



Candidate Registration

Candidate Information						
Legal Name		DOB		Candidate ID		
Address						
City		State		Zip		
Phone		Email				
Type	<input type="checkbox"/> Initial Certification	<input type="checkbox"/> Recertification	<input type="checkbox"/> Add-On Exam	<input type="checkbox"/> Retest		
Virtual Exams	<input type="checkbox"/> General Knowledge	<input type="checkbox"/> TB<21	<input type="checkbox"/> TB21-75	<input type="checkbox"/> TB>75	<input type="checkbox"/> LBCW/LBCR	<input type="checkbox"/> ABC
Practical Exams	<input type="checkbox"/> TB<21	<input type="checkbox"/> TB21-75	<input type="checkbox"/> TB>75	<input type="checkbox"/> LBCW/LBCR	<input type="checkbox"/> ABC	
Employer Information (if applicable)						
Employer Name						
Employer Contact Name						
Address						
City		State		Zip		
Phone		Contact Email				

Request for Accommodation

If a special test accommodation for an ADA recognized disability is needed, please submit a Request for Accommodation Form. Be aware that you will need to schedule your exam 4 weeks out from the date to allow accommodations to be made.

Initial mobile crane operator candidates need:

- General Knowledge Virtual Exam
- At least one Type/Capacity Supplemental Virtual Exam for each certification desired.
- Practical Exam

Recertifying mobile crane operator candidates need:

- General Knowledge Virtual Exam
- At least one Type/Capacity Supplemental Virtual Exam
- Form documenting at least 1000 operating hours OR take Practical Exam

With CIC, one Practical Exam can satisfy the Practical Exam requirements of several types of certifications.

PRACTICAL EXAMS CERTIFICATION CREDIT TABLE						
Some Practical Exams Count Toward More Than One Certification						
	TYPES & CAPACITIES	ABC	TB<21	TB 21-75	TB>75	LBCW/LBCR
	BOOM LENGTHS	36' +/- 5'	36' +/- 5'	75' +/- 5'	120' +/- 10'	120' +/- 10'
MOBILE CRANE CERTIFICATIONS	Articulating Boom Crane	ABC	TB<21	ABC	ABC	ABC
	Telescoping Boom Under 21 Tons			TB < 21	TB < 21	TB < 21
	Telescoping Boom 21-75 Tons			TB 21-75	TB 21-75	TB 21-75
	Telescoping Boom Over 75 Tons				TB>75	TB>75
	Lattice Boom Crawler/Lattice Boom Carrier				LBCW/LBCR	LBCW/LBCR



Crane Operator Recertification Hours Verification Form

Recertification is valid for an additional five (5) years.

Certified Crane Operator Recertification Requirements

1. Provide valid government- issued photo identification (passport, driver's license, etc.)
2. Sign and comply with the Code of Ethics and Substance Abuse Policies Agreement.
3. Any unsafe crane operation which results in accidents or incidents resulting in property damage, injuries, or death to personnel, intoxication, substance abuse, or disciplinary action, etc., will require the operator to complete an Incident/Accident Report which will be reviewed by the CIC Quality Assurance Committee for approval or disapproval of recertification application.
4. Operators must pass the applicable virtual exams for the type and capacity levels of certification for which they seek recertification. Operators may add additional certification(s) by taking applicable virtual exam(s) and a practical exam, if required.
5. The certified operator must document a minimum of 1,000 hours of safe operation over the previous five (5) years on the highest crane type and capacity level for which the operator is applying. Hours of safe operation include crane operation, shift inspection, set-up, assembly/disassembly, travel, and training. Operators with less than 1,000 hours of safe operation will be required to take a Practical Exam.
6. **Note:** CIC operator whose certification credentials(s) are expired is required to take applicable virtual exams and the Practical Exam.
7. Provide updated photo for Digital Credentials Badge (See Photo Requirements).

If the hours requirement is not met, a Practical Exam is required in addition to the online recertification exams.

For assistance, contact CIC at help@CICert.com or 407.878.5590.

Section A: To be completed by Crane Operator

1. First Name		MI	2. Last Name	
3. Candidate ID (ZZZ-99999)		4. Employer		
Crane Information				
5. Make		6. Model		7. Max Capacity (in tons)
8. Crane Type and Capacity Level Operated (check one): Type and Capacity Levels apply to both crawler and carrier-mounted <input type="checkbox"/> Telescoping Boom, under 21 Tons <i>(Digger Derrick and Service/Mechanic Truck Cranes are included under TB<21 tons)</i> <input type="checkbox"/> Telescoping Boom, 21-75 Tons <input type="checkbox"/> Telescoping Boom, over 75 Tons				9. Operating Station Type: (check one) <input type="checkbox"/> Fixed <input type="checkbox"/> Rotating
10. Hours logged over the last five(5) years as the Certified Crane Operator on cranes with the same Type and/or Type and Capacity Level checked above:				_____ hours
11. I have been involved in an incident/accident relating to crane operations over the previous five years. <input type="checkbox"/> Yes* <input type="checkbox"/> No <i>* If yes, please complete and submit the Incident/Accident Report during pre-registration on the CIC Test Portal.</i> <i>I hereby certify that all entries on this form are true and accurate. I understand that any falsification of this information may result in forfeiture of certification as a CIC Certified Crane Operator. I also understand that all information on the application is subject to verification.</i>				
12. Signature _____			13. Date _____	

