Process One:
The AAC may apply to add an international Authorized Assessment Site (AAS) and provide oversight of international training from the US. Such organizations must be in good standing with NCCER in the US for all programs. Each international location added to the accreditation must have the required certified personnel and must be approved through the AAS registration process prior to delivering any NCCER assessments and/or performance verifications internationally. By completing this process, the AAC assumes compliance responsibilities and liabilities for all international AASs.

Process Two:
International locations may apply for accreditation independent of the US-based organization. Such locations must go through the application process as defined in the Accreditation Guidelines and will be responsible for compliance with all policies and procedures required of an AAC. Once accredited, the international AAC is considered to be independent of the US-based organization, with its own distinct liabilities and responsibilities.

Existing AACs may not deliver assessments or deliver performance verifications internationally under their US accreditation. Please contact the NCCER Customer Service department for more information.

Section Two
2.0.0 Accredited Assessment center responsibilities
1. Must maintain the security of all assessments.
2. Must not use any portion of an assessment or performance verification without written consent from NCCER. All assessments, performance verifications and practical exams are the copyrighted intellectual property of NCCER.
3. Must remain in good financial standing with NCCER.

• If additional documentation is required (i.e., PO #, project name/#, etc.) for an invoice payment to be processed, it is the AAC’s responsibility to ensure that all required information is provided to NCCER at the time of the order and to follow through to ensure that the invoice is paid upon receipt.

• If the AAC has an outstanding balance for more than 90 days after the invoice date, the AAC will be suspended. If payment is not received within 90 days of suspension, the AAC will be terminated.

4. Must complete the annual report by August 31 each year unless otherwise communicated by NCCER.

• If annual report is not submitted by December 31, the AAC will be suspended.

5. Must submit payment of annual maintenance fee each January.

• If annual maintenance fee is not paid within 90 days of invoice date, the AAC will be suspended.

• If payment is not received within 90 days of suspension, the AAC will be terminated.

6. Must notify NCCER immediately if the Primary Administrator leaves the organization.

7. Must notify NCCER regarding change of ownership or organizational status. This includes buyouts, mergers, acquisitions and/or executive turnovers.

• For organizational name changes, the AAC must submit notification to NCCER and provide an updated proof of business and certificate of insurance and/or notarized security letter.

• Accreditation is nontransferable from one organization to another.

8. Must not translate any NCCER materials. This includes assessments, performance verifications, practical examinations and any other documentation/materials produced by NCCER.

9. Must maintain internal written policy/procedures document for the administration and control of its assessment program. An organization’s internal policy must meet or exceed NCCER’s Accreditation Guidelines. This policy must include, at a minimum, how the organization/Primary Administrator will address the following topics:

• Prohibiting the use, possession, concealment, or sale of drugs, controlled substances, alcohol, and firearms

• Compliance with US federal regulations (such as ADA and EEO), or applicable national regulations in other countries

• Grievances/complaints process
Foreward

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 Rigger and Signal Person 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.
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1.1.0 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/administration.

**Accredited Assessment Center (AAC)** – An entity accredited by NCCER to deliver the National Craft Assessment and Certification Program (NCACP) and receive industry-recognized credentials.

**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 rigger and signal person certification testing.

**Certifier** – NCCER is ultimately the entity issuing certification; however, the program is delivered via a network of Rigger/Signal Person Endorsed Accredited Assessment Centers, which have successfully met the specific criteria stipulated by NCCER procedures to deliver the Rigger & Signal Person Certification Program.

**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.

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

**Rigger/Signal Person Practical Examiner** – The individual certified by NCCER to deliver practical examinations that determine successful completion of the practical requirements for rigger and signal person certifications.

**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 program developed by NCCER to assess the journey-level knowledge and skills of craft professionals and provide task-specific feedback for knowledge and skills upgrade training.

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

**Practical Examination** – The performance component of the NCCER Mobile Crane Operator, Tower Crane Operator and/or Rigger & Signal Person Certification Programs.

**Primary Administrator** – An individual certified as a Master Trainer and Assessment Administrator who is the primary liaison between an AAC and NCCER.
1.2.0 Purposes of the Program
The goals of the NCCER Rigger & Signal Person Certification Program are as follows:

- Enhance the practice and profession of riggers and signal persons through validated and reliable certification instruments.
- To directly promote rigging and signaling competency and a safer work environment.
- Organize and implement a comprehensive program for the certification of riggers and signal persons.
- Promote the development of knowledge and skills of those interested in the rigging and signaling profession.
- Provide technical assistance to agencies having regulatory authority applicable to testing and certification of riggers and signal persons.

