

STEP ONE: Meet the minimum qualifications to become a licensed Class C Hoisting Machine Operator (HMO).

You must:

- (a) Be at least 18 years old;
- (b) Be able to read, write, and understand the English language;
- (c) Have good moral character, so as to not adversely impact upon fitness to perform the duties and responsibilities of a Hoisting Machine Operator; and
- (d) Have at least two years of experience within three years prior to application under the direct and continuing supervision of a licensed HMO in New York City or in another jurisdiction that regulates crane operators. At least one of the required years of experience must be in New York City or in another urban area of comparable density.

STEP TWO: Pass the appropriate National Commission for the Certification of Crane Operators (NCCCO) written and practical examinations for the type of machinery you intend to operate. Candidate handbooks and application information from NCCCO can be found at www.nccco.org.

Please note: The Certified Crane Operator (CCO) certification shall authorize operation of the type of equipment a New York City licensee can operate. If you would like to operate all C type machinery, you must show compliance with BOTH CCO certifications. A TLL certification issued by NCCCO will only allow you to operate large telescopic boom cranes with a swing cab; a TSS certification from NCCCO will only allow you to operate small telescopic boom cranes with a fixed cab.

For a Class C1 license, you must show a valid CCO certification card for one or both of the following:

- Mobile Crane, Large Telescopic Boom Cranes (Swing Cab) (TLL); and/or
- Mobile Crane, Small Telescopic Boom Crane (Fixed Cab) (TSS).

For a Class C2 license, you must show a valid CCO certification card for one or both of the following:

- Mobile Crane, Large Telescopic Boom Cranes (Swing Cab) (TLL); and/or
- Mobile Crane, Small Telescopic Boom Crane (Fixed Cab) (TSS).

For a Class C3 license, you must show a valid CCO certification card for:

- Mobile Crane, Small Telescopic Boom Crane (Fixed Cab) (TSS).

See page 3 for a visual representation of appropriate certifications for your license class.

STEP THREE: Apply for your Background Investigation

Once you obtain the appropriate CCO certification, you must schedule an appointment to submit your information for background investigation at the Licensing unit Monday – Friday from 9:00am-1:00pm. Appointments may be made by calling (212) 566-4100.

You must bring the following documentation to your appointment:

- Original CCO certification card as cited above;
- Original [CCO Physical Examination Form](#);
- [CCO Candidate Application](#) as proof of certification of compliance with substance abuse provisions;
- Name, address and telephone number of the laboratory that performed the substance abuse test and consent to the release by such laboratory of the test results to the Department upon the Department's request;
- Typed [LIC2](#) application form;
- Typed [LIC34](#) affidavit, if applicable;

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- [Background Investigation Questionnaire](#);
- Notarized letters from all licensed Hoist Machine Operators that supervised your work during the years you are claiming as experience. These letters MUST be recent and state the following:
 - Dates the licensee supervised the applicant;
 - Titles held by applicant;
 - Types of machinery applicant operated and locations of operation; and
 - Specific daily duties and responsibilities of applicant;
 - *Note:* Letters from company Human Resources will not be accepted. They must come from a licensed Hoist Machine Operator who supervised your work during that time. The supervising licensee must hold AT A MINIMUM, the class of license for which you are applying.
 - If the Hoist Machine Operator is licensed outside NYC, a copy of the license must be provided with the licensee's letter.
- Social Security History of Earnings* for the years you are claiming as experience;
- Union extracts for the years you are claiming as experience, if you are a union member;
- Original Driver's license;
- Original birth certificate, current passport or current Green Card;
- Original Social Security card;
- Original proof of home residence (utility bill, lease or deed); and
- Two 2x2 passport sized photos.

STEP FOUR: Apply for your Hoist Machine Operator – Class C License

The Licensing unit will notify applicants in writing that they have successfully completed the full background investigation and have been found qualified. With this notification, the Unit will provide instructions and a list of required items the applicants must submit to obtain the license. You have one year from the date of the letter to obtain your license. If you do not complete the process within one year of the date of the first document submission, you may be required to begin the process from the beginning (including resubmission for background investigation). To obtain your card, you must make an appointment with the Licensing unit Monday through Friday, 1:30pm to 3:30pm.

For more information, visit the "[Licenses and Renewals](#)" section of our website at www.nyc.gov/buildings.

** There is a fee required by the Social Security Administration for this service. You MUST request the report to be run by "company name". You may request the information by mail or in person (ordinarily you can receive this instantly in person). Visit (<http://www.ssa.gov/online/ssa-7050.html>) for more information.*

