



**NATIONAL COMMISSION FOR THE
CERTIFICATION OF CRANE OPERATORS (NCCCO)**

CANDIDATE HANDBOOK

- **DIGGER DERRICK OPERATOR**



BOARD OF DIRECTORS

This candidate handbook contains complete program information as well as applications for the CCO Written and Practical Examinations you must pass to earn your CCO certification. This handbook reflects NCCCO's current policies at the time of publication; to be sure that you have the latest version of this book, see the Handbooks and Forms page on the NCCCO website. Please read this handbook carefully and retain it for reference throughout the certification process.

Do not discard this document.

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This NCCCO certification program is accredited by the American National Standards Institute (ANSI) to ISO 17024 (General Requirements for Bodies Operating Certification Systems of Persons).



ISO/IEC 17024
Personnel Certification Body
#0756

Mobile, Tower, Overhead,
Articulating, and Service Truck Crane
Operator, Digger Derrick Operator,
Signalperson, Rigger Level I and
Level II, Crane Inspector, and Lift
Director Programs Accredited

Dear Digger Derrick Operator Certification Candidate:

Welcome to the National Commission for the Certification of Crane Operators (NCCCO) national digger derrick operator certification program.

NCCCO is a nonprofit organization founded in 1995 to establish a fair and independent evaluation of crane operator knowledge and skills. Key to this industry-led effort was the development of the CCO Written and Practical Examinations, initially for mobile crane operators but now also for tower, overhead, and articulating crane operators, digger derrick operators, crane inspectors, riggers, signalpersons, and lift directors. These nationally recognized and internationally accredited certification programs are the culmination of many years' hard work by experts from the varied industries and groups that use cranes and derricks, including construction, steel erection, operating engineers, utilities, rental firms, petrochemicals, pulp and paper, and others.

The NCCCO Digger Derrick Task Force that developed this certification program was made up of experts from all aspects of the digger derrick industry—operators, users, trainers, safety supervisors, manufacturers—who together represent many thousands of hours of digger derrick-related experience. These volunteers gave freely of their time and expertise with the primary goal of improving the safety of all whose work brings them into contact with digger derricks and other lifting equipment.

Until recently operator certification has been voluntary unless required by local jurisdictions or specific employers. However, in August 2010, the federal Occupational Safety and Health Administration (OSHA) enacted new national standards for cranes and derricks used in construction under 29 CFR 1926 Subpart CC that become effective in November 2014. These new rules require that operators of most cranes above 2,000 lb. capacity when used in construction need to be either certified by an accredited crane operator testing organization such as NCCCO or qualified through an audited employer program. Section 1926.1427 of the new rule describes crane operator certification/qualification requirements. Option 1, which is anticipated to be the most commonly used, requires operators to be certified by a nationally accredited crane operator testing organization that tests operators through written and practical testing. Obtaining CCO certification from NCCCO meets all the requirements set forth by the new OSHA rule.

To ensure CCO examinations are—and remain—valid measurements of crane operators' proficiency, NCCCO teamed the task force's knowledge and experience with its exam development expertise. In addition to guiding the development of new examinations, NCCCO continually analyzes the performance of CCO exams and reports to the Exam Management Committees. To be able to provide fair and independent assessments, NCCCO does not conduct training, nor does it provide training materials.

NCCCO, as a third-party certification body, is fully committed to, and understands the importance of, delivering all certification activities on a foundation of impartiality. All policies and procedures are established in an objective manner and ultimately strive to achieve fairness throughout all activities. NCCCO prevents any conflicts of interest through detailed policies and procedures observed by staff, governing body representatives, and those involved in written and practical exam administration.

This candidate handbook has been developed to provide you with comprehensive information about the CCO Written and Practical Examinations leading to certification. NCCCO recognizes the commitment you are about to make and will do everything it can to make your experience a positive and successful one. If, after reading this handbook, there is anything you do not fully understand, please call NCCCO at 703-560-2391 or e-mail info@nccco.org. NCCCO staff will guide you through any aspects of the program that you would like explained in more detail.

Thank you for your interest—and good luck with your efforts to become CCO-certified!

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Table of Contents

Introduction	1
Program Description	1
CCO Examination Development	1
What Is a Digger Derrick?	2
Certification Policies	3
Eligibility.....	3
Experience	3
Physical Evaluation.....	3
CCO Written Examinations	3
CCO Practical Examinations	3
CCO Certification Time Frames	3
Recertification Requirements.....	3
Code of Ethics for Certified Operators	4
Disciplinary Policy	4
Substance Abuse Policy	5
Certification Cards.....	5
Change of Address	5
Written Examination Process.....	7
Application Process to Take the Written Examination	7
Paper/Pencil Testing (PPT) Option	7
Computer-Based Testing (CBT) Option.....	9
Test Site Information (Both PPT and CBT).....	11
Test Scoring Information.....	11
Retaking the Examination(s)	12
Information Release Policy	12
Written Examination Outline	13
Domain 1: Site	13
Domain 2: Pre-Operation.....	13
Domain 3: Operation	14
Domain 4: Technical Knowledge	15
Domain 5: Manufacturers' Load Charts	15
Reference List	16
Digger Derrick Load Charts	17
Sample Questions	19

Practical Examination Process	21
Skills Tested	21
Scheduling a Test	21
Test Day	21
Practical Scoring	21
Practical Score Reporting	21
Practical Exam Candidate Fees	21
Practical Exam Hand Score Requests	21
Practical Examination Outline	23
Candidate Information and Instructions	23
Tasks	23
Time Limits	23
Pre-Test Briefing	23
Circumventing the Course	23
Unsafe Act	24
Candidate ID and Signature	24
Weather Conditions and Equipment Problems	24
Digger Derrick Walk Around	24
Task 1: Pre-Operational Inspection	24
Pre-Operation Familiarization Period	24
Task 2: Chain in Circle	24
Task 3: Hand Signals	25
Task 4A: Negotiate Corridor—Forward	25
Task 4B: Negotiate Corridor—Reverse	25
Task 5A: Unstow Auger	25
Task 5B: Auger Hole	25
Task 5C: Stow Auger	26
Task 6A: Pick Up Utility Pole	26
Task 6B: Place Utility Pole in Designated Area	26
Task 7: Stow Boom in Cradle	26
Post-Test Procedures	26
Candidate Application Forms	27
Candidate Application—Written Examination	29
Candidate Application—Practical Examination	31
Recertification Application—Written Examination	33
Change of Address Form	35
NCCCO Information Release Policy	36



Introduction

PROGRAM DESCRIPTION

The National Commission for the Certification of Crane Operators (NCCCO) is an independent, nonprofit organization formed to set standards for fairly measuring the knowledge and proficiency required for the safe operation of cranes and lifting equipment. NCCCO currently administers a nationwide program of certifications for operators and related trades, including inspectors, riggers, and signalpersons.

Based on extensive discussions with representatives from all segments of business and industry who recognize the impact of safety issues, NCCCO has identified the following potential benefits of operator certification:

- Fewer accidents, injuries, and fatalities
- Reduced risk of loss
- Assurance of operators' abilities
- Less property damage
- Improved safety records
- Enhanced public image of operators

All candidates are required to pass both Written and Practical Examinations to be certified.

The initial certification period is for five years. To maintain their certification, certificants are required to recertify prior to their expiration date. Periodic Written Examinations are necessary to ensure that certificants' knowledge of industry standards, equipment, and safety practices keeps pace with changes in these areas. NCCCO's subject matter experts, working in conjunction with psychometric consultants, reviewed the speed of such change in the industry and researched other comparable certification/licensing programs before determining that this goal could be achieved by setting the examination interval at five years; little, if any, additional benefit is believed would accrue by more frequent testing. A Practical (skills) Examination is not required for recertification, providing the certificant meets experience requirements.

CCO EXAMINATION DEVELOPMENT

The first step in the development of an objective test to measure what is required for safe digger derrick operations was a job analysis study. The study identified the knowledge and skills necessary for safe digger derrick operations. A representative number of digger derrick operators then validated that the knowledge recommended by the experts was vital to safe operations. The

test blueprints and content specifications were then generated from the validation study.

Development of the *Digger Derrick Operator Written Examination* involved a panel of digger derrick operation content experts who worked with NCCCO to write and review all questions used in the examination. Each examination contains a unique combination of questions from the question bank. Questions are selected for examinations on the basis of the content areas and specialties defined by the test blueprints.

The CCO *Digger Derrick Operator Practical Examinations* were developed as fair and objective assessments of the essential skills a digger derrick operator needs to operate digger derricks safely. These exams were developed over a yearlong period by an NCCCO task force staffed by experts from all aspects of the digger derrick industry—operators, training directors, managers, supervisors, manufacturers—who together represent many thousands of hours of digger derrick operating experience.

NCCCO teamed its exam development expertise with the task force's knowledge and experience. NCCCO guided the task force in establishing key elements of the program, including identifying essential skills, selecting tasks, standardizing test conditions, developing the scoring process, establishing reliability among tests, and creating flexible application and scheduling procedures.

In concert with the task force, NCCCO also helped design the Practical Examiner Accreditation Program whereby NCCCO trains and accredits CCO-certified crane operators to administer CCO Practical Examinations.

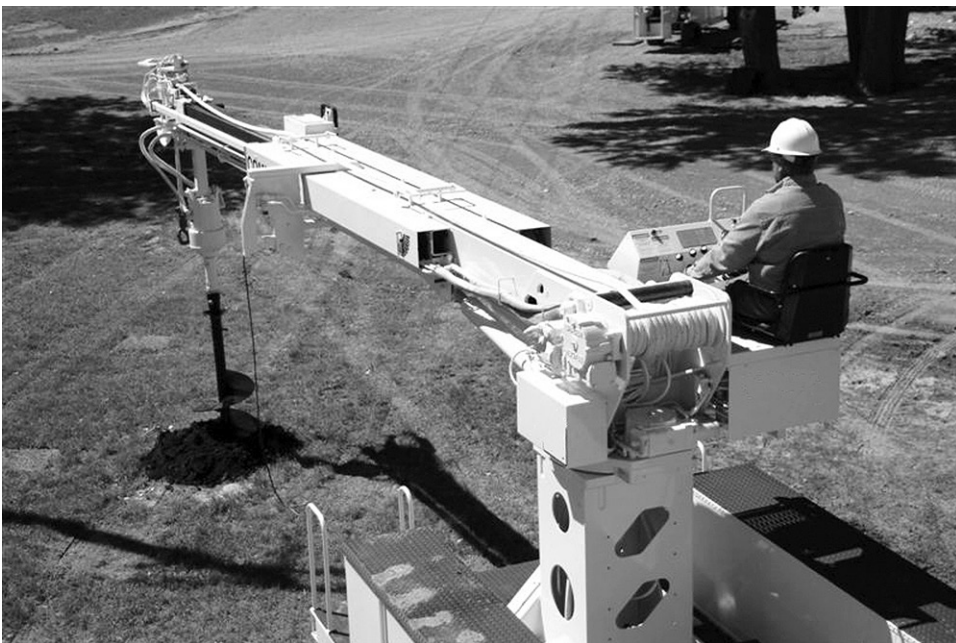
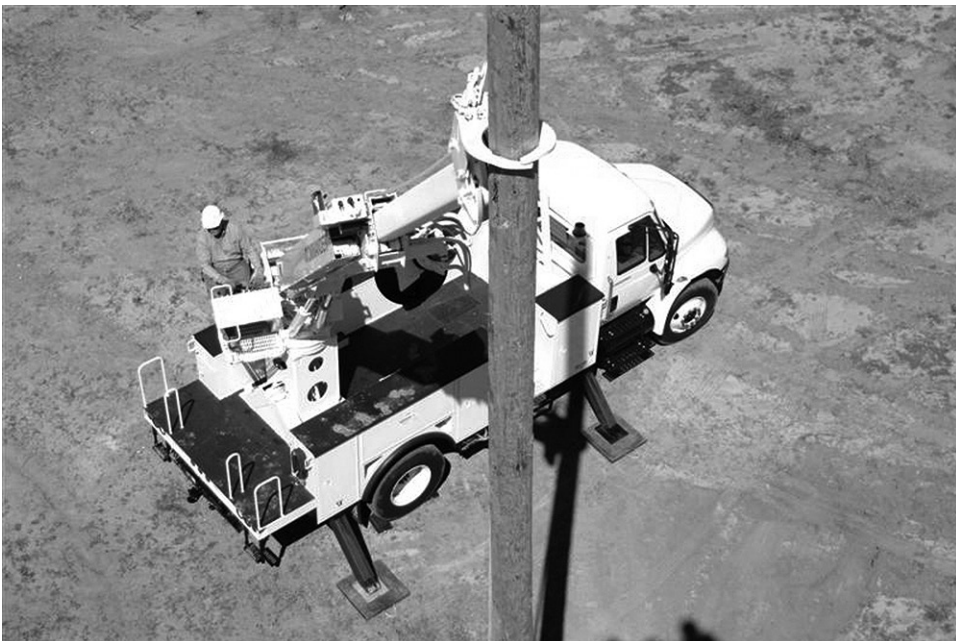


What Is a Digger Derrick?