1.3.0 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.

1.4.0 Development of the Program
NCCER developed a Rigger and Signal Person 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 partner, provides psychometricians to monitor test development and performance on an ongoing basis, in conjunction with NCCER.

1.5.0 Objectives of Rigger and Signal Person Certification
The purpose of the Rigger and Signal Person Certification Programs is to identify those individuals with professional knowledge and skills worthy of being designated as a Certified Rigger and a Certified Signal Person. In keeping with the procedures, the Rigger and Signal Person Certification Program is intended to accomplish the following specific objectives:

- Identify riggers and signal persons who meet minimum criteria for certification.
- Stimulate the improvement of rigging and signaling and establish them as certifiable professions.
1.6.0 National and State Recognition

NCCER and its SMEs 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 riggers and signal persons in many states, is evidence of the cooperation and respect of the institutions and organizations concerned.

The NCCER Registry System 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 Registry System.

The criteria for the Rigger and Signal Person Certification Program were developed based on current ASME B30 standards, OSHA regulations, state regulations, manufacturer expectations, and employer expectations.
2.1.0 Rigger and Signal Person Assessment Center Endorsement

Accredited Assessment Centers interested in offering the Rigger and Signal Person Certification Programs must complete the Endorsement process as outlined in the NCCER Accredited Assessment Center Guidelines & NCACP Procedures.

2.2.0 Rigger/Signal Person Practical Examiner Qualifications

The Primary AAC Administrator is responsible for evaluating the qualifications of the Rigger/Signal Person Practical Examiner candidate prior to submitting the verification of qualifications in the Registry System.

In order for Rigger/Signal Person Practical Examiner candidates to be certified by NCCER, they must:
- Be affiliated with a Rigger/Signal Person Endorsed AAC;
- Have at least five years of rigging, signaling and/or crane-related experience or equivalent education/training, documented and verified by NCCER;
- Primary Administrator AND Rigger/Signal Person Practical Examiner candidate MUST attend a mandatory NCCER Policy & Procedure webinar;
- Successfully pass the advanced rigger and signal person assessments, prior to attending Rigger/Signal Person Practical Examiner Training;
- Successfully complete the Rigger/Signal Person Practical Examiner Training Program, which includes written and performance exams;
- Have current Master Trainer, Craft Instructor, or Assessment Performance Evaluator Certification OR successfully complete the NCCER Instructor Certification Training Program (ICTP) or the Assessment Performance Evaluator Training program.

Rigger/Signal Person Practical Examiner certification is valid for three years from the latest of the following:
- Date of certification
- Date last rigger or signal person practical examination was processed into the registry

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

In order to avoid any conflict of interest and to maintain the integrity of the program, Rigger/Signal Person Practical Examiners must not train the same operators whom they assess or examine.
2.3.0 Required Space for Conducting Rigger Practical Examinations

There should be unobstructed space to perform all practical tasks.
- Space to setup two chain hoists 10 feet above the ground and 8 feet apart

2.4.0 Required Space for Conducting Signal Person 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 always be kept 1.5 times the required distance from energized power lines at all times.

2.5.0 Signal Person Crane Requirements

- Telescopic Boom crane
  - Maximum boom of 150 feet
  - Cannot be fixed control boom truck crane
- Certified operator

Before using a crane, the Practical Examiner must ensure:
- The crane has current and valid inspection documents.
- The crane does not have any current deficiencies to load bearing, load controlling or load handling components.
- The safety devices installed are functioning as designed (i.e. A2B, LMI, backup alarms).
- There are no visible hydraulic fluid leaks.
- No jibs or extensions are erected.
- Site conditions are appropriate for administering practical examination.
- Additional support matting, if required

2.6.0 Required Equipment for Conducting Rigger 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.

Before conducting any practical exams, the RSPE must ensure the following required equipment is available and in good working order:
- Clipboard (only required if using paper test)
- Three #2 pencils (only required if using paper test)
- Pencil sharpener (only required if using paper test)
- Chalk
- Calculator
- PVC platform
- Tape measure
- Protractor
- One stopwatch
RIGGER AND SIGNAL PERSON CERTIFICATION PROGRAM

