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The National Center for Construction Education and Research (NCCER) is a not-for-profit 501(c)(3) education foundation. NCCER has already established Accreditation Guidelines and a Procedures Manual for the National Craft Assessment and Certification (NCACP) Program. The policies and procedures found in this document are in addition to previously approved Guidelines and Procedures defined by NCCER for Accredited Assessment Centers (AACs) participating in the program. The following policies and procedures are inherent to the Mobile Crane Operator Certification Program, although previously established policies do exist and should continue to be followed. NCCER Certification Program Endorsed AACs should always follow the established guidelines and/or procedures when delivering the Program.
Chapter I

Introduction

TERMS AND DEFINITIONS

Accreditation – Confirmation and recognition by NCCER of construction and maintenance training and/or assessment programs that meet established minimum standards and criteria for program design and administration.

Accredited Assessment Center (AAC) – A fully accredited entity that has a NCCER-Certified Primary Administrator and meets all requirements established by NCCER for the NCACP.

Anti two-block device (A2B) – A device that provides warnings and prevents two-blocking, which occurs when the hook block or headache ball makes contact with the sheaves at the bottom tip.

Candidate – An individual who meets the requirements for mobile crane certification testing.

Certified (Crane Specific) – An individual who has successfully completed both the assessment and the practical examination components of the NCCER Mobile Crane Operator Certification Program. The assessment defines knowledge of the subject matter within a particular area of expertise. The practical examination verifies skills in specific mobile crane categories.

Certifier – NCCER is ultimately the entity issuing certification, however the program is delivered via a network of Mobile Crane Endorsed Accredited Assessment Centers, which have successfully met the specific criteria stipulated by NCCER procedures to deliver the Mobile Crane Operator Certification Program.

Certify (Certification) – A means to designate an individual as meeting minimum qualifications, as outlined in the ASME B30 standards, to operate cranes of a certain size and type, specific to current ASME B30 standards and/or OSHA regulations.

Crane Operator Certification Board – The body responsible for dealing with policy and procedural issues regarding the Mobile Crane Operator, Tower Crane Operator, Rigger and Signal Person Certification Programs. The Crane Operator Certification Board is made up of the President of NCCER, the President of NACB, the President of Prov, and three at-large members.

Crane Type – Any crane category as specified in the ASME B30 standards.

Designated – The means to be authorized by the employer's representative as being qualified to perform specific duties.

Load Moment Indicator (LMI) – A device on a crane that takes various signals as input and compares them to a defined set of parameters based on the machine's load chart and design limitations.

Mobile Crane Practical Examiner (CPE) – The individual certified by NCCER to deliver practical examinations that determine successful completion of the practical requirements for mobile crane operator certification on a particular mobile crane type.

National Center for Construction Education and Research (NCCER) – A not-for-profit 501 (c)(3) education foundation serving the construction and maintenance industries. NCCER is supported by major trade associations, contractors, and industry sponsors.

National Craft Assessment and Certification Program (NCACP) – A national program developed by NCCER to assess journey-level knowledge and skills of craftworkers, provide task-specific feedback for knowledge upgrade training, and certify a participant's successful performance on knowledge or written and skill components of the assessment process.

North American Crane Bureau, Inc. (NACB) – Experts in crane safety and education, who partnered with NCCER to produce the Mobile Crane Operator Certification Program, including delivery of the Mobile Crane Practical Examiner Training.

Operator – A crane operator, as defined in OSHA 29 CFR 1926 and in the ASME B30 standards.

Practical Examination – A means for a candidate to demonstrate his/her practical job skills in a controlled, observable, and measurable manner.

Primary Administrator – An individual, certified by NCCER, and designated by an AAC, who manages and administers the NCACP.

Prov – NCCER's test development partner responsible for the validity of all test items in conjunction with NCCER and its psychometricians. Assessment development is conducted in accordance with the American Psychological Association's Standards for Educational and Psychological Testing and the Equal Employment Opportunity Commission's standards and regulations for employment-related testing.

Testing – The process of administering assessments and/or practical examinations as outlined in these procedures and the ASME B30 standards.
PURPOSES OF THE PROGRAM

The goals of the NCCER Mobile Crane Operator Certification Program are:

- To enhance the practice and profession of mobile crane operation through the establishment of validated and reliable certification instruments.
- To directly promote competency of operation and a safer work environment.
- To organize and implement a comprehensive certification program for the qualification of mobile crane operators.
- To promote the development of knowledge and skills of those interested in the mobile crane operating and hoisting profession.
- To provide technical assistance to agencies having regulatory authority applicable to testing and certification of mobile crane operators.

CRANE OPERATOR CERTIFICATION BOARD

The Crane Operator Certification Board is the body responsible for dealing with policy and procedural issues regarding NCCER's various certification programs. The Crane Operator Certification Board is charged with the following responsibilities:

- Proposing policies, procedures, and criteria to NCCER's Board of Trustees for approval. The Board of Trustees shall review the recommendations and may specify changes to be made in them to assure continuity in the certification process.
- Overseeing the administration of the certification process based on policies, procedures, and criteria approved in advance by the NCCER Board of Trustees. The Crane Operator Certification Board shall make final decisions on certification actions.

DEVELOPMENT OF THE PROGRAM

NCCER and NACB partnered to design a Mobile Crane Operator Certification Program which meets or exceeds current ASME B30 standards and OSHA regulations. Assessments were developed following strict professional testing guidelines endorsed by the American Psychological Association. All development phases involved subject matter experts (SMEs) who represented their respective technical areas. Prov, NCCER's test development partner, provides psychometricians who monitor test development and performance on an ongoing basis, in conjunction with NCCER.