The pictures below illustrate the type of equipment that the CCO digger derrick operator (DDO) certification program is designed to cover. This equipment is frequently used by utilities and electrical contractors and is typically equipped with a digging auger and devices used to lift and stabilize a pole during installation. Digger derricks also have applications in lights and sign installation, telecommunications, and general construction.

Digger derricks fall under the ANSI A10.31 industry standard. They can be controlled via a number of ways, including by command post (top seat), fixed manual controls, or radio/remote controls.

If you have any questions regarding whether this is the appropriate certification for you or your operators, please do not hesitate to contact NCCCO for further information.





Certification Policies

DIGGER DERRICK OPERATOR

ELIGIBILITY

To be eligible for certification, candidates must:

- Be at least 18 years of age
- Meet medical requirements
- Comply with NCCCO's Substance Abuse Policy
- Pass a Written Examination
- Pass a Practical Examination
- Comply with the NCCCO Code of Ethics

EXPERIENCE

CCO certification exams are designed for operators who are trained and who currently work in digger derrick operation.

PHYSICAL EVALUATION

Certified digger derrick operators must continue to meet NCCCO's physical requirements throughout their certification period and attest to their agreement to this requirement in their applications.

In appropriate circumstances, means of compliance with NCCCO physical requirements may include, but are not limited to, a current Department of Transportation (DOT) Medical Examiner's Certificate.

CCO WRITTEN EXAMINATIONS

The digger derrick operator written examination has 75 multiple-choice questions. Candidates are allowed 90 minutes to complete the written examination.

Written exams may be taken as either paper/pencil tests (PPT), see page 7 for details, or computer-based tests (CBT), see page 9 for details.

CCO PRACTICAL EXAMINATIONS

The digger derrick operator practical examination demonstrates digger derrick operation proficiency. A candidate must pass both the written exam and the practical exam to be certified for a five-year period.

CCO CERTIFICATION TIME FRAMES

Candidates must pass both the written exam and the practical exam, but they may take the exams in either order.

Candidates have 12 months after they pass their first exam (written or practical) to pass the corresponding written or practical exam. Any tests passed within a 12-month period

count towards certification. For example, a candidate passing the Digger Derrick Operator Written Exam in January 2015 has until the end of January 2016 to pass the Digger Derrick Operator Practical Exam.

If a certified operator subsequently becomes certified in additional designations by taking the appropriate written and practical exams, the five-year certification period for the additional designations begins at the same time as he/she was originally certified (i.e., all designations within a category expire on the same date, regardless of when in the five-year certification period the candidate passed them). If the new designation is added within the final 24 months of his/her certification period, the certificant is exempt from recertifying for the new designation after five years; after that, however, certificants must recertify for all designations during the 12 months prior to their certifications' expiration date. This ensures that all of the certificant's operator designations maintain the same expiration date.

Candidates for certification or recertification may petition for an extension of NCCCO's standard timeline(s). NCCCO staff shall have the discretion to make the initial determination of whether a requested extension should be granted. Petitions for an extension of time are generally denied absent a showing of extraordinary circumstances. Denials of such petitions may be appealed to the Appeals Committee.

RECERTIFICATION REQUIREMENTS

CCO certification is valid for five years. **Recertification candidates must complete all recertification requirements during the 12 months prior to their certification's expiration date.** This includes:

- Passing the Recertification Written Examination(s)
- Continuing to meet medical requirements
- Compliance with NCCCO's Substance Abuse Policy
- Compliance with the Code of Ethics

Candidates who can attest to at least 500 hours of actual operating experience on digger derricks during their period of certification do not need to take the Practical Exam to recertify.

Recertification candidates who need to take the Practical Exam for any reason, however, must do so before their certification expires. **There is no grace period after their certification expires.** Candidates whose certification has lapsed must take both the regular written and practical examinations again to be certified again.

The Digger Derrick Recertification Examination consists of 40 multiple-choice questions with a time limit of one hour.

All candidates are allowed two attempts to pass their recertification exams before their certification expires. Candidates who are unsuccessful after two attempts must take and pass the regular exams.

Recertification candidates may take their recertification written examinations up to one year prior to their certification's date of expiration. Regardless of the date of the recertification examination within that one-year period, the new five-year certification period begins from the date of expiration of the candidate's current certification.

NOTE: Candidates who recertify more than 12 months prior to their expiration date will have their new certification period begin immediately, not from the end of their current certification period.

Recertification exams are available at regularly scheduled test administrations and via computer-based testing (CBT). Candidates wishing to recertify should contact the Test Site Coordinator who set up their initial certification. Candidates whose employment circumstances have changed should ask their new employer to schedule a test administration. Candidates may also locate open paper/pencil Written Exam Test Sites at www.nccco.org/testsites or apply online for computer-based testing sites at www.nccco.org/cbt-apps.

CODE OF ETHICS FOR CERTIFIED OPERATORS

CCO-certified operators must comply with NCCCO's Code of Ethics during their certification, as set forth below:

In my occupation, I will conduct myself in a manner:

- i. *So as to place the safety and welfare of others associated with my work above all other considerations;*
- ii. *So as to protect and preserve nearby general public property and the environment; and*
- iii. *So as to be free of bias with regard to religion, ethnicity, gender, age, national origin, and disability.*

Furthermore, in connection with my work and in my dealings with NCCCO, I will:

- iv. *Make management and appropriate personnel aware promptly if I have any safety concerns relating to the work that I am performing or with which I am involved;*
- v. *Not knowingly violate any safety-related regulations, warnings, or instructions set forth by OSHA,*

recognized safety standards, prevailing jurisdictions, or equipment manufacturers; and,

- vi. *Not mislead, misrepresent or knowingly deceive others concerning my experience or the capabilities of myself or the equipment I am operating or with which I am working.*

In addition, in my dealings with NCCCO, I will:

- vii. *Provide accurate and complete information and abide by NCCCO's policies and procedures, including this Code of Ethics, as they may be updated from time to time;*
- viii. *Not act dishonestly or unfairly in order to gain an advantage, or to provide another with an advantage, in connection with any dealings with NCCCO;*
- ix. *Cooperate fully and completely with any administrative inquiries or investigations by NCCCO; and,*
- x. *Not misrepresent or misuse any NCCCO card, or the NCCCO or CCO acronyms and logos, or any registered trademark or other intellectual property of NCCCO; and I understand that I must return the card to NCCCO immediately if required to do so.*

CCO-certified personnel who intentionally or knowingly violate any provision of the Code of Ethics will be subject to action by a peer review panel, the Ethics and Discipline Committee, which may result in suspension or revocation of certification.

DISCIPLINARY POLICY

NCCCO's Ethics and Discipline Committee is responsible for establishing and implementing standards of conduct, such as ethical standards and policies and procedures for disciplinary action. Grounds for revocation of certification status shall include, but not be limited to, the following:

1. Period of certification exceeded without renewal
2. Evidence of falsification of any information on any documents submitted to NCCCO or its agents
3. Evidence of non-compliance with NCCCO's Substance Abuse Policy
4. Evidence of culpability in an accident during certification period
5. Evidence of non-compliance with NCCCO medical requirements
6. Evidence of non-compliance with the Code of Ethics

NCCCO has established policies and procedures to address alleged violations of the Code of Ethics fairly and consistently. The complaints procedures have been designed to ensure that only valid and actionable

complaints are investigated and considered. These procedures also ensure that all parties involved in the complaint have an opportunity to document circumstances warranting the complaint and to respond to the complaint.

NCCCCO has a two-tier process to ensure that issues regarding the practice and conduct of certified operators are fairly and reasonably investigated and determined, and that the public is protected against unprofessional and unethical conduct by certificants.

Complaints against certificants are initially investigated by NCCCCO's Manager of Test Integrity, who reports to NCCCCO's Ethics and Discipline Committee. If the complaint is considered actionable, the Ethics and Discipline Committee informs both the certificant and the complainant of the official opening of the investigation. Following the investigation of the complaint, the Ethics and Discipline Committee informs the certificant and the complainant of its decision.

If a sanction is imposed, the certificant may request an appeal of the decision to the NCCCCO Board of Directors.

Appeals should be addressed to:

Chief Executive Officer
National Commission for the Certification of Crane
Operators (NCCCCO)
2750 Prosperity Avenue, Suite 505
Fairfax, VA 22031

The decision of the NCCCCO Board of Directors is final.

SUBSTANCE ABUSE POLICY

It is the policy of NCCCCO that digger derrick operators shall not use prescribed or over-the-counter substances that would impair their ability to operate digger derricks safely. This includes illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance that may have an effect on the human body of being a narcotic, depressant, stimulant, or hallucinogen.

An exception to this rule is that an operator may use such a substance or drug if it is prescribed by a licensed medical

practitioner who is familiar with the operator's medical history and all assigned duties, and who has advised the operator the prescribed substance will not adversely affect the operator's ability to operate a digger derrick safely.

CCO-certified digger derrick operators shall comply with NCCCCO's substance abuse testing provisions. It is a condition of certification that digger derrick operators certified by NCCCCO attest to their compliance with this Substance Abuse Policy. Non-compliance with this policy automatically revokes a candidate's certification status.

CERTIFICATION CARDS

Certified operators receive a laminated photo ID card at no cost when they certify for the first time and when they complete the requirements for recertification.

Replacement cards, cards showing certification in an additional designation, or updated cards for candidates who retake and pass a designation they previously failed may be obtained from NCCCCO at a cost of \$25. Updated or replacement cards can be ordered online at: www.nccco.org/newcard.

Certification cards remain the property of NCCCCO, are not transferable, and must be returned to NCCCCO upon demand.

CHANGE OF ADDRESS

Certificants who change their address must notify NCCCCO as soon as possible. Failure to do so may cause important updates on NCCCCO's programs to be missed that could affect a certificant's stature. Changes of address should be sent to NCCCCO. They must be in writing but may be sent via letter or fax or scanned and emailed. A form for this purpose is provided in this handbook.

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Written Examination Process

DIGGER DERRICK OPERATOR

APPLICATION PROCESS TO TAKE THE WRITTEN EXAMINATION

Digger Derrick Operator written exams may be taken either as paper/pencil tests (PPT) at an approved NCCCO written exam test site or as computer-based tests (CBT) at approximately 300 PSI test centers across the country. The content of both test formats is identical; see the appropriate sections below for instructions on how to apply for either PPT or CBT exams.

Candidates Requesting Testing Accommodations

Arrangements for persons with disabilities will be provided upon request, in conformance with the Americans with Disabilities Act (ADA).

Professional documentation in support of a request for accommodation must be submitted to NCCCO no later than four weeks prior to the scheduled test date. For further information about testing accommodations, see the complete NCCCO Testing Accommodations Policy at: www.nccco.org/accommodations.

