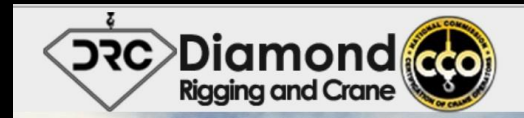




# LEADERS IN QUALITY

## CRANE & RIGGING TRAINING COURSES



### CATALOG VOLUME #4

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## **HISTORY**

In 2012, I recognized the need to be certified in a craft that would allow me to obtain life sustainable employment that would provide a livable wage and stability. I enrolled in a Rigger course to start my next career. After 3 days in the course with lots of information to retain, somewhat comparable to the magnitude of information shared in college mini-semester or a summer course, I was overwhelmed. No accommodations were made for those of us who were falling behind in our studies. Though I put all my efforts into the class, I still failed the exit exam. I had to repeat the class three times.

While in the process of repeating the course, I had to relearn how to study and take exams. I had to find techniques to help me retain the knowledge that was being taught in class. The hardest part was having to admit to myself my own shortcomings, weaknesses, and fears. As I worked and studied at my own pace, I gained the knowledge and skills necessary for my success. Now subjects, problems, and courses are not as intimidating. I have learned to simplify and use everyday scenarios to relate and tackle difficult situation and find viable solutions to problems that arise.

It was out of this experience that the school was birthed. I recognized the need for ensuring that others, like me, with the acumen and desire to learn this craft had the opportunity and environment that would support their learning style.

In 2015 the business was officially launched. The school works diligently to ensure that every student who walks through our doors has the opportunity to excel in the craft. We are encouraged to meet everyone at their point of weakness and help them to bridge the gap between where they are now and where they want to be.

Our course work is intense and comprehensive, but we provide the hands-on training and compassion necessary to support the students with acquiring the skills and knowledge they need to be successful in the workforce. We believe that nothing is impossible and that anything you put your mind to...takes effort...may take a little more time...but it can be done...and done right.

## **APPROVALS**

Diamond Rigging and Crane (DR&C) is accredited by Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

## **DESCRIPTION OF AVAILABLE SPACE, FACILITIES AND EQUIPMENT**

Diamond Rigging and Crane occupies commercial space at 4313 Hugh Echols Blvd. located in Baytown, TX 77521. The facility houses the classrooms and training area. The facility was built in 1985, this total property features 21,432 sq. ft lot, and 8,000 sq. ft of living space.

The surrounding community schools are very good and include Alamo El, Gentry J H and Sterling H S. The natural disaster risk for this area includes very low earthquake risk, very high tornado risk, and minimal flood risk.

### **LIST OF CORPORATE OFFICERS**

Ricardo Rodriguez	President	Corporation
Shana Rodriguez	Vice President	Corporation

### **LISTING OF KEY STAFF AND FACULTY**

#### **Ricardo Rodriguez**

*Degree/Certificate Held:* Certified by The National Commission for Certification of Crane Operations (NCCCO)

*Area(s) of Specialty and Instruction:* Rigger Level I; Rigger Level II; Signal Person; Small Crane; Large Crane; Lattice Boom Crawler; Tower Crane; Overhead Crane; Lift Director; & Mobile Crane Inspector

#### **Shana Rodriguez**

*Degree/Certificate Held:* Associates Degree; Bachelor of Science Degree; and Certified by The National Commission for Certification of Crane Operations (NCCCO)

*Area(s) of Specialty and Instruction:* Rigger Level I; Rigger Level II; and Signal Person

## TRACK PROGRAMS

### TUITION AND FEES

<b>Track Zero: Rigger Level I &amp; Rigger Level II</b>	
Tuition	\$4,775.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$4,985.00</b>
<b>Track I: Rigger Level I, Rigger Level II, &amp; Signal Person</b>	
Tuition	\$6,775.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$6,985.00</b>
<b>Track II: Small Crane (TSS) &amp; Large Crane (TLL) Operator</b>	
Tuition	\$7,275.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$7,485.00</b>
<b>Track III: Rigger Level I, Rigger Level II, Signal Person, Small Crane (TSS), Large Crane (TLL) and Lattice (LBC)</b>	
Tuition	\$21,345.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$21,555.00</b>

**Track IV: Rigger Level I,  
Rigger Level II and Small  
Crane Operator (TSS)**

Tuition	\$6,585.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$6,795.00</b>

**Track V: Lift Director and  
Mobile Crane Inspector –  
Management**

Tuition	\$13,960.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$14,170.00</b>

## SUBJECTS

<b>Rigger Level I</b>	
Tuition	\$2,265.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$2,475.00</b>
<b>Rigger Level II</b>	
Tuition	\$3,265.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$3,475.00</b>
<b>Signal Person</b>	
Tuition	\$2,265.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$2,475.00</b>
<b>Small Crane (TSS)</b>	
Tuition	\$4,775.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$4,985.00</b>
<b>Large Crane (TLL)</b>	
Tuition	\$5,275.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$5,485.00</b>
<b>Lattice Boom Crawler Operator</b>	
Tuition	\$6,875.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$7,085.00</b>



<b>Tower Crane Operator</b>		
Tuition		\$6,875.00
Registration		\$75.00
Books & Supplies		\$135.00
	<b>Total Cost</b>	<b>\$7,085.00</b>
<b>Overhead Crane Operator</b>		
Tuition		\$6,575.00
Registration		\$75.00
Books & Supplies		\$135.00
	<b>Total Cost</b>	<b>\$6,785.00</b>
<b>Lift Director - Management</b>		
Tuition		\$6,875.00
Registration		\$75.00
Books & Supplies		\$135.00
	<b>Total Cost</b>	<b>\$7,085.00</b>
<b>Mobile Crane Inspector – Management</b>		
Tuition		\$6,875.00
Registration		\$75.00
Books & Supplies		\$135.00
	<b>Total Cost</b>	<b>\$7,085.00</b>



## Fast Track Program

Track II Fast Track Program: Small Crane (TSS) & Large Crane (TLL)	
Tuition	\$5,785.00
Registration	\$75.00
Books & Supplies	\$135.00
<b>Total Cost</b>	<b>\$5,995.00</b>

\*This Fast Track Crane course includes 10 hrs. of seat time. Any additional seat time needed will be \$175/hr.\*

