



Candidate Handbook



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A publication of
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The graphics used to illustrate information are not intended to be exact representations, but rather they are added to help the reader's understanding.

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Candidates must register to take certification exams through CIC. Forms for doing so can be found at *cicert.com*. Both Practical and Written Exams must be taken at CIC Authorized Exam Sites with authorized Proctors.

Photos submitted for use on certification cards must meet all the requirements found at *cicert.com/photo*

For additional and the most recent information, please visit www.cicert.com
or contact CIC at help@cicert.com or 844-546-3362

Crane Operator Certification

In order to earn an accredited CIC crane operator certification candidates must take and pass both a **Written Exam** and a **Practical Exam**.

The Written Exam will consist of a **general knowledge** portion and a **supplemental** exam section for each type of certification the candidate wishes to achieve.

The Practical Exam is a demonstration of the candidate's skills actually operating the crane. At CIC one Practical Exam can qualify an operator for several types of certification, as long as the corresponding Written Exam supplements are passed.

Crane operator certifications are valid for a period of five years from the date the first Written or Practical Exam is passed.

The chart below shows which Practical Exams cover which certifications.

		PRACTICAL EXAM							
		TB 75+	TB 21-75	TB < 21	LB	ABC	SMT	PRE	TC
CERTIFICATION	Tower Crane								X
	Precast Concrete Delivery Crane	X	X	X	X			X	
	Service Mechanic Truck	X	X	X	X		X		
	Articulating Boom Crane	X	X		X	X			
	Telescoping Boom, Under 21 tons	X	X	X	X				
	Telescoping Boom, 21-75 tons	X	X		X				
	Telescoping Boom, 75+ tons	X			X				
	Lattice Boom (Carrier & Crawler)	X			X				

Rigger/Signalperson Certification

Candidates must document at least one year of experience on the Rigger/Signalperson Experience Verification form, and pass both a Written Exam and a Practical Hand Signal Exam.

Rigger/Signalperson certifications are valid for a period of five years from the date the Written and Practical Exam is passed.

Master Rigger Certification

Candidates must earn a CIC Rigger/Signalperson Certification, document at least five years of experience on the Rigger/Signalperson Experience Verification form, and pass a Written Exam.

Master Rigger certifications are valid for a period of five years from the date the Written Exam is passed.

Available Certifications

Crane Operator

Telescoping Boom Cranes

Under 21 tons (fixed cab)

21 to 75 tons (fixed or rotating cab)

Over 75 tons (rotating cab)

Lattice Boom Cranes

Crawler or carrier mounted

Tower Cranes

Self-erecting, fixed jib, or luffing boom

Multi-Purpose Cranes

Articulating Boom Cranes

Service/Mechanic Truck Cranes

Precast Concrete Delivery Cranes (under 21-ton capacity, fixed or rotating operator station)

(Special designations can be issued for a specific type, make, model or configuration, including digger derrick or friction cranes. Contact CIC for details.)

Rigger/Signalperson

Master Rigger

CIC certifications are OSHA recognized, NCCA accredited, and accepted nationwide. Some employers, states, or cities may have specific requirements for crane operator and/or rigger qualification, such as a Practical Exam taken on a certain type of crane or a particular endorsement on the card.

CIC's website may not contain an exhaustive list of cities and states with specific crane operator certification requirements. The linked pages do not belong to CIC and may not be the most current regulation for the state or city listed. Each person or employer is responsible for complying with the requirements in their location.