OBJECTIVES OF MOBILE CRANE OPERATOR CERTIFICATION

The purpose of the Mobile Crane Operator Certification Program is to identify those individuals with professional knowledge and skills worthy of being designated as a Certified Mobile Crane Operator. In keeping with the procedures, the Mobile Crane Operator Certification Program is intended to accomplish the following specific objectives:

- Identify mobile crane operators who meet minimum criteria for certification.
- Stimulate the improvement of mobile crane operation and establish it as a certifiable profession.

NATIONAL AND STATE RECOGNITION

NCCER and NACB employees and committee members have participated on various subcommittees to assist in the development of ASME standards. This participation ensures the timely and proper application of these procedures.

The wide acceptance of NCCER by many local, state and national organizations, and by employers of crane operators in many states, is evidence of the cooperation and respect of the institutions and organizations concerned.

NCCER's Mobile Crane Operator Certification Program is formally recognized by OSHA and accredited by the American National Standards Institute (ANSI).

The NCCER National Registry maintains records of assessment and practical examination results and issues credentials for successful completions through a network of Accredited Assessment Centers (AACs). All records are securely stored in the NCCER National Registry.

The criteria for the Mobile Crane Operator Certification Program were developed based on current ASME B30 standards, OSHA regulations, state regulations, manufacturer expectations, and employer expectations.
MOBILE CRANE ASSESSMENT CENTER ENDORSEMENT

Accredited Assessment Centers interested in offering the Mobile Crane Operator Certification Program must complete the Endorsed Accredited Assessment Center Application. The AAC must pay the required application fee and meet the following requirements:

- Have a valid business license for a minimum of five years
- Have a Certified Mobile Crane Practical Examiner affiliated with the AAC
- Have the proper facilities to conduct both assessments and practical examinations
- Current organizational chart
- Updated Certificate of Insurance (or) notarized security letter

MOBILE CRANE PRACTICAL EXAMINER QUALIFICATIONS

The Primary AAC Administrator is responsible for evaluating the qualifications of the Mobile Crane Practical Examiner candidate prior to submitting the application for admission to the Mobile Crane Practical Examiner training program.

In order for Mobile Crane Practical Examiner candidates to be certified by NCCER, they must:

- Be affiliated with a Mobile Crane Endorsed AAC;
- Have at least four years of mobile crane-related experience or equivalent education/training, documented and verified by NCCER;
- Primary Administrator AND Mobile Crane Practical Examiner candidate MUST attend a mandatory NCCER Policy & Procedure webinar prior to the Mobile Crane Practical Examiner attending practical examiner training;
- Successfully pass either the Telescopic Boom Crane or Lattice Boom Crane written assessment, prior to attending Mobile Crane Practical Examiner Training;
- Successfully complete the Mobile Crane Practical Examiner Training Program, which includes written and performance exams;
- Have current Master Trainer, Craft Instructor, or Performance Evaluator Certification OR successfully complete the NCCER Instructor Certification Training Program (ICTP) or the abbreviated ICTP for performance evaluators (Modules 1 and 9).

CPE certification is valid for two years from the latest of the following:

- Date of certification
- Date last mobile crane practical examination was processed into the registry

Certification is maintained by administration and processing into the registry of at least one practical examination every two years. If Mobile Crane Practical Examiner certification expires, the candidate must successfully retake the Mobile Crane Practical Examiner Training Program. If Mobile Crane Practical Examiner certification has been expired for more than 1 year, then ALL initial Mobile Crane Practical Examiner certification requirements will have to be met.

In order to avoid any conflict of interest and to maintain the integrity of the program, Mobile Crane Practical Examiners must not train the same operators whom they assess or examine.

REQUIRED SPACE FOR CONDUCTING MOBILE CRANE PRACTICAL EXAMINATIONS

- There should be unobstructed space to perform all practical tasks.
- The ground level topography beneath the crane should be within 1% to 2%.
- Ground compaction should be adequate for the crane type.
- The crane should be kept 1.5 times the required distance from energized power lines at all times.

CRANE REQUIREMENTS

- The crane must have current and valid inspection documents.
- The crane may not have any current deficiencies to load bearing, load controlling or load handling components.
- All safety devices installed must function as designed (i.e. A2B, LMI, backup alarms).
- There shall be no visible hydraulic fluid leakage.
- No jibs or extensions should be erected.
- If a jib is installed/erected on the crane, testing from the jib is not allowed.
- Site conditions must be appropriate for administering practical examination.
- If required by ground conditions or site requirements, additional support matting should be placed under outriggers or crawler tracks.
REQUIRED EQUIPMENT FOR CONDUCTING MOBILE CRANE PRACTICAL EXAMINATIONS

- All practical examiners are required to wear appropriate Personal Protective Equipment (PPE), including hard hat, ANSI-approved safety glasses, high-visibility vest, and hearing protection.
- Clipboard (optional)
- Three #2 pencils
- Pencil sharpener
- Two 150-foot tape measures (or equivalent)
- One stopwatch
- One 2-foot carpenter’s level
- Five 36-inch tall traffic cones
- Twenty four 12-inch (or) 18-inch tall traffic cones
- A means to lay out 30-inch circles. Circles may be developed using the following methods:
  - Spray painting a 30-inch circle using a center pin
  - Prefabricating the circles
  - Fabricating the circles with heavy cardboard
- Three five-gallon buckets (Industrial/All Purpose practical only)
- 1-inch shackle
- 48-inch synthetic web sling

PRACTICAL EXAMINATION SAFETY

- Candidates are not allowed to operate any equipment except under the direct supervision of a Mobile Crane Practical Examiner.
- All equipment operation is conducted in accordance with approved facility procedures.
- Candidate operation of equipment shall be immediately suspended during unanticipated or abnormal events, accident conditions, or whenever the practical examiner determines that suspension is necessary to ensure safe and reliable facility operations.

The following are some examples of acceptable reasons for stopping the practical examination. Practical examination forms include an area where the Mobile Crane Practical Examiner can indicate testing stopped due to unsafe crane operations.

- Aberrant behavior, such as suspicion of intoxication (drugs, alcohol) or impaired judgment from prescription or over-the-counter drugs
- Failure to configure crane for operation, such as:
  - Unable to program Load Moment Indicator (LMI)
  - Failure to engage master clutch
- Reckless and/or unsafe acts, such as:
  - Uncontrolled swing
  - Freefall or uncontrolled block or ball movement
  - Extending boom prior to extending outriggers
  - retracting outriggers prior to placing boom in proper travel position
  - Two-blocking the crane

MOBILE CRANE PRACTICAL EXAMINER RESPONSIBILITIES

The following general responsibilities are required of Mobile Crane Practical Examiners charged with administering the mobile crane practical examinations:

- Terminate the practical examination for any candidate who acts in an unsafe or hazardous manner and thoroughly document the nature of the unsafe act including time and date of the unsafe behavior or incident.
- Exercise ethics as a practical examiner, such as documenting and reporting any and all attempts of the candidate or the candidate’s associates to unduly influence the examiner’s judgment.
- Take effective action to counter any observable aberrant behavior by the candidate and report and document this behavior.
- Conduct practical examinations according to NCACP and the Mobile Crane Operator Certification Program Procedure Manual.
- Ensure necessary equipment, tools, and materials are available and in good working order.
- Ensure evaluation site is adequate for tasks to be performed.
- Ensure participant correctly completes all necessary forms and paperwork before leaving the practical examination site.
- Follow NCACP procedures for security of mobile crane practical examinations.
- Maintain confidentiality of ALL assessment and exam content.

In order to avoid any conflict of interest and to maintain the integrity of the program, Mobile Crane Practical Examiners must NOT train the same operators whom they assess or or examine.
MOBILE CRANE OPERATOR CERTIFICATION PROGRAM

Chapter II

Requirements

MOBILE CRANE PRACTICAL EXAMINER LIABILITY

Mobile Crane Practical Examiners are charged with maintaining the integrity of the Mobile Crane Operator Certification Program through proper application of the practical examination process. Failure to uphold this responsibility could result in penalties imposed by NCCER, up to and including termination of Mobile Crane Practical Examiner or Craft Instructor certification and termination of Assessment Center accreditation. As a Mobile Crane Practical Examiner candidate, you will be required at the conclusion of training to verify, by your signature, that you understand your responsibilities and liabilities connected with the Mobile Crane Operator Certification Program.

MOBILE CRANE PRACTICAL EXAMINER INSTRUCTIONS

- Examine only one candidate at a time.
- Ensure proper photo identification of each candidate.
- Read “Candidate Instructions” exactly as written in the practical exam booklet.
- Check the examination form to ensure the appropriate form is in use.
- Complete each section of the practical examination ensuring accuracy and completeness.
- Record maximum capacity of the crane as listed in the capacity chart.
- Document candidate performance in the practical exam booklet by marking Yes (Y), No (N) or Not Applicable/Omit (N/A or O) for every task.
- Record time where applicable.
- Transcribe the answers from the practical examination test booklet to the answer sheet. Bubble the appropriate response for each subtask on the test.
- Do NOT coach the candidate during the practical examination. Coaching is providing help, prompts, or suggestions that would not be available during normal task performance.
- Allow no reference or resource material to be used by the participant during the session unless specifically approved for the practical examination by NCCER.
- Ensure that the required materials are on hand and available for use.
- Do not allow the candidate to commit an unsafe act. Intervene immediately to prevent or stop unsafe performance. The Mobile Crane Practical Examiner is fully responsible for the candidate and is required to take control of systems/equipment during an emergency.
- Terminate the practical examination if the candidate’s actions may result in danger to personnel or damage to equipment or the environment.
- Provide feedback to the Primary Administrator regarding any difficulties encountered during the examination.
This section of the Procedure Manual provides policies and procedures for administration of the NCCER Mobile Crane Operator Certification Program.

**METHODS OF EVALUATION**

Because qualitative factors can be more important than the numbers of hours an operator has spent in the seat, the general principles outlined in the criteria will be checked closely by analyzing each particular candidate.

The prime considerations in evaluating a candidate for certification as a mobile crane operator are as follows:

1. That the results of examination of his/her knowledge and skills are considered satisfactory as a mobile crane operator in general, in addition to whatever specific requirements of the particular mobile crane type(s) for which certification is sought, and,

2. That the depth of his/her understanding in these same areas merits the designation “Certified Mobile Crane Operator.”

**CERTIFICATION POLICIES**

Through continuing and careful study of mobile crane operator qualifications, the NCCER has developed the following basic policies:

- In order for a candidate to be certified, all parts of the certification process must be successfully completed.
- The candidate shall acknowledge, by affidavit, that he/she has been found physically qualified to operate mobile cranes per *ASME B30.5* and that he/she has passed a substance abuse test. Physical examinations and substance abuse tests shall be required, as a minimum, every three years.
- To certify mobile crane operators within the specified crane type(s) as outlined in the current *ASME B30* standards as well as federal, state, and local requirements.
- To deny certification to candidates who lack understanding in any subject area in which mobile crane operators, in their particular field, are expected to have competence.
- To ensure NCCER’s Mobile Crane Operator Certification Program keeps pace with the constantly changing crane operation environments.
- To assess qualitative as well as quantitative factors in making the certification decision.
- To securely maintain a registry of certified mobile crane operators’ assessment and exam records.

