

LEADERS IN QUALITY CRANE & RIGGING TRAINING COURSES



CATALOG VOLUME #6

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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 accommodation was 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 situations and find viable solutions to problems that arise.

It was out of this experience that the school was born. 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

Track Zero: Rigger Level I & Rigger Level II	
Tuition	\$6,295.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$6,505.00
Track I: Rigger Level I, Rigger Level II, & Signal Person	
Tuition	\$8,295.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$8,505.00
Track II: Small Crane (TSS) & Large Crane (TLL) Operator	
Tuition	\$9,795.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$10,005.00
Track III: Rigger Level I, Rigger Level II, Signal Person, Small Crane (TSS), Large Crane (TLL) and Lattice (LBC)	
Tuition	\$26,145.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$26,355.00

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

Tuition	\$8,865.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$9,075.00

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

Tuition	\$15,480.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$15,690.00

SUBJECTS

Rigger Level I	
Tuition	\$3,025.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$3,235.00
Rigger Level II	
Tuition	\$4,025.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$4,235.00
Signal Person	
Tuition	\$3,025.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$3,235.00
Small Crane (TSS)	
Tuition	\$5,535.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$5,745.00
Large Crane (TLL)	
Tuition	\$6,035.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$6,245.00
Lattice Boom Crawler Operator	
Tuition	\$7,635.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$7,845.00

Tower Crane Operator	
Tuition	\$7,635.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$7,845.00
Overhead Crane Operator	
Tuition	\$7,335.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$7,545.00
Lift Director - Management	
Tuition	\$7,635.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$7,845.00
Mobile Crane Inspector – Management	
Tuition	\$7,635.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$7,845.00

Fast Track Program

Track II Fast Track Program: Small Crane (TSS) & Large Crane (TLL)	
Tuition	\$7,505.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$7,715.00

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

RECERTIFICATIONS PROGRAMS

Rigger Level II Recertification Program	
Tuition	\$3,535.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$3,745.00
Signal Person Recertification Program	
Tuition	\$2,535.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$2,745.00
Mobile Crane Core Recertification Program	
Tuition	\$2,725.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$2,935.00
Mobile Crane Specialty Recertification Program– Small Crane (TSS)	
Tuition	\$2,725.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$2,935.00

Mobile Crane Specialty Recertification Program- Large Crane (TLL)	\$3,535.00
Tuition	\$75.00
Registration	\$135.00
Books & Supplies	\$3,745.00

Total Cost

Mobile Crane Specialty Recertification Program – Lattice Boom (LBC)	\$4,335.00
Tuition	\$75.00
Registration	\$135.00
Books & Supplies	\$4,545.00

Total Cost

Tower Crane Recertification Program	
Tuition	
Registration	\$4,335.00
Books & Supplies	\$75.00
Total Cost	\$4,545.00

Overhead Crane Operator Recertification Program	
Tuition	\$4,335.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$4,545.00

Lift Director Recertification Program - Management	
Tuition	\$7,635.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$7,845.00
Mobile Crane Inspector Recertification Program - Management	
Tuition	\$7,635.00
Registration	\$75.00
Books & Supplies	\$135.00
Total Cost	\$7,845.00

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 for 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 is 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 at 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 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

TRACK ZERO: RIGGER LEVEL I AND RIGGER LEVEL II 80 Course Hours: 40 Lecture Hrs/40 Lab Hrs/0 Ext. Hrs

Program Description: Track Zero: Rigger Level I and Rigger II program is for individuals 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 such as refineries, construction, and the oil field to name a few.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, thorough 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

Performance Objectives: 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

Performance Objectives: 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

Program Outline	Lec/Lab/Ext/Total
IT-03 Introduction and Terminology	3/0/0/3
SR-10 Standards and Regulations	10/0/0/10
COMM-05 Communication: Hand Signals, Voice, Radio	0/5/0/5
RIRIRESP-08 Rigger I and Rigger II Responsibilities	0/8/0/8
CSL-10 Critical and Simple Lifts	10/0/0/10
INSP-04 Inspection	3/1/0/4
PTR-12 Main Points, Practice Test, and Review	12/0/0/12
RL-24 Rigging Lab: Hands- on, Tasks and knots.	0/24/0/24
WE-02 NCCCO Written Exams	2/0/0/2
PE-02 NCCCO Practical Exams	0/2/0/2
Total Hours	40/40/0/80

Subject Descriptions	Lec/Lab/Ext/Total
IT-03 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	3/0/0/3
SR-10 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	10/0/0/10
COMM-05 Communication: Hand Signals, Voice, Radio- Discuss proper hand signals when signaling the crane operator, voice signals: how to communicate and initiate functions through the radio. Prerequisites: NONE	0/5/0/5
RIRIRESP-08 Rigger I and Rigger II Responsibilities- <i>Rigger I Responsibilities-</i> Discuss proper rigging practices, knowing load weights, keeping workers outside barricaded areas, and knowing proper signals to communicate with the crane operator via hand and voice signals. <i>Rigger II Responsibilities-</i> Discuss proper rigging practices, knowing load weights, keeping workers outside barricaded areas, and knowing proper signals to communicate with the crane operator via hand and voice signals. Prerequisites: NONE	0/8/0/8
CSL-10 Critical and Simple Lifts- Go over how to execute leveled lifts, as well as unlevelled lifts, center of gravity. Prerequisites: NONE	10/0/0/10
INSP-04 Inspection- Discuss inspection of slings, hardware, and the load. Prerequisites: NONE	3/1/0/4
PTR-12 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	12/0/0/12
RL-24 Rigging Lab: Hands- on, Tasks and knots - Go over rigging task scenarios, different hitches for different lifts, leveled, unlevelled and rotated lifts. Prerequisites: NONE	0/24/0/24
WE-02 NCCCO Written Exams- Computer based testing, immediate results Prerequisites: NONE	2/0/0/2
PE-02 NCCCO Practical Exams- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/2/0/2
Total Hours	40/40/0/80

TRACK I: RIGGER LEVEL I, RIGGER LEVEL II AND SIGNAL PERSON

80 Course Hours: 28 Lecture Hrs/52 Lab Hrs/0 Ext. Hrs

Program Description: 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 such as refineries, construction, and the oil field to name a few.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, thorough 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

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

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

SIGNAL PERSON

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.