Section B: To be completed by Supervisor

14. First Name		MI	15. Last Name	
16. Email		17. Phone Number		
<i>By signing below, I confirm that the above information is true and accurate.</i>				
18. Supervisor Signature _____			19. Date _____	



Code of Ethics & Substance Abuse Policies Agreement

As a CIC certified Crane Operator, I wholeheartedly agree that I will:

1. Fully uphold the CIC Code of Ethics and Substance Abuse Policies Agreement.
2. Use my knowledge and skill to accomplish my work in the manner that best safeguards myself, co-workers, employers, the public, and the workplace.
3. Advance the competence of and respect for the lifting industry by abiding by all applicable OSHA Regulations, ASME Standards, and Operating guidelines provided by crane manufacturers for safe and effective crane operation.
4. Be honest with employers, the public, and co-workers and not willingly mislead anyone with regard to my work experience, skills, crane operation experience and capability, or the status of my certification.
5. Work with integrity and without bias regarding race, color, creed, religion, age, gender, national origin, physical ability, or ethnicity; refraining from sexual harassment.
6. Report safety, violation of regulatory and other violations of the Code of Ethics and Substance Abuse Policies Agreement to appropriate personnel within their organization.
7. Notify CIC via the Incident/Accident Report Form of any incidents, accidents, or disciplinary actions I have been involved in over the previous five (5) years.

With respect to CIC certification, I agree to the following statements:

8. I will only make truthful claims about the scope of the certification or certifications I have been granted.
9. I agree that CIC maintains sole ownership of any digital or physical certification card issued to me after passing all the requirements of certification and that CIC has granted physical and/or digital possession of the operator certification card to me in order to maintain compliance with OSHA standards.
10. I agree not to misuse the CIC certification card/credential or to use it in a misleading or fraudulent manner.
11. I agree not to alter the certification credential in any way, including, but not limited to, altering the certification and expiration dates, certifications listed, certificant's name, CIC logo, or certification number.
12. I will discontinue all claims to certification, discontinue use of the credential, and return the certification card issued to CIC if certification is suspended or revoked.
13. I will inform CIC, without delay, of matters that can impair my capability to continue to fulfill my certification requirements.
14. I will not copy, release, share, or otherwise disclose confidential exam materials or participate in any fraudulent test-taking practices.

Statement of Acknowledgment and Agreement:

I hereby attest to the following:

All information I provided in my CIC certification eligibility application is complete and accurate. I will voluntarily and faithfully comply with all CIC policies and rules for the certification program including, but not limited to, this Code of Ethics and Substance Abuse Policies Agreement, and the Exam Security Agreement.

By signing below, I acknowledge that I have read and agree to fully comply with all statements above.

Signature:

Date:

Candidate ID



Confidentiality of CIC Candidate Information Policy Agreement

Crane Institute of America Certification, LLC (CIC) candidates' and certificants' test results are held in strict confidence by CIC staff, volunteers, contractors, and vendors. CIC keeps candidate and certificant exam scores and personal contact information strictly confidential unless mandated to provide this information by law, or the information is requested by the candidate themselves who can authenticate their identity with verifiable identifiers.

Candidates may choose to voluntarily give their exam results to others by, for example:

1. Physically giving their results to another person or party.
2. Listing contact information on their registration form which is different than their own for receipt of results.

If candidates list someone other than themselves to receive their test results on their behalf, or physically give their results to another party, they implicitly waive the confidentiality of their test results in those circumstances.

Verification of Certification. Current or prospective employers, regulatory agencies, or other interested parties routinely seek to verify the certification of operators certified by Crane Institute of America Certification. CIC staff will respond to requests to verify an operator's name and their active certifications provided the interested party provides the first and last name of the person whose certification they wish to verify and the person's candidate ID or birth date. The inquiring party must also identify themselves and their relationship to the operator. CIC may also include a QR code on the candidate's certification card that can be scanned for verification of certification.

Additionally, on a quarterly basis, CIC will post a list of operators with current certifications including the certificant's name and their active certification(s) online as another way for employers or other interested parties to verify an operator's CIC fmcodes or certification.

By signing below, I acknowledge that I have read and agree to this Confidentiality of CIC Candidate Information Policy Agreement.

Signature:

Date:

Candidate ID



Exam Security Agreement – Candidate

As a candidate taking a Crane Institute of America Certification (CIC) Exam, I, the undersigned, accept responsibility for maintaining the confidentiality of all examination-related materials.

Further, I agree that I will NOT:

- Make copies, photographs, or notes of exam questions.
- Discuss, reproduce, or communicate exam questions in any form to any other person or entity before, during or after the exam.
- Use any unauthorized notes or other aids during the exam.
- Cheat in any way, including receiving or giving assistance or copying from another person's exam materials.

By signing below, I acknowledge that I have read and understand the terms of this CIC Exam Security Agreement and I agree to the terms of this agreement without reservation. I also understand that any violation of this agreement may result in disqualification of my exam(s), revocation of my CIC Certification, and civil action.

Signature:

Date:

Candidate ID: