



Practical Examiner Reauthorization

Thank you for applying for Reauthorization as an Authorized Practical Examiner with the Crane Institute of America Certification, LLC. (CIC).

In order to be reauthorized as a CIC Practical Examiner, you must:

1. Submit the attached Practical Examiner Reauthorization Application to

Crane Institute Certification
4011 W 1st St.
Sanford, FL 32771

or by email to help@cicert.com

or by fax to 407-878-1342
2. Pass the written crane operator recertification exams for the crane type and capacity level(s) for the practical operating exam(s) you want to conduct. If you hold a current valid CIC or other nationally accredited crane operator certification you are not required to take any crane operator written exams unless you are applying for an additional crane type and capacity level. *Applicants with an operator's certification from another accredited certification organization are required to include a clear, readable copy of the front and back of their current certification.*
3. Document three Practical Exams you conducted in the last year of authorization. If fewer than three are documented you will need to attend the three-day Practical Examiner Training for \$795.
4. Complete the Online Practical Examiner Reauthorization training program and exercises, and score at least 80% on the Practical Examiner Reauthorization Exam.
5. Pay \$295 reauthorization fee and receive email with link, login, and password.
6. Maintain compliance with CIC Policies and Procedures.



Practical Examiner Reauthorization Application

General Information			
Name (as shown on Government Issued ID)		Date of Birth (mm/dd/yyyy)	
Current Address			
City		State	Zip
Phone Number	Email		
Accredited Crane Operator and Rigger Certifications (CIC, NCCCO, NCCER, OSCP)			
Type	Number	Issued By	Expiration Date
Felony Convictions & Immigration Act			
Have you ever been convicted of a felony?		Yes	No
Location		Describe the Offense:	
Date of Convictions (mm/yy):			
Immigration Reform and Control Act Compliance: I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.		Yes	No
Preferences			
Please indicate the type of Practical Examiner you would like to be listed as.			
<input type="checkbox"/>	Private - Not listed on the CIC website and does not conduct practical exams for the public.		
<input type="checkbox"/>	Traveling - Listed on CIC website as able to travel to practical exam sites and conduct practical exams.		
<input type="checkbox"/>	Public - Listed on CIC website as having access to a public exam site with crane(s) to conduct practical exams.		
Indicate the cities/states you will travel to conduct practical exams:			
Do you, or would you like to, include the CIC logo on your website or printed materials?		Yes	No
Re-Authorization			
To be re-authorized as a Practical Examiner, you must meet all requirements listed in the Practical Examiner Handbook, including passing the Online Practical Examiner Re-Authorization Exam.			
List 3 practical exams you conducted in the last year of authorization.			
Candidate Name	Company Name		Date
Release			
Under penalties of perjury, I agree all entries on this application, any attachments and the following statements are true and accurate. I agree that any false or inaccurate information may result in my application being denied or my authorization as a CIC Practical Examiner revoked, which includes complying with CIC's policies, procedures, Code of Ethics and passing a Substance Abuse Test.			
I certify that I am physically able to fulfill the Responsibilities of a CIC Practical Examiner.			
Last Name		First Name	MI
Signature		Date	



Practical Examiner Security Agreement

As a Practical Examiner participating in the administration of examination(s) for the Crane Institute of America Certification, hereinafter called CIC, I, the undersigned, accept responsibility for maintaining the strict confidentiality of all examination-related materials.

1. I accept responsibility for protecting confidential materials and information. I will not discuss any aspect of the examination administration process with anyone except designated CIC Proctors, Practical Exam Site Coordinator, and CIC contact person.
2. I will not discuss the contents of any examination materials except with the CIC contact person.
3. I am aware that all examination-related materials are to be kept in a secure location and that all such materials under my control will be secured when they are not in use or under my observation.
4. I have read and will follow the exam policies and procedures provided in the CIC Practical Examiner Handbook.
5. I have read the exam site requirements provided in the CIC Practical Examiner Handbook and will ensure those guidelines are followed when preparing a practical exam site.
6. I will ensure that the Proctor is trained to record Practical Examination performance in compliance with the CIC Practical Examiner Handbook.
7. I agree not to misrepresent or omit any factual information in documentation provided to CIC, or to knowingly allow anyone else to make such misrepresentation or omission.
8. I agree to conduct exams only at Authorized Practical Exam Sites.
9. I will ship completed, incomplete and blank exam forms that have been printed to CIC within one business day following scheduled exam day.

I am aware that violations of these provisions could result in CIC revoking my status as a CIC Practical Examiner for CIC Practical Examinations and that I would be liable for civil action.

I have read and understand the provisions of this Security Agreement. My signature below signifies that I agree to the terms of this agreement without reservation.

Name (please print): _____

Signature: _____ Date: _____

Company: _____

Address: _____ Phone #: _____

Cell #: _____ E-mail: _____



Certification Exam Confidentiality Agreement

In any capacity that I work with Crane Institute of America Certification, LLC (CIC), (i.e. Practical Examiner, Proctor, Examiner, Site Coordinator, Governing Committee, Advisory Board, consultant or member of an exam committee or other committees) I, the undersigned, accept responsibility for maintaining the strict confidentiality and custodianship of all CIC examination-related materials.

Examination-related materials, existing or in development, must be kept secure throughout its preparation, review, administration and scoring. By signing this form I am agreeing to assume personal responsibility for keeping this material in a secured location and that all such materials under my control will be secured when they are not in use or under my observation. I am also agreeing to avoid future activities that would compromise the security of the CIC exam. The specific examination security standards with which I will comply are:

Initial

- _____ 1. Keep all exam material secure while it is in my possession.
- _____ 2. Return all exam material, including any rough drafts, to the person from the licensing agency or testing firm designated as responsible for exam material. I will not retain or copy any exam material for my own files.
- _____ 3. Discuss this exam only during formal exam development or review meetings. Topics that may not be discussed with others include, but are not limited to, exam items and responses, scoring standards, the identities and performances of examinees, exam results, and my evaluation of the exam.
- _____ 4. For three years from the last date of service, prohibited activities include, but are not limited to sharing any confidential information about CIC questions or methods during the design and development or finished product stages.

If I am found to have violated this Security Agreement, I will be liable for civil action. I have read and understand the provisions of this Agreement. My signature below signifies that I agree to the terms of this Agreement.

Signature _____
Date

Printed Name _____
Phone

Address