Program Outline	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology	2/0/0/2
SR-08 Standards and Regulations	8/0/0/8
COMM-05 Communication: Hand Signals, Voice, Radio	0/5/0/5
SPR-05 Signal Person Responsibilities	0/5/0/5
RIRIRESP-06 Rigger I and Rigger II Responsibilities	0/6/0/6
CSL-08 Critical and Simple Lifts	8/0/0/8
INSP-03 Inspection	0/3/0/3
PTR-12 Main Points, Practice Test, and Review	7/5/0/12
SPL-12 Signal Person Lab: Signaling and Proper Terminology	0/12/0/12
RL-12 Rigging Lab: Hands- on, Tasks and knots	0/12/0/12
WE-03 NCCCO Written Exams	3/0/0/3
PE-04 NCCCO Practical Exams	0/4/0/4
Total Hours	28/52/0/80

Subject Descriptions	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-08 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	8/0/0/8
COMM-05 Communication: Hand Signals, Voice, Radio- Discuss proper hand signals when signaling the crane operator, voice signals: how to communicate and initiate functions through the radio. Prerequisites: NONE	0/5/0/5
SPR-05 Signal Person Responsibilities- Go over how to communicate with the crane operator and knowing how to signal via hand and voice signals. Basic understanding of crane operation and limitations. Prerequisites: NONE	0/5/0/5
RIRIRESP-06 Rigger I and Rigger II Responsibilities- <i>Rigger I Responsibilities-</i> Discuss proper rigging practices, knowing load weights, keeping workers outside barricaded areas, and knowing proper signals to communicate with the crane operator via hand and voice signals. <i>Rigger II Responsibilities-</i> Discuss proper rigging practices, knowing load weights, keeping workers outside barricaded areas, and knowing proper signals to communicate with the crane operator via hand and voice signals. Prerequisites: NONE	0/6/0/6
CSL-08 Critical and Simple Lifts- Go over how to execute leveled lifts, as well as unlevelled lifts, center of gravity. Prerequisites: NONE	8/0/0/8
INSP-03 Inspection- Discuss inspection of slings, hardware, and the load. Prerequisites: NONE	0/3/0/3
PTR-12 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	7/5/0/12
SPL-12 Signal Person Lab: Signaling and Proper Terminology- Discuss proper hand signaling and proper NCCCO terminology. Prerequisites: NONE	0/12/0/12
RL-12 Rigging Lab: Hands- on, Tasks and knots - Go over rigging task scenarios, different hitches for different lifts, leveled, unlevelled and rotated lifts. Prerequisites: NONE	0/12/0/12
WE-03 NCCCO Written Exams- Computer based testing, immediate results. Prerequisites: NONE	3/0/0/3
PE-04 NCCCO Practical Exams- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/4/0/4
Total Hours	28/52/0/80

TRACK II: SMALL AND LARGE CRANE OPERATOR

80 Course Hours: 51 Lecture Hrs/29 Lab Hrs/0 Ext. Hrs

Program Description: 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 such as refineries, construction, and the oil field to name a few.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, thorough 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 OPERATOR (TSS)

Performance Objective: 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.

LC-001 LARGE CRANE OPERATOR (TLL)

Performance Objective: 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.

Program Outline	Lec/Lab/Ext/Total
IT-2.5 Introduction and Terminology	2.5/0/0/2.5
SR-08 Standards and Regulations	8/0/0/8
INSPM-04 Inspection and Maintenance	0/4/0/4
OSG-05 Operating Safety Guidelines	0/5/0/5
COR-08 Crane Operator Responsibilities	8/0/0/8
LC-12 Load Charts	12/0/0/12
CSCL-08 Crane Set-up and Critical Lifts	0/8/0/8
HW-05 Occurring Hazards and Warnings	5/0/5
PTR-12 Main Points, Practice Test and Review	12/0/12
CL-10 Crane Lab: Seat Time	0/10/10
WE-3.5 NCCCO Written Exam	3.5/0/3.5
PE-02 NCCCO Practical Exam	0/2/2
TOTAL HOURS	51/29/0/80

Subject Descriptions	Lec/Lab/Ext/Total
IT-2.5 Introduction and Terminology- Introducing the courses, what they consist of and the purpose for each course; and terminology that students will learn regarding NCCCO as well as field terminology. Prerequisites: NONE	2.5/0/0/2.5
SR-08 Standards and Regulations- Discuss OSHA and ASME standards regarding equipment, and specific rules to be followed. Prerequisites: NONE	8/0/0/8
INSPM-04 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	0/4/0/4
OSG-05 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	0/5/0/5
COR-08 Crane Operator Responsibilities- Must have good health, no substance abuse to be alert, control crane's functions. Prerequisites: NONE	8/0/0/8
LC-12 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	12/0/0/12
C_SCL-08 Crane Set-up and Critical Lifts- Discuss how to set up and break down a crane as well as lifts that need a lift plan which require site supervision or project management. Prerequisites: NONE	0/8/0/8
HW-05 Occurring Hazards and Warnings- Discuss powerline safety, traveling with and without a load, constant communication with signal person/rigger. Prerequisites: NONE	5/0/5
PTR-12 Main Points, Practice Test and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	12/0/12
CL-10 Crane Lab: Seat Time- Practice time on the crane. Getting familiar with the crane and how it operates. Prerequisites: NONE	0/10/10
WE-3.5 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	3.5/0/3.5
PE-02 NCCCO Practical Exam- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/2/2
TOTAL HOURS	51/29/0/80

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: 129 Lecture Hrs/71 Lab Hrs/0 Ext. Hrs

Program Description: 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 Level I and II Riggers, Signal Person: Small Crane, Large Crane and Lattice Boom Crawler (LBC) Operators in multiple industries such as refineries, construction, and the oil field to name a few.

This program systematically incorporated the skill bases of each of the various components listed below to provide a well-rounded, thorough 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

Performance Objective: 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

Performance Objective: 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

Performance Objective: An excellent training program designed specifically to ensure that you have a full understanding of 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 OPERATOR (TSS)

Performance Objective: 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 OPERATOR (TLL)

Performance Objective: 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 OPERATOR (LBC)

Performance Objective: 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.

Program Outline	Lec/Lab/Ext/Total
ICO-11 Introduction and Course Objectives	11/0/11
SR-15 Standards and Regulations	15/0/15
T-10 Terminology	10/0/10
HW-15 Occurring Hazards and Warnings (Power lines, Ground Conditions, Proper Rigging)	15/0/15
INSPM-15 Inspection and Maintenance	0/15/15
COMM-19 Communication: Hand Signals, Voice, Radio	0/19/19
LC-18.5 Load Charts	18.5/0/18.5
SPL-15 Signal Person Lab: Signaling and Proper Terminology	0/15/15
RL-15 Rigging Lab: Hands-on, Tasks and Knots	0/15/15
COR-35 Crane Operator Responsibilities	35/0/35
PTR-17 Main Points, Practice Test and Review	17/0/17
WE-7.5 NCCCO Written Exam	7.5/0/7.5
PE-07 NCCCO Practical Exam	0/7/7
TOTAL HOURS	129/71/0/200

