

Rent-A-Crane, Inc.

NCCCO Candidate Qualifications and Cancellation Policy

Thank you for your interest in NCCCO Certification. The following is a list of what NCCCO and we believe are the minimum qualifications for a candidate to be successful in completing the NCCCO certification process. Please review this list with your employees prior to registering them for the written exam class.

Candidate Minimum Qualifications:

1. Must be at least 18 years of age.
2. For Crane Operator Programs, must have a current DOT medical examiners physical examination card. If the candidate does not have a current medical examiners card, he/she will have to have a physical examination completed.
3. Must comply with NCCCO's substance abuse policy.
4. Must be able to read English at an eighth grade reading level (ASME B30.5 requires a crane operator to be able to read the load chart and operator's manual of the crane).
5. Must be able to do basic arithmetic, i.e. adding multiple numbers, subtraction, multiplication and know times tables up to 9's. Calculators are not permitted during the written exams. (For Mobile Crane exams)

Registration/Cancellation Policy:

1. Pre-registration is required for the written exam classes. All candidate applications must be received by us, no later than two weeks prior to the week of the class, or applicable late fees will apply.
2. All candidates calling to register for a written exam class will only be "penciled in" until the completed candidate applications are received and necessary fees are paid. Since space is limited in these classes, no space in the class will be reserved until the official NCCCO Candidate Application and fees are paid in full. If the class fills and you are "penciled in", we will notify you to let you know that your space has been removed.
3. Written Exam Refund policy:
 - a. All candidate applications will be submitted to International Assessment Institute 16 calendar days prior to the written exam date, as required by IAI (the written exam date is usually the Wednesday of the week of the class). Any candidate canceling after the applications are sent to IAI will be required to reschedule, without a refund.
 - b. Cancellations (which will result in rescheduling within one year) after the applications are sent to IAI are only permitted if the Candidate has a work related emergency, family death, or candidate illness. For a work related emergency, the candidate will need a letter from his employer stating why the candidate is unable to attend. If it's Candidate illness, a doctor's excuse is required. If it's a family death, a copy of the death certificate or obituary notice is required.
 - c. If cancellation is necessary, it is the company's/candidate's responsibility to notify the Written Exam NCCCO Test Site Coordinator at Rent-A-Crane, Inc. promptly.
 - d. The rescheduling must be done within one year from the original written exam date or all fees will be forfeited.
 - e. If cancellation occurs for any other reason than the reasons listed above, all fees will be forfeited and no rescheduling will be permitted.
4. Practical Exam Refund Policy:
 - a. Since space is limited for the practical exams, pre-registration is required.
 - b. Practical exam fees will only be refunded due to a work-related scheduling issue, candidate illness or family emergency or death.
 - c. If cancellation is necessary, the candidate must call the test site coordinator at Rent-A-Crane, Inc. as soon as you know you have a scheduling conflict.
 - d. No fees will be refunded if the practical exam(s) are not rescheduled.

Written & Practical Exam Coordinator: Heather FitzGerald • (703) 372-2444 • hfitzgerald@rentacranceinc.com