$25.

## **CHANGE OF ADDRESS**

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

Changes of address should be sent to International Assessment Institute (IAI). They must be in writing but can be sent via letter or fax. A form for this purpose is provided on page 29 of this handbook.

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# Written Examination Process

## RIGGER LEVEL I & RIGGER LEVEL II

### APPLICATION PROCESS TO TAKE THE WRITTEN EXAMINATION

Rigger Level I and Level II written exams and recertification exams may be taken either in a traditional pencil-and-paper format at an approved NCCCO written exam test site or as a computer-based test at more than 250 PSI/LaserGrade test centers across the country. The content of both test formats is identical.

#### Pencil-and-Paper Option (Traditional Test Site)

Candidates desiring to sit for a pencil-and-paper written exam(s) should visit [nccco.org](http://nccco.org) to see a schedule of upcoming Test Dates and Locations and then submit a completed Candidate Application form with the appropriate documentation to NCCCO's testing partner IAI. **Applications are due two weeks prior to the scheduled examination date.** Application deadline examples are shown on page 9. Information about the specific locations of the Test Sites will be available approximately four weeks prior to the examination. Candidates eligible to sit for the examination will receive an admission letter approximately one week before the scheduled test administration date.

#### Computer-Based Testing (CBT) Option

Candidates desiring to take their written exam(s) using the CBT option should visit [nccco.org](http://nccco.org) and click on the Computer-Based Testing link under Test Dates and Locations. The CBT Frequently Asked Questions page includes links to a directory of PSI/LaserGrade locations and an online application form. After the candidate completes and submits the online application, IAI will send an authorization email within 48 hours. After receiving the authorization email, **wait 24 hours.** Then call the number provided in the email to schedule the test(s) with LaserGrade; LaserGrade will send an appointment confirmation email within 24 hours. Go to the selected test center at the scheduled date and time. Bring a valid photo ID and the authorization email, but be aware that materials such as cell phones, calculators, hats, coats, and bags are not permitted in the test room. **Test results are available immediately.**

#### 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, see the

complete NCCCO Testing Accommodations Policy at: <http://www.nccco.org/general/accommodations.html>.

### SUBMISSION OF APPLICATION

The Candidate Application forms are located at the back of this handbook. Send the completed Candidate Application with the appropriate fees, as well as any correspondence and/or requests for information concerning the administration of NCCCO examinations, to:

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

Check the application carefully to ensure that all information is accurate and complete. In addition to the completed application, make sure to enclose the appropriate fees.

**Candidates may also register for either CBT or paper-and-pencil exams and pay online at: [www.iaiaexam.com](http://www.iaiaexam.com).**

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 the candidate **NOT** being able to sit for the examination(s).

#### Deadlines

**Please note that all deadlines are UPON RECEIPT deadlines. Candidates and the Test Site Coordinator are solely responsible for making sure that completed and accurate applications reach International Assessment Institute by the stated deadline.**

### EXAMINATION FEES

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

**All returned checks will be subject to a \$30 fee.**

### Exam fees for new candidates only:

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

### Exam fees for current NCCCO card holders:

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

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

### Other fees:

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

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

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

An additional \$30 fee will be charged if:

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

All application materials must be received at International Assessment Institute's office according to the sample test schedule outlined below.

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

5 p.m. (ET) on the Monday evening prior will be accepted. Candidate applications that arrive after that time cannot be accepted.

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

### RESCHEDULING, CANCELLATIONS, AND WITHDRAWALS

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

When the candidate is ready to reschedule his/her Written Examination, he/she **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:

- ***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 upon submission of a letter describing the situation. Full name, address, and social security number must be included along with the scheduled test date, site number, and supporting documentation indicated above.

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

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

## TEST ADMINISTRATION SCHEDULE FOR NCCCO EXAMINATIONS

NCCCO Written Examinations are available for administration on demand with at least four weeks' notice.

### APPLICATION DEADLINES

Tests can be administered at any time provided that the application deadlines are met. Sample deadlines shown are for a test date of January 29.

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

### ADMISSION LETTERS

Approximately one week before the scheduled test date, registered and eligible candidates approved to take the NCCCO Written Examination(s) 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 registered for, and the materials candidates need to bring with them on the day of the administration. This admission letter must be presented at the Test Site to gain admittance to the examination(s).

No candidate will be allowed to sit for the examination unless an admission letter valid for the specific test date is presented.

### TEST SITE INFORMATION

#### Identification at the Test Site

In addition to an admission letter valid for the specific test date, candidates must bring photo identification to the Test Site on the day of the administration. Candidates are required to sign the Test Site roster upon entry to the testing area. Acceptable forms of photo identification are:

- Passport
- Government-issued driver's license
- Work identification

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

### Materials to Bring to the Test Site

Each candidate must bring the following items to the Test Site:

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

**NOTE: No books, scratch paper, calculators, beepers, cellular phones, or other materials will be allowed in the examination room, except that for the Rigger Level II exam calculators will be provided at the Test Site; candidates may not use their own calculators.**

### Test Security

For the purposes of test security, candidates who sit for NCCCO 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.
- Candidate participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the results of the examination, or other appropriate remedy.
- Candidates verify that they have successfully met the requirements and are eligible to take this examination. If at any time it is confirmed that a candidate has not met all the requirements, the candidate will no longer be eligible for certification.
- A candidate's signature on the answer sheet for the administration of the examination confirms that the candidate has read and understands the above statements.