Subject Descriptions	Lec/Lab/Ext/Total
ICO-11 Introduction and Course Objectives- Introducing the courses and relaying the course objectives to the students. Prerequisites: NONE	11/0/11
SR-15 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	15/0/15
T-10 Terminology- Learning all terminology related to Rigger I, Rigger II, and Small Crane that students will learn regarding NCCCO. Prerequisites: NONE	10/0/10
HW-15 Occurring Hazards and Warnings (Power lines, Ground Conditions, Proper Rigging)- Discuss powerline safety, traveling with and without a load, constant communication with signal person/ rigger. Prerequisites: NONE	15/0/15
INSPM-15 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	0/15/15
COMM-19 Communication: Hand Signals, Voice, Radio- Discuss proper hand signals when signaling the crane operator, voice signals: how to communicate and initiate functions through the radio. Prerequisites: NONE	0/19/19
LC-18.5 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart	18.5/0/18.5
SPL-15 Signal Person Lab: Signaling and Proper Terminology- Discuss proper hand signaling and proper NCCCO terminology. Prerequisites: NONE	0/15/15
RL-15 Rigging Lab: Hands-on, Tasks and Knots- Go over tagline knots, rigging task scenarios, and different hitches for different lifts. Prerequisites: NONE	0/15/15
COR-35 Crane Operator Responsibilities- Must have good health, no substance abuse to be alert, control crane's functions. Prerequisites: NONE	35/0/35
PTR-17 Main Points, Practice Test and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	17/0/17
WE-7.5 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	7.5/0/7.5
PE-07 NCCCO Practical Exam- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/7/7
TOTAL HOURS	129/71/0/200

TRACK IV: RIGGER LEVEL I, RIGGER LEVEL II AND SMALL CRANE OPERATOR (TSS)

120 Course Hours: 61.5 Lecture Hrs/58.5 Lab Hrs/0 Ext. Hrs

Program Description: 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 such as refineries, construction, and the oil field to name a few.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, thorough 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

Performance Objective: 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

Performance Objective: A Certified Rigger Level II can select rigging components and procedures based on rigging capacity.

SMALL CRANE (TSS)

Performance Objective: 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.

Program Outline	Lec/Lab/Ext/Total
IT-06 Introduction and Terminology	6/0/0/6
SR-10 Standards and Regulations	10/0/0/10
COMM-06 Communication: Hand Signals, Voice, Radio	3/3/0/6
COR-08 Crane Operator Responsibilities	8/0/0/8
LC-10 Load Charts	10/0/0/10
RIRIRESP-12 Rigger I and Rigger II Responsibilities	0/12/0/12
CSCL-10 Crane Set-up and Critical Lifts	10/0/0/10
INSPM-06 Inspection and Maintenance	0/6/0/6
PTR-20 Main Points, Practice Test, and Review	10/10/0/20
CL-12.5 Crane Lab: Seat Time	0/12.5/0/12.5
RL-12 Rigging Lab: Hands-on, Tasks and Knots	0/12/0/12
WE-4.5 NCCCO Written Exams	4.5/0/0/4.5
PE-03 NCCCO Practical Exams	0/3/0/3
TOTAL HOURS	61.5/58.5/0/120

Subject Descriptions	Lec/Lab/Ext/Total
IT-06 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	6/0/0/6
SR-10 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	10/0/0/10
COMM-06 Communication: Hand Signals, Voice, Radio- Discuss proper hand signals when signaling the crane operator, voice signals: how to communicate and initiate functions through the radio. Prerequisites: NONE	3/3/0/6
COR-08 Crane Operator Responsibilities- Must have good health, no substance abuse to be alert, control crane's functions. Prerequisites: NONE	8/0/0/8
LC-10 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	10/0/0/10
RIRIRESP-12 Rigger I and Rigger II Responsibilities- <i>Rigger I Responsibilities-</i> Discuss proper rigging practices, knowing load weights, keeping workers outside barricaded areas, and knowing proper signals to communicate with the crane operator via hand and voice signals. <i>Rigger II Responsibilities-</i> Discuss proper rigging practices, knowing load weights, keeping workers outside barricaded areas, and knowing proper signals to communicate with the crane operator via hand and voice signals. Prerequisites: NONE	0/12/0/12
C_SCL-10 Crane Set-up and Critical Lifts- Discuss how to set up and break down a crane as well as lifts that need a lift plan which require site supervision or project management. Prerequisites: NONE	10/0/0/10
INSPM-06 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	0/6/0/6
PTR-20 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	10/10/0/20
CL-12.5 Crane Lab: Seat Time- Practice time on the crane. Getting familiar with the crane and how it operates. Prerequisites: NONE	0/12.5/0/12.5
RL-12 Rigging Lab: Hands-on, Tasks and Knots- Go over tagline knots, rigging task scenarios, and different hitches for different lifts. Prerequisites: NONE	0/12/0/12
WE-4.5 NCCCO Written Exams- Computer based testing, immediate results. Prerequisites: NONE	4.5/0/0/4.5
PE-03 NCCCO Practical Exams- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/3/0/3
TOTAL HOURS	61.5/58.5/0/120

TRACK V: LIFT DIRECTOR AND MOBILE CRANE INSPECTOR

80 Course Hours: 55.5 Lecture Hrs/24.5 Lab Hrs/0 Ext. Hrs

Program Description: Track V: Lift Director and Mobile Crane Inspector program 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.M.E.). as a Lift Director, and Mobile Crane Inspector for upper management roles in multiple industries such as refineries, construction, and the oil field to name a few.

This program systematically incorporated the skill bases of each of the various components listed below to provide a well-rounded, thorough 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

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

MOBILE CRANE INSPECTOR

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

Program Outline	Lec/Lab/Ext/Total
ICO-10 Introduction and Course Objectives	10/0/0/10
SR-09 Standards and Regulations	9/0/0/9
SA-05 Site Access	5/0/0/5
RRQ-07 Roles, Responsibilities and Qualifications	3.5/3.5/0/7
LOLC-08 Lifting Operations and Load Charts	0/8/0/8
PIS-07 Pre-Inspection Survey	7/0/0/7
RR-05 Records Review	5/0/0/5
VINSP-08 Visual Inspection	0/8/0/8
PINSP-10 Post Inspection	5/5/0/10
WE-5.5 NCCCO Written Exams	5.5/0/0/5.5
PE-5.5 NCCCO Practical Exam	5.5/0/0/5.5
Total Hours	55.5/24.5/0/80

