



Practical Examiner Application

General Information			
Name (as shown on government-issued ID)		Date of Birth (mm/dd/yyyy)	
Current Address			SSN
City		State	ZIP
Phone Number	Email		

Current Operator and Rigger Certifications (CIC, NCCCO, NCCER, OECP)			
Type	Number	Issued By	Expiration Date
Have you ever been a Practical Examiner for another certification organization?			Yes No
Have you ever been disciplined by a certification organization?			Yes No

Employment History		
Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name	Phone	
Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name	Phone	
Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name	Phone	
Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name	Phone	
Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name	Phone	

Felony Convictions & Immigration Act

Have you ever been convicted of a felony?	Yes	No	If yes, answer below. Attach additional sheets.
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.			No

Preferences

Do you wish to be listed on the CIC website as a Public and/or Traveling Practical Examiner? (see List Your Services on CIC)	Yes Public	Yes Traveling	No Private
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	

Authorization

To be become an authorized Practical Examiner, you must pass CIC Written Exams that correspond to the Practical Exams you will be conducting or provide proof of a valid operator or rigger certification from a nationally accredited organization.

Practical Exams you expect to conduct (check all that apply)

English	Spanish*		English	Spanish*	
		Telescoping Boom, Under 21 Tons			Service/Mechanic Truck Crane
		Telescoping Boom, 21-75 Tons			Digger Derrick Crane (in development)
		Telescoping Boom, Over 75 Tons			Tower Crane
		Lattice Boom, Carrier & Crawler			Rigger/Signalperson
		Articulating Boom Crane			Master Rigger

* Spanish exams MUST be administered by a Spanish-speaking Practical Examiner.

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

OFFICIAL USE ONLY

Received Date	Received By	Approved Date	Approved By
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Practical Examiner Security Agreement

As a Practical Examiner participating in the administration of examination(s) for the Crane Institute of America Certification, LLC, 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 the 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 send completed, incomplete and blank exam observation sheets that have been printed to CIC within (1) business day following scheduled exam day.

I am aware that violations of these provisions could result in CIC revoking or suspending 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.

Signature

Date

Printed Name

Phone

Email



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 Security Agreement. My signature below signifies that I agree to the terms of this agreement.

Signature _____
Date

Printed Name _____
Phone

Address



Practical Examiner Authorization

Thank you for your interest in working with Crane Institute of America Certification, LLC (CIC) as an Authorized Practical Examiner.

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

1. Submit the attached Practical Examiner Application to

Crane Institute Certification
4011 W 1st Street
Sanford, FL 32771

help@cicert.com
fax 407-878-1342

2. Pass Written Exams for the crane type and capacity level(s) for which you are seeking authorization. If you hold a current, valid CIC or other nationally accredited crane operator certification, you are not required to take Written Exams unless you are applying for additional crane type and capacity level(s). *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. Complete the three-day Practical Examiner training program and score at least 80% on the Practical Examiner Knowledge Assessment. Contact CIC at 844-856-3362 for more information.
4. Comply with CIC policies and procedures.