



Hosting Your Own CCO Examinations – Part 1: Written Exams

Webinar will start in a few moments



Committed to Quality, Integrity and Fairness in Testing Since 1995



Hosting Your Own CCO Examinations – Part 1: Written Exams

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Presentation Outline



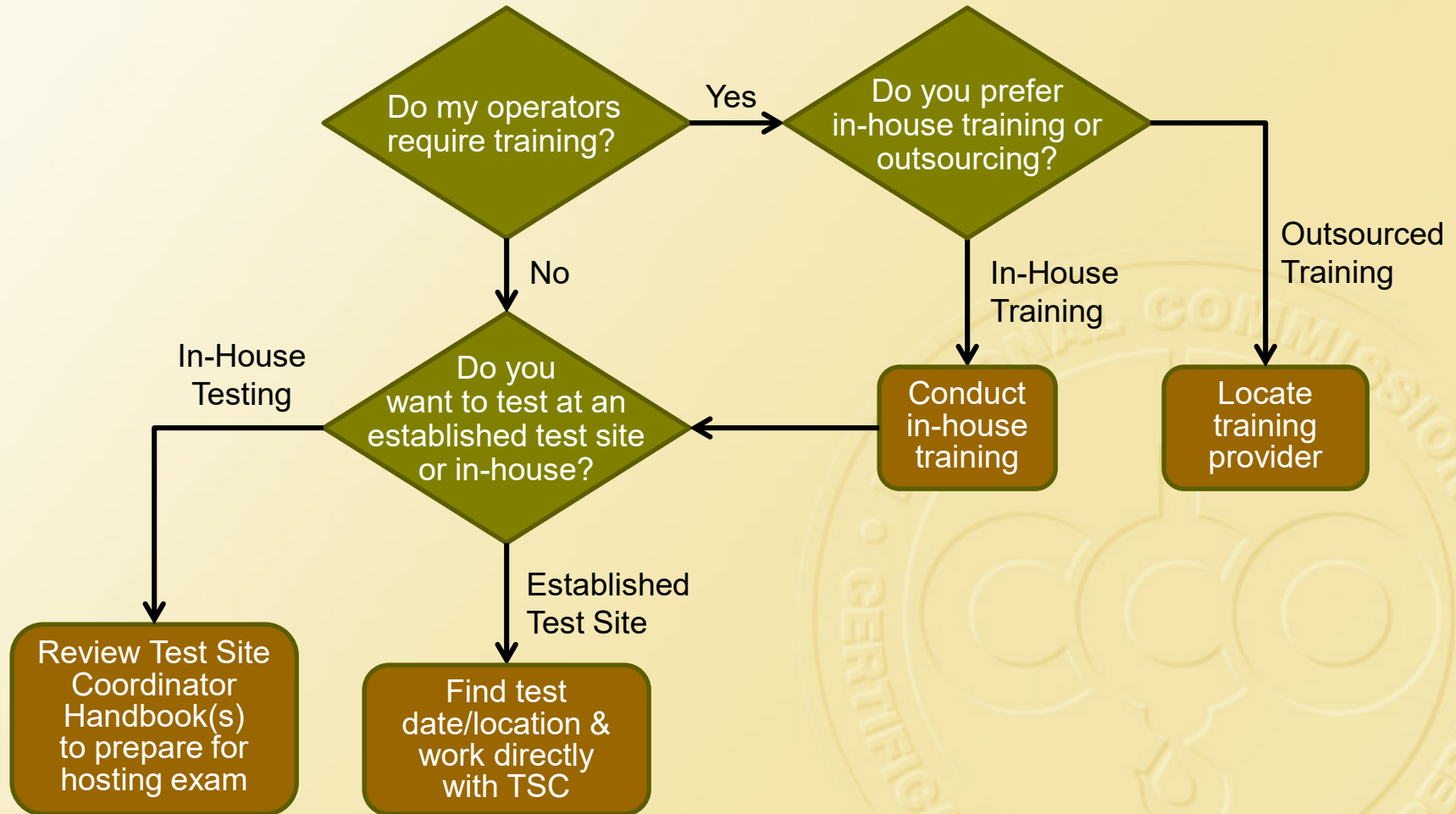
- Why Host a CCO Written Exam?
- Testing and Training Options
- What/ Who is a Test Site Coordinator (TSC)?
- Written TSC Duties
- Best Practices/Tips for Success

Why Host a CCO Written Exam?