Subject Descriptions	Lec/Lab/Ext/Total
ICO-10 Introduction and Course Objectives- Learning all terminology related to Rigger I, Rigger II, Signal Person, Large Crane, and Lattice Crane that students will learn regarding NCCCO. Prerequisites: NONE	10/0/0/10
SR-09 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging and equipment, and specific rules to be followed. Prerequisites: NONE	9/0/0/9
SA-05 Site Access – How to identify and address hazards related to ground/surface conditions during lifting operations. Prerequisites: NONE	5/0/0/5
RRQ-07 Roles, Responsibilities and Qualifications – Know the roles, responsibilities and qualifications of personnel involved in the lifting operations. Prerequisites: NONE	3.5/3.5/0/7
LOLC-08 Lifting Operations and Load Charts- Learn how to identify and address hazards associated with special lifting operations. Understand and know the requirements for communications during lifting operations. Know how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	0/8/0/8
PIS-07 Pre-Inspection Survey- Knowledge of the standards and regulations applicable to crane inspection, including, but not limited to ASME B30 and OSHA. Prerequisites: NONE	7/0/0/7
RR-05 Records Review – Know if given documentation is correct, inspection records, how to verify whether proper repairs have been performed with acceptable documentation. Prerequisites: NONE	5/0/0/5
VINSP-08 Visual Inspection- Ability to recognize existing or potential problems. General knowledge of inspection criteria. Know specific job site situations. Prerequisites: NONE	0/8/0/8
PINSP-10 Post Inspection – Know and understand that the inspection/test procedure(s) did not cause damage per regulations and manufacture’s requirements. Learn how to document/communicate deficiencies. Prerequisites: NONE	5/5/0/10
WE-5.5 NCCCO Written Exams- Computer based testing, immediate results. Prerequisites: NONE	5.5/0/0/5.5
PE-5.5 NCCCO Practical Exam – Exam is incorporated in the written exam using scenario-based questions using images of real-life situations. Ability to identify deficiencies and hazards commonly seen in the field. Prerequisites: NONE	5.5/0/0/5.5
Total Hours	55.5/24.5/0/80

Subjects

Code	Subject Title	Lecture	Lab	Ext.	Total
R-001	Rigger Level I	26.5	13.5	0.0	40.0
R-002	Rigger Level II	26.5	13.5	0.0	40.0
SP-001	Signal Person	26.5	13.5	0.0	40.0
SC-001	Small Crane (TSS) Operator	26.5	13.5	0.0	40.0
LC-001	Large Crane (TLL) Operator	26.5	13.5	0.0	40.0
LBC-001	Lattice Boom Crawler (LBC) Operator	26.5	13.5	0.0	40.0
TWR-001	Tower Crane Operator	26.5	13.5	0.0	40.0
OVH-001	Overhead Crane Operator	26.5	13.5	0.0	40.0
LD-001	Lift Director	40	0.0	0.0	40.0
MCI-001	Mobile Crane Inspector	27	13	0.0	40.0

RIGGER LEVEL I

40 Course Hours: 20.5 Lecture Hrs/19.5 Lab Hrs/0 Ext. Hrs

Program Description: Rigger Level I program is for individuals 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 a Level I Rigger in multiple industries such as refineries, construction, and the oil field to name a few.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, thorough 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

Performance Objectives: 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

Program Outline	Lec/Lab/Ext/Tot al
IT-02 Introduction and Terminology	2/0/0/2
SR-02 Standards and Regulations	2/0/0/2
OSG-02 Operating Safety Guidelines	2/0/0/2
RIRESP-04 Rigger I Responsibilities	4/0/0/4
CSL-06 Critical and Simple Lifts	6/0/0/6
INSP-04 Inspection	0/4/0/4
PTR-07 Main Points, Practice Test, and Review	3.5/3.5/0/7
RIL-11 Rigger I Lab	0/11/0/11
WE-01 NCCCO Written Exams	1/0/0/1
PE-01 NCCCO Practical Exams	0/1/0/1
TOTAL HOURS	20.5/19.5/0/40

Subject Descriptions	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-02 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	2/0/0/2
RIRESP-04 Rigger I Responsibilities- Discuss proper rigging practices, knowing load weights, keeping workers outside barricaded areas, and knowing proper signals to communicate with the crane operator via hand and voice signals. Prerequisites: NONE	4/0/0/4
CSL-06 Critical and Simple Lifts- Go over how to execute leveled lifts, as well as unlevelled lifts, center of gravity. Prerequisites: NONE	6/0/0/6
INSP-04 Inspection- Discuss inspection of slings, hardware, and the load. Prerequisites: NONE	0/4/0/4
PTR-07 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	3.5/3.5/0/7
RIL-11 Rigger I Lab: Hands- On, Rigging Tasks, Tagline Knots. Prerequisites: NONE	0/11/0/11
WE-01 NCCCO Written Exams- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
PE-01 NCCCO Practical Exams- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	20.5/19.5/0/40

RIGGER LEVEL II

40 Course Hours: 17 Lecture/23 Lab Hrs/0 Ext. Hrs

Program Description: Rigger II program is for individuals desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Rigger Level II. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as an advanced Rigger in multiple industries such as refineries, construction, and the oil field to name a few.

This program systematically incorporates the skill bases of each of the various components listed below to provide a well-rounded, thorough 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 II

Performance Objectives: 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

Program Outline	Lec/Lab/Ext/Tot al
IT-01 Introduction and Terminology	1/0/0/1
SR-02 Standards and Regulations	2/0/0/2
OSG-02 Operating Safety Guidelines	2/0/0/2
RIIR-06 Rigger II Responsibilities	0/6/0/6
CSL-06 Critical and Simple Lifts	6/0/0/6
INSP-02 Inspection	0/2/0/2
PTR-10 Main Points, Practice Test, and Review	5/5/0/10
RIL-09 Rigger II Lab	0/9/0/9
WE-01 NCCCO Written Exams	1/0/0/1
PE-01 NCCCO Practical Exams	0/1/0/1
TOTAL HOURS	17/23/0/40

Subject Descriptions	Lec/Lab/Ext/Total
IT-01 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	1/0/0/1
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-02 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	2/0/0/2
RIIR-06 Rigger II Responsibilities- Discuss proper rigging practices, knowing load weights, keeping workers outside barricaded areas, and knowing proper signals to communicate with the crane operator via hand and voice signals. Prerequisites: NONE	0/6/0/6
CSL-06 Critical and Simple Lifts- Go over how to execute leveled lifts, as well as unleveled lifts, center of gravity. Prerequisites: NONE	6/0/0/6
INSP-02 Inspection- Discuss inspection of slings, hardware, and the load. Prerequisites: NONE	0/2/0/2
PTR-10 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	5/5/0/10
RIL-09 Rigger II Lab: Troubleshooting to find Center of Gravity. Prerequisites: NONE	0/9/0/9
WE-01 NCCCO Written Exams- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
PE-01 NCCCO Practical Exams- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	17/23/0/40

Signal Person

40 Course Hours: 14 Lecture Hrs/26 Lab Hrs/0 Ext. Hrs

Program Description: Signal Person program is for individuals 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 a Signal Person in multiple industries such as refineries, construction, and the oil field to name a few.

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

Signal Person

Performance Objectives: 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.