### Candidate Question Comment Forms

Candidates may comment on the examination(s) as a whole or on specific items within an examination by writing the comments on the Candidate Question Comment Form. These comments should be accompanied

by the candidate's name (which is optional), the specific examination and question referred to, the site code, and test date. Examination comments are reviewed by NCCCO content experts on a regular basis.

**NOTE: Only comments completed on the Candidate Question Comment Form at the Test Site will be considered for review.**

## TEST SCORING INFORMATION

### Test Scoring

NCCCO 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 the 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.

### Score Reporting

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

All candidates will receive a score report of their performance. Examination results are mailed to candidates approximately 12 business days after the examination administration.

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 set for all administrations of the examination(s). The scaled score is not a number-answered-correctly score.

Candidate results are reported on a scale ranging from zero to 100 points, with a score of **70** representing the minimum passing score for the Rigger written exams. Written exam score reports include a strength and weakness report by content domain.

**Candidate scores cannot be given over the telephone.**

## Hand Score Requests

Candidates not passing the examination(s) may request from International Assessment Institute a hand scoring of their answer sheets, provided the request is made in writing within three months of the test date. Requests must be accompanied by a processing fee of \$25 per test score. Hand-scoring requests should be mailed to:

International Assessment Institute  
— Attention: NCCCO Testing  
600 Cleveland Street, Suite 900  
Clearwater, Florida 33755  
Phone: (727) 449-8525  
Fax (727) 461-2746

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

## RETAKE THE EXAMINATION(S)

Candidates who fail an examination(s) may retake the examination(s) by reapplying and paying all corresponding fees.

## INFORMATION RELEASE POLICY

NCCCO releases information pertaining to individuals who have successfully passed one or more NCCCO examinations according to its Information Release Policy (see page 30).





# Written Examination Outline

## RIGGER LEVEL I

The NCCCO Certified Rigger Level I Written Examination tests the following knowledge areas relating to rigging:

### Domain: Scope of the Rigging Activity

- Approximately 11% of test

### Domain: Identify Rigging Components

- Approximately 18% of test

### Domain: Technical Knowledge

- Approximately 10% of test

### Domain: Inspection

- Approximately 25% of test

### Domain: Execution of Rigging Activity

- Approximately 36% of test

## DOMAIN: SCOPE OF THE RIGGING ACTIVITY

- Know how to identify the load's travel path
- Know how to identify load characteristics
  - Know how to verify the load weight
  - Know how to identify the attachment points
- Recognize special handling requirements
- Recognize unsafe rigging practices
  - Pinch points
  - Need for softeners
  - Load stability
  - Shock load
  - Side load
  - Body positioning
  - Electrical hazards
- Know how to identify hazards
- Know how to communicate a hazard identification

## DOMAIN: IDENTIFY RIGGING COMPONENTS

- Know how to identify slings
  - Chain
  - Wire rope
  - Metal mesh
  - Synthetic rope
  - Synthetic web
  - Synthetic round

- Know how to identify rigging hardware
  - Shackles
  - Adjustable hardware
  - Links, rings, and swivels
  - Rigging blocks
  - Hooks
  - Hoists
  - Dollies, skates, and rollers
  - A-frames
  - Trolleys
  - Compression hardware
  - Beam clamps
  - Softeners
  - Eyebolts
  - Swivel hoist rings
  - Jacks
- Know how to identify below-the-hook lifting devices
  - Structural (lifting beams)
  - Mechanical lifting devices (including vacuum lifting devices)
  - Close proximity operated lifting magnets
  - Remotely operated lifting magnets
  - Scrap- and material-handling grapples
  - Plate clamps
  - Beam and girder clamps

## DOMAIN: TECHNICAL KNOWLEDGE

- Understand and apply ASME non-inspection standards
  - ASME B30.5: Mobile and Locomotive Crane
  - ASME B30.9: Slings
    - » Hitches
  - ASME B30.10: Hooks
  - ASME B30.16: Overhead Hoists
  - ASME B30.20: Below-the-Hook Lifting Devices
  - ASME B30.21: Manually Lever Operated Hoists
  - ASME B30.23: Personnel Lifting Systems
  - ASME B30.26: Rigging Hardware

- Understand and apply OSHA non-inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling
  - 1926 Subpart CC: Cranes and Derricks in Construction
- Understand and apply signals
  - Hand
  - Voice