- You set the schedule
- Reduce/eliminate the need to travel
- Opportunity to do entire, or just part, of the certification process “in-house”
- Ability to order Pass/Fail or Detailed Score reports
- Industry recognition

Training & Testing Decisions



NCCCO & Training



- CCO Policy on Training
- Third-Party Independent Status
- Training Firms Roster
- Availability of Exam Outlines
- List of Reference Materials
- Sample Test Questions



Training Providers

NEWS CENTER

CERTIFICATION PROGRAMS

RECERTIFICATION PROGRAMS

TRAINING RESOURCES

HOSTING CCO EXAMINATIONS

PRACTICAL EXAMINER PROGRAM

TEST SITE COORDINATOR LOGIN

STATE LICENSING REQUIREMENTS

MILITARY PERSONNEL

FREQUENTLY ASKED QUESTIONS

CRANE SAFETY STUDIES

CCO OPERATOR PROFILES

Please help NCCCO improve its website by completing a short survey.

NCCCO EMPLOYMENT OPPORTUNITIES

TEST DATES & LOCATIONS

[Find out when and where the next tests are being administered.](#)

[Computer Based Testing \(CBT\)](#)

SUBSCRIBE

Subscribe to our news mailing list to keep up with NCCCO News and Industry Headlines.

Subscribe Today!

TRAINING RESOURCES

[Training Policy](#) | [Reference Materials](#) | [Training Providers](#)

List of Training Providers

No endorsement by the National Commission for the Certification of Crane Operators (NCCCO) is intended or implied by inclusion in this listing. Accuracy of this information is the responsibility of the submitting party.

Delivery Legend:

MBL = Mobile Crane Training Offered

TWR = Tower Crane Training Offered

OVR = Overhead Crane Training Offered

ACO = Articulating Crane Training Offered

SGP = Signalperson Training Offered

RIG I = Rigger - Level I Training Offered

RIG II = Rigger - Level II Training Offered

A = Training offered at scheduled location

B = Training offered at client's location

C = CCO Practical Exam offered at own site

D = CCO Practical Exam offered at client's location

Please note that some organizations conduct training outside of the state in which they are headquartered. Please check the company's Area of Operation to see what area(s) of the country the firm conducts training.

Training Firms Headquartered in AK

Alaska Crane Consultants

Bill Emore

Phone: 907-240-7953

Fax: 907-335-4470

Email Address: akcraneconsultant@qci.net

Website: www.alaskacraneconsultants.com

Headquarters: Kenai, AK

Area of Operation: AK, KY, LA, OH & TN

Courses Offered: MBL TWR OVR SGP RIG I

Course Delivery: A B C D

Training Firms Headquartered in AL

Altec Industries, Inc.

Julie Wakefield

Phone: 205-408-8662

Fax: 205-981-3733

Email Address: sentrypost@altec.com

Website: www.altec.com

Headquarters: Birmingham, AL

Area of Operation: National

Courses Offered: MBL

Course Delivery: A B D

www.nccco.org/trainingproviders

Roles of those involved in written testing process



Written Exam

- Test Site Coordinator (TSC) – appointed by host company to setup the administration
- Chief Examiner (CE) – assigned by NCCCO Services to administer written exams
- Proctor – CE's assistant for exam administrations

TSC Duties



- Communicates with NCCCO Testing Services and candidates to create positive testing experience
- Communicate with Chief Examiner (CE) to guarantee seamless test experience
- Submit all forms to NCCCO Testing Services by outlined deadline
- Ensure candidate applications are completed correctly

TSC Duties (cont.)