Program Outline	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology	2/0/0/2
SR-02 Standards and Regulations	2/0/0/2
OSG-04 Operating Safety Guidelines	4/0/0/4
COMM-04 Communication: Hand Signals, Voice, Radio	0/4/0/4
SPR-05 Signal Person Responsibilities	5/0/0/5
PTR-8.5 Main Points, Practice Test, and Review	0/8.5/0/8.5
SPL-12.5 Signal Person Lab: Signaling and Proper Terminology	0/12.5/0/12.5
WE-01 NCCCO Written Exams	1/0/0/1
PE-01 NCCCO Practical Exams	0/1/0/1
TOTAL HOURS	14/26/0/40

Subject Descriptions	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology- Introducing the courses, what they consist of and the purpose for each course; and terminology that students will learn regarding NCCCO as well as field terminology. Prerequisites: NONE	2/0/0/2
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-04 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	4/0/0/4
COMM-04 Communication: Hand Signals, Voice, Radio- Discuss proper hand signals when signaling the crane operator, voice signals: how to communicate and initiate functions through the radio. Prerequisites: NONE	0/4/0/4
SPR-05 Signal Person Responsibilities- Go over how to communicate with the crane operator and knowing how to signal via hand and voice signals. Basic understanding of crane operation and limitations. Prerequisites: NONE	5/0/0/5
PTR-8.5 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	0/8.5/0/8.5
SPL-12.5 Signal Person Lab: Signaling and Proper Terminology- Discuss proper hand signaling and proper NCCCO terminology. Prerequisites: NONE	0/12.5/0/12.5
WE-01 NCCCO Written Exams- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
PE-01 NCCCO Practical Exams- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	14/26/0/40

Small Crane Operator

40 Course Hours: 22 Lecture Hrs/18 Lab Hrs/0 Ext. Hrs

Program Description: Small Crane Operator program is for individuals desiring national certification. The program prepares the student for the NCCCO written and practical examinations for Small Crane. Students successfully passing the examinations become certified by NCCCO, opening opportunities for employment as Small Crane Operator in multiple industries such as refineries, construction, and the oil field to name a few.

Small Crane Operator

Performance Objectives: 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.

Program Outline	Lec/Lab/Ext/Total
IT-01 Introduction and Terminology	1/0/0/1
SR-01 Standards and Regulations	1/0/0/1
OSG-03 Operating Safety Guidelines	3/0/0/3
CSCL-03 Crane Set-up and Critical Lifts	3/0/0/3
LC-5.5 Load Charts	5.5/0/0/5.5
HW-02 Occurring Hazards and Warnings (Power lines, Ground Conditions, Proper Rigging)	2/0/0/2
INSPM-03 Inspection and Maintenance	0/3/0/3
PTR-08 Main Points, Practice Test, and Review	4/4/0/8
CL-10 Crane Lab: Seat Time	0/10/0/10
WE-2.5 NCCCO Written Exam	2.5/0/0/2.5
PE-01 NCCCO Practical Exam	0/1/0/1
TOTAL HOURS	22/18/0/40

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

Subject Descriptions	Lec/Lab/Ext/Total
IT-01 Introduction and Terminology- Introducing the courses, what they consist of and the purpose for each course; and terminology that students will learn regarding NCCCO as well as field terminology. Prerequisites: NONE	1/0/0/1
SR-01 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	1/0/0/1
OSG-03 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	3/0/0/3
CSCL-03 Crane Set-up and Critical Lifts- Discuss how to set up and break down a crane as well as lifts that need a lift plan which require site supervision or project management. Prerequisites: NONE	3/0/0/3
LC-5.5 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	5.5/0/0/5.5
HW-02 Occurring Hazards and Warnings (Power lines, Ground Conditions, Proper Rigging)- Discuss powerline safety, traveling with and without a load, constant communication with signal person/ rigger. Prerequisites: NONE	2/0/0/2
INSPM-03 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	0/3/0/3
PTR-08 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	4/4/0/8
CL-10 Crane Lab: Seat Time- Practice time on the crane. Getting familiar with the crane and how it operates. Prerequisites: NONE	0/10/0/10
WE-2.5 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	2.5/0/0/2.5
PE-01 NCCCO Practical Exam- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	22/18/0/40

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

Large Crane Operator

40 Course Hours: 22 Lecture Hrs/18 Lab Hrs/0 Ext. Hrs

Program Description: Large Crane Operator program is for individuals 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 such as refineries, construction, and the oil field to name a few.

Large Crane Operator

Performance Objectives: 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.

Program Outline	Lec/Lab/Ext/Total
IT-01 Introduction and Terminology	1/0/0/1
SR-01 Standards and Regulations	1/0/0/1
OSG-03 Operating Safety Guidelines	3/0/0/3
CSCL-03 Crane Set-up and Critical Lifts	3/0/0/3
LC-5.5 Load Charts	5.5/0/0/5.5
HW-02 Occurring Hazards and Warnings	2/0/0/2
INSPM-03 Inspection and Maintenance	0/3/0/3
PTR-08 Main Points, Practice Test, and Review	4/4/0/8
CL-10 Crane Lab: Seat Time	0/10/0/10
WE-2.5 NCCCO Written Exam	2.5/0/0/2.5
PE-01 NCCCO Practical Exam	0/1/0/1
TOTAL HOURS	22/18/0/40

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

Subject Descriptions	Lec/Lab/Ext/Total
IT-01 Introduction and Terminology- Introducing the courses, what they consist of and the purpose for each course; and terminology that students will learn regarding NCCCO as well as field terminology. Prerequisites: NONE	1/0/0/1
SR-01 Standards and Regulations- Discuss OSHA and ASME standards regarding equipment, and specific rules to be followed. Prerequisites: NONE	1/0/0/1
OSG-03 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	3/0/0/3
CSCL-03 Crane Set-up and Critical Lifts- Discuss how to set up and break down a crane as well as lifts that need a lift plan which require site supervision or project management. Prerequisites: NONE	3/0/0/3
LC-5.5 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	5.5/0/0/5.5
HW-02 Occurring Hazards and Warnings- Discuss powerline safety, traveling with and without a load, constant communication with signal person/rigger. Prerequisites: NONE	2/0/0/2
INSPM-03 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	0/3/0/3
PTR-08 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	4/4/0/8
CL-10 Crane Lab: Seat Time- Practice time on the crane. Getting familiar with the crane and how it operates. Prerequisites: NONE	0/10/0/10
WE-2.5 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	2.5/0/0/2.5
PE-01 NCCCO Practical Exam- Once completed and passed, the card will be received in 12-15 business day via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	22/18/0/40

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

Lattice Boom Crawler Crane Operator

40 Course Hours: 22 Lecture Hours/18 Lab Hrs/0 Ext. Hrs

Program Description: The Lattice Boom Crawler program is designed for experienced operators that require 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 such as refineries, construction, and the oil field to name a few that are requiring the use of Lattice Boom Crawler cranes.

Lattice Boom Crawler Crane

Performance Objectives: 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.

