



# Agreement for Listing as an Open Practical Exam Test Site on the NCCCO Website

Thank you for your application to be included in the list of open practical exam test sites posted on NCCCO's web site. Note that practical exam test sites listed on NCCCO's web site are "open" test sites, i.e., they must be prepared and made available to provide testing to all eligible candidates. Please carefully review the following Agreement, print the document, sign and date it where indicated, and fax or email it to NCCCO along with all of the required supporting documentation.

By signing below, where indicated, you acknowledge that you have read and understood this Agreement and that, should your application be successful, you agree to abide by all of the provisions contained in this document. You also acknowledge that inclusion in the list of practical exam test sites posted on NCCCO's web site does not indicate any determination by NCCCO concerning the merits or value of any site, and no endorsement is intended or implied by the inclusion of any site in the list.

PE SITE NUMBER	LOCATION
COMPANY/ORGANIZATION*	

*\*Please attach a copy of your articles of incorporation, business license, or equivalent documentation showing the name of the company as proposed to be listed. **Applications submitted without this information cannot be processed.***

STREET ADDRESS			
CITY	STATE	ZIP	COUNTRY
TELEPHONE	EMAIL		

*Please list all practical exam Test Site Coordinator(s) for this practical exam site and the relationship of each to the host company/organization:*

TEST SITE COORDINATOR NAME	RELATIONSHIP TO HOST COMPANY/ORGANIZATION
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### **Test Site Location Information (if different from above)**

COMPANY/ORGANIZATION*
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*\*Please identify the company or other entity that owns, leases or otherwise controls the property where the test site is located, i.e., the person or entity that gave consent to use the site.*

STREET ADDRESS			
CITY	STATE	ZIP	COUNTRY
CONTACT PERSON	TELEPHONE		
EMAIL			

**A. Please answer the following questions:**

1. List the names of any and all staff members and/or contracted personnel who are NCCCO-accredited Practical Examiners:

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2. Which exam types do you make available at the foregoing practical exam test site?

- LB    TSS    TLL    TWR    OVR    ABC    ABL    DDO    DPD    Rigger    Signalperson

3. Have you received your CAD drawings from NCCCO for all cranes that may be used in connection with any practical exams conducted at this test site?    Yes    No

4. To date, approximately how many practical exams have you conducted at the test site that is the subject of this application?

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Comments/Additional Information:

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**AGREEMENT**

**B. Use of the NCCCO logo and trademarks:**

- 5. The NCCCO logo, the “NCCCO” acronym, the “CCO” acronym and certain additional trademarks registered by NCCCO (collectively, the NCCCO Marks) are the exclusive property of the National Commission for the Certification of Crane Operators. They may not be used without prior written permission. Any unauthorized use will be grounds for legal action.
- 6. NCCCO encourages the authorized use of the NCCCO Marks. NCCCO does not charge for the use of the NCCCO Marks in an authorized manner if previously approved in writing by the National Commission for the Certification of Crane Operators. Logos are available electronically in various formats, upon email request, free of any service charge.
- 7. NCCCO desires to facilitate the authorized use of the NCCCO Marks, through approved means, to promote “preparation courses” for candidates to take CCO certification examinations.
- 8. Should your application to be listed as an open practical test site be successful, the following requirements shall apply to your use of the NCCCO Marks, or any of them, in any form, including, but not limited to, any promotional literature, websites, and other documents.
  - a. In the event you elect to use the NCCCO Marks, or any of them, in any form, and in order to avoid confusion of the NCCCO Marks with any other program not in compliance with, nor under the control of, the National Commission for the Certification of Crane Operators, the company or organization, if a “for hire” company offering services (such as training) to third parties on a commercial basis, shall offer no other national crane personnel certification program. This shall not preclude a company from conducting training or issuing its own independent certificates of completion of training, or providing employer-sponsored qualification programs.
  - b. For *each intended use* of the NCCCO Marks, the company or organization shall submit a written proposal including a copy of any proposed artwork and related text. Any use of the NCCCO logo may not be larger or more prominent than the logo of the applying company. The company/organization must receive written permission for *each different/updated use* from the National Commission for the Certification of Crane Operators.
  - c. In each intended use of the NCCCO Marks, the company or organization (below, “Company”) shall place the following wording in a prominent position on the promotional literature or other document: “Company endorses the national certification program offered by the National Commission for the Certification of Crane Operators (NCCCO), and provides training to prepare candidates for NCCCO examinations.”

**C. Further terms and conditions:**

- 9. By signing below, on behalf of the company or organization submitting this application, you agree to the terms and conditions set forth herein regarding the listing of the company or organization on the NCCCO web site, as well as any use of the NCCCO Marks.
- 10. The company or organization submitting this application and the authorized person signing below (collectively, “Applicant”) acknowledge that reapplication to be included in the list of practical exam test sites posted on the NCCCO web site is required on a calendar year basis.

11. Applicant will not disclose, nor cause to be disclosed, to anyone outside of NCCCO, any confidential information obtained as a result of participation in the NCCCO certification program, including, without limitation, the content of any examination.
12. Because NCCCO examination pass rates can fluctuate and change over time, Applicant agrees not to make any reference to numerical pass rates on any printed or electronic materials, or by any other means, including content on the Applicant's website.
13. Applicant agrees that, to the extent it makes any reference to NCCCO examination fees in any printed or electronic materials, or by any other means, including on the Applicant's website, any reference to such fees shall be accurate, clearly spelled out, and set forth as separate from any fees charged for training by the Applicant or persons other than NCCCO.
14. Applicant agrees not to make, and not knowingly to allow any other person to make, any material misrepresentation or omission of fact in any document submitted to NCCCO.
15. Applicant represents that Applicant is not acting on behalf of any company or organization other than the one submitting this application, and is not acting to circumvent, or to assist in any attempt to circumvent, a prior NCCCO suspension or revocation.
16. Applicant agrees to conduct any and all related business with NCCCO, any Examiner, clients, and candidates in a professional manner, according to accepted codes of business conduct.
17. Applicant understands that the failure to meet any of the terms of this agreement at any time may result in any listing as an open practical exam test site being denied, suspended or revoked.
18. This agreement shall be governed by the laws of the State of Virginia and any dispute shall be finally resolved by the courts of the State of Virginia.

SIGNED	DATE
NAME (PRINT)	TITLE
COMPANY/ORGANIZATION	

***Please complete and return this entire form with all required documentation to:***

**National Commission for the Certification of Crane Operators (NCCCO)**  
 2750 Prosperity Avenue, Suite 505  
 Fairfax, VA 22031  
  
 Phone: (703) 560-2391  
 Fax: (703) 560-2392  
 Email: info@nccco.org

***Please allow two (2) weeks for processing.***

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**FOR NCCCO USE ONLY**

Date received: \_\_\_\_\_ By: \_\_\_\_\_

Application complete?  Yes  No      Application approved?  Yes  No

Date posted (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_  
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