**CONFIDENTIALITY OF INFORMATION**

Records of all examiners and participants in the Mobile Crane Operator Certification Program will be confidentially maintained.

- Information supplied by a candidate, and not by the individual's employer, is for the confidential use of the AAC and NCCER and it will not be disclosed without the specific written permission of the individual candidate concerned.
- Information supplied by the employer company is for the confidential use of the AAC and NCCER and it will not be disclosed without the specific written permission of the employer concerned.

All participants in the Mobile Crane Operator Certification Program will be required to sign a NCCER release form allowing NCCER to verify a participant’s status to the AAC, if requested.

**MOBILE CRANE OPERATOR CERTIFICATION CRITERIA**

NCCER's primary objective is to assure that the specific competencies identified in the *ASME B30* standards have been achieved. The decision to certify or re-certify will be based on an evaluation of the degree to which the mobile crane operator has achieved these competencies. The mobile crane operator must provide, through an assessment and practical examination, clear and convincing evidence to NCCER that such competencies have been achieved.

The candidate must fulfill all of the following prior to issuance of certification:

1. Demonstrate the ability to read, write, comprehend and exhibit mathematical skills, in the language of the crane manufacturer’s operations and maintenance instructional materials.
2. Pass a mobile crane assessment.
3. Pass a mobile crane practical examination.
4. Complete and sign the Application for Mobile Crane Practical Examination, in the NCCER Registry System, which includes an affidavit that a medical professional has found him/her physically qualified to operate mobile cranes per *ASME B30.5* and that he/she has successfully passed (negative result) a substance abuse test, as specified in the current *ASME B30.5* standards, and will continue to comply.
5. Have a Candidate Photo taken and uploaded to the Application for Mobile Crane Practical Examination by the AAC Primary Administrator in the NCCER Registry System.
Completed certifications will be posted in the NCCER Registry System. Transcripts, certificates, and wallet cards will be sent to the Primary Administrator for distribution.

**ASSESSMENT**

There are four assessments for mobile crane operator certification:

1. Boom Truck Crane
2. Industrial/All Purpose Crane
3. Telescopic Boom Crane
4. Lattice Boom Crane

**NOTE** – The content of the Industrial/All Purpose Crane and Boom Truck Crane assessments are included in the Telescopic Boom Crane assessment. An applicant may satisfy three categories by taking the Telescopic Boom Crane assessment. If an applicant desires certification on Boom Truck Crane only or Industrial/All Purpose Crane only, then only the respective assessment may be taken.

The following topics are included in all mobile crane assessments:

- Operational characteristics
- Limitations
- Standard hand signals
- Pre-start inspections
- Post-start inspections
- General safety knowledge
- Gross and net capacities
- Gross and net loads
- Control functions
- Response to crane/control malfunction
- Capacity chart knowledge
  - Load chart calculations involving simple math
  - Gross and net capacities
  - Gross and net loads
  - Capacity reductions
  - Boom length, boom angle, and load radius

The assessment must be delivered through a Mobile Crane Endorsed AAC by a certified proctor, coordinator or administrator.

**PRACTICAL EXAMINATION:**

There are four practical examination categories resulting in 13 equipment-specific mobile crane operator certifications:

1. Industrial/All Purpose
2. Rubber Tire Truck Mount
3. Rough Terrain/All Terrain
4. Crawler Mount

The following topics are included in all mobile crane practical examinations:

- Pre-operational inspection
- Machine set-up
- Outrigger deployment (where applicable)
- Crane levelness
- Maneuvering skills
- Securing procedures
- Operational skills
  - Booming
  - Hoisting
  - Swinging
  - Simultaneous control of multiple functions
  - Following standard hand signals
  - Using and applying operational aids (where applicable)

**SCORING**

Both assessments and practical examinations are scored by computers at Prov, NCCER’s test development partner. Assessment and practical examination score results are available within 15 minutes of submission at www.provexam.com.

**RETEST POLICY**

If the cut score is not attained on the initial mobile crane assessment, a retest may be taken following a two-day waiting period. If the initial mobile crane practical examination is not passed, the CPE will determine when retesting may be done. Subsequent retests (after two attempts) require a 30-day waiting period with no more than four attempts within a 12-month period.

**CERTIFICATION AND TESTING TIMEFRAMES**

Mobile crane operator candidates have 12 months from taking either the assessment or practical examination to complete the certification process. Results expire after 12 months if the process is not completed.

A candidate may obtain subsequent certification by passing additional practical examinations that are associated with the assessment used to obtain the initial certification. If subsequent certifications are achieved during the five-year certification period as a result of additional practical exams, these certifications will assume the same expiration date as the initial certification.

RECERTIFICATION

In order to obtain recertification, a candidate must repeat the initial certification requirements. Mobile crane operators must recertify every five years.

CERTIFICATION ACTION

1. Certification is granted for a specific period of five years from the date of certificate issuance. The term of certification is subject to review for cause at any time during the period of certification. Certification is granted if current conditions are judged to be meeting or exceeding the minimum criteria requirements. If, for any reason, the future of an operator's abilities appears precarious or weak, certification may be revoked.

2. A “Not to Certify” action is effective immediately after exhausting the appeal procedures. The notification to the operator, employer, or the Mobile Crane Endorsed AAC when applicable, shall indicate the following:
   a. The termination supersedes the certification status of the mobile crane operator, and
   b. The Certifier expects the certified individual to notify his/her employer of the termination of the “certified mobile crane operator” status.

3. The Mobile Crane Endorsed AAC is restricted by NCCER policies and procedures in the granting of certification. The Mobile Crane Endorsed AAC has no authority to impose any restrictions or standards upon mobile crane operators or their employers.

CHANGES DURING PERIOD OF CERTIFICATION

It is the obligation of the Certified Mobile Crane Operator to notify the Certifier of any accidents/incidents the individual has had with the crane type(s) for which certification has been obtained, or any significant changes in the medical, physical or other abilities of the operator that would affect certification status during the period of certification. Notification of the above-described accident/incident or changes in abilities must be made to the NCCER within 48 hours of said accident or change in ability; failure to do so constitutes immediate revocation of any and all certification types. NCCER also reserves the right to obtain and review feedback from Mobile Crane Endorsed AACs on those operators certified in the program (as a way to monitor certificate holders that have completed the program).

Certified Mobile Crane Operators should submit the “Incident Report” online at www.nccer.org or by fax using the online form. To report changes in medical, physical, or other abilities, they may email CraneCertification@nccer.org.

REVOCATION OF CERTIFICATION

- Any misrepresentation or fabrication of documents submitted to NCCER in regards to the Mobile Crane Operator Certification Program.
- Failed substance abuse test as required in the Mobile Crane Operator Certification Program.
- Any documented recordable crane accident (an event that results in injury or property damage) that is submitted to the Crane Operator Certification Board whereby crane operator error is determined to be the cause of the accident.
  - Certified Mobile Crane Operators are required to notify the Certifier of a documented, recordable crane accident/incident within 48 hours of the accident. Failure to do so will result in revocation of certification without appeal. Certified Mobile Crane Operators should submit the "Incident Report" online at www.nccer.org or by fax using the online form.
  - The Certifier must document the reasons for proposed revocation and submit them to the Crane Operator Certification Board. The Crane Operator Certification Board will render a final decision and notify the Certifier. The Certified Mobile Crane Operator is promptly notified by the Certifier of the Board action, and is at that time given the right to an appeal. Certification is continued until the appeal procedure has been exhausted.

RE-APPLICATION

If an operator’s credentials are revoked due to a failed substance abuse test the operator may reapply for certification 12 months after the date of the revocation. If an operator’s credentials are revoked two or more times (for any reason) the operator may not apply for recertification. If an operator’s credentials are revoked because of an accident that was
determined to be operator error, the operator candidate may reapply for certification 12 months after the date of the revocation.

All reapplications must go before and be considered by the Crane Operator Certification Board for review. Reapplication may require additional documentation/verification.

If an operator’s credentials are revoked because of misrepresentation or fabrication of documentation, the operator may not apply for recertification.

Reapplication means that a candidate must complete all requirements for certification.

APPEAL

In the event a Certified Mobile Crane Operator wishes to appeal revocation of certification actions taken by NCCER, notice of intent to appeal must be received within 30 days of the date of revocation notification. NCCER will forward the appeal to the Crane Operator Certification Board. Upon receipt of such notice, the Board will review the appeal and make its decision in a timely manner. The findings of the Board will be reported to the Certifier, who will report back to the operator and Certification Program Endorsed AAC (where applicable).

A “revocation” action is effective immediately after exhausting the appeals process. The notification to the operator or the Mobile Crane Endorsed AAC when applicable, shall indicate the following:

a. The termination supersedes the certification status of the mobile crane operator; and
b. The Certifier expects the certified individual to notify his/her employer of the termination of the certified mobile crane operator status.

PROGRAM ADMINISTRATION

Administration of the Mobile Crane Operator Certification Program is the responsibility of the Primary Administrator and cannot be delegated.

Assessment and practical examination orders can only be placed using the main assessment center account. All paper assessments and practical examinations should be shipped to the AAC for Primary Administrator check-in and review before distribution.

The Primary Administrator will coordinate the distribution of the assessments and assessment keys to the coordinator at the Authorized Assessment Site (AAS) and distribution of the practical examinations to the Mobile Crane Practical Examiner. The Primary Administrator must establish a process, using a master inventory log, when sending assessment materials to sites under their control.

When distributing assessments or practical examinations to certified personnel, the Primary Administrator must conduct a physical count of items being shipped. The Primary Administrator should create a packing list of the assessment and practical examination titles, key numbers, and booklet numbers that are being shipped to the AAS or Mobile Crane Practical Examiner. Paper assessments and practical examinations should be packaged in a sealed, tamperproof container, and shipped to the AAS or Mobile Crane Practical Examiner using a reliable, traceable, public courier (UPS, FedEx, etc). Primary Administrators should require a signature release ensuring that packages are not left at the door by the courier. Use of inter-company mail service is not recommended. The Primary Administrator must exercise sound judgment in the sending of assessment keys and use secure mail or electronic transmission. When the assessments and practical examinations arrive, the AAS coordinator (assessment) or Mobile Crane Practical Examiner (practical examination) should follow the same procedures described in Section 2.2.0 of the NCACP Procedures for checking the package, logging the inventory (only applies to assessments), and properly storing the assessments and practical examinations.

Assessment inventory must be maintained as outlined in the NCACP Procedures.

Mobile Crane Practical Examiners are required to keep all practical examinations in a locked device (file cabinet, drawer or briefcase) until administration and until return to the AAC. Once practical examinations are administered they should be returned to the Primary Administrator immediately, but in no more than 2 weeks time. Any unused practical examinations should be returned to the Primary Administrator immediately. Practical examination inventory shall not be stored at an AAS or with an CPE for more than 30 days.

RECORD RETENTION

Copies of records or documents submitted by the candidate and associated with the Mobile Crane Operator Certification Program, including demographic sheets, answer sheets, affidavits, applications, etc., must be kept on file at the AAC for a period of five years from the date of certification.
The following forms are included in this section for reference only. Please refer to the NCCER website for the most current forms.