PAPER/PENCIL TESTING (PPT) OPTION

Candidates desiring to sit for paper/pencil written exam(s) should visit www.nccco.org/testsites to see a schedule of upcoming Test Dates and Locations and then submit a completed Candidate Application form with the appropriate documentation as directed on the form. Applications are due two weeks prior to the scheduled examination date. PPT application deadline examples are shown on page 8. Information about the specific locations of the Test Sites will be available approximately one to three months prior to the examination. Candidates eligible to sit for the examination will receive an admission letter approximately one week before the scheduled test administration date.

Submission of Application

To apply for paper/pencil exams, use the Candidate Application form at the back of this handbook. The Candidate Application with the appropriate fees, as well as any correspondence and requests for information concerning the administration of CCO examinations, should be sent to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, Florida 34698
Phone: 727-449-8525
Fax: 727-461-2746

Contact the Test Site Coordinator to confirm whether the application should be sent to the Test Site Coordinator or directly to NCCCO. Check the application to ensure that all information provided is accurate and complete. In addition to the completed application, make sure that the appropriate fees are enclosed.

Follow the directions carefully when filling in the required information. Incomplete applications, incorrect payment, and/or inaccurate documentation will delay the processing and incur additional fees. This could result in *NOT* being able to sit for the examination(s).

Deadlines

Please note that all deadlines are UPON RECEIPT deadlines. Candidates and Test Site Coordinators are solely responsible for making sure that completed and accurate applications reach NCCCO by the stated deadlines.

Examination Fees

For paper/pencil tests (PPT), the appropriate Written Exam fees must be enclosed with the Candidate Application. Checks, money orders, or credit cards (VISA, MasterCard, or American Express) may be used; do not send cash. Please include payment in the envelope with all the other application materials.

All returned checks are subject to a \$30 fee.

PPT Written Exam Fees:

- Digger Derrick Written Exam (*new candidate*)\$165
- Digger Derrick Written Exam (*current CCO-certified Mobile Crane Operator*)\$50
- Digger Derrick Written Exam (*new candidate registering for Mobile Crane Operator exams at the same time as the Digger Derrick Operator exams*).....\$50

Retest exam fees are the same as initial exam fees.

PPT Recertification Written Exam/Retest Fees:

- Digger Derrick Recertification Written Exam.....\$150
- Digger Derrick Recertification Written Exam (*current CCO-certified Mobile Crane Operator*).....\$50
- Digger Derrick Recertification Written Exam (*when registering for Mobile Crane Operator exams at the same time as Digger Derrick Recertification exam*)\$50

Other Fees:

An additional \$50 late fee will be charged if the application is late.

An additional \$25 will be charged if a candidate:

- Wishes to reschedule without a valid reason (see Emergency Cancellations or Withdrawals)
- Needs a replacement certification card or score report

An additional \$30 fee will be charged if:

- An application form is incomplete
- Full payment is not received or a check is returned
- A credit card cannot be processed for any reason
- A candidate wants to add to (or change) the exams he/she plans to take after scheduling has been completed (in addition to the exam fee)

All application materials must be received at NCCCO's office according to the sample test schedule outlined under "Application Deadlines."

Applications received after the main application deadline, but at least four business days prior to the exam administration deadline, may be accepted for an additional \$50 late fee. For example, for a test administration on a Saturday, late applications that arrive at NCCCO's office by 5 p.m. (ET) on the Monday evening prior will be accepted. Candidate Applications that arrive after that time cannot be accepted.

Walk-in candidates cannot be accepted under any circumstances.

Length of Test Day

NCCCO written exams are carefully designed to provide a reliable and valid assessment of a candidate's knowledge and skills. Time limits are carefully determined for each written exam to allow enough time for a prepared candidate to complete the exam and to provide for an efficient and successful administration of all exams to scheduled candidates on testing day.

To provide each candidate with a fair and standardized administration of the written examination(s), and to ensure the reliability and validity of the written examinations is maintained, it is not recommended that a candidate schedule written exams totaling more than six hours of testing time on the same day.

Rescheduling, Cancellations, and Withdrawals

Should a candidate be unable to sit for the examination, NCCCO ***must receive notification in writing no later than seven business days prior to the examination date.*** Candidate fees will be held up to one year. When the candidate reschedules, he/she will need to pay an additional \$25 rescheduling fee.

When the candidate is ready to reschedule his/her Written Examination, he/she ***must*** notify NCCCO and submit the necessary documentation and fees by the deadline for the rescheduled test date.

Candidates withdrawing or canceling after the deadline or not sitting for the examination will forfeit all application fees and will NOT receive a refund.

Emergency Cancellations or Withdrawals

ONLY the following situations will be accepted as grounds for emergency cancellations or withdrawals:

- ***Called to work***—supporting documentation required: *letter from employer*
- ***Candidate illness***—supporting documentation required: *doctor's note*
- ***Family death***—supporting documentation required: *death certificate or obituary notice*

Requests for medical and personal emergency withdrawals are handled by NCCCO's Testing Services Department upon submission of a letter describing the situation. Full name, address, and Candidate ID/CCO Certification number must be included along with the scheduled test date, site number, and supporting documentation indicated above.

NCCCO MUST receive written notification within seven business days after the scheduled examination date or all application fees will be forfeited. Candidates will, however, be allowed to reschedule for a future examination administration.

Candidates will NOT receive a refund if they decide they no longer wish to take the test.

Test Administration Schedule for CCO Examinations

Paper/pencil CCO Written Examinations are available for administration on demand with at least four weeks' notice.

Application Deadlines

Tests can be administered at any time as long as the application deadlines are met. Sample deadlines shown are for a test date of January 29.

		January						
		S	M	T	W	Th	F	Sa
Written Test Administration Request Form due four weeks prior to test date.	●	→	1	2	3	4	5	6
Candidate Applications due two weeks prior to test.	●	→	7	8	9	10	11	12
			13	14	15	16	17	18
			19	20	21	22	23	24
Test Day ●			25	26	27	28	29	30
			31					

Admission Letters

For paper/pencil exams, approximately one week before the scheduled test date, registered and eligible candidates approved to take CCO Written Examination(s) will receive an admission letter by mail. The admission letter contains information regarding the test center address, the reporting time, the examination(s) the candidate is registered for, and the materials candidates need to bring with them on the day of the administration. This admission letter should be presented at the Test Site to gain admittance to the examination(s).

Identification at the Test Site

Candidates must bring valid photo identification to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification for paper/pencil tests are a current:

- Passport
- Government-issued driver's license
- Military identification card
- U.S. Government-issued alien registration card
- Work identification

NOTE: Candidates without appropriate identification documents will NOT be admitted to take the CCO Written Examination(s) and all fees will be forfeited.

Materials to Bring to the Test Site

Each candidate must bring the following items to the Test Site:

- Photo identification
- Admission letter for the specific test date (recommended)
- Two sharpened #2 pencils (to complete the examination answer sheet)
- A good eraser

NOTE: No books, scratch paper, calculators, reference materials, beepers, cellular phones, or other personal items will be allowed in the examination room.

Score Reporting

Paper/pencil CCO Written Examinations are electronically scored at NCCCO's facilities. For this reason, it is important to complete the answer sheet according to the instructions provided by the Chief Examiner on the day of the exam. Candidates will receive credit only for answers recorded on the scannable answer sheet.

Answers marked in the test booklet(s) will NOT be counted toward a candidate's score.

All candidates will receive a score report of their performance. Examination results are mailed to candidates approximately 12 business days after the examination administration.

COMPUTER-BASED TESTING (CBT) OPTION

Candidates desiring to take their written exam(s) using the computer-based testing (CBT) option should visit www.nccco.org and click on the Computer-Based Testing link under Test Dates and Locations (www.nccco.org/cbt). This page includes links to a directory of approximately 300 PSI locations throughout the U.S. as well as the online application form (www.nccco.org/cbt-apps).

Online applications may be completed and submitted at any time. Candidates should apply to take CBT exam(s) as soon as possible, but no later than five business days before their preferred exam date. Please note that site availability is not guaranteed on the preferred exam date or location, and availability can only be confirmed when scheduling the appointment.

After the candidate completes and submits the online application (with payment), the application will be processed within two business days. Candidates authorized for testing will receive a scheduling authorization email from PSI with specific instructions on how to schedule an examination appointment. For the fastest and most convenient test scheduling process, PSI recommends that candidates use the online scheduling service at www.goAMP.com. Candidates follow the onscreen step-by-step instructions to register for their examination(s).

Candidates may also call the number provided in the email to schedule the test(s) with PSI; the PSI customer service representative will do his/her best to select a test date and location convenient for the candidate. PSI will send an appointment confirmation email within 24 hours.

The candidate must then go to the selected test center at the scheduled date and time.

CBT Examination Fees

Candidates must pay the appropriate CBT Written Exam fees when they apply online. A credit card (VISA, MasterCard, or American Express) must be used to pay online. CBT exam payments are valid for one year. If the candidate does not schedule and test within 12 months, he/she forfeits the fees. This does not affect the deadline(s) for certification as specified on page 3.

CBT Written Exam/Retest Fees:

- Digger Derrick Written Exam (*new candidate*) \$205
- Digger Derrick Written Exam (*current CCO-certified Mobile Crane Operator*) \$90
- Digger Derrick Written Exam (*new candidate registering for Mobile Crane Operator exams at the same time as the Mobile Crane Operator exams*)..... \$90
- Updated/replacement certification card \$25

The same fees apply for retest examinations.

Other Fees:

An additional \$25 will be charged if a candidate:

- Needs a replacement certification card or score report

An additional \$30 fee will be charged if:

- An application form is incomplete (e.g., name misspelled or does not match name on valid photo ID)
- A credit card cannot be processed for any reason
- Any changes are requested after submitting the application

NOTE: After the candidate has scheduled his/her appointment with PSI, no changes can be made (adding exams, changing exams, etc.). If the name for the scheduled appointment does not match that on the photo ID presented, all fees will be forfeited.

Rescheduling, Cancellation, or Withdrawal

CBT candidates may cancel and reschedule an examination appointment without forfeiting their fees if their cancellation notice is received at least 24 hours before the scheduled examination date.

Candidates will NOT receive a refund if they no longer wish to take the test.

To reschedule an exam appointment, candidates may log into their PSI account or call PSI at 888-519-9901 to speak with PSI Candidates Services Department. A voice-mail message is not an acceptable form of cancellation.

Missed Appointment or Late Cancellation

A candidate's registration will be invalidated and the examination fee(s) will be forfeited if he/she:

- Does not cancel the appointment more than 24 hours before the scheduled examination date
- Does not appear for his/her examination appointment
- Arrives after examination start time
- Does not present proper identification

Identification at the Test Site

Candidates must bring photo identification to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification for computer-based tests are a current:

- Passport
- U.S. government- or state-issued driver's license
- Military identification card
- U.S. government-issued alien registration card

NOTE: Candidates without appropriate identification documents will NOT be admitted to take the CCO Written Examination(s) and all fees will be forfeited. Work identification is NOT acceptable for computer-based testing centers.

Materials to Bring to the Test Site

Each candidate must bring the following items to the test site:

- Valid photo identification
- Confirmation email from PSI (recommended)

NOTE: No books, scratch paper, calculators, reference materials, beepers, cellular phones, or other personal items will be allowed in the examination room. A basic four-function calculator will be provided on-screen.

Score Reporting

CBT candidates receive their test results immediately following their exams and should retain these score reports for their records.