- Ensure candidate testing roster is correct
- Prepare testing room (pencils, clock, registration table)
- Remain on-site throughout the testing administration (or designates a representative)
- Stay up-to-date on current NCCCO policy and procedure surrounding holding exams
- Sign a TSC Agreement



CE Duties

- Communicate with NCCCO Services, the TSC, and Proctor for a seamless test administration
- Ensure exam material is secure at all times
- Manage the candidate check-in process
- Ensure candidates are completing forms correctly
- Make certain that candidates are taking the exams they registered for and have all required exam material
- Maintain professional standards of testing practices
- Oversee Proctor



Pre-Exam Scheduling Tasks

- Appoint TSC
- Review TSC Handbook in detail
- Determine desired date of exam (at least four weeks out)
- Identify testing location and make sure it meets requirements

Written Exam Scheduling



Four (4) Weeks or More Prior Exam:

- Complete and submit the Test Site Coordinator Agreement (first test administration only)
- Complete and submit the Written Test Administration Request Form
 - **TSC Name** and contact information
 - Physical **Address** of exam location
 - Requested **Date** of exam administration
 - Estimated **number** of candidates
 - Handbooks requested

Open Written Exam Listing



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

[HOME](#) | [HANDBOOKS & FORMS](#) | [CCO STORE](#) | [CONTACT US](#) | [LOGIN](#) | [SEARCH](#)



CERTIFICATION QUICK LINKS

| | | |
|---|---|--|
| MOBILE CRANE OPERATOR | BOOM TRUCK OPERATOR | SERVICE TRUCK CRANE OPERATOR |
| TOWER CRANE OPERATOR | OVERHEAD CRANE OPERATOR | ARTICULATING CRANE OPERATOR |
| DIGGER DERRICK OPERATOR | SIGNALPERSON | RIGGER |
| CRANE INSPECTOR | LIFT DIRECTOR | |

CCO Written Exams

[How to Find CCO Test Locations](#) | [Written Exams](#) | [Computer-Based Testing](#) | [Practical Test Sites](#) | [Practical Examiners for Hire](#)

UPCOMING OPEN WRITTEN EXAM ADMINISTRATIONS

Scheduled paper/pencil CCO Written Exam administrations programs are listed below.

- [Signalperson Exam and/or Rigger Exam Administrations](#)
- [Find CCO Written Exams administered in Spanish](#)

Please contact the Test Site Coordinator to ensure availability of testing space and obtain the test administration number.

November

- 11/20/2015
Location: Chino, CA
Coordinator: Sue Hughes
Phone: 909-468-3602
Email Address: shosts@ostsinc.com
- 11/20/2015
Location: Salt Lake City, UT
Coordinator: Ken Rice
Phone: 801-974-0388
Email Address: krice@he-equipment.com
- 11/20/2015
Location: Lubbock, TX
Coordinator: Brock Nelson
Phone: 806-744-2999
Email Address: Brock@CraneWiseInc.com

- GET CCO CERTIFIED
- CERTIFICATION PROGRAMS
- FIND CCO TEST LOCATIONS
- NEWS CENTER
- ABOUT NCCCO
- FREQUENTLY ASKED QUESTIONS
- HOSTING CCO EXAMINATIONS
- TRAINING RESOURCES
- LOCATE A CRANE INSPECTOR
- COMMITTED TO CRANE SAFETY EMPLOYER RECOGNITION PROGRAM
- SAFETY INFORMATION & RESEARCH DIVISION
- INDUSTRY RESOURCES
- MILITARY PERSONNEL
- PRACTICAL EXAMINER PROGRAM

Written Exam Scheduling



Test Administration Approval Email

- Confirms **Date** and **Location** and **Time**
- Assigns **Test Administration Number**
- Documents Candidate Application **deadline**
- Includes additional information specific to the administration

Leading Up To the Exam



Two (2) Weeks Prior to the Exam, TSC Submits:

- Completed Candidate **Applications**
- *Test Site Coordinator Summary Form*
- Candidate **Exam Fees**
- Any Test Site Fees (if applicable)

One (1) Week Prior to the Exam TSC Receives:

- **Candidate Roster**
- Chief Examiner name and contact information

Two (2) Days Prior to Exam TSC contacts:

- Chief Examiner to confirm **Location, Time and Driving Directions**

Exam Day



TSC or Designated Representative:

- Prepare testing room per NCCCO guidelines before candidates arrive
- Greet Chief Examiner and escorts to the testing room
- Remain on-site (not testing room) until testing is complete

CE (and Proctor if required):