**APPLICATION FOR MOBILE CRANE PRACTICAL EXAMINATION**

The Application for Mobile Crane Practical Examination must be completed and submitted by the candidate in the NCCER Registry System on the day the candidate attempts the practical examination. The primary administrator must review the application and upload the Candidate Photo to the application within three days of the practical exam, regardless of the score on the practical examination.

**PRACTICAL EXAMINATION DEMOGRAPHIC SHEET**

This form is required to be faxed, along with the practical examination answer sheet, to Prov for scoring of the practical examination. Instructions for filling out the demographic sheet are included in the practical exam booklet.

**MOBILE CRANE PRACTICAL EXAMINER VERIFICATION OF QUALIFICATIONS**

This form must be completed by the Practical Examiner candidate in the NCCER Registry System, approved by the AAC Primary Administrator, and then submitted to NCCER for review. Once the Verification of Qualifications has been approved by NCCER, the Practical Examiner candidate will proceed to register for the Practical Examiner training class in the NCCER Registry System.

**FORM 902M – MOBILE CRANE PRACTICAL EXAMINER ACCEPTANCE OF RESPONSIBILITY AND LIABILITIES**

This form is used to guarantee that Mobile Crane Practical Examiners understand and accept their responsibilities within the Mobile Crane Operator Certification Program.

**INCIDENT REPORT FORM**

This form is used by the Certified Mobile Crane Operator to report any accident/incident for the crane type(s) for which certification has been obtained.

**REGISTRATION AND RELEASE FORM**

This form provides a permanent record that the participant grants permission for the AAC to have access to their assessment results. All participants must sign this form.

**MOBILE CRANE CERTIFICATION MATRIX**

This form shows the combinations of mobile crane assessments and practical examinations required to obtain certification for certain equipment types.

**PATHS TO NCCER MOBILE CRANE OPERATOR CREDENTIALS**

The safety-related aspects of crane design are established by the American Society of Mechanical Engineers in the volume *ASME B30.5-2007 Mobile and Locomotive Cranes*. Therefore, NCCER has structured the credentialing process for Certified Mobile Crane Operators based on the various “paths” determined by various combinations of assessments and practical examinations, as shown in the flowchart diagram (which corresponds with the Mobile Crane Certification Matrix). The content and titles of NCCER’s crane operator assessments are dependent upon each crane’s boom types while the content and titles of the practical examinations are grouped by the mount, or carriage, that is used with each crane.
The following criteria must be met before any certification documents will be issued:

1. Applicant must successfully complete the assessment for the desired mobile crane type.
2. Applicant must complete and submit the Application for Mobile Crane Practical Examination in the NCCER Registry System. Applicant must choose the Endorsed AAC location where they completed the Practical Examination.
3. Applicant must successfully complete the NCCER practical examination on the specific type(s) of mobile crane(s) for which certification is sought.

Applicants meeting the above requirements will be granted “Certified Mobile Crane Operator” status for a period of five years from date of certificate issuance. NCCER reserves the right to withhold certification status from those individuals who lack the necessary talents to become Certified Mobile Crane Operators as outlined by ASME B30.5, or as needed for the particular job.

Once certified, it is the obligation of the Certified Mobile Crane Operator to notify NCCER of any accidents/incidents the individual has had with the mobile crane type(s) for which certification has been obtained, or any significant changes in the medical, physical or other abilities of the operator that would affect certification status during the period of certification. Notification of the above-described accident/incident or changes in abilities must be made to NCCER within 48 hours of said accident or change in ability; failure to do so constitutes immediate revocation of any and all certification types.

ASSESSMENTS – TYPE(S) SPECIFIC

Directions: Certification is granted after both the assessment and practical examinations are successfully completed. Check the appropriate assessment that you have successfully completed or wish to take below.

The content of the Industrial/All Purpose Crane and Boom Truck Crane assessments are included in the Telescopic Boom Crane written Assessment. An applicant may satisfy three categories by taking the Telescopic Boom Crane assessment. If an applicant desires certification on Boom Truck Crane only or Industrial/All Purpose Crane only, then only the respective assessment may be taken.

Assessments

- 1. Lattice Boom Crane
- 2. Telescopic Boom Crane
- 3. Industrial/All Purpose Crane
- 4. Boom Truck Crane

PRACTICAL EXAMINATION – TYPE(S) SPECIFIC

ONLY an NCCER Mobile Crane Endorsed AAC that has an NCCER Mobile Crane Practical Examiner affiliated with the center may conduct the practical examinations. The assessment and practical examination must match to ensure certification for that particular type of mobile crane.

Directions: You must register for at least one crane type-specific practical examination. Check the appropriate mobile crane type for which you are applying below. Refer to the Mobile Crane Certification Matrix or Paths to NCCER Mobile Crane Operator Credentials to see which assessments match which practical examinations for each equipment type. If you wish to register for more than one practical examination, you must complete an application for each one.

Practical Examinations

- 1. Industrial/All Purpose
- 2. Rubber Tire Truck Mount
- 3. Rough Terrain/All Terrain
- 4. Crawler Mount

The Mobile Crane Practical Examiner will note specifics of the equipment used on the practical exam.
NCCER Registry System
HOW TO GUIDE

HOW TO…Complete the Mobile Crane Operator Practical Exam Application

As a candidate for mobile crane operator certification, each individual must complete the Mobile Crane Operator Practical Exam Application prior to taking a mobile crane practical exam.

