

NCCERTM

National Center for Construction
Education and Research



SIGNAL PERSON **CERTIFICATION PROGRAM**

CANDIDATE HANDBOOK

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Purposes of the Program

The goals of the NCCER Signal Person Certification Program are:

- ◆ Enhance the practice and profession of signaling crane operations through validated and reliable certification instruments.
- ◆ To directly promote competency of operation and a safer work environment.
- ◆ Organize and implement a comprehensive program for the certification 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 OSHA and state 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.

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 minimum criteria for certification.
- ◆ Stimulate the improvement of crane operation and establish it as a certifiable profession.

Rigger/Signal Person Endorsed Accredited Assessment Program

The NCCER Signal Person Certification program can only be administered through an NCCER Rigger/Signal Endorsed Accredited Assessment Program. Each endorsed program determines the schedule and cost of services to be provided. Visit www.nccer.org or call NCCER customer support at 888-622-3720 to locate a Rigger/Signal Person Endorsed Accredited Assessment Program in your area.

NCCER Secure Credential Database

NCCER's Secure Credential Database maintains records of assessment and practical examination results. 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.

Certified Signal Persons receive an NCCER card which includes their photo and a card number. This number is used to access online verification of your credentials through the NCCER Learning Platform. This process can also be used to allow employers and inspectors to verify your credentials.

Certification Policies

Through continuing and careful study of Signal Person qualifications, NCCER has developed the following basic 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, 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, in their field, are expected to have competence.
- ◆ To ensure NCCER's Signal Person Certification Program keeps pace with the constantly changing signaling, rigging and lifting environments.
- ◆ To assess qualitative as well as quantitative factors in making the certification decision.
- ◆ To maintain a secure database of certified signal persons' assessment and practical exam records.

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 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 will not be disclosed without the specific written permission of the employer concerned.

All candidates are required to create an NCCER account and agree to the User Terms and Conditions allowing NCCER to verify a candidate's status with the Accredited Assessment Program, 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 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, in addition to whatever specific requirements of the signal person type(s) for which certification is sought, 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 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:

1. Pass the signal person assessment.
2. Pass the signal person practical examination.
3. Complete and submit the Signal Person Affirmation for Certification via the NCCER Assessment Platform, which includes an affirmation that 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. Create an NCCER account and agree to the User Terms and Conditions.
5. Upload a photo to their NCCER account.

Upon satisfaction of the above requirements, certifications will be posted and tracked via the NCCER Learning Platform. 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.

Candidates meeting the above requirements will be granted certified 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 Assessment Program by a certified assessment proctor.

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 delivered by a certified Rigger/Signal Person Practical Examiner.

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

Scoring

Both assessments and practical examinations are scored by computers. Scores are available immediately upon test submission.

Retest Policy

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

Recertification

In order to obtain recertification, a candidate must repeat the initial certification requirements. Signal Persons 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 rigger and/or signal person certification(s).

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 Rigger/Signal Person Endorsed Program when applicable, shall indicate the following:

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

The Rigger/Signal Person Endorsed Program is restricted by NCCER policies and procedures in the granting of certification. The Rigger/Signal Person Endorsed Program 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 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 incident or change in ability; failure to do so will result in immediate revocation of all certification types.**

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

Certificated Signal Persons must report changes in medical, physical, or other abilities by emailing support@nccer.org.

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 Signal Person Certification Program.
- ◆ Failed substance abuse test as required in the Signal Person Certification Program.

Reapplication

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

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 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 signal person and the Accredited Assessment Program (where applicable).

The "revocation" action is effective immediately after exhausting the appeals process. The notification to the signal person or the Rigger/Signal Person Endorsed AAC when applicable, shall indicate the following

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

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 at www.nccer.org.

Assessment Specifications

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

Signal Person Affirmation for Certification

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

The Signal Person Affirmation for Certification must be completed for credentials to be issued.

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.