- Arrive half-hour before testing begins
- Verify room is set properly and all site requirements are met
- Conduct candidate check-in, administers exams (TSC may not be in room once testing begins)
- Notifies TSC when administration has concluded

Post Exam



Within 10 business days following the exam:

- Notification that exams have been scored and results mailed to candidates
- Send pass/fail or detailed score report (if ordered)



Other Considerations

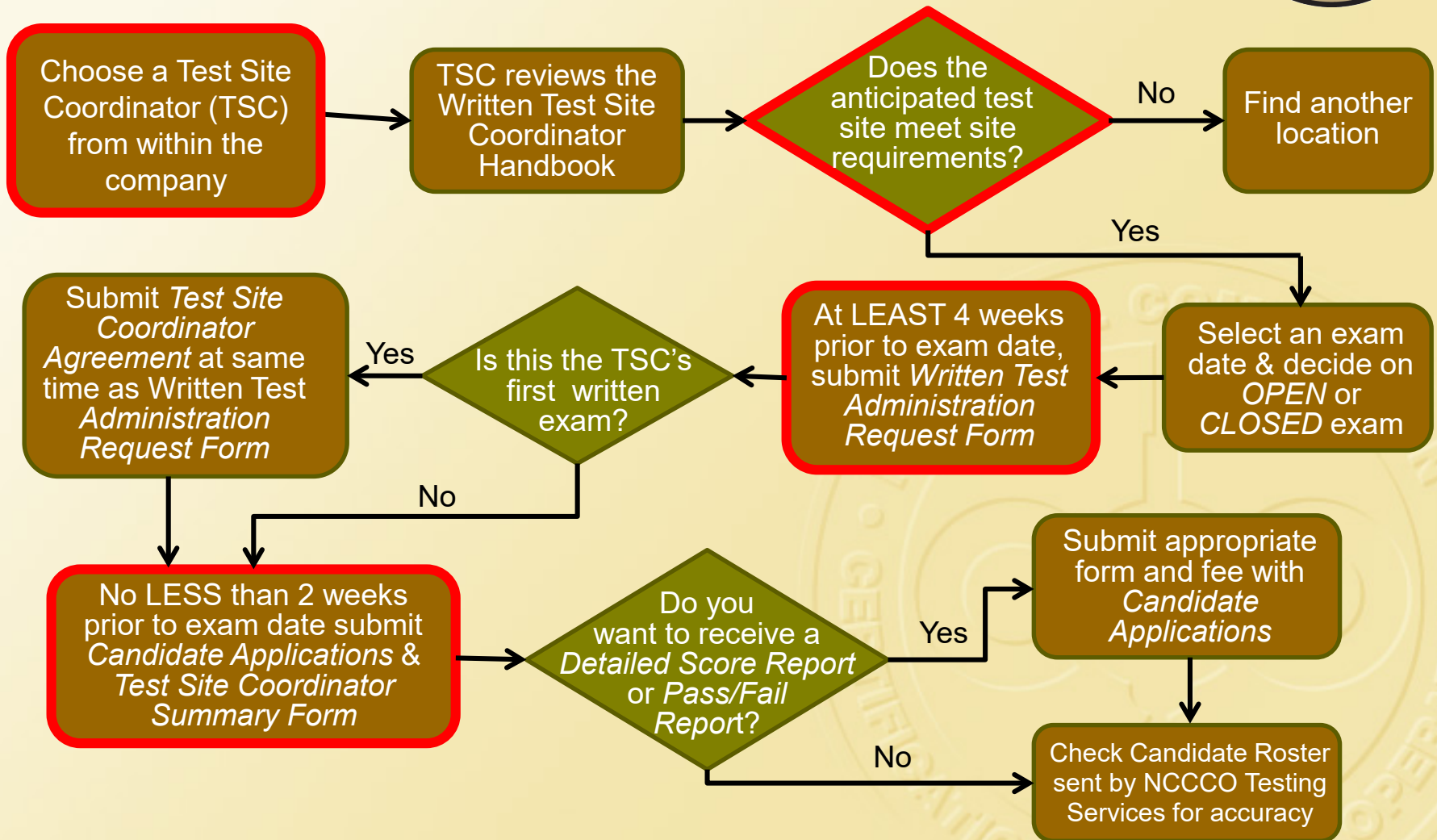


- Cost of hosting exams - None as long as deadlines/candidate minimums are met
- Additional Fees (if applicable)
 - Less than four (4) weeks notice
 - Late candidate applications
 - Less than 15 candidates
- Secure test sites
- Testing Accommodations