### **DOMAIN: INSPECTION**

- Know ASME frequent inspection standards
  - B30.9: Slings
  - B30.10: Hooks
  - B30.16: Overhead Hoists
  - B30.20: Below-the-Hook Lifting Devices
  - B30.21: Manually Lever Operated Hoists
  - B30.23: Personnel Lifting Systems
  - B30.26: Rigging Hardware
- Know OSHA frequent inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling

### **DOMAIN: EXECUTION OF RIGGING ACTIVITY**

- Know how to use slings
  - Chain
  - Wire rope
  - Metal mesh
  - Synthetic rope
  - Synthetic web
  - Synthetic round

- Know how to use rigging hardware
  - Shackles
  - Adjustable hardware
  - Links, rings, and swivels
  - Rigging blocks
  - Hooks
  - Hoists
  - Dollies, skates, and rollers
  - A-frames
  - Trolleys
  - Compression hardware
  - Beam clamps
  - Softeners
  - Eyebolts
  - Swivel hoist rings
  - Jacks
- Know how to use below-the-hook lifting devices
  - Structural (lifting beams)
  - Plate clamps
  - Beam and girder clamps
- Know proper use of tag lines
  - Know proper use of basic knots
- Know post-load movement activities
  - Know how to secure the load
  - Know how to disconnect the rigging
  - Know how to stow the gear



# Written Examination Outline

## RIGGER LEVEL II

NCCCO's Certified Rigger Level II written examination tests the following knowledge areas relating to Rigging

### Domain: Scope of the Rigging Activity

- Approximately 15% of test

### Domain: Planning the Rigging Activity

- Approximately 15% of test

### Domain: Selection of Rigging Components

- Approximately 34% of test

### Domain: Technical Knowledge

- Approximately 13% of test

### Domain: Inspection

- Approximately 10% of test

### Domain: Execution of Rigging Activity

- Approximately 13% of test

### DOMAIN: SCOPE OF THE RIGGING ACTIVITY

- Know how to identify the load to be moved
- Know how to identify the load's travel path
- Know how load is to be positioned
- Know how to identify load characteristics
  - Know how to calculate the load weight
  - Know how to determine the center of gravity
  - Know how to calculate the load dimensions
  - Know how to identify the attachment points
  - Know any special handling requirements
    - » Know the load composition
    - » Know the load's structural integrity
  - Recognize special handling requirements
- Recognize unsafe rigging practices
  - Load stability
- Knowledge necessary to identify hazards.
- Knowledge necessary to communicate hazards

### DOMAIN: PLANNING THE RIGGING ACTIVITY

- Know how to determine rigging equipment requirements
- Know lifting characteristics of the rigging equipment
- Know how to verify that the rigging can be removed
- Know the responsibilities of the signalperson

- Know the responsibilities of the equipment operator
- Know the responsibilities of the lift director
- Know how to calculate tensions on slings and rigging hardware

### DOMAIN: SELECTION OF RIGGING COMPONENTS

- Know how to select slings
  - Chain
  - Wire rope
  - Metal mesh
  - Synthetic rope
  - Synthetic web
  - Synthetic round
- Know how to select rigging hardware
  - Shackles
  - Adjustable hardware
  - Turnbuckles
  - Chain hardware
  - Links, rings and swivels
  - Rigging block
  - Hooks
  - How to select hoists
    - » Air
    - » Lever
    - » Electric
    - » Manual (chain falls)
  - Dollies/Skates/Rollers
  - A-frames
  - Trolley
  - Know how to select compression hardware
    - » Wire rope clips
    - » Wedge sockets
  - Beam clamps
  - Softeners
  - Eyebolts
  - Swivel hoist rings
  - Jacks
- Know how to identify below-the-hook lifting devices

- Structural (lifting beams)
- Mechanical lifting devices (including vacuum lifting devices)
- Close proximity operated lifting magnets
- Remotely operated lifting magnets
- Scrap and material handling grapples
- Plate clamps
- Beam/girder clamps

### **DOMAIN: TECHNICAL KNOWLEDGE**

- Understand and apply ASME non-inspection standards
  - ASME B30.5: Mobile and Locomotive Crane
  - ASME B30.9: Slings
    - » Hitches
  - ASME B30.10: Hooks
  - ASME B30.16: Overhead hoists
  - ASME B30.20: Below-the-Hook Lifting Devices
  - ASME B30.21: Manually Lever Operated Hoists
  - ASME B30.23: Personnel Lifting Systems
  - ASME B30.26: Rigging Hardware
- Understand and apply OSHA non-inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling
  - 1926 Subpart CC: Cranes and Derricks in Construction
- Understand and apply signals
  - Hand
  - Voice

### **DOMAIN: INSPECTION**

- Know ASME periodic inspection standards
  - B30.9: Slings
  - B30.10: Hooks
  - B30.16: Overhead Hoists
  - B30.20: Below-the-Hook Lifting Devices
  - B30.21: Manually Lever Operated Hoists
  - B30.23: Personnel Lifting Systems
  - B30.26: Rigging Hardware
- Know OSHA periodic inspection regulations
  - 1910.184: Materials Handling and Storage
  - 1926.251: Rigging Equipment for Material Handling