Rescheduling

Potential reasons for rescheduling include, but are not limited to

1. Site Responsibility
 - a. Crane unavailable or unusable
 - b. Course materials incomplete or inadequate
 - c. Failed to schedule Candidate, Examiner or Proctor for the proper time
 - d. Proctor fails to show up
2. Weather Conditions (no one's fault)
 - a. Excessive wind
 - b. Thunder or lightning
 - c. Fog, precipitation or other weather conditions that obscure vision
3. Examiner Responsibility
 - a. Arrives late and misses exam
 - b. Missing Examiner materials or tools
4. Candidate Responsibility
 - a. Missing ID
 - b. Does not wish to proceed on day of exam for any reason (illness, discomfort with crane operation etc.)
 - c. Cancels exam less than a week before exam

Fee Ramifications

1. If Site Responsible
 - a. Site pays Examiner fee
 - b. Reschedule Candidate at no charge
2. Weather Factors (no one's fault)
 - a. Candidate and Exam Site Coordinator reschedule the exam at the earliest convenience at no additional fee
 - b. If the Exam Site cannot accommodate Candidate, the Coordinator must contact CIC and Candidate may reschedule new exam with no additional fee.
3. If Examiner Responsible
 - a. Examiner must reschedule Candidate at no charge.
4. If Candidate Responsible
 - a. Forfeits original exam registration fee.
 - b. Candidate must pay Examiner fee.
 - c. Candidate must pay exam rescheduling fee.

If Exams are rescheduled before the day of the Exam for Site or Candidate's reasons, the first reschedule is free but subsequent rescheduling will require a \$25 repeat rescheduling fee per candidate.

Recertification

CIC accredited certifications are **valid for five years**. Crane operators who are certified by CIC or any other nationally accredited certification organization can recertify with CIC.

In order to recertify, crane operators must **verify at least 1,000 hours of safe crane operation** (operation, shift inspection, set-up, assembly/disassembly, travel, training) within the last five years, and **take and pass Written Exams** that include a general knowledge exam and a supplemental exam for each type of recertification the candidate wishes to achieve.

If the operator **cannot verify a minimum of 1,000 hours of safe operation, they must take and pass a Practical Exam** in order to achieve recertification.

Any **unsafe operation must be reported** with the operator's recertification application. Unsafe operation includes intoxication, substance abuse, or other behavior resulting in disciplinary action as well as any incident or accident resulting in property damage, injury, or death. If any unsafe operation is reported, the certified operator's application for recertification will go before the CIC Quality Assurance Board for approval or disapproval.

Some states may have additional requirements for recertifications.

There is a 90-day grace period after a certification expires to recertify. If a certification expired more than 90 days ago, in addition to taking and passing the Written Exam you must take and pass a Practical Exam even if you can verify 1,000 operating hours.

Exam Outlines & Load Charts

CIC does not endorse any training process or company, nor do we provide a course of study that leads to certification. We do recommend a quality training program that will help candidates acquire the knowledge and skills necessary for crane operators to earn CIC certification. The information on these pages may be helpful as candidates prepare for CIC exams.

cicert.com/mobile-crane-exam-prep/

cicert.com/tower-crane-exam-prep/

cicert.com/rigger-exam-prep/

The manufacturers' load charts used in each crane operator exam are also available on our website so Candidates may become familiar with them before their Exams, if they wish.

cicert.com/mobile-crane-exam-prep/mobile-crane-operator-load-charts/

cicert.com/newwordpress/wp-content/uploads/2017/03/Tower-Crane-Load-Charts.pdf

Policies & Procedures

The following policy documents are available at cicert.com/policies-procedures

- ADA Accommodation Policy
- Appeals Policy
- Code of Ethics
- Confidentiality Policy
- Disciplinary Policy
- Exam Security Agreement
- Medical Verification Policy
- Substance Abuse Policy
- Training Policy

Forms & Applications

The following are some of the documents available at cicert.com/forms

Certification Forms

- Candidate Registration Form
- Rigger/Signalperson Experience Verification Form
- Request for ADA Accommodations

Recertification Forms

- Hours Verification Form
- Incident/Accident Report Form
- Medical Verification Form
- Medical Verification Form Part B
- Documentation of Non-CIC Certifications

Applications

- Practical Examiner
- Practical Exam Site
- Written Exam Site
- Written Exam Proctor

If You Have Questions

All the current policies and procedures, instructions, handbooks and forms are available at CICert.com.

Materials change frequently so refer to the online material rather than material that has been printed.

If you have any questions regarding current CIC exam policies or procedures, contact CIC Customer Service at 844-546-3362 or help@cicert.com.