## RECERTIFICATION SEMINARS

<b>Rigger Level II Recertification Seminar</b>	
Tuition	\$2,775.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$2,985.00</b>
<b>Total Cost</b>	
<b>Signal Person Recertification Seminar</b>	
Tuition	\$1,775.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$1,985.00</b>
<b>Total Cost</b>	
<b>Mobile Crane Core Recertification Seminar</b>	
Tuition	\$1,965.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$2,175.00</b>
<b>Total Cost</b>	
<b>Mobile Crane Specialty Recertification Seminar – Small Crane (TSS)</b>	
Tuition	\$1,965.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$2,175.00</b>
<b>Total Cost</b>	

**Mobile Crane Specialty Recertification Seminar- Large Crane (TLL)**

Tuition	\$2,775.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$2,985.00</b>

**Total Cost**

**Mobile Crane Specialty Recertification Seminar – Lattice Boom (LBC)**

Tuition	\$3,575.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$3,785.00</b>

**Total Cost**

**Tower Crane Recertification Seminar**

Tuition	\$3,575.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$3,785.00</b>

**Total Cost**

**Overhead Crane Operator Recertification Seminar**

Tuition	\$3,575.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$3,785.00</b>

**Total Cost**

**Lift Director Recertification Seminar - Management**

Tuition	\$6,875.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$7,085.00</b>

**Total Cost**

**Mobile Crane Inspector Recertification Seminar -  
Management**

Tuition	\$6,875.00
Registration	\$75.00
Books &	\$135.00
Supplies	<b>\$7,085.00</b>

**Total Cost**

## NOTICE OF NONDISCRIMINATORY POLICIES

Diamond Rigging and Crane (DR&C) is in compliance with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of race, creed, color, or national origin. It is also in compliance with the provisions of Title IX of the Educational Amendments of 1972 which prohibit discrimination on the basis of sex. Further, DR&C is in compliance with the Americans with Disabilities Act (ADA) of 1990 and Amendments Act (ADAAA) and with Section 504 of the Rehabilitation Act of 1973 as amended.

It is the policy of DR&C that sexual harassment as defined in the EEOC Guidelines will not be tolerated among members of the DR&C community. Any complaint of sexual harassment should be reported immediately to the appropriate person designated by the President or Vice President.

### CALENDARED HOLIDAYS

Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Good Friday	The Friday after Thanksgiving Day
Memorial Day	Christmas Eve and Christmas Day
Independence Day	New Year's Eve and New Year's
Labor Day	

### ENROLLMENT PERIODS

Enrollment periods are the four calendar weeks prior to the first day of classes for each program term. The last day to register is the Friday before the first day of class.

### BEGINNING AND ENDING DATES OF TERMS

Each term is two to nine weeks in length and run consecutively from late January to late November with a one to three week break between terms.

### NORMAL HOURS OF OPERATION AND CLASS SCHEDULES

**Normal Hours:** The normal hours of operation for the school are Monday through Friday 8:30 AM through 5:30 PM.

**Class Schedule:** Students will attend class Monday through Friday from 8:30 AM to 5:30 PM. Students will have a break as needed, and lunch will be from 12:00 PM to 1:00 PM.

## **SCHOOL OFFICE HOURS OF OPERATION**

Office hours are 8:00 AM to 5:00 PM Monday through Friday, except the days school will be closed. When classes are not in session, the office will be closed for lunch from 11:45 AM to 1:00 PM.

## **ADMISSION/ENROLLMENT POLICIES**

Individuals applying for admission are required to:

1. interview with an admissions counselor;
2. be at least 18 years of age
3. present proof of secondary education (high school diploma or GED certificate) or,
4. in the event the applicant is unable to provide proof of secondary education, A hands on assessment will be given.

## **CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE**

Certifications will be accepted and transferable for course work that has been completed at schools that are accredited by The National Commission for Certification of Crane Operations (NCCCO).

As all schools accredited by The NCCCO are held to the same training standard, certification from one school are transferable as work completed to any other school.

Previous academic work from institutions not accredited by NCCCO will be reviewed for possible transfer credit.

## **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## **REFUND POLICY**

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) the date of termination, if the student is terminated by the school.
  - b) the date of receipt of written notice from the student; or
  - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies and books until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended will be included in the refund.
5. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 3-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
6. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. an enrollee is not accepted by the school;
  - b. if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
7. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.



8. Refund Policy for Students Called to Active Military Service: A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b) grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c) will be eligible to take the certification exam, but only if the instructor or instructors of the program determine that the student has:
    - 1) satisfactorily completed the required coursework for the program; and
    - 2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.
10. In the event the VA eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds will be totally consummated within the forty (40) days after termination.

### **TYPE OF CERTIFICATE, DIPLOMA, OR DEGREE AWARDED**

Students that successfully complete the courses listed above and pass the exit exam administered by The National Commission for Certification of Crane Operations will receive a certificate of completion issued by The National Commission for Certification of Crane Operations in the specific area of training.

## TRACK PROGRAMS

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### **TRACK ZERO: RIGGER LEVEL I AND RIGGER LEVEL II** **80 Course Hours: 38 Lecture Hours / 38 Lab Hours / 4 Exam Hours**

**Course Objective/Purpose:** Track Zero: Rigger Level I and Rigger II program is for individual desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Rigger Level I and Rigger II. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as Level I and II Riggers in multiple industries.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

#### **RIGGER LEVEL I**

**Prerequisites:** At least 18 years old

**Subject Synopsis:** A Certified Rigger Level I can perform simple, repetitive rigging tasks when the load weight, center of gravity, rigging, and rigging configuration are provided or known by the rigger through experience or knowledge of:

- Inspecting rigging before use
- Identifying and attaching rigging with basic knowledge of hitch configurations, capacities, and basic knots
- Recognizing associated hazards
- Signaling operations
- Using various types of rigging equipment and basic hitches and their applications

## **RIGGER LEVEL II**

### **Prerequisites:** Rigger I

Subject Synopsis: A Certified Rigger Level II can select rigging components and procedures based on rigging capacity. A Rigger Level II can perform the following rigging tasks unsupervised:

- Identify lift points
- Estimate load weight, load weight estimation and center of gravity
- Determine and select rigging based on loading
- Perform pre-use inspection of rigging and lift points
- Identify and attach rigging with knowledge of hitch configurations and load angle factors, rigging capacities, and load integrity
- Understand load dynamics and associated hazards

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction and Terminology	3
Standards and Regulations	10
Communication	5
Rigger I and Rigger II Responsibilities	8
Critical and Simple Lifts Lab	10
Inspection Lab	4
Main Points, Practice Test & Review	12
Rigging Lab: Hands-on, Tasks, Knots, Bull Rigging and Rendering Pipe	24
NCCCO Written Exams	2
NCCCO Practical Exams	2
<b>Total Hours</b>	<b>80</b>

## **TRACK I: RIGGER LEVEL I; RIGGER LEVEL II; AND SIGNAL PERSON**

**80 Course Hours: 36 Lecture Hours / 37 Lab Hours / 7 Exam Hours**

**Course Objective/Purpose:** Track I: Rigger Level I; Rigger II; and Signal Person program is for individual desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Rigger Level I; Rigger II; and Signal Person. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as Signal Persons and Level I and II Riggers in multiple industries.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

### **RIGGER LEVEL I**

**Prerequisites:** At least 18 years old

**Subject Synopsis:** A Certified Rigger Level I can perform simple, repetitive rigging tasks when the load weight, center of gravity, rigging, and rigging configuration are provided or known by the rigger.

### **RIGGER LEVEL II**

**Prerequisites:** Rigger I

**Subject Synopsis:** A Certified Rigger Level II can select rigging components and procedures based on rigging capacity.

### **SIGNAL PERSON**

**Prerequisites:** At least 18 years old

**Subject Synopsis:** An excellent training program designed specifically to ensure that the student has a full understanding on the safety procedures and have a full grasp on how to navigate a load and communicate with the crane operator and all other personnel.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction and Terminology	2
Standards and Regulations	8
Communication: Hand Signals, Voice, Radio	5
Signal Person Responsibilities	5
Rigger I and Rigger II Responsibilities	6
Critical and Simple Lifts	8
Inspection	3
Main Points, Practice Test & Review	12
Signal Person Lab: Signaling and Proper Terminology	12
Rigging Lab: Hands-on, Tasks and Knots	12
NCCCO Written Exams	3
NCCCO Practical Exams	4
<b>Total Hours</b>	<b>80</b>

**TRACK II: SMALL AND LARGE CRANE OPERATOR**  
**80 Course Hours: 56.5 Lecture Hours / 18 Lab Hours / 5.5 Exam Hours**

**Course Objective/Purpose:** Track II: Small Crane and Large Operator Program is considered the first step in a career as a certified crane operator. Students receive classroom instruction on the nomenclature of mobile cranes, controls, capacity limits, safety procedures, lift management and regulation. Upon completion of this program, students will be able to 1) identify crane parts, 2) identify safety hazards, 3) read and interpret load charts, 4) understand basic operations of a mobile crane;5) understand the criteria for administering and maneuvering load. Students passing all examinations become nationally certified by NCCCO for two crane types opening employment opportunities in multiple industries.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

**SMALL CRANE (TSS)**

**Prerequisites:** CORE Exam, Rigger Program/ 4+ yrs. Experience

Course Synopsis: The CCO Service Truck Crane Operator certification (STC) is a subcategory of the CCO Telescopic Boom—Fixed Cab (TSS) certification [similar to the CCO Boom Truck —Fixed Cab (BTF) certification] and was developed specifically for the industries that use these smaller machines.

**LARGE CRANE (TLL)**

**Prerequisites:** CORE Exam, Small Crane

Course Synopsis: This program is designed to prepare participants to take the general and crane- specific exams in the NCCCO Crane Operator Certification series. This provides students with training, sample exams and load chart exercises.

<b>Course Outline Main topics or lessons</b>	<b>Hou rs</b>
Introduction & Terminology	2.5
Standards and Regulations	8
Inspection & Maintenance	4
Operating Safety Guidelines	5
Crane Operator Responsibilities	8
Load Charts	12
Crane Set-up & Critical lifts	8
Occurring Hazards & Warnings	5
Practice Test & Review	12
Crane Lab: Seat Time	10
Written Exam	3.5
Practical Exam	2
<b>TOTAL HOURS</b>	<b>80</b>



**TRACK III: RIGGER LEVEL I; RIGGER LEVEL II; SIGNAL PERSON; SMALL CRANE (TSS), LARGE CRANE (TLL) AND LATTICE BOOM CRAWLER (LBC) PROGRAM**  
**200 Course Hours: 105.5 Lecture Hours / 80 Lab Hours / 14.5 Exam Hours**

**Course Objective/Purpose:** Track III: Rigger Level I; Rigger Level II. Signal Person; Small Crane (TSS), Large Crane (TLL) and Lattice Boom Crawler (LBC) Program is designed for individuals that require national certification. The program prepares the student for the NCCCO written and practical examinations for Rigger Level I and Level II; Signal Person; Small Crane, Large Crane Operators and Lattice Boom Crawler (LBC). Students successfully passing the examinations become nationally certified by NCCCO, opening opportunities for employment as a Level I and II Riggers, Signal Person; Small Crane, Large Crane and Lattice Boom Crawler (LBC) Operators in multiple industries.

This program systematically incorporated the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

**RIGGER LEVEL I**

**Prerequisites:** At least 18 years old

Course Synopsis: A Certified Rigger Level I can perform simple, repetitive rigging tasks when the load weight, center of gravity, rigging, and rigging configuration are provided or known by the rigger.

**RIGGER LEVEL II**

**Prerequisites:** Rigger I

Course Synopsis: A Certified Rigger Level II can select rigging components and procedures based on rigging capacity. A Rigger Level II can perform the following rigging tasks unsupervised:

**SIGNAL PERSON**

**Prerequisites:** At least 18 years old

Course Synopsis: An excellent training program designed specifically to ensure that you have a full understanding on the safety procedures and have a full grasp on how to navigate a load and communicate with the crane operator and all other personnel.

## **SMALL CRANE (TSS)**

**Prerequisites:** Rigger Program

**CORE Exam Course Synopsis:** The CCO Service Truck Crane Operator certification (STC) is a subcategory of the CCO Telescopic Boom—Fixed Cab (TSS) certification (similar to the CCO Boom Truck—Fixed Cab (BTF) certification) and was developed specifically for the industries that use these smaller machines.

