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PURPOSES OF THE PROGRAM

The goals of the NCCER Signal Person Certification Program are as follows:

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

DEVELOPMENT OF THE PROGRAM

NCCER developed the Signal Person Certification Program to meet or exceed current ASME standards and state 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 SIGNAL PERSON CERTIFICATION

The Signal Person Certification Program was developed to identify those individuals with the professional knowledge and skills worthy of being designated as a Certified Signal Person. Therefore, the Signal Person Certification Program is intended to accomplish the following objectives:

• Identify signal persons who meet or exceed the minimum criteria for certification.
• Stimulate the improvement of signaling and establish it as a certifiable profession.

RIGGER/SIGNAL PERSON ENDORSED ACCREDITED ASSESSMENT CENTER

The NCCER Signal Person Certification program can only be administered through a NCCER Rigger/Signal Person Endorsed Accredited Assessment Center (AAC). Each AAC determines the schedule and cost of services to be provided. Visit www.nccer.org or call NCCER customer service at 888-622-3720 to locate a Rigger/Signal Person Endorsed AAC.
NATIONAL REGISTRY

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 stored securely in the NCCER National Registry.

Certified Signal Persons receive an NCCER wallet card which includes an NCCER card number. This number is used to access online verification of your credentials through the Automated National Registry (ANR). This process can also be used to allow employers and inspectors to verify your qualifications.

CERTIFICATION POLICIES

Through continuing and careful study of signal person qualifications, 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 passed a substance abuse test, pursuant to the employer’s drug and alcohol free workplace and substance abuse policy.
• To certify signal persons as outlined in federal, state, and local requirements.
• To deny certification to candidates who lack understanding in any subject area in which signal persons are expected to have competence.
• To ensure NCCER’s Signal Person 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 signal persons’ assessment and exam records.

CONFIDENTIALITY OF INFORMATION

Records of all examiners and participants 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 participants in the Signal Person Certification Program will be required to sign an NCCER release form allowing NCCER to verify a participant’s status to the AAC, if requested.
METHODS OF EVALUATION
Because qualitative factors are often just as important as the number of hours a signal person has spent on the job, the general principles outlined in the Signal Person Certification criteria will be checked closely by analyzing each particular candidate.

The prime considerations in evaluating a candidate for certification as a signal person are as follows:

1. That the results of examination of his/her knowledge and skills are considered satisfactory as a signal person in general, and,
2. That the depth of his/her understanding in these same areas merits the designation “Certified Signal Person.”

SIGNAL PERSON CERTIFICATION CRITERIA
NCCER’s primary objective is to assure that the specific competencies identified in the ASME standards have been achieved. The decision to certify or re-certify will be based on an evaluation of the degree to which the signal person has achieved these competencies. The signal person must provide, through written 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. Pass the signal person assessment.
2. Pass the signal person practical examination.
3. Complete and sign the Application for Signal Person Practical Examination, which includes an affidavit that he/she has successfully passed a substance abuse test, pursuant to the employer’s drug and alcohol free workplace and substance abuse policy, and will continue to comply.
4. Have photo submitted to and approved by NCCER.

Upon satisfaction of the above requirements, results will be posted in Prov’s database and NCCER’s Automated National Registry (ANR). Credentials will be forwarded to the Primary Administrator for distribution.

Applicants meeting the above requirements will be granted certified signal person status for a period of five years from issuance of certification.
**ASSESSMENT**

There is one assessment for signal person certification.

The following topics are included in the signal person assessment:

- Communications
- Basic crane operations
- Safety

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

**PRACTICAL EXAMINATION**

There is one practical examination for signal person certification.

The following topics are included in the signal person practical examination:

- Communication
  - Hand
  - Radio
  - Voice
- Safety

*Note: You will be evaluated on the current ASME B30.2, B30.3, and B30.5 standard hand signals.*

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

The Application for Signal Person Practical Examination must be approved by the Primary Administrator and submitted to NCCER before credentials will be issued.

**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 passing score is not attained on the initial signal person assessment, a retest may be taken following a two-day waiting period. If the initial signal person practical examination is not passed, the Rigger/Signal Person Practical Examiner 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.
TESTING TIME FRAMES

Signal person candidates have 12 months from passing either the assessment or practical examination to complete the certification process. Results expire after 12 months if the process is not completed.

RECERTIFICATION

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

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 signal person’s abilities appears precarious or weak, certification may be revoked.

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 signal persons or their employers.

CHANGES DURING PERIOD OF CERTIFICATION

It is the obligation of the Certified Signal Person to notify the Certifier of any significant changes in the medical, physical, or other abilities of the signal person that would affect the certification status during the period of certification. Notification of changes in abilities must be made to NCCER within 48 hours of the change in ability; failure to do so constitutes immediate revocation of any and all certification types. NCCER reserves the right to obtain and review feedback from Rigger/Signal Person Endorsed AACs on those signal persons certified in the program (as a way to monitor certificate holders that have completed the program).

The Certified Signal Person should report changes in medical, physical, or other abilities by emailing CraneCertification@nccer.org.

REVOCATION OF CERTIFICATION

- Any misrepresentation or fabrication of documents submitted to NCCER in regards to the Signal Person Certification Program.
- Failed substance abuse test as required in the Signal Person Certification Program.
RE-APPLICATION

If a rigger and/or signal person's credentials are revoked due to a failed substance abuse test, the candidate may reapply for certification 12 months after the date of the revocation. If a rigger and/or signal person’s credentials are revoked two or more times (for any reason) they may not apply for recertification. If a rigger and/or signal person’s credentials are revoked because of misrepresentation or fabrication of documentation, they 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.

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

APPEAL

In the event a Certified 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 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 signal person and Rigger/Signal Person Endorsed AAC (where applicable).

A “revocation” action is effective immediately after exhausting the appeal procedures. The notification to the signal person or the Rigger/Signal Person Endorsed AAC when applicable, shall indicate the following:

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

The following forms are included in this section for reference only. Please refer to the NCCER website for the most current forms.

Assessment Specifications

Specifications list the topics, number of questions, time allowed, and passing scores of the assessment.

Application for Signal Person Practical Examination

The submission of this form is required for an individual to take the signal person practical examination. This form must be signed and dated by the candidate on the day the candidate attempts the practical examination. The Application for Signal Person Practical Examination must be approved by the Primary Administrator and submitted to NCCER before credentials will be issued.

Registration and Release Form

This form provides a permanent record that the participant grants permission for the Rigger/Signal Person Endorsed AAC to have access to their assessment results. All participants must sign this form.
Overview
This assessment is a two-hour, closed-book examination complemented with a practical exam for signal person certification. You will be permitted to use a nonprogrammable, nonprinting calculator during the examination. The assessment center will provide any necessary pencils. No extra papers, books, notes or study materials are allowed in the testing area.

Assessment Development
All questions on each assessment have been developed and approved by subject matter experts from the respective craft. Assessment development and administration operates under the direction of Prov™, NCCER’s testing partner.

Training Prescription Reports
Each candidate will have access to individual written assessment results at www.provexam.com. This training prescription will include the overall score and results by topic area.

ANSI Accreditation
NCCER’s Signal Person Certification Program has been designed for accreditation by ANSI. Please ask your testing center for details.

National Registry
Certification results will be maintained in NCCER’s National Registry. These records are stored and become a portable record of the candidate’s certification achievements.

Credentials
NCCER will send appropriate credentials (certificate, wallet card, and official transcript) to the assessment center upon successful completion of all requirements for signal person certification.

Focus Statement
The Signal Person is proficient in the performance of hand and verbal signals, including the standard methods for hand signals as required by ASME B30.2, ASME B30.3, ASME B30.5, and ASME B30.6. The Signal Person demonstrates a basic knowledge of crane operations and limitations, including crane dynamics involved in the swinging, controlling and stopping of loads, and the boom deflections from hoisting loads. The Signal Person demonstrates specific knowledge of crane operations including voice and radio communications, personal fall protection methods, emergency procedures, and hazards and restrictions with working in proximity to overhead electric lines and equipment.

Assessment Contents:

<table>
<thead>
<tr>
<th>Domain</th>
<th>Topic Area</th>
<th># of Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>Hand Signals/Voice Radio</td>
<td>25</td>
</tr>
<tr>
<td>Crane Operations</td>
<td>Boom angles, load radius, awareness of crane limitations, load dynamics, safety devices, traveling w/the load, working in close quarters, basic crane knowledge, spec criteria for single &amp; multi-lifts, center of gravity, personnel lifting</td>
<td>13</td>
</tr>
<tr>
<td>Safety</td>
<td>Emergency procedures, hazards working next to power lines, fall protection, equipment integrity</td>
<td>12</td>
</tr>
</tbody>
</table>

Total number of questions 50

The cut score for this assessment is 80.
NCCER SIGNAL PERSON CERTIFICATION PROGRAM

Applicant Instructions

The following criteria must be met before any certification documents will be issued:

1. Applicant must successfully complete the assessment.
2. Applicant must complete and submit to the Primary Administrator, in its entirety, the Application for Signal Person Practical Examination. *Applicant should be at least eighteen (18) years of age.
3. Applicant must successfully complete the NCCER practical examination.