1. Login to the NCCER Registry System.
2. Click on the Crane/Rigging
3. Select Practical Exam Applications
4. Select Mobile Crane Practical Examination
5. Read Instructions and select the checkbox next to “I have read the instructions”
6. Select Next
7. Verify that your name and card # appear correctly in the form. If there is a discrepancy or error, contact the Primary Administrator at the assessment center where you are testing.
8. Select the Endorsed Accredited Assessment Center (where you are taking your practical examination) from the dropdown menu.
9. Read the application affirmation/acknowledgement statement.
10. Click the check box next to “I, Name, attest that I have read and understood this document and the above is true. Date”.
11. Click Submit. Application is submitted to the Accredited Assessment Center that was selected on the application for approval.

If you have questions, please contact NCCER customer service at 888.622.3720 or email support@nccer.org
Chapter IV

Examination Instructions

Demographic Sheet (Instruct candidate as follows):

- Enter today’s date,
- Print first name then darken in the corresponding bubble below each letter,
- Print last name then darken in the corresponding bubble below each letter,
- Enter your social security number then darken in the corresponding bubble below each number,
- PIN – enter a four-digit number to use as a Personal Identification Number,
- Site Code – enter the number provided by assessment center, then darken in the corresponding bubble below each number,
- Index – this is an optional field & if applicable will be provided by the administrator of your assessment center,
- Yrs Exp – enter number of years of experience in trade area for which you are being assessed, then darken in the corresponding bubble below each number
- Birthdate – enter date of birth as shown (MM/DD/YYYY) then darken in the corresponding bubble below each number,
- Health and substance abuse verifications – darken bubble next to the verifications for health and substance abuse and sign where indicated.

Improper completion of demographic sheet may cause a delay in scoring.

Examiner ID – Mobile Crane Practical Examiner must enter their NCCER card number and darken the corresponding bubble below each number, or the examination will NOT be scored.

Examine each candidate one at a time. Please adhere to all safety regulations and have the testing area clear of all non-essential personnel. Review the instructions for each task prior to administering the examination. Perform each task in the order in which it appears, and stop the candidate after each task to explain the next task to be performed. Use the time between tasks to note the candidate’s performance of tasks on this document.

If any of the following occur during a practical examination, the CPE should mark the “Test Stopped” bubble under “Unsafe Crane Operation” and thoroughly document the nature, time, and date of the unsafe act or behavior in the “Scoring Notes”:

- Aberrant behavior, such as suspicion of intoxication (drugs, alcohol) or impaired judgment from prescription or OTC drugs,
- Failure to configure crane for operation, such as:
  - Unable to program Load Moment Indicator (LMI)
  - Failure to engage master clutch
- Reckless and/or unsafe acts, such as:
  - Uncontrolled swing
  - Freefall or uncontrolled block or ball movement
  - Extending boom prior to extending outriggers
  - Retracting outriggers prior to placing boom in proper travel position
  - Two-blocking the crane

The answer sheet is designed to allow the CPE to rapidly enter results. When you have completed the examination, transcribe the answers from this document to the answer sheet. You are to bubble the appropriate response for each subtask on the test. If you fail to bubble the completed task, the answer sheet will NOT score. For applicable tasks, enter and bubble the time to complete the task.

Fax the completed demographic sheet and answer sheet to (888) 741-2962. It is not necessary to include a cover page when faxing. Results will be available within 15-20 minutes (if forms are error-free). If you do not see a result within 30 minutes, call Prov customer service at (866) 720-7768 ext. 103.

Upon completion, send all forms and documentation to the Primary Administrator for your Assessment Center.
HOW TO SUBMIT PRACTICAL EXAMINER QUALIFICATIONS

You must be connected with an Endorsed Accredited Assessment Center to submit a Practical Examiner Verification of Qualifications. For details on applying to become an endorsed organization, follow the steps in the ‘Apply for Endorsement’ How to document.

1. Log into the Registry system with your card number and password.

2. Click and choose the appropriate Practical Examiner type.

3. The application will open to an instructions page, read over the instructions, check the box to confirm you have read and understand the instructions, then click Next.

4. Complete all information on the application including Education and/or Work Experience.
Form 902M

Mobile Crane Practical Examiner
Acceptance of Responsibility & Liabilities

Mobile Crane Practical Examiners will be required at the conclusion of training to verify by signature that they understand their responsibilities and liabilities under NCCER Accreditation Guidelines & Program Compliance, and the Mobile Crane Operator Certification Program Procedure Manual.

The following responsibilities are required of Certified Mobile Crane Practical Examiners **charged with administering the Mobile Crane Practical Examinations**:

- Terminate the practical examination for any candidate who acts in an unsafe or hazardous manner and thoroughly document the nature of the unsafe act including nature, time, and date of the unsafe behavior or incident.
- Exercise ethics in the conduct of his or her duties as a practical examiner. This would include documenting and reporting any and all attempts of the candidate or the candidate’s associates to unduly influence the examiner’s judgement.
- Take effective action to counter any observable aberrant behavior by the candidates and report and document this behavior.
- Conduct practical examinations according to NCACP and Mobile Crane Operator Certification Program Procedure Manual.
- Ensure necessary equipment, tools, and materials are available and in good working order.
- Ensure evaluation site is adequate for tasks to be performed.
- Ensure proper photo identification of each individual participating in the practical examination.
- Ensure participant correctly completes all necessary forms and paperwork before leaving practical examination site.
- Allow no reference or resource material to be used by the participant during the session unless specifically approved for the practical examination by NCCER.
- Read "Candidate Instructions" exactly as written in the practical examination booklet.
- Complete each section of the practical examination ensuring accuracy and completeness.
- Check the examination form to ensure the appropriate form is in use.
- Follow NCACP procedures for security of crane assessments and crane practical examinations.
- Maintain confidentiality of ALL assessment and exam content.
- **NOT** train the same operators whom they assess or examine.