Program Outline	Lec/Lab/Ext/Total
IT-01 Introduction and Terminology	1/0/0/1
SR-01 Standards and Regulations	1/0/0/1
OSG-03 Operating Safety Guidelines	3/0/0/3
CSCL-03 Crane Set-up and Critical Lifts	3/0/0/3
LC-5.5 Load Charts	5.5/0/0/5.5
HW-02 Occurring Hazards and Warnings	2/0/0/2
INSPM-01 Inspection and Maintenance	0/3/0/3
PTR-08 Main Points, Practice Test and Review	4/4/0/8
CL-10 Crane Lab: Seat Time	0/10/0/10
WE-2.5 NCCCO Written Exam	2.5/0/0/2.5
PE-01 NCCCO Practical Exam	0/1/0/1
TOTAL HOURS	22/18/0/40

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

Subject Descriptions	Lec/Lab/Ext/Total
IT-01 Introduction and Terminology- Introducing the courses, what they consist of and the purpose for each course; and terminology that students will learn regarding NCCCO as well as field terminology. Prerequisites: NONE	1/0/0/1
SR-01 Standards and Regulations- Discuss OSHA and ASME standards regarding equipment, and specific rules to be followed. Prerequisites: NONE	1/0/0/1
OSG-03 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	3/0/0/3
CSCL-03 Crane Set-up and Critical Lifts- Discuss how to set up and break down a crane as well as lifts that need a lift plan which require site supervision or project management. Prerequisites: NONE	3/0/0/3
LC-5.5 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	5.5/0/0/5.5
HW-02 Occurring Hazards and Warnings- Discuss powerline safety, traveling with and without a load, constant communication with signal person/ rigger. Prerequisites: NONE	2/0/0/2
INSPM-01 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	0/3/0/3
PTR-08 Main Points, Practice Test and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	4/4/0/8
CL-10 Crane Lab: Seat Time- Practice time on the crane. Getting familiar with the crane and how it operates. Prerequisites: NONE	0/10/0/10
WE-2.5 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	2.5/0/0/2.5
PE-01 NCCCO Practical Exam- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	22/18/0/40

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

Tower Crane Operator

40 Course Hours: 21 Lecture Hrs/19 Lab Hrs/0 Ext. Hrs

Program Description: 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 such as refineries, construction, and the oil field to name a few.

Tower Crane

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

Program Outline	Lec/Lab/Ext/Total
IT-02 Introduction & Terminology	2/0/0/2
SR-02 Standards and Regulations	2/0/0/2
INSPM-03 Inspection and Maintenance	3/0/0/3
LC-04 Load Charts	4/0/0/4
SPR-03 Signal Person Responsibilities	0/3/0/3
OSG-04 Operating Safety Guidelines	4/0/0/4
PTR-10 Main Points, Practice Test and Review	5/5/0/10
CL-10 Crane Lab: Seat Time	0/10/0/10
WE-01 NCCCO Written Exam	1/0/0/1
PE-01 NCCCO Practical Exam	0/1/0/1
TOTAL HOURS	21/19/0/40

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

Subject Descriptions	Lec/Lab/Ext/Total
IT-02 Introduction & Terminology- Learning all terminology related to Rigger I, Rigger II, Signal Person, and Small Crane that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
INSPM-03 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	3/0/0/3
LC-04 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	4/0/0/4
SPR-03 Signal Person Responsibilities - Go over how to communicate with the crane operator and knowing how to signal via hand and voice signals. Basic understanding of crane operation and limitations. Prerequisites: NONE	0/3/0/3
OSG-04 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	4/0/0/4
PTR-10 Main Points, Practice Test and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	5/5/0/10
CL-10 Crane Lab: Seat Time- Practice time on the crane. Getting familiar with the crane and how it operates. Prerequisites: NONE	0/10/0/10
WE-01 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
PE-01 NCCCO Practical Exam- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	21/19/0/40

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

Overhead Crane Operator

40 Course Hours: 21.5 Lecture Hrs/18.5 Lab Hrs/0 Ext. Hrs

Program Description: 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.

Overhead Crane

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

Program Outline	Lec/Lab/Ext/Total
IT-02 Introduction & Terminology	2/0/0/2
SR-02 Standards and Regulations	2/0/0/2
OSG-3.5 Operating Safety Guidelines	3.5/0/0/3.5
COR-06 Crane Operator Responsibilities	6/0/0/6
INSPM-2.5 Inspection and Maintenance	0/2.5/0/2.5
PTR-12 Main Points, Practice Test, and Review	7/5/0/12
CL-10 Crane Lab: Seat Time	0/10/0/10
WE-01 NCCCO Written Exam	1/0/0/1
PE-01 NCCCO Practical Exam	0/1/0/1
TOTAL HOURS	21.5/18.5/0/40

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

Subject Descriptions	Lec/Lab/Ext/Total
IT-02 Introduction & Terminology- Learning all terminology related to Rigger I, Rigger II, Signal Person, and Small Crane that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-3.5 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	3.5/0/0/3.5
COR-06 Crane Operator Responsibilities- Must have good health, no substance abuse to be alert, control crane's functions. Prerequisites: NONE	6/0/0/6
INSPM-2.5 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	0/2.5/0/2.5
PTR-12 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	7/5/0/12
CL-10 Crane Lab: Seat Time- Practice time on the crane. Getting familiar with the crane and how it operates. Prerequisites: NONE	0/10/0/10
WE-01 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
PE-01 NCCCO Practical Exam- Once completed and passed, the card will be received in 12-15 business day via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	21.5/18.5/0/40

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

Lift Director (Management)
40 Course Hours: 35 Lecture Hrs/5 Lab Hrs/0 Ext. Hrs

Program Description: 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 such as refineries, construction, and the oil field to name a few.

This program systematically incorporated the skill bases of each of the various components listed below to provide a well-rounded, thorough 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

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

Program Outline	Lec/Lab/Ext/Total
IT-05 Introduction & Terminology	5/0/0/5
SR-05 Standards and Regulations	5/0/0/5
SA-05 Site Access	5/0/0/5
RRQ-05 Roles, Responsibilities, and Qualifications	5/0/0/5
LOLC-05 Lifting Operations and Load Charts	0/5/0/5
LP-05 Lift Plans	5/0/0/5
RS-04 Rigging and Signaling	4/0/0/4
WE-03 NCCCO Written Exam	3/0/0/3
PE-03 NCCCO Practical	3/0/0/3
TOTAL HOURS	35/5/0/40

Subject Descriptions	Lec/Lab/Ext/Total
IT-05 Introduction & Terminology- Learning all terminology related to Lift Director that students will learn regarding NCCCO. Prerequisites: NONE	5/0/0/5
SR-05 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	5/0/0/5
SA-05 Site Access – How to identify and address hazards related to ground/surface conditions during lifting operations. Prerequisites: NONE	5/0/0/5
RRQ-05 Roles, Responsibilities, and Qualifications- Know the roles, responsibilities and qualifications of personnel involved in the lifting operations. Prerequisites: NONE	5/0/0/5
LOLC-05 Lifting Operations and Load Charts- Know how to identify and address hazards associated with special lifting operations. Understand and know the requirements for communications during lifting operations. Know how to read charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	0/5/0/5
LP-05 Lift Plans- Know when and how to conduct pre-lift meetings, how to read interpret, and communicate lift plans. Prerequisites: NONE	5/0/0/5
RS-04 Rigging and Signaling- Understand inspection standards and regulations. Know the proper application of rigging. Know the standard methods for signals for hand, voice, and new signals. Prerequisites: NONE	4/0/0/4
WE-03 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	3/0/0/3
PE-03 NCCCO Practical Exam – Exam is incorporated in the written exam using scenario-based questions using images of real-life situations. Ability to identify deficiencies and hazards commonly seen in the field. Prerequisites: NONE	3/0/0/3
TOTAL HOURS	35/5/0/40

Mobile Crane Inspector (MANAGEMENT)
40 Course Hours: 27 Lecture Hrs/13 Lab Hrs/0 Ext. Hrs

Program Description: Mobile Crane Inspector program 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 such as refineries, construction, and the oil field to name a few.

