



Practical Exam Site Application

All fields MUST be completed. Allow at least 2 weeks for exam site to be approved and activated on the CIC system. An application must be completed and approved for EACH Practical Exam Site.

Site Information

Exam Site Name:		
Address:		
City:	State:	Zip:
Site Coordinator Name:		Site Coordinator Phone #
Site Coordinator Email:		Practical Examiner Name:
Company Name (if different from Exam Site name):		Estimated Number of Candidates to Test Annually:
Shipping Address (if different from above):		
City:	State:	Zip:
Make this exam site open to candidates outside your company? (List on CIC website) <input type="radio"/> Yes <input type="radio"/> No	Does the Exam Site meet the size requirements as described on page 2 of application? <input type="radio"/> Yes <input type="radio"/> No	Days & Times Exams are Offered (CK all that apply & provide times) <input type="checkbox"/> Monday From: _____ To: _____ <input type="checkbox"/> Tuesday From: _____ To: _____ <input type="checkbox"/> Wednesday From: _____ To: _____ <input type="checkbox"/> Thursday From: _____ To: _____ <input type="checkbox"/> Friday From: _____ To: _____ <input type="checkbox"/> Saturday From: _____ To: _____ <input type="checkbox"/> Sunday From: _____ To: _____

<input type="checkbox"/> Telescoping Boom, under 21 Tons	<input type="checkbox"/> Lattice Boom, Crawler/ Carrier
<input type="checkbox"/> Telescoping Boom, 21-75 Tons	<input type="checkbox"/> Articulating Boom Crane
<input type="checkbox"/> Telescoping Boom, over 75 Tons	
I have read and understand the Practical Exam Site Requirements.	Initial here
I have read and understand the Practical Exam Site Coordinator Responsibilities.	Initial here
If unable to meet any Practical Exam Site requirements, please explain:	

Terms, Fee(s) and Application Process

- Term of Authorization.** Upon approval of your CIC Practical Exam Site Application, your organization's authorization is valid for a one-year term beginning on the date of your authorization. To renew your annual authorization, submit your application and payment online via the CIC Test Portal. Once approved, CIC will notify you of your site reauthorization. (Note: CIC reserves the right to disallow the renewal of a site's authorization if the site is not in good standing with CIC. This could be because of a violation of the security agreement or for other cause at the sole discretion of CIC.)
- Non-refundable Annual Application Fee and Initial CIC Sling Purchase.** The current non-refundable Annual Application Fee is \$295. All CIC Practical Exam Sites are required to purchase a CIC Sling prior to the first CIC Practical Exam administered as an Authorized Practical Exam Site for a cost of \$395. The CIC Sling must be used for the administration of all CIC Practical Exams. Please ensure your application includes a valid shipping address to prevent any delays in receiving your sling. The total cost for your initial application fee with sling is \$690. Prices are subject to change.
- Applying & Purchasing.** You can apply to become a CIC Authorized Practical Exam Site and purchase your CIC Sling going to the CIC website at www.cicert.com and clicking on the yellow "Enter the CIC Test Portal" button. There you'll be asked to create a login and password if you haven't already done so. Then follow the on-screen prompts to complete and submit your application, pay the application fee, and purchase your sling. CIC will notify you within approximately two weeks about your application.

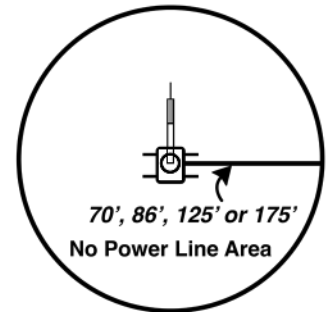


Exam Site Setup Requirements

The Practical Examiner (who may also serve as the Exam Site Coordinator) is required to complete an Exam Site Report on each day they conduct Practical Exams to ensure that all CIC Site requirements are met. The Exam Site Report contains sections for the candidate waiting area, exam site setup, pre-op crane inspection, crane setup, and course layout. The Practical Exam Site Coordinator is responsible for making sure the site meets requirements (or obtains any appropriate/necessary waivers in writing from CIC), and the waiting room is set up properly.

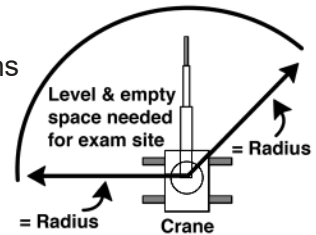
Exam Site Requirements

1. No overhead power lines may be within a minimum of:
 1. 70 feet of the crane for Service Mechanic Truck.
 2. 86 feet of the crane for Telescoping Boom under 21 tons, including Digger Derrick and Articulating Boom Cranes.
 3. 125 feet of the crane for Telescoping Boom 21- 75 tons.
 4. 175 feet of the crane for Telescoping Boom over 75 tons or Lattice Boom Carrier/Crawler.



Note: Distances are based on maximum allowable boom length plus OSHA-required 45-foot distance from power lines.

2. Sufficient space must be available for the Practical Exam course.
 - o 45-foot radius for 135 degrees of arc for Service Mechanic Truck
 - o 56-foot radius for 180 degrees of arc for Telescoping Boom under 21 tons
 - o 95-foot radius for 135 degrees of arc for Telescoping Boom 21-75 tons
 - o 145-foot radius for 135 degrees of arc for Telescoping Boom over 75 tons or Lattice Boom Carrier/Crawler
3. Exam course area must be relatively level, and the crane(s) being used for the Exam must be able to be set up on ground within 1% of level grade.
4. Ground under crane and outriggers should be compacted and appropriate floats or pads should be used as needed.
5. Exam courses must be located out of sight from welcome and waiting areas. Candidates waiting to take a Practical Exam may not observe another candidate's exam in process.