TEST SITE INFORMATION (BOTH PPT AND CBT)

Test Security

For the purpose of test security, candidates who sit for CCO examination(s) acknowledge that they understand the following:

- The examination is the exclusive property of NCCCO.
- The examination and the questions contained therein are protected by federal copyright law.
- No part of the examination(s) may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- Theft or attempted theft of an examination booklet or any of its pages is punishable as a felony.
- While at the examination site, candidates are considered professionals and shall be treated as such. In turn, candidates must conduct themselves in a professional manner at all times. While at the site, they shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- No conversing or any other form of communication among the candidates is permitted once they enter the examination area.
- No smoking, eating, or drinking is allowed at the examination site.
- No guests, visitors, or family members are allowed in the testing room or reception areas.
- Candidate participation in any irregularity during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the results of the examination, or other appropriate remedy.
- Candidates verify that they have successfully met the physical/medical requirements and are eligible to take this examination. If at any time it is confirmed that a candidate has not met all the requirements, the candidate will no longer be eligible for certification.
- A candidate's signature on the answer sheet or roster for the administration of the examination confirms that the candidate has read and understands the above statements.

Candidate Question Comment Forms

Candidates may comment on the examination(s) as a whole or on specific items within an examination by writing their comments on the Candidate Question Comment Form. Written comments should reference the question number as well as the site code and the test date and should accompany the examination. Examination comments are reviewed by NCCCO content experts on a regular basis.

Computer-based testing candidates may provide comments for any question by clicking on the "Comments" button to the left of the Time button. This opens a dialogue box where candidates may enter comments.

NOTE: Only comments completed on the Candidate Question Comment Form or provided during the computer-based examination at the Test Site will be considered for review.

TEST SCORING INFORMATION (PPT AND CBT)

CCO Written Examinations are criterion-referenced examinations; i.e., the passing score is set beforehand, and candidate performance on the examination is not compared to the performance of others taking the examination. In a criterion-referenced examination, a candidate must obtain a score equal to or higher than a predetermined passing score to pass the test. The passing score represents an absolute standard and is determined by a panel of NCCCO content experts using a psychometrically accepted standard-setting methodology.

In reporting the examination results to candidates, statistical procedures are used to convert raw scores (i.e., the number of test questions answered correctly) to scaled scores, which are set for all administrations of the examination(s). The scaled score is not a number-answered-correctly score.

Candidate results are reported on a scale ranging from zero to 100 points, with a score of **70** representing the minimum passing score for this test. Written exam score reports include a strength and weakness report by content domain.

Candidate scores are never reported by telephone, email, or facsimile.

Hand Score Requests

Candidates not passing exam(s) may request from NCCCO a hand scoring of their answer sheet(s), provided their request is made in writing within three months of the test

date. Hand-scoring requests must be accompanied by a processing fee of \$25 for one test score or \$50 for two or more failed test scores per test administration. Requests should be mailed to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, Florida 34698
Phone: (727) 449-8525
Fax (727) 461-2746

In the event that the hand scoring of a failing candidate's answer sheet results in a passing score, the hand-scoring fee will be refunded in full.

RETAKE THE EXAMINATION(S)

Candidates who fail an examination(s) may retake the examination(s) by reapplying and paying all corresponding fees. CBT candidates may reapply any time after taking their exam(s); however, the new authorization email will be delayed pending the receipt of the exam results from PSI, which can take up to 72 hours.

INFORMATION RELEASE POLICY

NCCCO releases information pertaining to individuals who have successfully passed one or more CCO examinations according to its Information Release Policy (see page 39).



Written Examination Outline

DIGGER DERRICK OPERATOR

The Written examination portion of the CCO Digger Derrick Operator certification program tests the following knowledge areas relating to the operation of digger derricks:

Domain 1: Site

- Approximately 11% of test

Domain 2: Pre-Operation

- Approximately 17% of test

Domain 3: Operation

- Approximately 36% of test

Domain 4: Technical Knowledge

- Approximately 19% of test

Domain 5: Manufacturers' Load Charts

- Approximately 17% of test

DOMAIN 1: SITE

1. Know the ability of supporting surfaces to handle the expected loads. Elements of concern include, but are not limited to:
 - a. Weakness below surface, such as voids, tanks, and loose fill
 - b. Weakness on the surface, such as retaining walls, slopes, excavations, and depressions
 - c. Firm, drained, and graded ground conditions for adequate support
 - d. Job brief and overhead obstructions
2. Know electric power line hazards, corresponding regulations, and safety practices
3. Know how to identify and evaluate hazards associated with:
 - a. Access to the job site
 - b. Site hazards, such as underground utilities
 - c. Transportation clearances
 - d. Traffic control
4. Know how to review lift requirements with site supervision, including:
 - a. Lift/job plan
 - b. Travel clearance
 - c. Ground support
5. Know site restrictions regarding personnel:
 - a. Qualified employees
 - b. Unauthorized public

DOMAIN 2: PRE-OPERATION

1. Know and perform the following inspections:
 - a. Controls
 - b. Safety devices
 - c. Operator aids
 - d. Visual/audible warning devices
 - e. Pre-travel and DOT inspection
 - f. Structural/mechanical
 - g. Load lines, hooks, rigging
2. Know the requirements for personal protective equipment
3. Know how to plan the job, including:
 - a. Load charts
 - b. Clearance/minimum approach distances
 - c. Rigging
 - d. Signalperson
4. Know the requirements for grounding and/or barricading
5. Know and understand the proper setup of digger derricks, including:
 - a. Positioning and securing of the vehicle
 - b. Outriggers
 - c. Slopes
 - d. Ice and snow
 - e. Pads, mats, blocking, and cribbing
6. Know the purpose of decals and placards
7. Know the requirements for operating in various weather conditions and understand how environmental conditions affect the safe operation of the digger derrick
8. Understand the operation of all controls and components
9. Have general knowledge of booms, platforms, liners
 - a. Insulated
 - b. Non-insulated
10. Know how to prepare the digger derrick for transportation:
 - a. Loading/unloading from trailers

DOMAIN 3: OPERATION

1. Know which federal regulations and industry standards affect safe operations of digger derricks, including, but not limited to:
 - a. ANSI/ASSE A10.31
 - b. OSHA 1910.180
 - c. OSHA 1926 Subpart CC
2. Have specific knowledge of dielectric protection and safety
 - a. Insulated/non-insulated parts
3. Know the proper use of material handling and phase lifting equipment
4. Know how to identify unsafe equipment conditions/deficiencies and when to notify supervision
5. Know how to swing and place the load smoothly and safely
6. Know proper procedures for multiple-part line reeving
7. Know standard method signals as specified in OSHA 1926 Subpart CC
 - a. Hand signals
 - b. Voice signals
 - c. Non-standard/special
8. Know how to shut down and secure the digger derrick properly when leaving it unattended
9. Know how to verify the capacity of the digger derrick, weight of the load, rigging, and path prior to initiating the lift
10. Know basic load rigging procedures
11. Know how to use and understand the requirements for safety devices, including:
 - a. Digger derrick level indicator
 - b. Hydraulic outrigger holding/check valve devices
 - c. Horn
12. Know and understand the requirements for operational aids and temporary alternative measures for:
 - a. Load weight indicating device (LMI, LML, rated load indicator)
 - b. Anti two-block device
 - c. Boom angle indicator
 - d. Outrigger position sensors/monitors
13. Know the proper procedure for operating safely under the following conditions:
 - a. Operating near electric power lines
 - b. Traveling under or near power lines
 - c. Using a personnel platform
 - d. Lifting loads from beneath the surface of the water
 - e. Lifting stuck or embedded loads
 - f. Handling loads out of the operator's vision ("operating in the blind")
 - g. Swing radius hazards
14. Know proper procedures for load control, including the use of:
 - a. Insulated tools/PPE
 - b. Tag lines
15. Know how to react to emergency conditions like:
 - a. Overhead/underground utility line contact
 - b. Loss of stability
 - c. Control malfunction
 - d. Block and line twisting
 - e. Personnel under load or in fall zone
 - f. Fire
 - g. Two-blocking
16. Know the effects of dynamic loading from:
 - a. Wind and weather
 - b. Stopping and starting
 - c. Impact loading
 - d. Moving the load
17. Know the effect of side loading
18. Know the operator's authority to stop operations
19. Platform work:
 - a. Fall-protection (including guard rails, gates, and PPE)
 - b. Combined use
20. Know the requirements of:
 - a. Stowing/unstowing boom
 - b. Stowing/unstowing auger
 - c. Storing/unstoring equipment
21. Know the requirements for the following operations:
 - a. Digging
 - b. Screw anchor installation
 - c. Pole setting
 - d. Pole pulling

DOMAIN 4: TECHNICAL KNOWLEDGE

1. Know basic digger derrick terminology and definitions
2. Know functions and limitations of the digger derrick
3. Know load line (wire and synthetic):
 - a. Construction and working load limit
 - b. Inspection procedures and replacement criteria
 - c. Capacity, line pull, multi-part reeving
 - d. Care and maintenance
 - e. Lubrication of wire rope
4. Know rigging devices
 - a. Slings
 - b. Spreaders
 - c. Lifting beams
 - d. Rigging hardware
 - e. Saddles (softeners)
 - f. Hooks
5. Know the limitations of protective measures against electrical hazards:
 - a. Assembly/disassembly in proximity to power lines
6. Know the effects of the load share and load transfer in multi-digger derrick lifts
7. Know the significance of the instruments and gauge readings
8. Know the requirements for inspections and maintenance
 - a. Shift/frequent
 - b. Monthly/periodic
 - c. Annual/comprehensive
 - d. Records
9. Know how to use attachments/accessories and their effect on the digger derrick's operations
 - a. Anchor adaptors
 - b. Jibs
 - c. Pole pullers
 - d. Augers
 - e. Phase lifting equipment
 - f. Aftermarket attachments
10. Know requirements for fall protection
11. Know requirements for access and egress
12. Know the general requirements that apply to assembly/disassembly operations

13. Know the requirements of operator qualification/certification:
 - a. Equipment familiarization
 - b. General training
 - c. Retraining/recertification
14. Know the operations and requirements for the use of winches

DOMAIN 5: MANUFACTURERS' LOAD CHARTS

1. Know the terminology necessary to use load charts
2. Know how to ensure that the load chart is the appropriate chart for the machine in its particular application
3. Know how to use capacity load charts, including:
 - a. Operational limitations of load charts and notes
 - b. Difference between structural capacity and capacity limited by stability
 - c. What is included in load chart capacity
 - d. The range diagram and its relationship to the load chart
 - e. The work area chart and its relationship to the load chart
 - f. Where to find and how to use the parts-of-line information
 - g. The safe working load of hoist line
 - h. Appropriate load-handling deductions
4. Know how to use the load chart with:
 - a. Hydraulic overload protection gauge
 - b. Load weighing devices
5. Know how to calculate net capacity for the digger derrick configuration using the applicable manufacturer's load charts



Reference List

DIGGER DERRICK OPERATOR

The following reference materials are used by NCCCO's Digger Derrick Management Committee to verify the accuracy of CCO test questions.

Candidates are strongly advised to become familiar with manufacturers' load charts in preparing for the CCO certification examinations. Prices current at press time.

PRIMARY REFERENCES

ANSI/ASSE A10.31 (2013) \$110.00
American National Standard for Construction and Demolition Operations—Safety Requirements, Definitions, and Specifications for Digger Derricks

And successive addenda

Order via Internet: webstore.ansi.org

Payments accepted: VISA, MasterCard, American Express

AEM DIGGER DERRICK SAFETY MANUAL \$2.75

Order via Internet: <http://shop.aem.org/p-50-digger-derrick-safety-manual.aspx>

Order by Mail:

6737 West Washington Street, Suite 2400
Milwaukee, WI 53214-5647
ph: 414-272-0943; fax: 414-272-1170

Payments accepted: VISA, MasterCard, American Express

**OCCUPATIONAL SAFETY AND HEALTH
ADMINISTRATION, U.S. DEPARTMENT OF LABOR
CODE OF FEDERAL REGULATIONS, PARTS 1926
SUBPART CC—CRANES AND DERRICKS IN
CONSTRUCTION** *FREE*

On Internet: <http://www.osha.gov/>

SECONDARY REFERENCES

**Cordage Institute International Guidelines:
CI 1401-06—Safer Use of Fiber Rope** *FREE*
On Internet: <http://www.ropecord.com/new/CI1401.PDF>

**OCCUPATIONAL SAFETY AND HEALTH
ADMINISTRATION, U.S. DEPARTMENT OF LABOR
CODE OF FEDERAL REGULATIONS** *FREE*

On Internet: <http://www.osha.gov/>

- OSHA 1910.180—Crawler Locomotive and Truck Cranes
- OSHA 1910.184—Slings
- OSHA 1910.268—Telecommunications
- OSHA 1910.269—Electric Power Generation, Transmission, and Distribution
- OSHA 1926.251—Rigging Equipment for Material Handling
- OSHA 1926.453—Aerial Lifts
- OSHA 1926.601—Motor Vehicles
- OSHA 1926 Subpart V—Power Transmission and Distribution



Digger Derrick Load Charts—Terex

DIGGER DERRICK OPERATOR

Following are load charts NCCCO has adapted for use on the Digger Derrick Operator written exam. They are provided here to allow candidates to familiarize themselves

with these charts prior to the exam. The sample load chart question on page 19 follows the style of questions used on the exam.