### **DOMAIN: EXECUTION OF RIGGING ACTIVITY**

- Know how to use slings
  - Chain
  - Wire rope
  - Metal mesh
  - Synthetic rope
  - Synthetic web
  - Synthetic round
- Know how to use rigging hardware
  - Shackles
  - Adjustable hardware
    - » Turnbuckles
    - » Chain hardware
  - Links, rings and swivels
  - Rigging block
  - Hooks
  - Hoists
    - » Air
    - » Lever
    - » Electric
    - » Manual
  - Dollies/skates/rollers
  - A-frames
  - Trolley
  - Compression hardware
    - » Wire rope clips
    - » Wedge sockets
  - Beam clamps (used as attachment point)
  - Softeners
  - Eyebolts
  - Swivel hoist rings
  - Jacks
- Know how to use below-the-hook lifting devices
  - Structural (lifting beams)
  - Mechanical lifting devices
  - Close proximity operated lifting magnets
  - Remotely operated lifting magnets
  - Scrap and material handling grapples



# Reference List

The following reference materials are used by NCCCO's Rigger Examination Committee to verify the accuracy of NCCCO test questions. Prices current at press time.

## NCCCO Rigger Reference Manual

Download free PDF from:

<http://nccco.org/general/RiggerHandbooksManuals.html>

This manual was created to assist candidates preparing to take the NCCCO rigger certification examinations. The information contained in this manual has been compiled from partial sections of ASME B30 standards (with written permission) and the prevailing OSHA regulations for rigging practices. Partial relevant sections from the following selected standards are included:

- ASME B30.5 - 2007: Mobile and Locomotive Cranes
- ASME B30.10 - 2005: Hooks
- ASME B30.20 - 2006: Below-the-Hook Lifting Devices
- ASME B30.23 - 2005: Personnel Lifting Systems
- OSHA 1910.184: Slings
- OSHA 1926.251: Rigging Equipment for Material Handling
- OSHA 1926 Subpart CC: Cranes and Derricks in Construction
  - 1926.1401
  - 1926.1404-1411
  - 1926.1419-1422
  - 1926.1424-1425
  - 1926.1431-1432
  - Appendix A

## NCCCO Rigger Reference Booklet

Download free PDF from:

<http://nccco.org/general/RiggerHandbooksManuals.html>

This booklet includes rigging hardware, sling, load block, and other capacity information that may be used in NCCCO rigger certification exams.

## PRIMARY ASME STANDARDS

Candidates must be familiar with the entire contents of the following ASME standards:

- |   |         |
|---|---------|
| • ASME B30.9<br>Slings                          | \$79.00 |
| • ASME B30.16<br>Overhead Hoists (Underhung)    | \$59.00 |
| • ASME B30.21<br>Manually Lever Operated Hoists | \$60.00 |
| • ASME B30.26<br>Rigging Hardware               | \$45.00 |

## SECONDARY ASME STANDARDS

Candidates must be familiar with only the portions of the following ASME standards that are included in the *NCCCO Rigger Reference Manual*:

- ASME B30.5  
Mobile and Locomotive Cranes
- ASME B30.10  
Hooks
- ASME B30.20  
Below-the-Hook Lifting Devices
- ASME B30.23  
Personnel Lifting Systems

*ASME standards may be purchased directly from ASME:*

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

*Order by mail:*

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

*Payments accepted:* check, VISA, MasterCard, American Express, Discover, Diner's Club

## IPT'S Crane and Rigging Training Manual (2005) \$38.50

*Order by Internet:* <http://www.iptbooks.com/>

*Order by mail:*

IPT Publishing and Training Ltd.  
P.O. Box 9590  
Edmonton, Alberta, T6E 5X2 Canada  
Ph: 780-962-4548  
Fax: 780-962-4819

*Payments accepted:* VISA, MasterCard, American Express, check, money order

## Rigging for Ironworkers Reference Manual (2007) \$17.00

This manual can be purchased from any local Ironworkers.

## **OSHA Safety and Health Standards for the Construction Industry**

- 1910.184—Slings
- 1926.251—Rigging Equipment for Material Handling
- 1926 Subpart CC: Cranes and Derricks in Construction

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

All of the above OSHA standards are included in the *NCCCO Rigger Reference Manual*.



# Practical Examination Process

## RIGGER LEVEL I & RIGGER LEVEL II

### ELIGIBILITY

Candidates must pass a Practical Exam to be certified. Candidates may take their Written and Practical Exams in either order. Candidates have 12 months after they pass their first exam (Written or Practical) in which to pass the corresponding Written or Practical Exam.