## **LARGE CRANE (TLL)**

**Prerequisites:** CORE Exam, Small Crane

**Course Synopsis:** This program is designed to prepare participants to take the general and crane- specific exams in the NCCCO Crane Operator Certification series. This provides students with training, sample exams and load chart exercises.

## **LATTICE BOOM CRAWLER (LBC)**

**Prerequisites:** CORE Exam, Small Crane and Large Crane

**Course Synopsis:** This program is designed to prepare participants to take the general and crane- specific exams in the NCCCO Crane Operator Certification series. This provides students with training, sample exams and load chart exercises.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction and Course Objectives	11
Standards & Regulations	15
Terminology	10
Occurring Hazards & Warnings (Power lines, Ground Conditions, Proper Rigging)	15
Inspection and Maintenance	15
Communications – Crane Set Up and Critical Lifts	19
Load Charts	18.5
Signal Person Lab: Signaling and Proper Terminology	15
Rigging Lab: Hands-on, Tasks and Knots	15
Crane Lab: Seat Time	35
Practice Test & Review	17
NCCCO Written Exams	7.5
NCCCO Practical Exams	7
<b>TOTAL HOURS</b>	<b>200</b>

## **TRACK IV: RIGGER LEVEL I; RIGGER LEVEL II; AND SMALL CRANE OPERATOR (TSS)**

**120 Course Hours: 72 Lecture Hours / 40.5 Lab Hours / 7.5 Exam Hours**

**Course Objective/Purpose:** Track IV: Rigger Level I; Rigger II; and Small Crane program is for individual desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Rigger Level I; Rigger II; and Small Crane Operator. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as Small Crane Operator, Level I and II Riggers in multiple industries.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

### **RIGGER LEVEL I**

**Prerequisites:** At least 18 years old

**Subject Synopsis:** A Certified Rigger Level I can perform simple, repetitive rigging tasks when the load weight, center of gravity, rigging, and rigging configuration are provided or known by the rigger.

### **RIGGER LEVEL II**

**Prerequisites:** Rigger I

**Subject Synopsis:** A Certified Rigger Level II can select rigging components and procedures based on rigging capacity.

### **SMALL CRANE (TSS)**

**Prerequisites:** Rigger Program

**CORE Exam Course Synopsis:** The CCO Service Truck Crane Operator certification (STC) is a subcategory of the CCO Telescopic Boom—Fixed Cab (TSS) certification [similar to the CCO Boom Truck—Fixed Cab (BTF) certification] and was developed specifically for the industries that use these smaller machines.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction and Terminology	6
Standards & Regulations	10
Communication	6
Crane Operator Responsibilities	8
Load Charts	10
Rigger I and Rigger II Responsibilities	12
Critical and Simple Lifts	10
Inspection & Maintenance	6
Main Points, Practice Test & Review	20
Crane Lab: Seat Time	12.5
Rigging Lab: Hands-on, Tasks and Knots	12
NCCCO Written Exams	4.5
NCCCO Practical Exams	3
<b>TOTAL HOURS</b>	<b>120</b>

## **TRACK V: LIFT DIRECTOR AND MOBILE CRANE INSPECTOR**

**80 Course Hours: 61.5 Lecture Hours / 13.5 Lab Hours / 5 Exam Hours**

**Course Objective/Purpose:** Track V: Lift Director and Mobile Crane Inspector seminar is designed for individuals that require national certification. The program prepares the student for the NCCCO written and practical examinations for Lift Director and Mobile Crane Inspector. Students successfully passing the examinations become nationally certified by NCCCO, opening opportunities for subcontracting as a subject matter expert (S.E.M). as a Lift Director, and Mobile Crane Inspector for upper management roles in multiple industries.

This program systematically incorporated the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

### **LIFT DIRECTOR**

**Prerequisites:** CORE Exam, Small, Large, Lattice Cranes and Rigger Level II

**Course Synopsis:** A Certified Lift Director creating lift plans, overlooking job scope and communication for rigging, signaling, crane, safe practices, and execution.

### **MOBILE CRANE INSPECTOR**

**Prerequisites:** CORE Exam, Small Crane, Large Crane, Lattice Boom, Rigger Level II and at least 5 years in crane related experience.

**Course Synopsis:** A Certified Mobile Crane Inspector performs inspections for distorted parts, locking devices, operational aids, and electrical components for safe OSHA regulations.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction and Terminology	10
Load Chart Exercises/Comprehension	13
Rigging II Responsibilities/Signaling	7
Load Planning and Lift Directing	6
Crane: Identifying Crane Components	8
Inspector Standards, Regulation and Duties	12
Crane Parts and Labels	8
NCCCO Preparatory and Written Exams	16
<b>Total Hours</b>	<b>80</b>



## Subjects

<b>Code</b>	<b>Subject Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Exam</b>	<b>Total</b>
R-001	Rigger Level I	25.5	12.5	2.0	40.0
R-002	Rigger Level II	25.5	12.5	2.0	40.0
SP-001	Signal Person	25.5	12.5	2.0	40.0
SC-001	Small Crane (TSS) Operator	24	12.5	3.5	40.0
LC-001	Large Crane (TLL) Operator	24	12.5	3.5	40.0
LBC-001	Lattice Boom Crawler (LBC) Operator	24	12.5	3.5	40.0
TWR-001	Tower Crane Operator	25.5	12.5	2.0	40.0
OVH-001	Overhead Crane Operator	25.5	12.5	2.0	40.0
LD-001	Lift Director	24.5	12.5	3	40.0
MCI-001	Mobile Crane Inspector	24.5	13.0	2.5	40.0

## **RIGGER LEVEL I**

**40 Course Hours: 25.5 Lecture Hours/ 12.5 Lab Hours/ 2 Exam Hours**

**Course Objective/Purpose:** Rigger Level I program is for individual desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Rigger Level I. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as Signal Persons and Level I and II Riggers in multiple industries.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

**Course Synopsis:** A Certified Rigger Level I can perform simple, repetitive rigging tasks when the load weight, center of gravity, rigging, and rigging configuration are provided or known by the rigger through experience or knowledge of:

- Inspecting rigging before use
- Identifying and attaching rigging with basic knowledge of hitch configurations, capacities, and basic knots
- Recognizing associated hazards
- Signaling operations
- Using various types of rigging equipment and basic hitches and their applications

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	2
Standards & Regulations	2
Safety Guidelines	2
Rigger I Responsibilities	4
Lifts: Simple & Critical	6
Inspection	4
Main Points, Practice Test & Review	7
Rigger I Lab: Hands- On, Rigging Tasks, Tagline Knots	11
NCCCO Written Exam	1
NCCCO Practical Exam	1
<b>TOTAL HOURS</b>	<b>40</b>

## **RIGGER LEVEL II**

**40 Course Hours: 25.5 Lecture Hours / 12.5 Lab Hours / 2 Exam Hours**

**Prerequisites:** Rigger I

**Course Objective/Purpose:** Rigger II program is for individual desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Rigger

II. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as Signal Persons and Level I and II Riggers in multiple industries.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

**Course Synopsis:** A Certified Rigger Level II can select rigging components and procedures based on rigging capacity. A Rigger Level II can perform the following rigging tasks unsupervised:

- Identify lift points
- Estimate load weight and center of gravity
- Determine and select rigging based on loading
- Perform pre-use inspection of rigging and lift points
- Identify and attach rigging with knowledge of hitch configurations and load angle factors, rigging capacities, and load integrity
- Understand load dynamics and associated hazards
- Load Weight Estimation

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	1
Standards & Regulations	2
Safety Guidelines	2
Rigger II Responsibilities	6
Lifts: Simple & Critical	6
Inspection	2
Main Points, Practice Test & Review	10
Rigger II Lab: Troubleshooting to find Center of Gravity	9
NCCCO Written Exam	1
NCCCO Practical Exam	1
<b>TOTAL HOURS</b>	<b>40</b>

## SIGNAL PERSON

**40 Course Hours: 25.5 Lecture Hours / 12.5 Lab Hours / 2 Exam Hours**

**Course Objective/Purpose:** Signal Person program is for individual desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Signal Person. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as Signal Persons and Level I and II Riggers in multiple industries.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

**Course Synopsis:** An excellent training program designed specifically to ensure that the student has a full understanding on the safety procedures and have a full grasp on how to navigate a load and communicate with the crane operator and all other personnel.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	2
Standards & Regulations	2
Safety Guidelines	4
Communication: Hand Signals, Voice, Radio	4
Signal Person Responsibilities	5
Main Points, Practice Test & Review	8.5
Signal Person Lab: Signaling and Proper Terminology	12.5
NCCCO Written Exam	1
NCCCO Practical Exam	1
<b>TOTAL HOURS</b>	<b>40</b>

## SMALL CRANE OPERATOR

**40 Course Hours: 24 Lecture Hours / 12.5 Lab Hours / 3.5 Exam Hours**

**Prerequisites:** Rigger & Signal Program

**Course Objective/Purpose:** Small Crane Operator program is for individual desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Rigger Level I; Rigger II; and Signal Person. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as Signal Persons and Level I and II Riggers in multiple industries.

**Course Synopsis:** The CCO Service Truck Crane Operator certification (STC) is a subcategory of the CCO Telescopic Boom—Fixed Cab (TSS) certification [similar to the CCO Boom Truck —Fixed Cab (BTF) certification] and was developed specifically for the industries that use these smaller machines.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	1
Standards & Regulations	1
Operating Safety Guidelines	3
Crane set-up & Critical lifts	3
Load Charts	5.5
Hazards & Warnings (Powerlines, Ground Conditions, Proper Rigging)	2
Inspection & Maintenance	3
Main Points, Practice Test & Review	8
Crane Lab: Seat Time	10
NCCCO Written Exam	2.5
NCCCO Practical Exam	1
<b>TOTAL HOURS</b>	<b>40</b>

\*This Crane course includes 10 hrs. of seat time. Any additional seat time needed will be \$175/hr.\*

## LARGE CRANE (TLL) OPERATOR

**40 Course Hours: 24 Lecture Hours / 12.5 Lab Hours / 3.5 Exam Hours**

**Prerequisites:** Rigger & Signal Program

**Course Objective/Purpose:** Large Crane Operator program is for individual desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Large Crane. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as Large Crane Operator in multiple industries.

**Course Synopsis:** This program is designed to prepare participants to take the general and crane- specific exams in the NCCCO Crane Operator Certification series. This provides students with training, sample exams and load chart exercises.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	1
Standards & Regulations	1
Operating Safety Guidelines	3
Crane set-up & Critical lifts	3
Load Charts	5.5
Hazards & Warnings (Powerlines, Ground Conditions, Proper Rigging)	2
Inspection & Maintenance	3
Main Points, Practice Test & Review	8
Crane Lab: Seat Time	10
NCCCO Written Exam	2.5
NCCCO Practical Exam	1
<b>TOTAL HOURS</b>	<b>40</b>

\*This Crane course includes 10 hrs. of seat time. Any additional seat time needed will be \$175/hr.\*



## **LATTICE BOOM CRAWLER Crane**

**40 Course Hours: 24 Lecture Hours / 12.5 Lab Hours / 3.5 Exam Hours**

**Course Objective/Purpose:** The Lattice Boom Crawler Program is designed for experienced operators that require a national certification. The program prepares the student for the NCCCO written and practical examination: core and one specialty. Classroom instruction is provided on NCCCO criteria for certification; written and practical application is administered for load charts, rigging and signaling, and maneuvering of the course with a load. Students successfully passing the examinations become nationally certified by NCCCO, opening opportunities for employment in multiple industries requiring the use of Lattice Boom Crawler cranes.

**Prerequisites:** Rigger, Signal, Small Crane & Large Crane Certification

**Course Synopsis:** An OSHA-Compliant Training Class Online for Lattice Boom Cranes (Truck-Mounted and Crawler Cranes). I-CAB Recognized.