2.7.0 Required Equipment for Conducting Signal Person 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.

Before conducting any practical exams, the RSPE must ensure the following required equipment is available and in good working order:

- Clipboard (only required if using paper test)
- Three #2 pencils (only required if using paper test)
- Pencil sharpener (only required if using paper test)
- Telescopic Boom Crane
  - Maximum boom of 150 feet
  - Cannot be a fixed control crane

- 5 gallon bucket (with sealable lid)
- 24 x 48 gang box
- 48” long x 4” diameter PVC pipe
- Two 4”x4”x4” PVC tees
- Crosby Rigging Card
- Two 1” screw pin shackles (approved for overhead lifting)
- Four ¾” screw pin shackles (approved for overhead lifting)
- One ½” anchor bolt type shackle
- One 1 ton carbon eye hook
- Two ½” alloy oblong master links
- Four eyebolts ½” x 1.5” (shouldered)
- Four eyebolts ½” x 1.5” (unshouldered)
- Four ½ swivel hoist rings
- Two 6’ poly round slings 2600# vertical
- Two 4’ poly round slings 2600# vertical
- Two 2’ poly round slings 2600# vertical
- One 2/8” x 6’ eye & eye wire rope sling
- One 1” x 6’ x-ply eye & eye web sling
- One 6’ length wire rope 3/8”
- One ¾” synthetic rope (minimum 15 feet)
- One 6” synthetic rope 3 sheave block (6’ hook tackle block)
- One 6” synthetic rope 3 sheave block (6’ shackle tackle block)
- Two ½ ton (minimum) x 10’ (minimum) lift chain falls
- One ½ ton (minimum) x 10’ (minimum) lift lever hoist (1/2 ton ratchet lever hoist)
- One 3/8” wedge socket (Becket)
- One 3/8” heavy duty thimble
- Two 3/8” forged wire rope clips
- Four nuts to fit 1/2” swivel hoist rings
- All rigger candidates must have appropriate gloves before they will be permitted to perform any practical examination tasks.
 Cannot be a fixed control crane
 Two 150 ft tape measures
 Five 36” tall traffic cones
 A means to lay out 30” circles
 A means to cover operator’s line of sight
 Three hand-held radios
 42” standard 2x2

2.8.0 Practical Examination Safety

The Practical Examiner must ensure the following:
 Candidates are not allowed to operate any equipment except under the direct supervision of a Rigger and Signal Person 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.

2.9.0 Rigger/Signal Person Practical Examiner Responsibilities

The following general responsibilities are required of Rigger/Signal Person Practical Examiners charged with administering the rigger and signal person practical examinations:
 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.
 Conduct practical examinations according to NCACP and the Rigger and Signal Person 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 rigger and signal person 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, Rigger/Signal Person Practical Examiners must NOT train the same operators whom they assess or examine. Certification as an assessment administrator or assessment proctor is required to administer any assessment.

2.9.1 Rigger/Signal Person Practical Examiner Liability

Rigger/Signal Person Practical Examiners are charged with maintaining the integrity of the Rigger and Signal Person Certification Programs through proper application of the practical examination process. Failure to uphold this responsibility could result in penalties imposed by NCCER, up to and including revocation of Rigger/Signal Person Practical Examiner Certification and revocation of Assessment Center endorsement and/or accreditation. As a Rigger/Signal Person 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 Rigger and Signal Person Certification Programs.

Practical examiners must maintain security of all testing materials, including exam content and results. Candidates should not be allowed to view the exam.

2.10.0 Rigger/Signal Person Practical Examiner Instructions

The Practical Examiner must:

- Examine only one candidate at a time.
- Ensure proper photo identification of each candidate.
- Ensure perspective candidates do not observe.
- Read “Candidate Instructions” exactly as written.
- Verify the correct practical examination is assigned.
- Complete all practical examination tasks.
- Document candidate performance in the practical exam by marking Yes (Y), No (N) or Not Applicable (N/A) for every task.
- Record time where applicable.
- NOT coach the candidate during the practical examination. Coaching is providing help, prompts, or suggestions.
- Allow no reference or resource materials to be used during the practical examination unless specifically approved by NCCER.
- Ensure that the required materials are on hand and in good working order.
- Not allow the candidate to commit an unsafe act. Intervene immediately to prevent or stop unsafe performance. The Rigger/Signal Person Practical Examiner is fully responsible for the candidate and is required to take control of systems/equipment during an emergency.
- 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 Rigger and Signal Person Certification Programs.