Crane Setup

1. Program LMI per OEM specifications.
2. If necessary, place boom in highest capacity area and then turn crane for safest mounting. Thereafter, Practical Examiners may have Candidates turn the crane for safest mounting at the end of each exam.
3. Starting position for the first exercise should allow for safest mounting and dismounting the crane (allow use of ladders/handholds).
4. Raise the boom to exactly 50 degrees.
5. Extend boom to exactly the length specified for the Exam.
6. For Lattice cranes that cannot achieve these exact lengths, they may be longer by up to 10 feet (i.e., for 120' to 130') but no longer.
7. Gross load (water barrel, rigging, hook and ball) may not exceed 25% of the crane's capacity at any boom length, radius, or angle.



Pre-Operational Inspection

1. The Practical Examiner must conduct a pre-op inspection before beginning Exams. If the Practical Exam Site Coordinator sets up the crane, they should conduct their own inspection as well.

Candidate Waiting Area

The waiting area must be:

1. An indoor facility with adequate seating and lighting.
2. Neat and orderly.
3. Near restrooms.
4. Out of sight of the Practical Exam course.
5. Dedicated only to Candidates waiting to take their Exams.

The following materials must be available to Candidates:

1. Full copy of the operator's manual, load charts, and OEM specs for the crane used (provided by exam site).
2. A copy of ASME B30.5 (provided by Exam Site Coordinator)
3. Candidate task instructions (provided by CIC in Exam Site Coordinator Handbook when approved as site).
4. CIC business cards (provided by CIC).



Roles in the Practical Exam Process

1. Crane Institute of America Certification (CIC)

- a. Establishes the administrative policies and procedures, and standards by which CIC exams will be administered under the oversight and approval of the CIC Governing Council.
- b. Provides specific written instructions about exam procedures before, during, and after exams.
- c. Approves Authorization of CIC Exam Sites.
- d. Coordinates Authorization of CIC Practical Examiners.

2. Exam Site Coordinator (Practical Examiner may also serve in this role.)

- a. Schedules and Confirms Practical Examiner and Assistant Examiner.
- b. Works closely with the Practical Examiner to ensure all logistics are properly arranged including set up of crane, exam waiting area, and the scheduling of candidates.
- c. Ensures availability of proper crane on site.
- d. Ensures the Exam Site is set up properly.
- e. Notifies CIC of any impropriety in the exam process.
- f. Communicates with CIC during the exam process, as needed.

3. Practical Examiner

- a. Understands the role of the Exam Site Coordinator, Assistant Examiner, and CIC.
- b. Inspects the Exam Site to verify safe and accurate setup.
- c. Provides Assistant Examiner training and instructions.
- d. Provides Exam-related instructions to Candidates and conducts the Practical Exam.
- e. Maintains exam security and on the same date exams are administered, submits Examiner's and Assistant Examiner's Observation Sheets and all other exam-related material on the CIC Test Portal in the presence of the Assistant Examiner.
- f. Shreds any blank or unneeded handwritten confidential exam materials and disposes of them securely and properly within 24 hours of exam completion.
- g. Notifies CIC if any condition or impropriety in the exam process prohibits, interferes with, or alters the administration of a Practical Exam.

4. Assistant Examiner

- a. Assists in setting up and maintaining the exam course.
- b. Records performance observations on the Observation Sheets simultaneously with the Examiner and witnesses the Practical Examiner's submission of all required exam data on the CIC Test Portal.
- c. Maintains security of Observation Sheets.
- d. Notifies CIC of any impropriety in the exam process.



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 Assistant Examiner for the proper time.
- d. Site Coordinator fails to show up.

2. Weather Conditions (unavoidable)

- a. Excessive wind
- b. Thunder or lightning
- c. Fog, precipitation, or other weather conditions that obscure vision.

3. Examiner Responsibility

- a. Examiner 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 if to be taken.

Responsibility for Fees

1. If Site is Responsible

- a. Site pays Examiner fee.
- b. Site reschedule Candidate at no charge.

2. Weather Factors (unavoidable)

- 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 Practical Examiner is Responsible

- a. Examiner must reschedule Candidate at no charge.

4. If Candidate is Responsible

- a. Candidate forfeits original CIC Practical Exam fee.
- b. Candidate must pay Examiner fee and Exam Site Fee (if any) at the discretion of the Practical Examiner and Exam Site.



Practical Exam Site Security Agreement

As a responsible party participating in the administration of practical examinations for 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 the approved CIC Practical Exam Site Coordinator for our site, CIC Practical Examiners, Assistant Practical Examiners, and CIC contact persons.
2. I will not discuss the contents of any examination materials except with the CIC contact person.
3. I will read and adhere to the exam policies and procedures and exam site requirements provided in the CIC Practical Exam Site Coordinator Handbook and will ensure that all requirements are followed.
4. I will read the Exam Site requirements provided in the CIC Practical Exam Site Coordinator Handbook and will ensure those guidelines are followed when preparing the exam site.
5. I agree to be at the Exam Site during the entire exam administration process or to arrange for a designated individual to admit authorized personnel.
6. 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.
7. I have read, understand, and agree to the terms of this Security Agreement without reservation.
8. I have read, understand, and will comply with all Practical Exam Site Requirements.
9. I have read, understand, and agree to abide by Practical Exam Site Coordinator Responsibilities.
10. I understand that violations of the provisions of the Security Agreement will result in CIC revoking our status as a CIC Practical Exam Site for CIC Examinations and that I could be liable for civil and/or criminal action.

My electronic signature below signifies my agreement with the statements above:

Exam Site Coordinator's Name (print)

Exam Site Coordinator's Electronic Signature

Email (required)

Date (mm/dd/yyyy)

Business Phone

Secondary Phone

help@bicert.com