BOOM ANGLES IN DEGREES	FULLY RETRACTED				2ND SECTION EXTENDED			
	LOAD RADIUS (FT)	SHEAVE HEIGHT (FT)	LOAD CAPACITY (LB)		LOAD RADIUS (FT)	SHEAVE HEIGHT (FT)	LOAD CAPACITY (LB)	
			ZONE A	ZONE B			ZONE A	ZONE B
80	4.1	29.3	18820	18820	5.7	38.1	13650	13650
75	5.7	28.8	14530	14530	8.0	37.5	10120	10120
60	10.2	26.5	9210	9210	15.0	34.3	5860	5860
45	13.9	23.2	7140	7140	20.6	29.5	4360	3970
30	17.1	18.9	5850	5450	24.9	23.4	3530	2800
15	18.7	14.1	5020	4590	27.4	16.4	2920	2320
0	19.0	9.0	4130	4130	28.0	9.0	2290	2220
-20	17.4	2.4	2230	2230	25.8	-0.6	970	970

BOOM ANGLES IN DEGREES	3RD SEC. EXT. -2ND SEC. RET.				2ND & 3RD SEC. EXTENDED				4TH SEC. EXTENDED			
	LOAD RADIUS (FT)	SHEAVE HEIGHT (FT)	LOAD CAPACITY (LB)		LOAD RADIUS (FT)	SHEAVE HEIGHT (FT)	LOAD CAPACITY (LB)		LOAD RADIUS (FT)	SHEAVE HEIGHT (FT)	LOAD CAPACITY (LB)	
			ZONE A	ZONE B			ZONE A	ZONE B			ZONE A	ZONE B
80	5.3	38.5	14700	14700	6.9	47.3	11250	11250				
75	7.7	37.8	10750	10750	10.1	46.5	8010	8010	NOT APPLICABLE			
60	14.8	34.8	6230	6230	19.3	42.6	4420	4420				
45	20.6	30.0	4680	4280	26.9	36.4	3200	2670				
30	24.9	24.0	3840	3060	32.7	28.5	2540	1860				
15	27.5	17.0	3220	2570	36.2	19.3	2060	1520				
0	28.3	9.6	2580	2460	37.3	9.6	1560	1440				
-20	26.2	-0.1	1280	1280	34.7	-3.2	550	550				

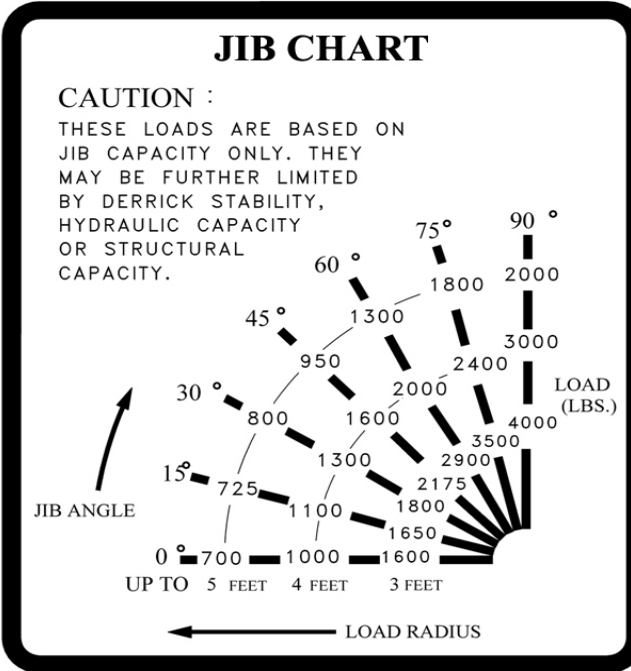
WARNING: DERRICK MUST BE MOUNTED ACCORDING TO TEREX TELELECT INSTALLATION INSTRUCTIONS. IF DERRICK IS MODIFIED IN ANY WAY OR REMOUNTED, TEREX TELELECT MUST BE NOTIFIED AS CAPACITIES SHOWN MAY BE AFFECTED.

REF: #####

OPTIONS: FBG HYD 3RD, ESK, AUG 18, TRANS TPP

DIGGER DERRICK
Model: #####
S/N: #####

- 1) CAUTION: MULTIPLE-PART LINES ARE REQUIRED FOR LOADS ABOVE 6810 LBS.
- 2) SYNTHETIC OR ROTATION RESISTANT WIRE ROPE MUST HAVE 37200 LB. BREAKING STRENGTH AND 2.8% MAXIMUM STRETCH AT 7440 LB SAFE WORKING LOAD.
- 3) WIRE ROPE OTHER THAN ROTATION RESISTANT MUST HAVE 26040 LB. BREAKING STRENGTH.
- 4) CAPACITIES ARE BASED ON AN UNLOADED VEHICLE WEIGHT OF NOT LESS THAN 24280 LBS. AND ARE 85% OF TIPPING LOADS WITH TRUCK LEVELLED ON A FIRM LEVEL SURFACE.
- 5) USE BOOM ANGLE AND SECTION EXTENDED CAPACITY IF SECTIONS ARE NOT FULLY EXTENDED.
- 6) ALL OUTRIGGERS MUST BE EXTENDED AND SET FIRMLY ON THE GROUND BEFORE OPERATING THE DERRICK.
- 7) WARNING: ALWAYS REFER TO UPPER CONTROL LOAD CHART FOR OPERATION FROM BOOM TIP CONTROLS.



These charts have been adapted from the original manufacturers' charts for use in CCO Written Examinations and are not to be used for any other purpose.



Digger Derrick Load Charts—Altec

DIGGER DERRICK OPERATOR

LOAD CAPACITIES (LB) FOR DIGGER DERRICK USE ¹										
LOAD RADIUS (FT)	INTERMEDIATE BOOM FULLY RETRACTED ⁴				INTERMEDIATE BOOM FULLY EXTENDED ⁴					
	UPR BOOM FULLY RETD ⁴	UPR BOOM EXT'D 8 FT ⁴	UPR BOOM FULLY EXT'D ⁴	UPR BOOM FULLY EXT'D ⁴	UPR BOOM FULLY RETD ⁴	UPR BOOM EXT'D 8 FT ⁴	UPR BOOM FULLY EXT'D ⁴	UPR BOOM FULLY EXT'D ⁴		
	BOOM ANGLE	LOAD CAPACITY ²	BOOM ANGLE	LOAD CAPACITY ²	BOOM ANGLE	LOAD CAPACITY ²	BOOM ANGLE	LOAD CAPACITY ²	BOOM ANGLE	LOAD CAPACITY ²
5.5	80°	30000	—	—	—	—	—	—	—	—
8	74°	22420	78°	15000	—	—	80°	19970	—	—
10	69°	18050	75°	15000	77°	14690	76°	15820	79°	14900
12	63°	14970	71°	15000	74°	12290	73°	14090	77°	13880
15	55°	12450	65°	12200	69°	9860	68°	11260	73°	10840
20	37°	8630	55°	8750	60°	7410	60°	8010	66°	7950
25	—	—	42°	6610	50°	5940	50°	5980	59°	6070
30	—	—	25°	5180	39°	4950	39°	4590	51°	4760
35	—	—	—	—	22°	4250	23°	3600	42°	3800
40	—	—	—	—	—	—	—	—	31°	3070
45	—	—	—	—	—	—	—	—	12°	2490
50	—	—	—	—	—	—	—	—	—	10°
—	0°	6410	0°	4550	0°	3840	0°	3100	0°	2380
—	0°	—	0°	—	0°	—	0°	—	0°	2070

UNLOADED VEHICLE WEIGHT 33,000 LB⁶
 WINCH LINE RATED WORKING LOAD 12,000 LB⁵
 WINCH CAPACITY 15,000 LB
 ANSI A10.31 STABILITY TEST LOAD – 2610 LB⁶ AT 15° BOOM ANGLE AND FULL EXTENSION. REDUCE TEST LOAD BY 120 LB IF UNIT HAS TRANSFERABLE FLARES PINNED TO UPPER BOOM.

MAXIMUM HYDRAULIC SYSTEM PRESSURE SETTING 3000 PSI
 ELECTRICAL CONTROLS OPERATING VOLTAGE 12 VDC
 QUALIFICATION VOLTAGE 46 KV
 DATE UNIT TESTED 12/01/11
 OPERATING TEMPERATURE RANGE TO MAINTAIN STRUCTURAL INTEGRITY: -40°F TO 130°F (-40°C TO 55°C)

INCLUDED OPTIONS:
 _____ PLATFORM - (QTY) _____ 4' MATERIAL HANDLING JIB
 _____ LINER _____ 8' MATERIAL HANDLING JIB
 _____ NON-INSULATED DERRICK _____ 8' PERSONNEL JIB
 _____ INSULATED DERRICK

Altec MODEL: # # # #
SERIAL NO: # # # #

This unit complies with ANSI A10.31 as of manufacturing date. It is the responsibility of dealers, owners, users, operators, lessors, lessees and installers to comply with appropriate sections of ANSI A10.31.

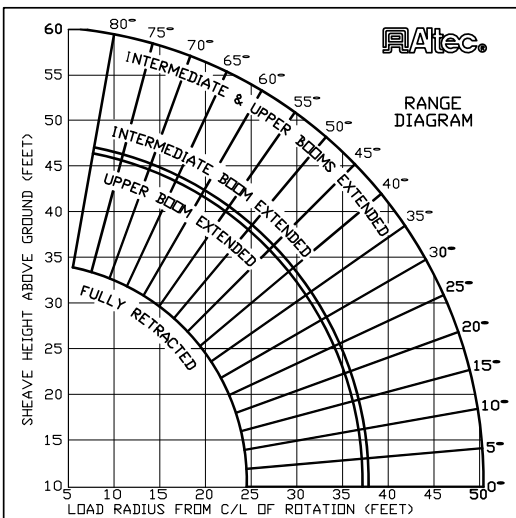
Values shown in Load Capacity Chart at left must be reduced by amount shown below for each option which is mounted on boom:

- TRANSF FLARES ON EXTENDED UPPER BOOM...100 LBS
- PLATFORM AT BOOM TIP.....125 LB EACH
- LINER.....40 LB EACH
- 4' MATERIAL HANDLING JIB (ANY MODEL).....120 LB
- 8' MATERIAL HANDLING JIB.....150 LB
- 8' PERSONNEL JIB WITH NO PLATFORM.....160 LB
- 8' PERSONNEL JIB WITH 1 PLATFORM.....350 LB
- 8' PERSONNEL JIB WITH 2 PLATFORMS.....550 LB

CAUTION

Read and understand all operating and safety information in manual and on all placards before operating this unit. If you do not have manual, or if placards are missing/unreadable, please call 1-877-462-5832 for assistance.

See adjoining placard for notes 1 thru 6 which are referenced on this chart.



CAUTION READ AND UNDERSTAND OPERATOR'S MANUAL BEFORE OPERATING THIS UNIT.

Notes 1 thru 6 below refer to adjoining Load Capacity Chart for Digger Derrick Use.

- Load capacities shown in chart are for Digger Derrick Use only. This means that load is lifted with winch line at boom tip or material handling jib tip, with no personnel platform occupied. If platform is to be occupied, refer to Load Capacity Chart for Platform and Combined Derrick/Platform Use located at boom tip for proper load capacities.
- Load being lifted must not exceed the smallest of the following values:
 - Load capacity shown in chart minus reductions for all options mounted on boom
 - Winch Line Rated Working Load multiplied by number of parts of winch line
 - Winch capacity multiplied by number of parts of winch line
 - Rated capacity shown in Rated Capacity Chart for Material Handling Jib (if Jib in use)
- If actual load radius is not shown in chart, use load capacity at next longer radius shown. When lifting with material handling jib, use actual load radius at jib tip. Do not exceed maximum load radius shown in chart when lifting with jib. Boom angles shown in chart do not apply for jib use.
- If a boom section is extended to a length not shown in chart, use load capacity at next longer length of extension shown for that boom section.
- Multiple part winch line must be used when load being lifted exceeds Winch Line Rated Working Load. Winch line pull (obtained by dividing load weight by number of parts of line) must not exceed Winch Line Rated Working Load. Upper boom must be fully retracted when using multiple part line if winch line anchor point is on intermediate boom.
- Load capacities shown in chart do not exceed 85% of actual tipping loads on level surface, based on Unloaded Vehicle Weight shown. If derrick is re-mounted or if vehicle is modified in any way affecting stability, contact Altec to determine if new load capacity chart is required.

Altec RATED CAPACITIES (LB) FOR MATERIAL HANDLING JIBS

JIB BRACKET PIN POSITION	DERRICK BOOM ANGLE						JIB BOOM
	0°	15°	30°	45°	60°	75°	
1	700	700	775	850	1100	1550	8 FT
2	725	775	925	1250	1700	1850	
3	825	1000	1400	1850	—	—	
1	1000	1050	1200	1350	1650	2200	4.2 FT
2	1100	1250	1400	1825	2400	4000	
3	1300	1500	2000	4000	—	—	
A	750 LB IN ALL POSITIONS						4.8 FT TELE-SCOPIC
L							

CAUTION Do not handle poles with jib installed.

Load on winch line at jib tip must not exceed the lesser of rated capacity shown above or load capacity as determined below:

- * If platform is in use, refer to Load Capacity Chart for Platform and Combined Derrick/Platform Use.
- * If platform is not in use, refer to Load Capacity Chart for Digger Derrick Use, using actual jib tip load radius.

For boom angles not shown, use capacity at next lower boom angle.

These charts have been adapted from the original manufacturers' charts for use in CCO Written Examinations and are not to be used for any other purpose.



Sample Questions

DIGGER DERRICK OPERATOR

The following are sample test questions typical of the style and content of the questions used in CCO Digger Derrick Written Examinations.

1. The reason for using blocking under the digger derrick's outrigger pads is to:
 - a. Shorten the length of the outrigger extensions
 - b. Decrease the applied ground pressure
 - c. Raise the digger derrick in order to reach higher
 - d. Extend the tipping axis of the digger derrick
2. Which function could cause the shackle/hook to contact the boom tip?
 - a. Raising the boom
 - b. Rotating the boom
 - c. Extending the boom
 - d. Retracting the boom
3. It is always the operator's responsibility to:
 - a. Know the load weight before lifting
 - b. Assure that a suitable digger derrick has been assigned to the job
 - c. Designate a qualified signalperson
 - d. Supervise the rigging crew
4. According to ANSI A10.31 who is permitted to operate a digger derrick?
 - a. Employees with a valid CDL
 - b. Ground worker
 - c. Linemen
 - d. Trained and authorized personnel
5. Where shall the digger derrick operator's manual be located?
 - a. On the digger derrick vehicle
 - b. On the service truck
 - c. In the supervisor's truck
 - d. At the office

Make:	Terex	Second Section:	??
Boom Angle:	N/A	Third Section:	??
Radius:	??	Rigging:	75 lb.
Others:	N/A	Jib:	N/A
Load Line:	1-part	Jib Length:	N/A

6. Using configuration listed above, what is the farthest radius a 3,125 lb. load can be set over the rear of the digger derrick (see load charts on pages 17–18)?
- a. 26.9 ft.
 - b. 27.5 ft.
 - c. 36.2 ft.
 - d. 36.4 ft.

Question #	1
Answer	B
Question #	2
Answer	C
Question #	3
Answer	A
Question #	4
Answer	D
Question #	5
Answer	A
Question #	6
Answer	B



Practical Examination Process

DIGGER DERRICK OPERATOR

SKILLS TESTED

The digger derrick operator practical examination is comprised of seven main tasks that increase progressively in the skill level tested. Skills tested are: inspecting the equipment, hoisting, booming, swinging, telescoping, following hand signals, combination (multifunction) operations, augering, and picking up a pole. Digger derrick operation with load and without load is required.

SCHEDULING A TEST

Candidates for the practical examination should contact their Test Site Coordinator to determine the date of the next scheduled practical exam. Candidates may also visit the NCCCO website at www.nccco.org/open-test-sites for a listing of open Test Sites.

TEST DAY

Candidates must report to the Test Site at the scheduled time. All candidates shall comply with Test Site requirements concerning personal protective equipment (PPE), *which at a minimum shall meet OSHA requirements.*

PRACTICAL SCORING

Candidate performance on the practical examination is recorded by Practical Examiners accredited by NCCCO. Examiner requirements include meeting NCCCO requirements for certification, passing the written and practical exams, and successfully completing an accreditation workshop.

The testing procedure has been developed to provide the highest degree of standardization and reliability. The Examiner's task is primarily to record the performance of the candidate.

A candidate may lose points either through operational errors or exceeding established optimum time limits. Candidates' performances are scored off site at NCCCO facilities.

PRACTICAL SCORE REPORTING

All candidates receive score reports of their performance. Examination results are mailed to candidates approximately 12 business days after the receipt of practical examination score sheets by NCCCO.

Please note that while Practical Examiners are encouraged to expedite score sheets after each test administration, they may batch score sheets from several test administrations over a number of days. This means that

candidates may receive their score reports from NCCCO more than three weeks after their test administration.

Both the practical examination and the scoring system have been validated and verified by NCCCO's pilot testing program. A percentage score of **78** represents the minimum passing score for digger derrick operator practical examinations.

PRACTICAL EXAM CANDIDATE FEES

Practical Exam Fees:

- Digger Derrick Operator Practical Exam (*new candidate*)..... \$60
- Digger Derrick Operator Practical Exam (*current CCO-certified Mobile Crane Operator, or new candidate registering for Mobile Crane Operator exams at the same time*)..... \$50

The appropriate fees must be submitted with the practical exam application through the Test Site Coordinator. The same fees apply for retest exams.

PRACTICAL EXAM HAND SCORE REQUESTS

Candidates not passing the examination(s) may request from NCCCO hand scoring of their answer sheets, provided the request is made in writing within three months of the test date. Hand scored practical exam reports include details of a candidate's performance on each task.

Requests must be accompanied by a processing fee of \$25 for each test requested. Request(s) should be mailed to:

NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, Florida 34698
Phone: (727) 449-8525
Fax: (727) 461-2746

In the event that the hand scoring of a failing candidate's answer sheet results in a passing score, the hand-scoring fee will be refunded in full.

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Practical Examination Outline

DIGGER DERRICK OPERATOR

The following is an outline of the practical testing procedure, as provided to candidates at the time of testing.

CANDIDATE INFORMATION AND INSTRUCTIONS

The following sections describe the specific tasks you will be performing when taking the Practical Examination. It is important that you understand these instructions. If there is anything you do not understand, please request clarification from the Examiner.

TASKS

The seven tasks that make up the Practical Examination are:

- **Task 1: Pre-operational Inspection**
- **Task 2: Place Chain in Circle**
- **Task 3: Follow Hand Signals**
- **Task 4: Negotiate Corridor with Test Weight**
- **Task 5: Auger a Hole**
- **Task 6: Pick up a Pole**
- **Task 7: Stow Boom and Shut-down Procedures**

There is also a Pre-Test Briefing and a Pre-Test Familiarization Period. You will be required to complete all phases of the test in sequence.

You must report to the Test Site at the scheduled time. *All candidates shall comply with Test Site requirements concerning personal protective equipment (PPE), which at a minimum shall meet federal OSHA requirements, including hard hats, work boots, and site-specific requirements.*

The Test Site Coordinator is responsible for setting the testing schedule. If you are familiar with the operation of the test digger derrick, you may elect to test first to allow other candidates time to review the operator's manuals and load charts. Otherwise, selection shall be by random drawing or by assignment of the Test Site Coordinator.

During the Practical Examination, you are under the direction of the Examiner and must follow the Examiner's directions at all times.

Once you have completed all of the tests you are taking, you must leave the testing area. Only personnel involved in the administration of the test are allowed in the test area.

TIME LIMITS

For Task 2, Task 4A, Task 4B, and Task 6B an *optimum time* limit has been set. If the task is completed within this time period, you receive no time penalty.

Once you exceed this time limit, however, you will lose points on a gradual basis. If you take one and a half times as long as the optimum time, you will have lost all the points allotted to that particular task. The optimum time for each task is stated as part of the task descriptions. At two times the optimum time the Examiner may end the task and move on to the next task.

For Tasks 5A, 5B, 5C, 6A, and 7, no optimum time is set. However, to maintain a reasonable time limit for each candidate, maximum times have been set. If the maximum time is exceeded, the Examiner may end the task and move on to the next task.

PRE-TEST BRIEFING

While candidates are waiting to take their tests, they will have sufficient time to read this description of the tasks to be performed and review the operator's manual and load chart for the digger derrick they will operate. In addition, they will be informed of the make and model of the digger derrick, the maximum boom length, and the weight of the test weight. They will also watch a short video showing all the tasks they will be required to perform during the examination. This video is available on the NCCCO website and candidates must view it within 24 hours before their practical exam(s).

Note that:

- The digger derrick's load-limiting system (if the digger derrick is so equipped) has been correctly programmed and will not interfere with the proper operation of the digger derrick.
- The digger derrick has been set up and leveled. A spirit level is available to verify that the digger derrick is level.
- None of the target points has been placed at a radius that exceeds the digger derrick's rated capacity.
- All hand signals used throughout the test will be in accordance with OSHA Standard Hand Signals.

CIRCUMVENTING THE COURSE

Circumventing the course on CCO Digger Derrick Operator Practical Exams is defined as when:

1. Chain leaves the corridor while on or off the ground and passes more than one pole left still standing on the original string line before re-entering the corridor; you **must** enter the circles from inside the corridor to avoid this being marked as a deficiency
2. Chain leapfrogs from one leg of corridor to another with the chain off the ground, outside the corridor
3. Chain passes four or more poles consecutively with the chain off the ground, inside the corridor

All points for that task are lost if a circumvention occurs.

UNSAFE ACT

If at any time during the test, you commit an unsafe act, you will be disqualified from continuing with the test.

Unsafe acts include but are not limited to the following:

- Dropping the ball or load hook on ground
- Two-blocking of the digger derrick
- Contacting the digger derrick with the Test Weight
- Uncontrolled or reckless operation (must be sufficient to cause safety concern to personnel or derrick)
- Failure to respond to a *stop* signal
- Contacting obstruction with derrick or Test Weight
- Other

The Examiner has the authority to stop the test at any time for reasons of safety. Please ask the Examiner if you have any questions.

If you are disqualified due to an unsafe act, you will not be permitted to test again until the next day.

CANDIDATE ID AND SIGNATURE

Prior to beginning the examination, the Examiner will ask you for a photo identification, such as a driver's license.

The Examiner will ask you if you have read the Candidate Information and Instructions and will answer any questions you may have. The Examiner will review the weather conditions and ask the candidates to sign indicating that they understand the instructions for the test and that they agree with the Examiner's assessment of the weather conditions.

WEATHER CONDITIONS AND EQUIPMENT PROBLEMS

The Examiner will use an anemometer to check the wind speed and then will record the weather conditions on the score sheet.

The Examiner has the responsibility to determine if weather conditions or equipment problems are such that a test needs to be suspended. If the test is interrupted due to

weather conditions or equipment problems, the procedure for restarting is as follows:

- You will resume the test at the beginning of the task you were performing at the time of the interruption, except for Task 4, 5, or 6, when you will go back to the beginning of the subtask, as appropriate.
- You will be entitled to a Pre-Test Familiarization period before resuming the test.
- If testing resumes on a different machine, you must start the test over from the beginning. The first score sheet will be marked as "VOID" with an explanation and returned to NCCCO.
- If the testing is delayed to a different day, the test must be restarted from the beginning.

DIGGER DERRICK WALK AROUND

- You will be allowed a couple of minutes to walk around the digger derrick to ensure proper set-up.

TASK 1: PRE-OPERATIONAL INSPECTION

- You will be asked to identify five checklist items of the digger derrick that are part of the pre-operational inspection. One at a time, you will describe how you would inspect it and what deficiencies you would look for. You have approximately one minute per item.
- Points will be deducted for each incorrectly identified inspection item

PRE-OPERATION FAMILIARIZATION PERIOD

- You will have up to 10 minutes to get used to the digger derrick to ensure proper operation.
- You will be allowed to run the digger derrick through its functions, except the auger.
- You cannot interfere with the course or Test Weight, or shadow the corridor.
- If at any point you feel like you are not ready to test, you may disqualify yourself from testing, and will be required to sign to that effect on the Candidate Score Sheet.

TASK 2: CHAIN IN CIRCLE

Optimum time: 1½ minutes; maximum time: 3 minutes

- When the examiner gives the start signal, timing will begin. You will raise the chain about 10 ft. off the ground to clear obstacles and personnel and land the chain in the landing area.
- You must avoid contacting any part of the course.
- Once the chain is under control in the designated area, the examiner will give you the stop signal.

- Points will be deducted for the following:
 - Dragging or contact of the chain outside of landing area
 - Hook touching ground
 - Hook or chain contacting any part of the course or truck
 - Lifting the chain off the ground after initial contact inside the landing area
 - Exceeding optimum time

TASK 3: HAND SIGNALS

This task is not timed.

- The examiner will give you four hand signals to bring the chain back to the original location. Any of the following signals may be given, in any order:
 - Hoist and stop
 - Swing (left or right) and stop
 - Lower the load and stop
 - Boom (up or down) and stop
 - Telescope (in our out) and stop
 - Boom down and raise load and stop
 - Boom up and lower load and stop
 - Any above signal given slowly and stop
- Points will be deducted for missing any of the hand signals

TASK 4A: NEGOTIATE CORRIDOR—FORWARD

Optimum time: 4 minutes; maximum time: 8 minutes

- Prior to corridor task, you will be allowed one minute to lift test weight and position it inside the designated area.
- When the examiner gives the start signal, timing will begin. Guide the Test Weight through the corridor.
- Avoid contacting anything, but keep the chain on the ground, and place the test weight inside the circle.
- Points will be deducted for the following:
 - Knocking ball off pole
 - Moving pole base off line
 - Knocking pole over
 - Chain leaving ground
 - Passing poles with chain off ground
 - Load touching ground
 - Circumventing the course
 - Exceeding optimum time
- Once in the circle, the examiner will give you the stop signal.

TASK 4B: NEGOTIATE CORRIDOR—REVERSE

Optimum time: 4 minutes; maximum time: 8 minutes

- When the examiner gives you the start signal, timing will begin. Guide the Test Weight back through the corridor.
- Avoid contacting anything, keep the chain on the ground, and place the test weight inside the circle.
- Points will be deducted for the following:
 - Knocking ball off pole
 - Moving pole base off line
 - Knocking pole over
 - Chain leaving ground
 - Passing poles with chain off ground
 - Load touching ground
 - Circumventing the course
 - Exceeding optimum time
- Once in the circle, the examiner will give you the stop signal.

TASK 5A: UNSTOW AUGER

Optimum time: N/A; maximum time: 5 minutes

- When the examiner gives you the start signal, safely unstow the auger and contact ground in preparation to dig.
- Points will be deducted for the following:
 - Unstowing boom at less than a 45° angle
 - Unstowing at high speed
 - Shock loading of auger strap
 - Leaving boom fully extended/retracted
 - Auger contacting the ground out of plumb
 - Boom extended as auger leaves storage bracket
 - Exceeding maximum time
- Indicate to the examiner when you are done.

TASK 5B: AUGER HOLE

Optimum time: N/A; maximum time: 5 minutes

- When the examiner gives you the start signal, auger a hole.
- Dig until flights are no longer visible and the examiner gives you the stop signal.
- You may ask for assistance to plumb the auger.
- Points will be deducted for the following:
 - Corkscrewing
 - Outrigger coming off ground
 - Exceeding maximum time
- Once the flights are no longer visible, the examiner will give you the stop signal.

TASK 5C: STOW AUGER

Optimum time: N/A; maximum time: 5 minutes

- When the examiner gives you the start signal, safely stow auger.
- When ready, signal the proctor to assist in connecting the auger strap to the pin.
- Points will be deducted for the following:
 - Auger off ground for strap attachment
 - Stowing at high speed
 - Stowing boom at less than a 45° angle
 - Improper wind-up procedure
 - Over-wrapping
 - Shock loading of auger strap
 - Auger not resting on latch
 - Boom extended as auger enters storage bracket
 - Exceeding maximum time
- Indicate to the examiner when you are done.

TASK 6A: PICK UP UTILITY POLE

Optimum time: N/A; maximum time: 10 minutes

- When the examiner gives you the start signal, pick up the utility pole and place securely in the guides a few inches off the ground. Keep the pole butt within the designated area.
- You may ask for assistance in the final placement of the utility pole in the guides.
- Points will be deducted for the following:
 - Dragging pole butt outside designated area
 - Contacting obstruction
 - Pole guides supporting weight of utility pole
 - Raising utility pole more than 3 ft.
 - Exceeding maximum time
- Once the task is completed, the examiner will give you the stop signal.
- For safety reasons, if at any point you lose control of the utility pole, the examiner will be forced to stop the task and your exam will end.

TASK 6B: PLACE UTILITY POLE IN DESIGNATED AREA

Optimum time: 1 ½ minutes; maximum time: 3 minutes

- When the examiner gives you the start signal, timing will begin. Place the utility pole inside the designated area.
- Once inside the area, lower the utility pole until the examiner gives you the stop signal.

- Avoid contacting the ground or obstructions.
- Points will be deducted for the following:
 - Raising utility pole more than 3 ft.
 - Contacting PVC pole base/ground
 - Pole guides supporting weight of utility pole
 - Lowering utility pole out of guides
 - Knocking ball off PVC pole
 - Knocking PVC pole over
 - Exceeding optimum time
- You will then be assisted in putting the utility pole back on the ground.

TASK 7: STOW BOOM IN CRADLE

Optimum time: N/A; maximum time: 5 minutes

- When the examiner gives you the start signal stow the boom in cradle.
- Apply safe shut-down procedures prior to leaving operator station.
- Points will be deducted for the following:
 - Boom not fully retracted
 - Load line not fully retracted
 - Leaving boom out of cradle
 - Exceeding maximum time
- Indicate to the examiner when you are done.

POST-TEST PROCEDURES

Once you have completed the Practical Examination:

- The examiner will record your performance.
- The examiner is not permitted to review your score sheet or discuss your performance on the test.
- Exam results will be mailed to you within approximately twelve business days of NCCCO's receipt of the score sheets from the examiner.
- If you have made formal applications to test on any other machines, return to the candidate briefing area.
- If you have completed all of your tests, you must leave the test site.



Candidate Application Forms

DIGGER DERRICK OPERATOR

Please photocopy and complete all sides of the following forms when applying for CCO Written and Practical Examinations.

- **Candidate Application—Written Examination**
- **Candidate Application—Practical Examination**
- **Recertification Application—Written Examination**
- **Change of Address Form**

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Candidate Application

WRITTEN EXAMINATION—DIGGER DERRICK OPERATOR (PAPER/PENCIL TEST ONLY)

Please type or print neatly.

FULL LEGAL NAME <small>(as shown on driver's license)</small>		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)	DATE OF BIRTH	CANDIDATE ID: <small>(if previously tested)</small>			
MAILING ADDRESS					
CITY	STATE	ZIP	COUNTRY		
PHONE	CELL	EMAIL			
COMPANY/ORGANIZATION				COMPANY PHONE	
COMPANY MAILING ADDRESS					
CITY	STATE	ZIP	COUNTRY		
<input type="checkbox"/> I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). <i>(For details on NCCCO's Testing Accommodations policy, please see http://www.nccco.org/accommodations)</i>					

WRITTEN EXAMINATION FOR WHICH YOU ARE APPLYING

FILL IN the appropriate circle(s) below for correct fees.

WRITTEN EXAM/RETEST FEES

<input type="radio"/> Digger Derrick Operator Written Exam—new candidate (650401)	\$165
<input type="radio"/> Digger Derrick Operator Written Exam—current CCO-certified Mobile Crane Operator (650401)	\$50
<input type="radio"/> Digger Derrick Operator Written Exam—new candidate registering for Mobile Crane Operator exams at the same time as Digger Derrick Operator exams (650401)	\$50
<hr/>	
OTHER FEES	
<input type="radio"/> Candidate Late Fee (if applicable)	\$50
<input type="radio"/> Incomplete Application Fee (if applicable)	\$30
<input type="radio"/> Updated/Replacement Card	\$25
<hr/>	
TOTAL AMOUNT DUE	\$

CANDIDATE APPLICATION (CONT'D)

WRITTEN EXAMINATION—DIGGER DERRICK OPERATOR

TEST SITE AT WHICH YOU INTEND TO TAKE THE WRITTEN EXAMINATION




TEST SITE NAME		TEST SITE COORDINATOR	
TEST SITE ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST ADMINISTRATION NUMBER		DATE YOU INTEND TO TAKE THE CCO EXAMINATION	

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I expressly consent to NCCCO's release of any information consistent with NCCCO's Information Release policy. I have received a copy of the NCCCO Candidate Handbook, have read it, and agree to be bound by it. I agree to be bound by all NCCCO policies and procedures, as they may be amended from time to time, including without limitation those posted at nccco.org. I attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I have passed a physical exam that complies with the requirements for my certification designation and I will continue to comply with those requirements. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

CANDIDATE SIGNATURE	DATE
---------------------	------

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> Personal check enclosed	<input type="checkbox"/> Employer check enclosed	<input type="checkbox"/> Money Order enclosed	<i>Please do not staple your check or money order.</i>
--	--	--	--	--	---	--

If paying by credit card, complete the following information:

CREDIT CARD NUMBER	EXPIRATION DATE
NAME (Print as it appears on card)	SIGNATURE (on card)
SECURITY CODE*	

* Three- or four-digit code located on the card.

Email credit card receipt to: _____

Checks and money orders should be payable to: **NCCCO**

Please send application and payments to:

NCCCO—Testing Services Department
 1960 Bayshore Blvd.
 Dunedin, Florida 34698
 Phone: 727-449-8525
 Fax: 727-461-2746
 Email: kqualls@nccco.org



Candidate Application

PRACTICAL EXAMINATION—DIGGER DERRICK OPERATOR

Please type or print neatly.