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

Mobile Crane Inspector

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

Program Outline	Lec/Lab/Ext/Total
IT-05 Introduction and Terminology	5/0/0/5
PIS-07 Pre-Inspection Survey	7/0/0/7
RR-05 Records Review	5/0/0/5
VINSP-08 Visual Inspection	0/8/0/8
PINSP-10 Post Inspection	5/5/0/10
WE-2.5 NCCCO Written Exam	2.5/0/0/2.5
PE-2.5 NCCCO Practical Exam	2.5/0/0/2.5
TOTAL HOURS	27/13/0/40

Subject Descriptions	Lec/Lab/Ext/Total
IT-05 Introduction and Terminology- Introducing the Mobile Crane Inspector course and terminology that students will learn regarding NCCCO. Prerequisites: NONE	5/0/0/5
PIS-07 Pre-Inspection Survey- Knowledge of the standards and regulations applicable to crane inspection, including, but not limited to ASME B30 and OSHA. Prerequisites: NONE	7/0/0/7
RR-05 Records Review- Know if given documentation is correct, inspection records, how to verify whether proper repairs have been performed with acceptable documentation. Prerequisites: NONE	5/0/0/5
VINSP-08 Visual Inspection- Ability to recognize existing or potential problems. General knowledge of inspection criteria. Know specific job site situations. Prerequisites: NONE	0/8/0/8
PINSP-10 Post Inspection- Know and understand that the inspection/test procedure(s) did not cause damage per regulations and manufacturer’s requirements. Learn how to document/communicate deficiencies. Prerequisites: NONE	5/5/0/10
WE-2.5 NCCCO Written Exam - Computer based testing, immediate results. Prerequisites: NONE	2.5/0/0/2.5
PE-2.5 NCCCO Practical Exam – Exam is incorporated in the written exam using scenario-based questions using images of real-life situations. Ability to identify deficiencies and hazards commonly seen in the field. Prerequisites: NONE	2.5/0/0/2.5
TOTAL HOURS	27/13/0/40

TRACK II: FAST TRACK PROGRAM
40 Course Hours: 18.5 Lecture Hrs/21.5 Lab Hrs/0 Ext. Hrs

Program Description: 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 such as refineries, construction, and the oil field to name a few.

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

SMALL CRANE OPERATOR

Performance Objectives: 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 OPERATOR

Performance Objectives: 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.

Program Outline	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology	2/0/0/2
SR-02 Standards and Regulations	2/0/0/2
INSPM-2.5 Inspection and Maintenance	0/2.5/0/2.5
OSG-05 Operating Safety Guidelines	5/0/0/5
LC-08 Load Charts	0/8/0/8
PTR-8.5 Main Points, Practice Test and Review	8.5/0/0/8.5
CL-10 Crane Lab: Seat Time	0/10/0/10
WE-01 NCCCO Written Exam	1/0/0/1
PE-01 NCCCO Practical Exam	0/1/0/1
TOTAL HOURS	18.5/21.5/0/40

Subject Descriptions	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology- Learning all terminology related to Rigger I, Rigger II, Signal Person, and Small Crane that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
INSPM-2.5 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	0/2.5/0/2.5
OSG-05 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	5/0/0/5
LC-08 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	0/8/0/8
PTR-8.5 Main Points, Practice Test and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	8.5/0/0/8.5
CL-10 Crane Lab: Seat Time- Practice time on the crane. Getting familiar with the crane and how it operates. Prerequisites: NONE	0/10/0/10
WE-01 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
PE-01 NCCCO Practical Exam- Once completed and passed, the card will be received in 12-15 business day via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	18.5/21.5/0/40

RECERTIFICATION PROGRAMS

Code	Seminar Title	Lecture	Lab	Exam	Total
RR-002	Rigger Level II	24.0	0.0	0.0	24.0
SPR-001	Signal Person	0.0	16.0	0.0	16.0
MCR-000	Mobile Core	24.0	0.0	0.0	24.0
MCR-001	Small Crane	24.0	0.0	0.0	24.0
MCR-002	Large Crane	24.0	0.0	0.0	24.0
MCR-003	Lattice Crane	24.0	0.0	0.0	24.0
TWRR-002	Tower Crane	24.0	0.0	0.0	24.0
OVHR-002	Overhead Crane	24.0	0.0	0.0	24.0
LDR-001	Lift Director	40.0	0.0	0.0	40.0
MCIR-001	Mobile Crane Inspector	27	13	0.0	40.0

RIGGER II RECERTIFICATION PROGRAM

24 Course Hours: 24 Lecture Hrs/0 Lab Hrs/0 Ext. Hrs

Rigger Level II

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology	2/0/0/2
SR-03 Standards and Regulations	3/0/0/3
RIRESP-06 Rigger II Responsibilities	6/0/0/6
INSP-04 Inspection	4/0/0/4
PTR-08 Main Points, Practice Test, and Review	8/0/0/8
WE-01 NCCCO Written Exams	1/0/0/1
TOTAL HOURS	24/0/0/24

Subject Descriptions	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology- Introducing the courses, what they consist of and the purpose for each course; and terminology that students will learn regarding NCCCO as well as field terminology.	2/0/0/2
SR-03 Standards and Regulations- Discuss OSHA and ASME standards regarding equipment, and specific rules to be followed. Prerequisites: NONE	3/0/0/3
RIRESP-06 Rigger II Responsibilities- Discuss proper rigging practices, knowing load weights, keeping workers outside barricaded areas, and knowing proper signals to communicate with the crane operator via hand and voice signals. Prerequisites: NONE	6/0/0/6
INSP-04 Inspection- Discuss inspection of slings, hardware, and the load. Prerequisites: NONE	4/0/0/4
PTR-08 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	8/0/0/8
WE-01 NCCCO Written Exams- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
TOTAL HOURS	24/0/0/24

SIGNAL PERSON RECERTIFICATION PROGRAM
16 Course Hours: 0 Lecture Hrs/16 Lab Hrs/0 Ext. Hrs

Signal Person

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
COMM-07 Communication: Hand Signals, Voice, Radio	0/7/0/7
SPR-08 Signal Person Responsibilities	0/8/0/8
PE-01 NCCCO Practical Exams-	0/1/0/1
TOTAL HOURS	0/16/0/16