This course satisfies OSHA's requirements for the classroom portion of operator safety training. Quiz questions along the way prepare you for the final written exam. Upon completion, gain access to and print off your test, certificate, and a checklist which can be used by your employer to administer the required practical observation.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	1
Standards & Regulations	1
Operating Safety Guidelines	3
Crane set-up & Critical lifts	3
Load Charts	5.5
Hazards & Warnings (Powerlines, Ground Conditions, Proper Rigging)	2
Inspection & Maintenance	3
Practice Test & Review	8
Crane Lab: Seat Time	10
NCCCO Written Exam	2.5
NCCCO Practical Exam	1
<b>TOTAL HOURS</b>	<b>40</b>

\*This Crane course includes 10 hrs. of seat time. Any additional seat time needed will be \$350/hr.\*

## **TOWER CRANE OPERATOR**

**40 Course Hours: 25.5 Lecture Hours/ 12.5 Lab Hours/ 2 Exam Hours**

**Course Objective/Purpose:** The Tower Crane Operator program is designed to prepare each student for the NCCCO national certification written examination. Students successfully passing the examinations become nationally certified by NCCCO, opening opportunities for employment as a Tower Crane operator in multiple industries.

**Prerequisites:** Rigger, Signal, Small Crane & Large Crane Certification

**Course Synopsis:** The Tower Crane Program provides training to prepare candidates for CCO examinations. Training Center courses prepare the student for tower crane written examination.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Terminology	2
Standards and Regulations	2
Inspection & Maintenance	2.5
Load Charts	4
Signaling: Hand signals, Voice, Radio	3
Safe Operating Practices	3.5
Practice Test & Review	11
Crane Lab	10
NCCCO Written Exam	1
NCCCO Practical Exam	1
<b>TOTAL HOURS</b>	<b>40</b>

\*This Crane course includes 10 hrs. of seat time. Any additional seat time needed will be \$350/hr.\*

## **OVER HEAD CRANE OPERATOR**

**40 Course Hours: 25.5 Lecture Hours/ 12.5 Lab Hours/ 2 Exam Hours**

**Course Objective/Purpose:** The Overhead Crane Operator program is designed for experienced operators that require a national certification. The program prepares the student for the NCCCO written and practical examinations. Classroom instruction is provided on NCCCO criteria for certification; written and practical application is administered for operations and maneuvering of the course with a load. Students successfully passing the examinations become nationally certified by NCCCO, opening opportunities for employment in multiple industries including manufacturing, aerospace, ports, government and military.

**Prerequisites:** Rigger & Signal Program, 4+ yrs. Experience

**Course Synopsis:** The Overhead Crane Certification program provides training to prepare candidates for NCCCO examinations. Training Center courses prepare the student for tower crane written examination.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Terminology	2
Policies, Standards and Regulations	2
Operating Safety Guidelines	3.5
Operator Responsibilities	6
Inspection & Maintenance	2.5
Main points, Practice Tests, and Review	12
Crane Lab	10
NCCCO Written Exam	1
NCCCO Practical Exam	1
<b>TOTAL HOURS</b>	<b>40</b>

\*This Crane course includes 10 hrs. of seat time. Any additional seat time needed will be \$350/hr.\*

## LIFT DIRECTOR (MANAGEMENT)

**40 Course Hours: 24.5 Lecture Hours/ 12.5 Lab Hours/ 3 Exam Hours**

**Prerequisites:** Rigger Level II, Small, Large & Lattice Crane

**Course Objective/Purpose:** The Lift Director program is designed for individuals that require national certification. The program prepares the student for the NCCCO written and practical examinations for the Lift Director. Students successfully passing the examinations become nationally certified by NCCCO, opening opportunities for management/subcontracting as a Subject Matter Expert (S.M.E.) in multiple industries.

This program systematically incorporated the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

**Course Synopsis:** A Certified Lift Director creating lift plans, overlooking job scope and communication for rigging, signaling, crane, safe practices, and execution.

Course Outline Main topics or lessons	Hours
Introduction and Terminology	5
Load Chart Exercises	6
Rigging II Responsibilities	5
Load and Lift Planning	6
Signaling	3.5
Crane: Directing Critical Lifts Load Charts	6.5
NCCCO Preparatory and Written Exams	8
<b>TOTAL HOURS</b>	<b>40</b>

## MOBILE CRANE INSPECTOR (MANAGEMENT)

**40 Course Hours: 24.5 Lecture Hours/ 13 Lab Hours/ 2.5 Exam Hours**

**Prerequisites:** Small Crane, Large Crane, Lattice Boom, Rigger Level II and at least 5 years in crane related experience.

**Course Objective/Purpose:** Mobile Crane Inspector seminar is designed for individuals that require national certification. The program prepares the student for the NCCCO written and practical examinations for Mobile Crane Inspector. Students successfully passing the examinations become nationally certified by NCCCO, opening opportunities as an independent subcontractor for Mobile Crane Inspections in multiple industries.

This program systematically incorporated the skill bases of each of the various components listed below to provide a well-rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

**Course Synopsis:** A Certified Mobile Crane Inspector performs inspections for distorted parts, locking devices, operational aids, and electrical components for safe OSHA regulations.

Course Outline Main topics or lessons	Hours
Introduction and Terminology	5
Load Chart Comprehension	7
Standards and Regulations	5
Inspector Standards and Duties	8
Crane Parts and Labels	7.5
NCCCO Preparatory Exams and Written Exams	7.5
<b>TOTAL HOURS</b>	<b>40</b>

## **TRACK II: FAST TRACK PROGRAM**

**40 Course Hours: 24.5 Lecture Hours/ 10 Lab Hours/ 5.5 Exam Hours**

**Course Objective/Purpose:** Track II: The Small Crane and Large Crane Operator Program is for experienced individuals with 5+ years of experience in the field. This is considered the first step in a career as a certified crane operator. Students receive classroom instruction on the nomenclature of mobile cranes, controls, capacity limits, safety procedures, lift management and regulation. Upon completion of this program, students will be able to 1) identify crane parts, 2) identify safety hazards, 3) read and interpret load charts, 4) understand basic operations of a mobile crane, 5) understand the criteria for controlling and maneuvering a load. Students passing all examinations become nationally certified by NCCCO for two crane types opening employment opportunities in multiple industries.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well rounded, through knowledge base for students to absorb; retain; and utilize in the area of learning they are acquiring. Listed below are the areas of learning.