3.1.0 Methods of Evaluation

Because qualitative factors can be more important than the numbers of hours spent rigging or signaling, the general principles outlined in the criteria will be checked closely by analyzing each candidate.

The prime considerations in evaluating a candidate for certification as a rigger or signal person are as follows:
- That the results of examination of his/her knowledge and skills are considered satisfactory as a rigger or signal person in general and,
- That the depth of his/her understanding in these same areas merits the designation “Certified Rigger” and/or “Certified Signal Person’.”

3.2.0 Certification Policies

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 passed a substance abuse test.
- To deny certification to candidates who lack understanding in any subject area in which riggers and signal person, in their field, are expected to have competence.
- To ensure NCCER’s Rigger and Signal Person Certification Programs keep pace with the constantly changing rigging and signaling environments.
- To assess qualitative as well as quantitative factors in making the certification decision.
- To securely maintain a registry of certified rigger and signal person's assessment, practical exam, and certification records.

3.3.0 Confidentiality of Information

Records of all examiners and candidates in the 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 candidates are required to complete a Registration & Release form before any testing activity. Registration & Release forms can be completed on paper or electronically in the Registry System.
3.4.0 Rigger 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 recertify will be based on an evaluation of the degree to which the rigger has achieved these competencies. The rigger 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 the following prior to issuance of certification:

- Pass a rigger assessment.
- Pass an applicable rigger practical examination.
- Prior to taking a practical exam, complete the Application for Rigger Practical Examination in the Registry System, which includes an affidavit 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.
- Have a candidate photo approved by the AAC and NCCER.

Completed certifications will be posted in the Registry System. Credentials will be sent to the AAC for distribution.

3.5.0 Assessment

There are three assessments for rigger certification:

- Basic Rigger
- Intermediate Rigger
- Advanced Rigger

The following topics are included in all rigger assessments:

- Communications
- Crane Operations
- Rigging Equipment
- Rigging Practices
- Safety
- Load Lift Criteria (where applicable)
- Lift Planning (where applicable)
- Personnel Lift (where applicable)

The assessment must be delivered through a Rigger/Signal Person Endorsed AAC by a certified assessment proctor or assessment administrator.

3.6.0 Practical Examination

There are three practical examination categories for rigger operator certifications:

- Basic Rigger
- Intermediate Rigger
- Advanced Rigger
The following topics are included in all rigger practical examinations:
- Communication
- Rigging Equipment
- Rigging Practices
- Safety
- Load Lifting (where applicable)
- Lift Planning (where applicable)

The practical examination must be administered by a certified rigger/signal person practical examiner.

The application for rigger practical examination must be completed, electronically in the Registry System, by the candidate prior to taking the practical exam and approved by the AAC.

### 3.7.0 Signal Person Assessment

There is one assessment for signal person certification:
- Signal person

The following topics are included in all signal person assessments:
- Communications
- Basic crane operations
- Safety

The assessment must be delivered through a Rigger/Signal Person Endorsed AAC by a certified Assessment Proctor or Assessment Administrator.

### 3.8.0 Signal Person Practical Examination

There is one practical examination for signal person certification:
- Signal person

The following topics are included in the signal person practical examination:
- Communication
  - Hand
  - Radio
  - Voice
- Safety

NOTE: The candidate will be evaluated on the current *ASME B30.2, B30.3 and B30.5* hand signals.

Practical examination must be administered by a Rigger/Signal Person Practical Examiner.

The application for signal person practical examination must be completed, electronically in the Registry System, by the candidate prior to taking the practical exam and approved by the AAC.
3.9.0 Scoring
Both assessment and practical examination are scored by computers. Scores are available immediately upon test submission.

3.10.0 Retest Policy
If a passing score is not attained on the initial assessment or practical exam, a retest may be taken following a 2-day waiting period. Subsequent retests (after 2 attempts) require a 30-day waiting period with no more than 4 attempts within 365 days.

3.11.0 Certification and Testing Timeframes
Candidates have 12 months from taking either the assessment or practical examination to complete the other. Results expire if both the assessment and applicable practical exams are not successfully completed within 12 months.