### SKILLS TESTED

#### Certified Rigger Level I Practical Exam

The Practical Examination is comprised of four main tasks that increase progressively in the skill level tested. Candidates' skills are tested in demonstrating pre-use rigging inspection, rigging hitches, rigging connections, and basic knots. There are no time limits in the Rigger Level I Practical Exam.

#### Certified Rigger Level II Practical Exam

The Rigger Level II Practical Examination is comprised of two tasks. Candidates' skills are tested in performing a level lift and rigging frame rotation. Candidates are allowed 15 minutes to complete the level lift task and 30 minutes to complete the frame rotation task.

### SCHEDULING A TEST

Candidates for the Practical Examinations should contact their Test Site Coordinator to determine the date of the next scheduled Practical Exam. Alternatively, candidates may contact NCCCO for this information.

Candidates must bring their completed *Candidate Application* forms with them to their scheduled examination, along with any required supporting materials.

### TEST DAY

Candidates must report to the Test Site at the scheduled time. All candidates shall comply with Test Site requirements concerning personal protective equipment (PPE), *which at a minimum shall meet OSHA requirements.*

### PRACTICAL SCORING

Candidate performance on the Practical Examination is recorded by Practical Examiners accredited by NCCCO. Examiner requirements include meeting NCCCO requirements for certification, passing the Written and Practical Exams, and successfully completing an accreditation workshop.

The testing procedure has been developed to provide the highest degree of standardization and reliability. The Examiner's task is primarily to record the performance of the candidate.

Candidates may lose points through operational errors in both the Level I and Level II Practical Exam(s). The scoring of candidates' performances is done off site at the facilities of International Assessment Institute.

### PRACTICAL SCORE REPORTING

All candidates receive a score report of their performance. Examination results are mailed to candidates approximately 12 business days after the receipt of the Practical Examination score sheets by International Assessment Institute.

Please note that while Practical Examiners are encouraged to expedite the shipping of score sheets after each test administration, they may batch score sheets from several test administrations over a number of days. This means that candidates may receive their score reports from IAI more than three weeks after their test administration.

Both the Practical Examination and the scoring system have been validated by NCCCO's pilot testing program and verified by International Assessment Institute. A score of **68** represents the minimum passing score for the Rigger Level I Practical Exam. Rigger Level II candidates must pass both tasks in the same test session to achieve an overall passing score on the practical exam.

### PRACTICAL EXAMINATION FEES

The Rigger Level I Practical Exam fee for rigger-only candidates is \$95 each. The Practical Exam fee for current NCCCO certification card holders is \$50 each for either the Rigger Level I or Rigger Level II exam. Retest fees are the same as for first-time exams. The appropriate fees must be submitted with the application through the Test Site Coordinator.

### PRACTICAL EXAM HAND SCORE REQUESTS

Candidates not passing the examination(s) may request from International Assessment Institute a hand scoring of their answer sheets. Requests must be made in writing within three months of the test date and must be accompanied by a processing fee of \$25 for each test requested.

Hand scored practical exam reports include details of a candidate's performance on each task.

Practical exam hand-scoring requests should be mailed to:

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

Phone: (727) 449-8525

Fax: (727) 461-2746

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





# Practical Examination Outline

## RIGGER LEVEL I

The following is an outline of the practical testing procedure for Rigger Level I certification.

### CANDIDATE INFORMATION AND INSTRUCTIONS

Candidates must report to the Test Site at the scheduled time. The Test Site Coordinator is responsible for setting the testing schedule. During the Practical Examination, candidates are under the direction of the Examiner and must follow the Examiner's directions at all times.

The following sections describe the specific tasks that candidates will be performing when taking the Rigger Level I Practical Examination. It is important that candidates understand these instructions. If there is anything that they do not understand, candidates should request clarification from the Examiner.

### TASKS

The Rigger Level I Practical Exam consists of four tasks:

- *Task 1: Pre-Use Rigging Inspection*
- *Task 2: Rigging Hitches*
- *Task 3: Rigging Connections*
- *Task 4: Basic Knots*

Candidates will be required to complete all phases of the test in sequence. Once they have completed the Practical Exam they must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area.

### TIME LIMITS

There are no time limits for the Certified Rigger Level I Practical Examination.

### PRE-TEST BRIEFING

Before the test, candidates will watch a short candidate video or presentation showing all the tasks they will be required to perform during the examination.

### CANDIDATE ID AND SIGNATURE

Prior to beginning the examination, the Examiner will ask each candidate for a government-issued photo identification such as a driver's license.

The Examiner will ask if the candidate has read the Candidate Information and Instructions and will answer any questions. The Examiner will have the candidate sign the score sheet indicating that the candidate understands the instructions for the test.

### TASK 1: PRE-USE RIGGING INSPECTION

- At the Examiner's indication to start, you will inspect all of the rigging slings and hardware located in front of you. Select those items that meet ASME and OSHA *Removal from Service* criteria.
- Place the selected items to one side and say "Done" to indicate that you have finished.