I attest to comply with all conditions as stated above and agree to abide by the policies and procedures of NCCER Accreditation Guidelines & Program Compliance, and the Mobile Crane Operator Certification Program Procedure Manual.

AAC Name: ____________________________

Mobile Crane Practical Examiner Candidate Signature: ____________________________
Name/Title/SS# or NCCER Card #: ____________________________ Date: ____________

NCCER/NACB Trainer Signature: ____________________________
Name/Title/SS# or NCCER Card #: ____________________________ Date: ____________

Return to: NCCER - Crane Certification Dept.
13614 Progress Boulevard • Alachua, FL 32615
Phone: 888.622.3720 • Secure Fax: 386.518.6255

Effective 01/16
Chapter V
MOBILE CRANE OPERATOR CERTIFICATION PROGRAM

Crane Operator Certification Program
Incident Report

Complete this form with as much detail as possible. ALL fields are required.

Operator Name: __________________________________________________________

SS# / NCCER Card #: _____________________________________________________

Phone: __________________________________________________________________

Mailing Address: __________________________________________________________

City: ___________________________ State: ___________ Zip: ____________

Employer Name: __________________________________________________________

Employer Phone: __________________________________________________________

Date of Accident: _________________________________________________________

Location of Accident/Incident: _____________________________________________

Crane Manufacturer: ______________________________________________________

Crane Model: _____________________________________________________________

Please provide a description of the accident/incident. Your description must include information regarding any property damage or injuries you or others sustained.

Estimate of any property damage $ ___________________________________________

Was OSHA contacted?    □ Yes          □ No

Fax to 386.518.6255, Attn: Crane Operator Certification Program
(or)
Email to CraneCertification@nccer.org

Page 1 of 1

Effective 01/12

July 2018
Registration and Release Form

**Instructions:** Type or print legibly. Any inaccuracies on this form may be reflected on credentials. To be entered in NCCER’s Registry, you must complete and sign this form. Records containing trainee/participant personal information, including but not limited to score reports, training prescriptions, and transcripts, cannot be distributed until this form has been completed.

* Required fields.

ATS/AAC Name*: _______________________________________________________________________________________________

Name*: _______________________________________________________________________________________________________

Job Title: _______________________________________________________________________________________________________

Address*: _____________________________________________________________________________________________________

City*: _______________________________ State*: ____________________________ Zip*:_________________________

Phone*: _______________________________ Home Number OR Cell Number

Email Address: __________________________________________________________________________________________________

Birth Date*: _______________________________ Birth City: _________________________________________________________

*To enter you into the NCCER National Registry, ONE of the following numbers needs to be provided. Once you are entered into the system, you will be given an NCCER Card Number to use in the future. (System Generated Numbers are no longer an option.) Pipeline users MUST use their Social Security Number.

Social Security Number: _____________________________________________

NCCER Card Number: ______________________________________________

State DOE Student Number: _________________________________________ Which State?___________________

If you choose to use the State DOE Student number, this must first be added into the NCCER Registry System as an approved “Alternate I.D. Type.” Please work with your sponsor representative to ensure your state I.D. Type has been added into the system.

Optional Information:

Company/School Name: ________________________________________________________________________________________________________

Company/School Address: ________________________________________________________________________________________________________

City: ________________________________________ State: _______ Zip:______________________ Phone: _______________________________

I hereby authorize NCCER to verify information in my training and/or assessment records, which may include any of the personal information provided on this form. I release and hold harmless NCCER for the disclosure of any such information in connection with this verification process.

Signature*: ___________________________________________________________ Date: _______________________________

Parent/Guardian Signature: _____________________________________________ Date: _______________________________

(Required if individual is under 18 years of age.)

**NOTE:** This form must be maintained on file per NCCER Accreditation Guidelines.
### Mobile Crane Certification Matrix

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Assessments (W) &amp; Practical Exams (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boom Truck (A) &amp; Rub. Tire Truck (P)</td>
</tr>
<tr>
<td>Industrial/All Purpose Crane</td>
<td>*</td>
</tr>
<tr>
<td>Rough Terrain/All Terrain Crane Single Control Station</td>
<td></td>
</tr>
<tr>
<td>Fixed Controls</td>
<td></td>
</tr>
<tr>
<td>Rough Terrain/All Terrain Crane Single Control Station Rotating Controls</td>
<td></td>
</tr>
<tr>
<td>Rubber Tire Truck Mount Crane Boom Truck - Telescopic Boom Fixed Controls</td>
<td>*</td>
</tr>
<tr>
<td>Rubber Tire Truck Mount Crane Boom Truck - Telescopic Boom Rotating Controls</td>
<td></td>
</tr>
<tr>
<td>Rubber Tire Truck Mount Crane Boom Truck - Articulating Boom Fixed Controls</td>
<td></td>
</tr>
<tr>
<td>Rubber Tire Truck Mount Crane Boom Truck - Articulating Boom Rotating Controls</td>
<td></td>
</tr>
<tr>
<td>Rubber Tire Truck Mount Crane Truck Mount All Terrain (Multiple Control Stations) Telescopic Boom</td>
<td></td>
</tr>
<tr>
<td>Rubber Tire Truck Mount Crane Lattice Boom Friction Machinery</td>
<td></td>
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<tr>
<td>Rubber Tire Truck Mount Crane Lattice Boom Hydraulic Machinery</td>
<td></td>
</tr>
<tr>
<td>Crawler Mount Crane Lattice Boom Friction Machinery</td>
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<tr>
<td>Crawler Mount Crane Lattice Boom Hydraulic Machinery</td>
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