3.12.0 Recertification
In order to obtain recertification, a candidate must repeat the initial certification requirements. Riggers and Signal persons must recertify every five years.

3.13.0 Certification Action
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 a rigger’s or signal person’s abilities appears precarious or weak, certification may be revoked.

A “Not to Certify” action is effective immediately after exhausting the appeal procedures. The notification to the operator, employer, or the Rigger/Signal Person Endorsed AAC when applicable, shall indicate the following:

◆ The termination supersedes the certification status of the rigger or signal person, and
◆ The Certifier expects the certified individual to notify his/her employer of the termination of the “certified rigger” or “certified signal person” status.

The Rigger/Signal Person Endorsed AAC is restricted by NCCER policies and procedures in the granting of certification. The Rigger/Signal Person Endorsed AAC has no authority to impose any restrictions or standards upon riggers, signal persons or their employers.
3.14.0 Changes During Period of Certification

It is the obligation of the Certified Rigger or Certified Signal Person to notify the Certifier of any significant changes in the medical, physical or other abilities of the rigger or signal person that would affect certification status during the period of certification. Notification of changes in abilities must be made to the NCCER within 48 hours of changes in ability; failure to do so constitutes immediate revocation of all certification types.

NCCER also reserves the right to obtain and review feedback from Rigger/Signal Person Endorsed AACs on those rigger and signal persons certified in the program (to monitor individuals that have completed the program).

Certified Riggers and Signal Persons should report changes in medical, physical, or other abilities by emailing support@nccer.org.

3.15.0 Revocation Of Certification

NCCER reserves the right to revoke certifications for the following reasons, but not limited to:

- Any misrepresentation or fabrication of documents submitted to NCCER regarding the Rigger and Signal Person Certification Program.
- Failed substance abuse test as required in the Rigger and Signal Person Certification Program.

3.16.0 Reapplication

If a rigger or signal person’s credentials are revoked due to a failed substance abuse test the rigger or signal person may reapply for certification 12 months after the date of the revocation. If the rigger or signal person’s credentials are revoked two or more times (for any reason) the rigger or signal person may not apply for recertification.

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

If a rigger or signal person’s credentials are revoked because of misrepresentation or fabrication of documentation, the rigger or signal person may not apply for recertification.

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

3.17.0 Appeal

In the event a Certified Rigger or Signal Person 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 Scheme Committee. Upon receipt of such notice, the Committee will review the appeal and make its decision in a timely manner. The findings of the Committee 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 rigger or signal person Endorsed AAC when applicable, shall indicate the following:

a. The termination supersedes the certification status of the rigger or signal person, and
b. The Certifier expects the certified individual to notify his/her employer of the termination of the certified rigger and/or certified signal person status.

3.18.0 Program Administration

Administration of the Rigger and Signal Person Certification Program is the responsibility of the Primary Administrator and **cannot** be delegated.

3.19.0 Record Retention

Records and documentation associated with the Rigger and Signal Person Certification Program must be kept per the Recordkeeping Section of the NCCER AAC Guidelines & NCACP Procedures.
4.0.0 FORMS

4.1.0 Resources and Forms

The following resources/forms are included in this section for reference only. Updated copies and information can be found on NCCER’s website www.nccer.org.

4.2.0 Application for Rigger Practical Examination

All candidates must submit this form electronically in the Registry System prior to taking the practical examination. The application for Rigger Practical Examination must be approved by the AAC for credentials to be issued.

4.3.0 Application for Signal Person Practical Examination

All candidates must submit this form electronically in the Registry System prior to taking the practical examination. The application for Signal Person Practical Examination must be approved by the AAC for credentials to be issued.

4.4.0 Rigger/Signal Person Practical Examiner Verification of Qualifications

This form must be completed by the Practical Examiner candidate in the Registry System, approved by the AAC and NCCER. 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 Registry System.

4.5.0 Rigger/Signal Person Practical Examiner Acceptance of Responsibilities & Liabilities

All Rigger/Signal Person Practical Examiner Candidates must complete and sign the Responsibilities & Liabilities Form.

4.6.0 Registration & Release Form

This form releases and holds NCCER harmless for the disclosure of any information in connection with the verification process of the individual’s training and/or assessment records. The Registration & Release Form can be completed in paper form and kept on file by the AAC or completed electronically in the Registry System. All candidates must complete this form before any testing activity takes place.