### **SMALL CRANE (TSS)**

**Prerequisites:** Rigger & Signal Program and at least 5+ years of experience in the field

**Course Synopsis:** The CCO Service Truck Crane Operator certification (STC) is a subcategory of the CCO Telescopic Boom—Fixed Cab (TSS) certification (similar to the CCO Boom Truck—Fixed Cab (BTF) certification) and was developed specifically for the industries that use these smaller machines.

### **LARGE CRANE (TLL)**

**Prerequisites:** Rigger & Signal Program and at least 5+ years of experience in the field.

**Course Synopsis:** This program is designed to prepare participants to take the general and crane-specific exams in the NCCCO Crane Operator Certification series. This provides students with training, sample exams and load chart exercises.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	1.5
Standards and Regulations	2
Inspection & Maintenance	2
Operating Safety Guidelines	2.5
Crane Operator Responsibilities	2
Load Charts	4
Crane Set-up & Critical lifts	4
Occurring Hazards & Warnings	2.5
Practice Test & Review	4
Crane Lab: Seat Time	10
Written Exam	3.5
Practical Exam	2
<b>TOTAL HOURS</b>	<b>40</b>



## RECERTIFICATION SEMINARS

<b>Code</b>	<b>Seminar Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Exam</b>	<b>Total</b>
RR-002	Rigger Level II	23.0	0.0	1.0	24.0
SPR-001	Signal Person	0.0	15.0	1.0	16.0
MCR-000	Mobile Core	22.5	0.0	1.5	24.0
MCR-001	Small Crane	23.0	0.0	1.0	24.0
MCR-002	Large Crane	23.0	0.0	1.0	24.0
MCR-003	Lattice Crane	23.0	0.0	1.0	24.0
TWRR-002	Tower Crane	23.0	0.0	1.0	24.0
OVHR-002	Overhead Crane	23.0	0.0	1.0	24.0
LDR-001	Lift Director	24.5	12.5	3	40.0
MCIR-001	Mobile Crane Inspector	24.5	13.0	2.5	40.0

**RIGGER II RECERTIFICATION SEMINAR**  
**24 Course Hours: 23 Lecture Hours / 1 Exam**

**Prerequisite:** NCCCO Certified Rigger Level II

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	2
Standards & Regulations	3
Safety Guidelines	4
Rigger II Responsibilities	4
Inspection	2
Main Points, Practice Test & Review	8
NCCCO Written Exam	1
<b>TOTAL HOURS</b>	<b>24</b>

**SIGNAL PERSON RECERTIFICATION SEMINAR**  
**16 Course Hours: 15 Lab Hours / 1 Exam Hour**

**Prerequisite:** NCCCO Certified Signal Person

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Communication: Hand Signals, Voice, Radio	7
Signal Person Lab: Signaling and Proper Terminology	8
NCCCO Practical Exam	1
<b>TOTAL HOURS</b>	<b>16</b>

**MOBILE CRANE CORE RECERTIFICATION SEMINAR**  
**24 Course Hours: 22.5 Lecture Hours / 1.5 Exam Hour**

**Prerequisite:** NCCCO Certified Mobile Crane Operator

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	1.5
Standards & Regulations	2
Operating Safety Guidelines	2
Load Charts	4
Hazards & Warnings (Powerlines, Ground Conditions, Proper Rigging)	3
Inspection & Maintenance	2
Main Points, Practice Test & Review	8
NCCCO Written Exam	1.5
<b>TOTAL HOURS</b>	<b>24</b>

# **MOBILE CRANE SPECIALTY RECERTIFICATION SEMINAR- SMALL CRANE (TSS)**

**24 Course Hours: 23 Lecture Hours / 1 Exam Hour**

**Prerequisite:** NCCCO Certified Core, Small Mobile Crane Operator

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	2
Standards & Regulations	2
Operating Safety Guidelines	3
Load Charts	4
Hazards & Warnings (Powerlines, Ground Conditions, Proper Rigging)	2
Inspection & Maintenance	2
Main Points, Practice Test & Review	8
NCCCO Written Exam	1
<b>TOTAL HOURS</b>	<b>24</b>

**MOBILE CRANE SPECIALTY RECERTIFICATION SEMINAR- LARGE  
CRANE (TLL)**

**24 Course Hours: 23 Lecture Hours / 1 Exam Hour**

**Prerequisite:** NCCCO Certified Core, Large Mobile Crane Operator

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	2
Standards & Regulations	2
Operating Safety Guidelines	3
Load Charts	4
Hazards & Warnings (Powerlines, Ground Conditions, Proper Rigging)	2
Inspection & Maintenance	2
Main Points, Practice Test & Review	8
NCCCO Written Exam	1
<b>TOTAL HOURS</b>	<b>24</b>

**MOBILE CRANE SPECIALTY RECERTIFICATION SEMINAR-  
LATTICE (LBC)**

**24 Course Hours: 23 Lecture Hours / 1 Exam Hour**

**Prerequisite:** NCCCO Certified Core, Lattice Crane Operator

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	2
Standards & Regulations	2
Operating Safety Guidelines	3
Load Charts	4
Hazards & Warnings (Powerlines, Ground Conditions, Proper Rigging)	2
Inspection & Maintenance	2
Main Points, Practice Test & Review	8
NCCCO Written Exam	1
<b>TOTAL HOURS</b>	<b>24</b>

**TOWER CRANE RECERTIFICATION SEMINAR**  
**24 Course Hours: 23 Lecture Hours / 1 Exam Hour**

**Prerequisite:** NCCCO Certified Tower Crane Operator

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	2
Standards & Regulations	2
Operating Safety Guidelines	3
Load Charts	4
Hazards & Warnings (Powerlines, Ground Conditions, Proper Rigging)	2
Inspection & Maintenance	2
Main Points, Practice Test & Review	8
NCCCO Written Exam	1
<b>TOTAL HOURS</b>	<b>24</b>



**OVERHEAD CRANE RECERTIFICATION SEMINAR**  
**24 Course Hours: 23 Lecture Hours / 1 Exam Hour**

**Prerequisite:** NCCCO Certified Overhead Crane Operator

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Terminology	2
Policies, Standards & Regulations	2
Operating Safety Guidelines	3
Operator Responsibilities	4
Inspection & Maintenance	2
Main Points, Practice Test & Review	2
Crane Lab	8
NCCCO Written Exam	1
<b>TOTAL HOURS</b>	<b>24</b>

## LIFT DIRECTOR RECERTIFICATION SEMINAR

**40 Course Hours: 24.5 Lecture Hours/ 12.5 Lab Hours/ 3 Exam Hours**

**Prerequisite:** NCCCO Certified Lift Director

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	5
Load Chart Exercises	6
Rigging II Responsibilities	5
Load and Lift Planning	6
Signaling	3.5
Crane: Directing Critical Load Charts	6.5
NCCCO Preparatory and Written Exam	8
<b>TOTAL HOURS</b>	<b>40</b>

**MOBILE CRANE INSPECTOR RECERTIFICATION SEMINAR**  
**40 Course Hours: 24.5 Lecture Hours/ 13 Lab Hours/ 2.5 Exam Hours**

**Prerequisite:** NCCCO Certified Mobile Crane Inspector

**Course Objective/Purpose:** The Recertification Seminars are designed to give individuals already obtaining an NCCCO Certification Card a refresher of the certification that will be expiring. These certifications are valid for 5 years, so these courses help those needing to recertify brush up on exam related material in a timely manner.

<b>Course Outline Main topics or lessons</b>	<b>Hours</b>
Introduction & Terminology	5
Load Chart Comprehension	7
Standards and Regulations	5
Inspector Standards and Duties	8
Crane Parts and Labels	7.5
NCCCO Preparatory and Written Exam	7.5
<b>TOTAL HOURS</b>	<b>40</b>

## **SATISFACTORY PROGRESS**

Satisfactory process is determined by the completion of an end of course exam administered electronically by The National Commission for Certification of Crane Operations. Progress will be evaluated at the end of class for each subject.

## **ACADEMIC PROBATION**

A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After one six-week term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent term in the next 12 calendar months. Such re-enrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

**Incomplete:** An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

**Withdrawal:** Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the stated refund policy.

### **REMEDIAL WORK AND REPEATED COURSES**

DR&C does not offer remedial work. When a subject class is repeated, the determination of the student's eligibility to move forward in the specific course track will be determined by their completion of the computerized exit exam.

### **ATTENDANCE POLICY**

Students are expected to attend all lectures and labs and to be punctual in attending classes. Instructors will maintain a positive record of attendance for all classes. To meet the attendance policy, absence from a class will require make-up work on behalf of the student (see policy below). All tests missed due to the absence of a student must be taken on the first day of attendance after the student's absence.

**Leave of Absence:** The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file.

## **MAKE-UP WORK**

No more than 5% of the total course time hours for a program may be made up. Make-up work shall:

1. be supervised by an instructor approved for the class being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within two weeks of the end of the class during which the absence occurred;
4. be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
5. be signed and dated by the student to acknowledge the make-up session.

## **SCHOOL POLICY REGARDING STUDENT CONDUCT**

DR&C provides a student-centered learning environment in which students are afforded opportunities to practice self-discipline, to assume responsibilities as maturing adults, and to enjoy certain freedoms. When students elect to enroll at DR&C, they also accept and agree to abide by the rules, regulations, and policies by which DR&C is governed. In as much as enrollment is voluntary, acceptance is voluntary. On this basis, students cannot, without great personal liability to their continued association with DR&C, obstruct, hamper, disrupt, or otherwise interfere with DR&C's attainment of its lawful mission. DR&C, therefore, has both the right and the obligation to promulgate rules and regulations designed to promote attainment of its purpose.

Students on the DR&C campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud;
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others;
3. Non-compliance with the directives of school faculty and staff;
4. Violation of written policies, rules, procedures;
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission;
6. Damage to property or destruction of property;
7. Creation of unsafe conditions;
8. Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat;
9. Hurting others, threatening others, or engaging in behavior that may result in harm.

10. Selling, consuming, and/or possessing alcoholic beverages;
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics;
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school build; and
13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

### **Sexual Harassment Defined**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **Re-enrollment after Dismissal for Violation of Student Conduct Expectations:**

After one six-week term has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for re-enrollment in a subsequent term in the next 6 calendar months.

## **REQUIREMENTS FOR GRADUATION**

A Certificate of Completion from Diamond Rigging and Crane will be awarded to each student who completes all the required instructional and labs of the course of study, and successfully complete the computerized exit exam administered by the accreditation agency. Certifications will be issued by The National Commission for the Certification of Crane Operators corporation to each student after successful completion of written and practical examinations in accordance with their policies.

A student who has completed the course of study but does not meet course completion requirements can contact the registrar for one opportunity to repeat subject classes with unsatisfactory grades in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was originally enrolled. There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and fees.

## **SCHOOL PLACEMENT ASSISTANCE POLICY**

Job placement assistance is available at no charge for all students who are awarded the Certificate of Completion. DR&C works with area employers to assist its students with finding jobs when they complete the course. Job notices from businesses seeking qualified entry-level job within the field are made available to students and updated frequently with current job opportunities.

## **POLICIES/PROCEDURES TO RESOLVE STUDENT GRIEVANCES/COMPLAINTS**

If a student has a grievance with the staff, faculty, or administrator of the school, (s) he will file a formal, written complaint with the school director describing what occurred and the concerns.



Diamond Rigging and Crane  
Attention: Director 4313 Hugh Echols Blvd.  
Baytown, TX 77521  
832-812-1084

Notification of Complaint to the Texas Workforce Commission: A student who is dissatisfied with the school director's response (s)he can file a complaint with the Texas Workforce Commission. They should be sent to:

Texas Workforce Commission  
Career Schools and Colleges, Room 226T 101 East 15th Street  
Austin, Texas 78778-0001  
Phone: (512) 936-3100  
<http://csc.twc.state.tx.us/>

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [texasworkforce.org/careerschools](http://texasworkforce.org/careerschools).

Notification of Complaint to the Accrediting Agency: A student may also file a written complaint regarding unresolved grievances to The National Commission for Certification of Crane Operations must be in writing. They should be sent to:

The National Commission for Certification of Crane Operations  
2750 Prosperity Avenue, Suite 505  
Fairfax, VA 22031  
703-560-2391

### **TRUE AND CORRECT STATEMENT**

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

  
SIGNED BY DIRECTOR/OWNER