Written Exam Scheduling



Best Practices/Tips for Success

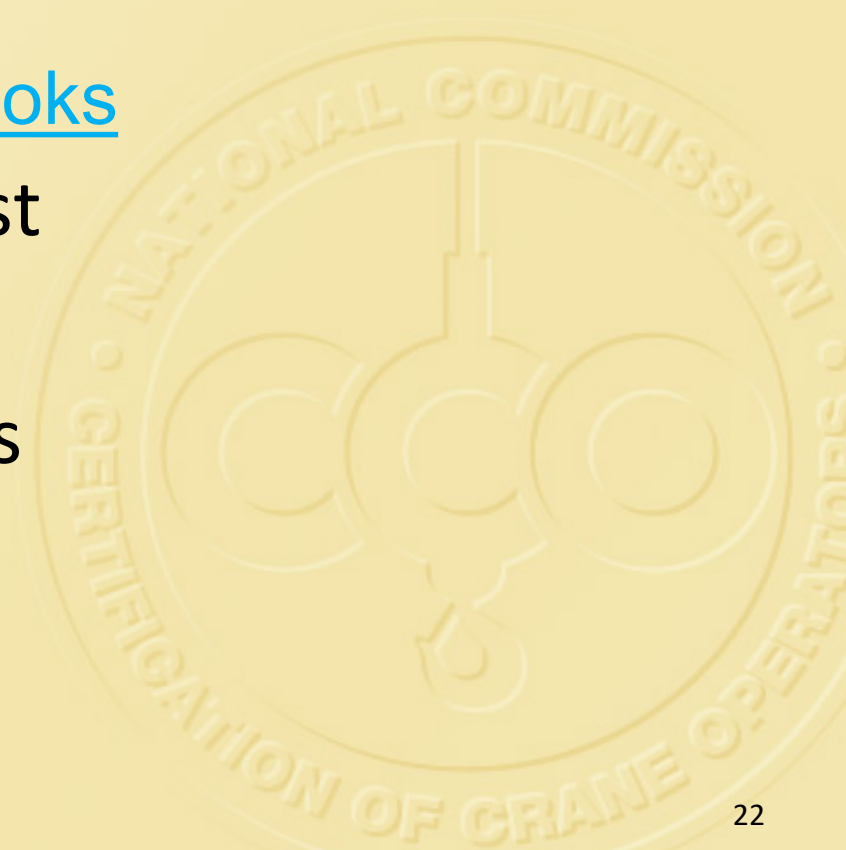


- **Plan ahead**
- **Ask questions**
- Ensure candidate applications are **complete**
- Document **Test Administration Number** on all correspondence
- Thoroughly **review and understand** all communication including candidate rosters
- Become familiar with the certification process and policies (**Candidate Handbook**)

TSC Resources



- Test Site Coordinator Handbook
 - www.nccco.org/handbooks-forms#TSC
- Candidate Handbooks
 - www.nccco.org/handbooks
- Ready Reference Checklist
- CCOnline Newsletter
- Open Practical Exam Sites





NCCCO Terminology Reference

Written Test Administration Request Form –

Submitted to request a specific written test date

Test Administration Number – Number assigned by

NCCCO to a specific test date at a specific location (changes for each test date, even at same testing location), also used on candidate applications

Test Site Coordinator Summary Form – Used when

submitting applications to outline what is included

Roster – List of candidates and the exams they are

scheduled to take at a specific exam administration

Ready Reference Checklist - Quick reference sheet

utilized by TSC's to ensure they are following timelines and setting up correctly

Other Upcoming Webinars



- “Hosting Your Own CCO Examinations – Part 2: Practical Exams”

Wed., January 13, 2016

- “CCO Crane Inspector Certification – Your Questions Answered”

Date: To be decided



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Have You Considered Hosting Your Own CCO Written Exams?

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