### TASK 2: RIGGING HITCHES

- At the Examiner's indication to start, you will be directed to demonstrate six different hitches.
- After completing each hitch, say "Done" when you are ready to have the hitch evaluated.
- You will rig a single vertical hitch using the 5 ft. web sling and a 5/8-inch shackle on the eye bolt located on the round tube.
- All other hitches will be rigged around the round tube.

### TASK 3: RIGGING CONNECTIONS

- You will have one minute to review the available rigging equipment for this testing session. The rigging has been inspected and is approved for use.
- If your task involves the use of hardware that requires a torque wrench for final tightening, you are only required to secure the hardware to finger-tight condition for the task assignment.
- Softeners are not required for these tasks.
- You will choose three task assignment cards—one of each color—for the three rigging tasks.
- At the Examiner's indication to start, gather and assemble the rigging materials that are required to complete the assigned task. You will then rig and suspend the 6 in. × 30 in. square aluminum tube, as described on the task assignment card.
- When you have completed your rigging assignment, announce that you are "Done." The Examiner will evaluate your completed rigging setup.
- You will disassemble the rigging assembly before continuing on to the next rigging assignment.

### TASK 4: BASIC KNOTS

- At the Examiner's indication to start, you will tie five different knots using a rope or ropes of different diameters.

- When it is necessary, use the 4 in. round PVC pipe and eye bolt as your anchor point.
- Tie each knot and say “Done” when you are ready to have the knot evaluated.
- Place the tying rope on the table after the last knot has been evaluated.

Candidates must demonstrate the following basic knots:

- Sheet bend
- Clove hitch
- Inside bowline
- Square/reef
- Two half hitches

## **POST-TEST PROCEDURES**

Once each candidate has completed the Practical Examination:

- The Examiner will complete the score sheet.
- The Examiner is not permitted to review the score sheet with the candidate or discuss the candidate’s performance on the test.
- Exam results will be mailed to the candidate within approximately 12 working days of International Assessment Institute’s receipt of the score sheet.
- Once candidates have completed all of their tests, they must leave the Test Site.



# Practical Examination Outline

## RIGGER LEVEL II

The following is an outline of the practical testing procedure for Rigger Level II certification.

### CANDIDATE INFORMATION AND INSTRUCTIONS

The following sections describe the specific tasks candidates will be performing when taking the Practical Examination. It is important that candidates understand these instructions. If there is anything they do not understand, they should request clarification from the Examiner.

Candidates must report to the test site at the scheduled time. The Test Site Coordinator is responsible for setting the testing schedule. During the Practical Examination, candidates are under the direction of the Examiner and must follow the Examiner's directions at all times.

Once candidates have completed the Practical Exam, they must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area.

### TASKS

The Rigger Level II Practical Exam consists of two tasks:

- Level Lift
- Rigging Frame Rotation

### TIME LIMITS

The Level Lift task has a time limit of 15 minutes and the Rigging Frame Rotation task has a time limit of 30 minutes

### PRE-TEST BRIEFING

Candidates will be shown a short video or PowerPoint presentation showing all the tasks they will be required to perform during the examination.

### CANDIDATE ID AND SIGNATURE

Prior to beginning the examination, the Examiner will ask each candidate for a government-issued photo identification, such as a driver's license.

The Examiner will ask if the candidate has read the Candidate Information and Instructions and will answer any questions. He/she will have the candidate sign the score sheet indicating that the candidate understands the instructions for the test.

### PRE-TEST FAMILIARIZATION

- All rigging slings and hardware are approved for use and do not require pre-use inspection.

- Torquing of hardware or nuts is not required; hand-tighten these items only.
- Softeners shall not be used or provided for these tasks.
- Do not point-load rigging on the frame.
- Do not apply rigging at less than 30 degrees to the horizontal.
- Any misapplication of slings or hardware during these tasks will result in performance deductions.
- You are not permitted to attach rigging at the center of gravity.
- You may not add, adjust, or remove rigging while the load is suspended.
- A lifting attempt is defined as any movement of the frame from hoisting.
- You are not allowed to climb on the rigging frame.
- The Practical Examiner will remove the blocking when the frame is suspended.
- A digital level may be used during these tasks.
- At the conclusion of each task, breakdown all rigging components and return them to the rigging table.
- A maximum of three minutes will be permitted to evaluate the rigging gear used for these tasks. A laminated picture of the Rigging Frame and a grease pencil are provided for your use.
- If you are ready in less than three minutes, please indicate that you are ready to begin.

### TASK 1: LEVEL LIFT

- At Examiner's indication to start, at which point timing begins, select and then apply slings and/or hardware to attachment points of your choice on the rigging frame in order to hoist the load and execute a level lift.
- You are permitted a maximum of two lifting attempts to achieve a position that is within two degrees of true level. A measurement of greater than two degrees on your final attempt will result in a performance deduction.
- If you are unsuccessful in your first attempt, you must return to the original starting position before starting a second attempt.
- You must use at least three but no more than four sling legs on the rigging frame.