FULL LEGAL NAME <small>(as shown on driver's license)</small>	First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)	DATE OF BIRTH	CANDIDATE ID: <small>(if previously tested)</small>		
MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	
PHONE	CELL	EMAIL		
COMPANY/ORGANIZATION			COMPANY PHONE	
COMPANY MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	

INDICATE WITH A CHECK THE EQUIPMENT YOU WISH TO BE TESTED ON:

Digger Derrick

TEST SITE AT WHICH YOU INTEND TO TAKE THE PRACTICAL EXAMINATION

TEST SITE COORDINATOR NAME	PE SITE #:		
PHONE	EMAIL		
TEST SITE ADDRESS			
CITY	STATE	ZIP	COUNTRY

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I expressly consent to NCCCO's release of any information consistent with NCCCO's Information Release policy. I have received a copy of the NCCCO Candidate Handbook, have read it, and agree to be bound by it. I agree to be bound by all NCCCO policies and procedures, as they may be amended from time to time, including without limitation those posted at nccco.org. I attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I have passed a physical exam that complies with the ASME B30 standard for my certification designation and I will continue to comply with those requirements. I further attest that I am physically and mentally capable of safely operating equipment on the day of the Practical Examination. I understand and agree that any personal injury and/or property damage resulting from or caused in any way by my participation in the CCO Practical Examination is not and shall not be the responsibility of NCCCO. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

CANDIDATE SIGNATURE	DATE
---------------------	------

CANDIDATE APPLICATION (CONT'D)

PRACTICAL EXAMINATION—DIGGER DERRICK OPERATOR

CCO CERTIFICATION CARD

Candidates who meet all the requirements for certification in any one designation are issued a certification card at no charge. Replacement and updated cards are available for an additional fee; see panel below.

Please email a digital color photo (without hat or sunglasses) to **photos@nccco.org** and label it with your full name and birth date. Enclose with your application form any required payment based upon the information listed below.

A 1 3/8" X 1 3/4" passport color photo may be substituted for a digital photo; if submitting a passport photo, please give it to your Test Site Coordinator.




PRACTICAL EXAMINATION FEE

Check the box(es) next to the Practical Exam designation(s) for which you are registering:

- Digger Derrick Operator: \$60
- Digger Derrick Operator (current CCO-certified Mobile Crane Operator, or new candidate registering for Mobile Crane Operator exams at the same time): \$50
- Updated/replacement card: \$25

METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

- 
 - 
 - 
 - Personal check enclosed
 - Employer check enclosed
 - Money order enclosed
- Please do not staple your check or money order.*

If paying by credit card, complete the following information:

CREDIT CARD NUMBER	<input type="text"/>	EXPIRATION DATE	<input type="text"/>	
NAME (Print as it appears on card)	SIGNATURE (on card)		SECURITY CODE*	<input type="text"/>

* Three- or four-digit code located on the card.

Email credit card receipt to: _____

Checks and money orders should be payable to: **NCCCO**

Do not send this application to NCCCO. Give this application, along with payment and all necessary documentation, to your Test Site Coordinator on test day.



Recertification Application

WRITTEN EXAMINATION—DIGGER DERRICK OPERATOR (PAPER/PENCIL TEST ONLY)

Please type or print neatly.

FULL LEGAL NAME <small>(as shown on driver's license)</small>		First	Middle	Last	Suffix (Jr., Sr., III)
CCO CERTIFICATION NUMBER (if previously certified)	DATE OF BIRTH		CANDIDATE ID: <small>(if previously tested)</small>		
MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY
PHONE	CELL		EMAIL		
COMPANY/ORGANIZATION				COMPANY PHONE	
COMPANY MAILING ADDRESS					
CITY			STATE	ZIP	COUNTRY

I AM REQUESTING TESTING ACCOMMODATIONS IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA).
(For details on NCCCO's Testing Accommodations policy, please see www.nccco.org/accommodations.)

WRITTEN EXAMINATION(S) FOR WHICH YOU ARE APPLYING

FILL IN the appropriate circle(s) below for correct fees.

WRITTEN EXAM/RETEST FEES

<input type="radio"/> Digger Derrick Operator Recertification Exam (650402).....	\$150
<input type="radio"/> Digger Derrick Operator Recertification Exam—Currently CCO-Certified Mobile Crane Operators (650402).....	\$50
<input type="radio"/> Digger Derrick Operator Recertification Exam—When registering for Mobile Crane Operator exams at same time as Digger Derrick Recertification Exam (650402).....	\$50
OTHER FEES	
<input type="radio"/> Candidate Late Fee (if applicable)	\$50
<input type="radio"/> Incomplete Application Fee (if applicable)	\$30
<input type="radio"/> Updated/Replacement Card.....	\$25
TOTAL AMOUNT DUE	\$ <input style="width: 100px;" type="text"/>

RECERTIFICATION APPLICATION (CONT'D)

WRITTEN EXAMINATION—DIGGER DERRICK OPERATOR

TEST SITE AT WHICH YOU INTEND TO TAKE THE WRITTEN EXAMINATION

TEST SITE NAME	TEST SITE COORDINATOR		
TEST SITE ADDRESS			
CITY	STATE	ZIP	COUNTRY
TEST ADMINISTRATION NUMBER	DATE YOU INTEND TO TAKE THE CCO EXAMINATION		




I do NOT have 500 hours of documented digger derrick–related experience and must take the CCO Digger Derrick Operator Practical Exam to be recertified.

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I expressly consent to NCCCO's release of any information consistent with NCCCO's Information Release policy. I have received a copy of the NCCCO Candidate Handbook, have read it, and agree to be bound by it. I agree to be bound by all NCCCO policies and procedures, as they may be amended from time to time, including without limitation those posted at nccco.org. I attest that I have passed a substance abuse test conducted by a recognized laboratory service and agree to comply with NCCCO's substance abuse policy. I have passed a physical exam that complies with the ASME B30 standard for my certification designation and I will continue to comply with those requirements. I further affirm either that I have maintained at least 500 hours of digger derrick–related experience in the past five years or, if I have not maintained this experience, I have checked the box above this panel indicating that before my certification expires I will take and pass the Digger Derrick Operator practical exam to be recertified. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately and agree to cooperate with any subsequent investigation regarding such matters.

CANDIDATE SIGNATURE	DATE
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METHOD OF PAYMENT FOR CANDIDATE EXAMINATION FEES

Do not send cash.

<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> Personal check enclosed	<input type="checkbox"/> Employer check enclosed	<input type="checkbox"/> Money order enclosed	<i>Please do not staple your check or money order.</i>
--	--	--	--	--	---	--

If paying by credit card, complete the following information:

CREDIT CARD NUMBER	<input type="text"/>	EXPIRATION DATE	<input type="text"/>
NAME (Print as it appears on card)	<input type="text"/>	SIGNATURE (on card)	<input type="text"/>
		SECURITY CODE*	<input type="text"/>

* Three- or four-digit code located on the card.

Email credit card receipt to: _____

Checks and money orders should be payable to: NCCCO

Please send application and payment to: NCCCO—Testing Services Department
1960 Bayshore Blvd.
Dunedin, Florida 34698

Phone: 727-449-8525
Fax: 727-461-2746
Email: kqualls@nccco.org

CANDIDATE APPLICATION CHECKLIST

- I have completed and signed this *Recertification Exam Application*.
- I have provided credit card information or a check or money order for the correct amount due.
- I have emailed a color digital photo (full face, no sunglasses, no hat) to photos@nccco.org and labeled it with my full name and birth date.
- I do not have a digital photo, so I am attaching a 1 3/8" X 1 3/4" passport photo with this application.

For additional information regarding **recertification**, contact NCCCO at 703-560-2391 (phone), info@nccco.org (email), or www.nccco.org (web).



Change of Address Form

Please use this form to advise of any changes of address. Please mail, fax, or email this completed form to:

NCCCO—Testing Services Department
 1960 Bayshore Blvd.
 Dunedin, Florida 34698

Phone: 727-449-8525
 Fax: 727-461-2746
 Email: info@nccco.org

Please type or print neatly.

FULL LEGAL NAME (as shown on driver's license)	First	Middle	Last	Suffix (Jr., Sr., III)																				
CCO CERTIFICATION NUMBER	DATE OF BIRTH		CANDIDATE ID																					
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>																								

OLD ADDRESS

MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	
PHONE	EMAIL			
COMPANY / ORGANIZATION	COMPANY PHONE			
COMPANY MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	

NEW ADDRESS

MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	
PHONE	EMAIL			
COMPANY / ORGANIZATION	COMPANY PHONE			
COMPANY MAILING ADDRESS				
CITY	STATE	ZIP	COUNTRY	

EFFECTIVE DATE OF CHANGE

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NCCCO Information Release Policy

A. Definitions

1. "NCCCO" means and refers to the National Commission for the Certification of Crane Operators acting through its staff and authorized agents and representatives.
2. "Releasable Information" means and refers to the following information: name, certification status, examination dates, certification dates, certification number(s), and designations. In the case of accredited Practical Examiners, "Releasable Information" also means and refers to the following information: name, accreditation status, accreditation dates, accreditation number, and categories in which the Practical Examiner is authorized to administer exams.
3. "Third Party" means and refers to an employer, prospective employer, regulatory agency, or any other person or entity that makes an inquiry to NCCCO.

B. Policies

1. It shall be the policy of NCCCO to provide Releasable Information pertaining to individuals who have successfully passed one or more NCCCO examinations. It shall also be the policy of NCCCO to provide Releasable Information pertaining to such individuals on its website using such protocols as may be established. In addition, it shall be the policy of NCCCO to provide information, as appropriate, concerning individuals who have been sanctioned, suspended or revoked from participation in NCCCO's programs, using such protocols as may be established.
2. Releasable Information may be released to a Third Party who makes a written request, including by electronic correspondence. Generally, Releasable Information will be released within one business day from actual receipt of a written request.
3. If a Third Party requests information concerning an individual who has not taken or successfully passed an NCCCO examination, NCCCO may release a statement confirming that, as of a given date, the individual does not appear on NCCCO's list of successful candidates in one or more categories of certification.
4. If an applicant or certificant is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an individual applicant or certificant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the applicant or certificant to any Third Party and to any jurisdiction that requires or accepts CCO certification as a basis for satisfying requirements to work in the jurisdiction. Any such statement to a Third Party or jurisdiction may identify the applicant or certificant, the certifications affected, the actions taken, and the effective dates of any such actions.
5. If an accredited Practical Examiner, authorized Test Site Coordinator, listed Training Provider, or other authorized participant in NCCCO's programs ("Authorized Participant") is under formal sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement to that effect to any persons and by any reasonable means, including by means of a list published on the NCCCO website. In addition, if an Authorized Participant is under formal investigation, sanction, suspension, or revocation by NCCCO, then NCCCO may release a statement concerning the status of the Authorized Participant to any persons and by any reasonable means, including by means of a list published on the NCCCO website. Any such statement may identify the Authorized Participant, the credentials or capacities affected, the actions taken, and the effective dates of any such actions.
6. If a Third Party seeks information other than the foregoing information, generally, absent a subpoena or similar legal process, such information will not be released. However, in the course of business, as circumstances reasonably warrant, NCCCO reserves the discretion to release information other than the foregoing information.
7. Certain situations may require or warrant the immediate verbal confirmation of an individual's certification status or other Releasable Information in response to a written or verbal request. Under such circumstances, NCCCO may provide such immediate verbal confirmation, at its discretion. When such a verbal confirmation is provided, it shall be NCCCO's policy to follow up with a written confirmation.
8. It shall be the policy of NCCCO to discuss score-related and test-specific matters only with a candidate or a candidate's authorized legal representative.
9. NCCCO will release Releasable Information about an individual upon receipt of a written request (including electronic correspondence) from that individual. NCCCO may release information other than Releasable Information about an individual, at its discretion, upon receipt of a signed, notarized, written request from that individual. In addition, NCCCO will release information other than Releasable Information about an individual when required by a legal authority of competent jurisdiction under a duly-issued subpoena, subject to any objection, or as otherwise required by law.

IMPORTANT CONTACT INFORMATION



NATIONAL COMMISSION FOR THE CERTIFICATION OF CRANE OPERATORS

2750 Prosperity Avenue, Suite 505
Fairfax, VA 22031-4312

Phone: 703-560-2391

Fax: 703-560-2392

Email: info@nccco.org



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