

NCCERTM

National Center for Construction
Education and Research



NCCER MOBILE CRANE OPERATOR CERTIFICATION PROGRAM

PROCEDURE MANUAL

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National Center
for Construction
Education and Research

Affiliated with the University of Florida

Foreword



NCCER is a not-for-profit 501(c)(3) education foundation. NCCER has already established Accreditation Standards and a Procedures Manual for the National Craft Assessment and Certification Program (NCACP). The policies and procedures found in this document are in addition to previously approved Guidelines and Procedures defined by NCCER for Accredited Assessment Programs delivering the NCACP. 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. Accredited Organizations holding a Mobile Crane Operator Certification Program Endorsement should always follow the established guidelines and procedures when delivering the Program.

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1.0.0**INTRODUCTION****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.

Accreditation Standards for the NCACP – A set of standards published by NCCER outlining the policies and procedures which all Accredited Assessment Programs are expected to comply with to retain accredited status.

Accredited Assessment Organization – An entity accredited by NCCER to deliver the National Craft Assessment and Certification Program (NCACP) and provide 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.

Assessment Program Director – Individual who is the primary liaison between an Accredited Assessment Program and NCCER. Training is required to serve in this role.

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

Certified (Crane Specific) – An individual who has successfully completed all components of the NCCER Mobile Crane Operator Certification Program including the assessment and applicable practical examination(s).

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

Endorsement – Recognition granted by NCCER to Accredited Assessment Programs which have completed additional requirements and are authorized to deliver the Mobile Crane Operator and/or Rigger & Signal Person certification programs.

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 – The individual certified by NCCER to deliver practical examinations that determine successful completion of the practical requirements for mobile crane operator certification.

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.

NCCER Learning Platform - NCCER's online platform used to maintain user accounts, submit required forms, submit Practical Exam results, deliver training courses, and deliver assessments. Successful completions are automatically submitted for credentialing as appropriate.

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 and/or Rigger & Signal Person Certification Programs.

User Terms and Conditions – A set of terms releasing and holding NCCER harmless for the disclosure of any information in connection with the verification process of the individual's training and/or assessment records. These terms also set forth the responsibilities and liabilities that certified individuals agree to abide by based on the policies and procedures outlined in these Accreditation Standards. All users are required to agree to the User Terms and Conditions during the process of creating their NCCER account.

1.2.0 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.

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 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. NCCER's Test Development team includes psychometricians who monitor test development and performance on an ongoing basis.

1.5.0 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.

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 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 ANSI National Accreditation Board (ANAB).

NCCER maintains records of assessment and practical examination results and issues credentials for successful completions through a network of Accredited Organizations. All records are stored in NCCER's secure credential database.

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.

2.0.0 REQUIREMENTS

2.1.0 Mobile Crane Assessment Center Endorsement

Accredited Assessment Programs interested in offering the Mobile Crane Operator Certification Program must complete the Endorsement process as outlined in the NCCER Accreditation Standards for the NCACP (“Accreditation Standards”).

2.2.0 Mobile Crane Practical Examiner Qualifications

The Assessment Program Director, Assessment Program Manager or Program Contact is responsible for verifying and documenting the qualifications of the Mobile Crane Practical Examiner candidate based upon the requirements outlined in this Section.

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

- ◆ Be affiliated with a Mobile Crane Endorsed Accredited Assessment Program;
- ◆ Have at least four years of experience as a crane operator and/or technician, documented and verified by the Assessment Program Director, Assessment Program Manager or Program Contact;
- ◆ Successfully pass either the Telescopic Boom Crane or Lattice Boom Crane assessment, prior to completing the Mobile Crane Practical Examiner Training online course;
- ◆ Successfully complete the Mobile Crane Practical Examiner Training Program;

Mobile Crane Practical Examiner certification is valid for three years from the latest of the following:

- ◆ Date of certification
- ◆ Date last mobile crane practical examination was processed by NCCER

Certification is maintained by completing professional development training through NCCER every three 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 candidates whom they assess or examine.

2.3.0 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 always be kept 1.5 times the required distance from energized power lines at all times.

2.4.0 Crane Requirements

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.
- ◆ No testing from the jib is allowed if a jib is installed/erected on the crane.
- ◆ Site conditions are appropriate for administering practical examination.
- ◆ Additional support matting is placed under outriggers or crawler tracks if required by ground conditions or site requirements.

2.5.0 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.

Before conducting any practical exams, the CPE 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)
- ◆ 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

2.6.0 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 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. The practical examination includes 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

2.7.0 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 Standards and this 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 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 examine. Certification as an assessment proctor is required to administer any assessment.

2.8.0 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 revocation of Mobile Crane Practical Examiner Certification and revocation of Assessment Program endorsement and/or 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.

2.9.0 Mobile Crane Practical Examiner Instructions

The Practical Examiner must:

- ◆ Examine only one candidate at a time.
- ◆ Ensure proper photo identification of each candidate.
- ◆ Read “Candidate Instructions” exactly as written.
- ◆ Verify the correct practical examination is assigned.
- ◆ Complete all practical examination tasks.
- ◆ Record maximum capacity of the crane as listed in the capacity chart.
- ◆ Document candidate performance 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 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 Assessment Program Director regarding any difficulties encountered during the examination.

3.0.0 POLICIES AND PROCEDURES

This section of the Procedure Manual provides policies and procedures for administration of the NCCER Mobile Crane Operator Certification Program.

3.1.0 Methods of Evaluation

Because qualitative factors can be more important than the number of hours an operator has spent in the seat, 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 mobile crane operator are as follows:

- ◆ 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 mobile crane type(s) for which certification is sought, and,
- ◆ That the depth of his/her understanding in these same areas merits the designation “Certified Mobile Crane Operator.”

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 completion of the Mobile Crane Operator Affirmation for Certification, 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 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 maintain a secure database of certified mobile crane operators’ 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 Accredited Assessment Program 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 Accredited Assessment Program and NCCER and it will not be disclosed without the specific written permission of the employer concerned.

All candidates must agree to the NCCER User Terms and Conditions by creating an NCCER Number before participating in any testing activity.

3.4.0 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 recertify 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 the following prior to issuance of certification:

- ◆ Demonstrate the ability to read, write, comprehend and exhibit mathematical skills, in the language of the crane manufacturer's operations and maintenance instructional materials.
- ◆ Pass a mobile crane assessment.
- ◆ Pass an applicable mobile crane practical examination.
- ◆ Prior to taking a practical exam, complete the Mobile Crane Operator Affirmation for Certification in the NCCER Assessment Platform, 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.
- ◆ Upload a candidate photo to their NCCER account.

Completed certifications will be tracked and posted in NCCER's secure credential database. Credentials may be printed on demand by the candidate or the Accredited Assessment Program. Traditional, printed credentials can also be requested from NCCER to be sent to the Accredited Assessment Program or directly to the candidate.

3.5.0 Assessment

There are four assessments for mobile crane operator certification:

- ◆ Boom Truck Crane
- ◆ Industrial/All Purpose Crane
- ◆ Telescopic Boom Crane
- ◆ Lattice Boom Crane

NOTE – The content of the Industrial/All Purpose Crane and Boom Truck Crane assessment are included in the Telescopic Boom Crane assessment. A candidate may satisfy multiple categories by taking the Telescopic Boom Crane assessment. If a candidate 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 Accredited Assessment Program by a certified assessment proctor.

3.6.0 Practical Examination

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

- ◆ Industrial/All Purpose
- ◆ Rubber Tire Truck Mount
- ◆ Rough Terrain/All Terrain
- ◆ 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)

The practical examination must be administered by a certified mobile crane practical examiner.

The Mobile Crane Operator Affirmation for Certification must be completed and submitted by the candidate via the NCCER Assessment Platform prior to taking the practical exam.

3.7.0 Scoring

Both assessment and practical examination are scored by computers. Scores are available immediately upon test submission.

3.8.0 Retest Policy

If a passing score is not attained on the initial mobile crane 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.

3.9.0 Certification and Testing Timeframes

Mobile crane operator 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 exam are not successfully completed within 12 months.

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.

Example: Bob Operator takes Telescopic Boom Crane Assessment and Rough Terrain/All Terrain, Fixed Controls Practical Examination. Certification is issued on 7/30/2018. Certification expires on 7/30/2023. Bob Operator takes Rough Terrain/All Terrain, Rotating Controls Practical Examination on 2/15/2020. Certification is issued on 2/15/2020. Certification expires on 7/30/2023.

3.10.0 Recertification

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

IMPORTANT! Recertification testing (knowledge and practical exams) must be done within 180 days of expiration date for recertification to be generated.

Knowledge and practical exams completed more than 180 days prior to the expiration date will be processed as additional certifications and will be set to expire on the same date as the candidate's other active mobile crane-related certification(s).

3.11.0 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 an operator'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 Mobile Crane Endorsed Program when applicable, shall indicate the following::

- ◆ The termination supersedes the certification status of the mobile crane operator, and
- ◆ The Certifier expects the certified individual to notify his/her employer of the termination of the "certified mobile crane operator" status.

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

3.12.0 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 NCCER within 48 hours of said accident or change in ability; failure to do so will result in immediate revocation of all certification types.

NCCER also reserves the right to obtain and review feedback from Mobile Crane Endorsed Programs on those operators certified in the program (to monitor individuals that have completed the program).

Certified Mobile Crane Operators should submit the “Incident Report” (available on NCCER’s website) and report changes in medical, physical, or other abilities by emailing support@nccer.org.

3.13.0 Revocation of Certification

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

- ◆ Any misrepresentation or fabrication of documents submitted to NCCER regarding the Mobile Crane Operator Certification Program.
- ◆ Failed substance abuse test as required in the Mobile Crane Operator Certification Program.
- ◆ Any documented recordable crane accident/incident (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” to NCCER at support@nccer.org.
 - 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.

3.14.0 Reapplication

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.

3.15.0 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 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 the Accredited Assessment Program (where applicable).

A "revocation" action is effective immediately after exhausting the appeals process. The notification to the operator or the Accredited Assessment Program, 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.

3.16.0 Program Administration

Administration of the Mobile Crane Operator Certification Program is the responsibility of the Assessment Program Director and **cannot be** delegated.

3.17.0 Record Retention

Records and documentation associated with the Mobile Crane Operator Certification Program must be kept per the Recordkeeping Section of the NCCER Accreditation Standards.

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 Mobile Crane Operator Affirmation for Certification

All candidates must submit this affirmation via the NCCER Assessment Platform prior to taking the practical examination.

4.3.0 Mobile Crane Practical Examiner Verification of Qualifications

The Program Director, Assessment Program Manager or Program Contact shall verify that a practical examiner candidate meets the qualifications set forth in Section 2.2.0 of this Manual and keep all appropriate documentation on file for audit purposes.

4.4.0 Mobile Crane Practical Examiner Acceptance of User Terms and Conditions

All Mobile Crane Practical Examiner Candidates must agree to the User Terms and Conditions by creating an NCCER account.

4.5.0 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.

4.6.0 User Terms and Conditions

The User Terms and Conditions release and hold NCCER harmless for the disclosure of any information in connection with the verification process of the individual's training and/or assessment records. Acceptance of the User Terms and Conditions occurs during the NCCER online account creation process. All candidates must accept the User Terms and Conditions before any testing activity takes place.

4.7.0 Mobile Crane Certification Matrix

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

4.8.0 Paths to Mobile Crane 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.