- You may not use the second chain-fall hoist for this task
- When you have completed this task say “Done.” Your rigging setup will then be evaluated.
- You will have a maximum time of 15 minutes to complete this task.
- The Examiner will indicate when there are ten, five, and one minute(s) remaining for this task.

## **TASK 2: RIGGING FRAME ROTATION**

- At the Examiner’s indication to start, at which point timing begins, select and then apply slings and/or hardware to attachment points of your choice on the rigging frame. You must lift the frame clear of the ground and rotate the load 90 degrees under control.
- You are permitted a maximum of three attempts to rotate the frame to a position that is within six (6.0) degrees of true level. A measurement of greater than six (6.0) degrees on your final attempt will result in a performance deduction.
- A rope tied on the frame indicates which side must be in the final “up” position.
- If you are unsuccessful during any rotation attempt, you must return to the original starting position before attempting the next rotation.
- If the frame touches the ground during the first or second rotation attempt, you must return to the original starting position before attempting the next rotation.
- You must initiate this task with a minimum of three slings but no more than four, and you must have tension on at least two pick points at the end of the task.
- You may use the second chain-fall hoist for this task.
- When you have completed this task say “Done.” Your rigging setup will then be evaluated.
- You will have a maximum time of 30 minutes to complete this task.
- The Examiner will indicate when there are ten, five, and one minute(s) remaining for this task.

## **POST-TEST PROCEDURES**

Once each candidate has completed the Practical Examination:

- The Examiner will complete the score sheet.
- The Examiner is not permitted to review the score sheet with the candidate or discuss the candidate’s performance on the test.
- Exam results will be mailed to the candidate within approximately 12 working days of International Assessment Institute’s receipt of the score sheet.
- Once candidates have completed all of their tests, they must leave the Test Site.



## **Candidate Application Forms**

### **RIGGER LEVEL I & RIGGER LEVEL II**

*Please photocopy and complete all sides of the following forms when applying for NCCCO Written and Practical Examinations.*

- **Candidate Application—Written and Practical Examinations**
- **Candidate Recertification Application**
- **Change of Address Form**

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# Candidate Application

## WRITTEN & PRACTICAL EXAMINATIONS—RIGGER/SIGNALPERSON

*Please type or print neatly.*

NAME <span style="margin-left: 50px;">First</span> <span style="margin-left: 150px;">Middle</span> <span style="margin-left: 150px;">Last</span>		
NCCCO CERTIFICATION NUMBER (if currently certified)		SOCIAL SECURITY # <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span> <span style="margin-left: 20px;"> </span>
MAILING ADDRESS		DATE OF BIRTH
CITY	STATE	ZIP
PHONE	CELL	FAX
COMPANY/ORGANIZATION		E-MAIL
COMPANY MAILING ADDRESS		PHONE
COMPANY MAILING ADDRESS		
CITY	STATE	ZIP
<input type="checkbox"/> I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). (For details on NCCCO's Testing Accommodations policy, please see <a href="http://www.nccco.org/general/accommodations.html">http://www.nccco.org/general/accommodations.html</a> .)		
WRITTEN TEST SITE # (contact Test Site Coordinator)	DATE YOU INTEND TO TEST (MM/DD/YYYY)	TEST SITE COORDINATOR

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

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

EXAM DESCRIPTION	EXAM FEES	RETEST FEES
<b><i>New NCCCO certification candidates only (includes CCO certification card):</i></b>		
<input type="radio"/> Rigger Level I (652801) & Rigger Level II (652802) Written and Practical Exams	\$250	<input type="radio"/> One Exam      \$95
<input type="radio"/> Rigger Level I (652801) & Signalperson (652701) Written and Practical Exams	\$250	<input type="radio"/> Two Exams      \$190
<input type="radio"/> Rigger Level I Written Exam (652801)	\$95	<input type="radio"/> Three or Four Exams      \$250
<input type="radio"/> Rigger Level I Practical Exam (888101)	\$95	
<input type="radio"/> Rigger Level II Written Exam (652802)	\$95	
<input type="radio"/> Rigger Level II Practical Exam (888201)	\$95	
<input type="radio"/> Signalperson Written Exam (652701)	\$95	
<input type="radio"/> Signalperson Practical Exam (777777)	\$95	
<b><i>Current CCO card holders*:</i></b>		
<input type="radio"/> Rigger Level I Written Exam (652801)	\$50	<input type="radio"/> One Exam      \$50
<input type="radio"/> Rigger Level I Practical Exam (888101)	\$50	<input type="radio"/> Two Exams      \$100
<input type="radio"/> Rigger Level II Written Exam (652802)	\$50	<input type="radio"/> Three Exams      \$150
<input type="radio"/> Rigger Level II Practical Exam (888201)	\$50	<input type="radio"/> Four Exams      \$200
<input type="radio"/> Signalperson Written Exam (652701)	\$50	
<input type="radio"/> Signalperson Practical Exam (777777)	\$50	
<b><i>Other fees:</i></b>		
<input type="radio"/> *Updated/Replacement Certification Card (required for all current CCO card holders)		\$25
<input type="radio"/> Candidate Late Fee		\$50
<input type="radio"/> Incomplete Application Fee (see Candidate Handbook for details)		\$30
<b>TOTAL AMOUNT ENCLOSED</b> .....		\$ <span style="border: 1px solid black; padding: 2px 20px;"> </span>

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

# CANDIDATE APPLICATION (CONT'D)

## WRITTEN & PRACTICAL EXAMINATIONS—RIGGER/SIGNALPERSON

### NCCCO CERTIFICATION CARD

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 previous page.