Applicants meeting the above requirements will be granted “Certified Signal Person” 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 Signal Persons as outlined by federal and state regulations, or as needed for the particular job.

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

ASSESSMENT

Directions: Certification is granted after both the assessment and practical examination are successfully completed.

There is one assessment for signal person certification.

PRACTICAL EXAMINATION

ONLY an NCCER Rigger/Signal Person Endorsed AAC that has an NCCER Rigger/Signal Person Practical Examiner affiliated with the center may conduct the practical examinations.

Directions: You must register for the signal person practical examination.

There is one practical examination for signal person certification.
# Application for Signal Person Practical Examination

Submitted by: 

AAC Name

Primary Administrator Name  
Primary Administrator Signature

Confidentiality of Information: Information supplied by an individual or employer is for the confidential use of NCCER and will not be disclosed without the written permission of the individual or employer concerned. This application should be submitted to the Administrator of the NCCER AAC. Administrator verifies Application completeness, maintains a copy for the AAC’s file, and submits to NCCER within three (3) days.

## Personal Data  ● Please Type or Print Only  ● Fill in Completely

<table>
<thead>
<tr>
<th>Name (first, middle, last):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number:</td>
</tr>
<tr>
<td>Home Phone:</td>
</tr>
<tr>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Email:</td>
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<td>Employer:</td>
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<td>Employer Address:</td>
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<td>Zip:</td>
</tr>
<tr>
<td>Employer Phone:</td>
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<td>Fax:</td>
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</tbody>
</table>

By signing this application, I verify that I have passed a substance abuse test pursuant to my employer’s drug and alcohol free workplace substance abuse policy, and that I will continue to comply with the requirements.

I also acknowledge that I have received a copy of the Signal Person Certification Program Candidate Handbook. I further agree to the following conditions: a) to comply with the relevant provisions of the certification scheme, b) to make claims regarding certification only with respect to the scope for which certification has been granted, c) not to use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body may consider misleading or unauthorized, d) to discontinue the use of all claims to certification that contains any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body, and e) not to use the certificate in a misleading manner.

In addition, I agree to abide by the conditions of certification and agree to inform the certifier of any changes affecting the status of the certification.

Applicant Signature  
Date (must match date of practical)

Email to: CraneCertification@nccer.org (or) Fax to: 386-518-6255 (or)  
Mail to: NCCER Crane Certification Program, 13614 Progress Boulevard, Alachua, FL 32615

January 2012

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Registration and Release Form

Important: Type or print legibly. Any inaccuracies on this form may be reflected on trainee, participant, or instructor transcripts, training, and assessment records.

ATS/AAC Name: ________________________________

Check one:  [ ] Trainee  [ ] Participant  [ ] Instructor  [ ] Performance Evaluator

Name: _______________________________________

SS#/NCCER Card #: ____________________________ (numbers other than SS# must be obtained from the Registry Department)

Job Title: ____________________________________

Company Name: ______________________________

Company Address: ______________________________

City: ___________________ State: ___________ Zip: ___________________

Phone: __________________ Fax: __________________ E-mail: __________________

I hereby authorize the NCCER Registry Department to verify information in my training records to Sponsor Representative/Primary Administrator upon request. I release and hold harmless NCCER for this verification process.

Signature: ___________________________________ Date: _______________

Parent/Guardian Signature: ______________________ Date: _______________

(if required)

OPTIONAL

Address: ______________________________________

City: ___________________ State: ___________ Zip: ___________________

Phone: __________________ Fax: __________________ E-mail: __________________

NOTE: To be entered in NCCER’s Automated National Registry, you must complete and sign this Registration and Release form. This form must either be forwarded by your ATS/AAC to NCCER’s Registry Department, or the ATS/AAC may choose to maintain the Registration and Release forms locally and provide the Registry Department with a blanket release form letter. This letter must include the signature of the Sponsor Representative/Primary Administrator or other authorized officer of the ATS/AAC.

Reports containing trainee/participant information, including score sheets, training prescriptions, and transcripts, should NOT be distributed without properly documented release information from the trainee/participant.

Mail / fax to: NCCER - Registry Department
13614 Progress Boulevard • Alachua, FL 32615
P 888.622.3720 ext. 6914/6916/6917/6918 • F 386.518.6255