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

A digital photo may be substituted for a passport photo.

Attach Color  
Passport Photo  
Here

1-3/8" W x 1-3/4" H




*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 it, and I 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 enclosed
  Employer check enclosed
  Money order enclosed
 *Please do not staple check or money order.*

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

CREDIT CARD NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRATION DATE

--	--	--	--

NAME (Print as it appears on card)

SIGNATURE (on card)

SECURITY CODE\*

--	--	--	--

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

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

Please send application and payments to:

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

### CANDIDATE APPLICATION CHECKLIST

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





# Candidate Recertification Application

## RIGGER/SIGNALPERSON

Please type or print neatly.

NAME		First	Middle	Last
NCCCO CERTIFICATION NUMBER (if currently certified)		SOCIAL SECURITY #		
MAILING ADDRESS				DATE OF BIRTH
CITY			STATE	ZIP
PHONE	CELL	FAX		E-MAIL
COMPANY/ORGANIZATION				PHONE
COMPANY MAILING ADDRESS				
CITY			STATE	ZIP
<input type="checkbox"/> I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). (For details on NCCCO's Testing Accommodations policy, please see <a href="http://www.nccco.org/general/accommodations.html">http://www.nccco.org/general/accommodations.html</a> .)				
WRITTEN TEST SITE # (contact Test Site Coordinator)		DATE YOU INTEND TO TEST (MM/DD/YYYY)		TEST SITE COORDINATOR

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

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

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

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





# Change of Address Form

*Please use this form to advise of any changes of address. Please mail or fax this to:*

International Assessment Institute (IAI)  
600 Cleveland Street, Suite 900  
Clearwater, Florida 33755

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

*Please type or print neatly.*

NAME	FIRST	MIDDLE	LAST
NCCCO CERTIFICATION NUMBER		SOCIAL SECURITY #	

## OLD ADDRESS

MAILING ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	E-MAIL
COMPANY / ORGANIZATION	PHONE	
COMPANY MAILING ADDRESS		
CITY	STATE	ZIP

## NEW ADDRESS

MAILING ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	E-MAIL
COMPANY / ORGANIZATION	PHONE	
COMPANY MAILING ADDRESS		
CITY	STATE	ZIP

## EFFECTIVE DATE OF CHANGE

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# NCCCO Information Release Policy

## A. DEFINITIONS

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

## B. POLICIES

1. It shall be the policy of NCCCO to provide Releasable Information pertaining to individuals who have successfully passed one or more NCCCO examinations. It shall also be the policy of NCCCO to provide Releasable Information pertaining to such individuals on its website using such protocols as may be established.
2. Releasable Information may be released to a Third Party who makes a written request, including by electronic correspondence. Generally, Releasable Information will be released within one business day from actual receipt of a written request.
3. If a Third Party requests information concerning an individual who has not taken or successfully passed an NCCCO examination, NCCCO may release a statement confirming that, as of a given date, the individual does not appear on NCCCO’s list of successful candidates in one or more categories of certification.
4. If an individual is currently under formal suspension or investigation by NCCCO, NCCCO may release a statement to a Third Party to that effect.
5. If a Third Party seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released. However, in the course of business, as circumstances reasonably warrant, NCCCO reserves the discretion to release information other than the foregoing information.
6. Certain situations may require or warrant the immediate verbal confirmation of an individual’s certification status or other Releasable Information in

response to a written or verbal request. Under such circumstances, NCCCO may provide such immediate verbal confirmation, at its discretion. When such a verbal confirmation is provided, it shall be NCCCO’s policy to follow up with a written confirmation.

7. It shall be the policy of NCCCO to discuss score-related and test-specific matters only with a candidate or a candidate’s authorized legal representative.
8. NCCCO will release Releasable Information about an individual upon receipt of a written request (including electronic correspondence) from that individual. NCCCO may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, NCCCO will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.

## IMPORTANT CONTACT INFORMATION



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

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

Phone: 703-560-2391

Fax: 703-560-2392

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



### **INTERNATIONAL ASSESSMENT INSTITUTE**

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

Phone: 727-449-8525

Fax: 727-461-2746



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

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Fairfax, VA 22031-4312

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Fax: 703-560-2392

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

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