Subject Descriptions	Lec/Lab/Ext/Total
COMM-07 Communication: Hand Signals, Voice, Radio- Know proper hand signals when signaling the crane operator, voice signals: how to communicate and initiate functions through the radio. Prerequisites: NONE	0/7/0/7
SPR-08 Signal Person Responsibilities- Go over how to communicate with the crane operator and knowing how to signal via hand and voice signals. Basic understanding of crane operation and limitations. Discuss proper hand signaling and proper NCCCO terminology. Prerequisites: NONE	0/8/0/8
PE-01 NCCCO Practical Exams- Once completed and passed, the card will be received in 12-15 business days via mail. Prerequisites: NONE	0/1/0/1
TOTAL HOURS	0/16/0/16

MOBILE CRANE CORE RECERTIFICATION PROGRAM
24 Course Hours: 24 Lecture Hrs/0 Lab Hrs/0 Ext. Hrs

Mobile Crane Core

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
IT-1.5 Introduction and Terminology	1.5/0/0/1.5
SR-02 Standards and Regulations	2/0/0/2
OSG-02 Operating Safety Guidelines	2/0/0/2
LC-04 Load Charts	4/0/0/4
HW-03 Occurring Hazards and Warnings	3/0/0/3
INSPM-02 Inspection and Maintenance	2/0/0/2
PTR-08 Main Points, Practice Test, and Review	8/0/0/8
WE-1.5 NCCCO Written Exam	1.5/0/0/1.5
TOTAL HOURS	24/0/0/24

Subject Descriptions	Lec/Lab/Ext/Total
IT-1.5 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	1.5/0/0/1.5
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-02 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	2/0/0/2
LC-04 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	4/0/0/4
HW-03 Occurring Hazards and Warnings- Discuss powerline safety, traveling with and without a load, constant communication with signal person/rigger. Prerequisites: NONE	3/0/0/3
INSPM-02 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	2/0/0/2
PTR-08 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	8/0/0/8
WE-1.5 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	1.5/0/0/1.5
TOTAL HOURS	24/0/0/24

**MOBILE CRANE SPECIALTY RECERTIFICATION PROGRAM-
SMALL CRANE (TSS)**

24 Course Hours: 24 Lecture Hrs/0 Lab Hrs/0 Ext. Hrs

Small Crane

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology	2/0/0/2
SR-02 Standards and Regulations	2/0/0/2
OSG-03 Operating Safety Guidelines	3/0/0/3
LC-04 Load Charts	4/0/0/4
HW-02 Occurring Hazards and Warnings	2/0/0/2
INSPM-02 Inspection and Maintenance	2/0/0/2
PTR-08 Main Points, Practice Test, and Review	8/0/0/8
WE-01 NCCCO Written Exam	1/0/0/1
TOTAL HOURS	24/0/0/24

Subject Descriptions	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-03 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	3/0/0/3
LC-04 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	4/0/0/4
HW-02 Occurring Hazards and Warnings- Discuss powerline safety, traveling with and without a load, constant communication with signal person/ rigger. Prerequisites: NONE	2/0/0/2
INSPM-02 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	2/0/0/2
PTR-08 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	8/0/0/8
WE-01 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
TOTAL HOURS	24/0/0/24

**MOBILE CRANE SPECIALTY RECERTIFICATION PROGRAM- LARGE
CRANE (TLL)
24 Course Hours: 24 Lecture Hrs/0 Lab Hrs/0 Ext. Hrs**

Large Crane

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
IR-02 Introduction and Terminology	2/0/2
SR-02 Standards and Regulations	2/0/2
OSG-03 Operating Safety Guidelines	3/0/3
LC-04 Load Charts	4/0/4
HW-02 Occurring Hazards and Warnings	2/0/2
INSPM-02 Inspection and Maintenance	2/0/2
PTR-08 Main Points, Practice Test, and Review	8/0/8
WE-01 NCCCO Written Exams	1/0/1
TOTAL HOURS	24/0/0/24

Subject Descriptions	Lec/Lab/Ext/Total
IR-02 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-03 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	3/0/0/3
LC-04 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	4/0/0/4
HW-02 Occurring Hazards and Warnings- Discuss powerline safety, traveling with and without a load, constant communication with signal person/ rigger. Prerequisites: NONE	2/0/0/2
INSPM-02 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	2/0/0/2
PTR-08 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	8/0/0/8
WE-01 NCCCO Written Exams- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
TOTAL HOURS	24/0/0/24

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

24 Course Hours: 24 Lecture Hrs/0 Lab Hrs/0 Ext. Hrs

Lattice Crane

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
IR-02 Introduction and Terminology	2/0/0/2
SR-02 Standards and Regulations	2/0/0/2
OSG-03 Operating Safety Guidelines	3/0/0/3
LC-04 Load Charts	4/0/0/4
HW-02 Occurring Hazards and Warnings	2/0/0/2
INSPM-02 Inspection and Maintenance	2/0/0/2
PTR-08 Main Points, Practice Test, and Review	8/0/0/8
WE-01 NCCCO Written Exam	1/0/0/1
TOTAL HOURS	24/0/0/24

Subject Descriptions	Lec/Lab/Ext/Total
IR-02 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-03 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	3/0/0/3
LC-04 Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	4/0/0/4
HW-02 Occurring Hazards and Warnings- Discuss powerline safety, traveling with and without a load, constant communication with signal person/ rigger. Prerequisites: NONE	2/0/0/2
INSPM-02 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	2/0/0/2
PTR-08 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	8/0/0/8
WE-01 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
TOTAL HOURS	24/0/0/24

TOWER CRANE RECERTIFICATION PROGRAM
24 Course Hours: 24 Lecture Hrs/0 Lab Hrs/0 Ext. Hrs

Tower Crane

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
IR-02 Introduction and Terminology	2/0/0/2
SR-02 Standards and Regulations	2/0/0/2
OSG-03 Operating Safety Guidelines	3/0/0/3
LC-04 Load Charts	4/0/0/4
HW-02 Occurring Hazards and Warnings	2/0/0/2
INSPM-02 Inspection and Maintenance	2/0/0/2
PTR-08 Main Points, Practice Test, and Review	8/0/0/8
WE-01 NCCCO Written Exam	1/0/0/1
TOTAL HOURS	24/0/0/24

Subject Descriptions	Lec/Lab/Ext/Total
IR-02 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-02 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-03 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	3/0/0/3
LC-04Load Charts- Discuss learning how to read load charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	4/0/0/4
HW-02 Occurring Hazards and Warnings- Discuss powerline safety, traveling with and without a load, constant communication with signal person/ rigger. Prerequisites: NONE	2/0/0/2
INSPM-02 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	2/0/0/2
PTR-08 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	8/0/0/8
WE-01 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
TOTAL HOURS	24/0/0/24

OVERHEAD CRANE RECERTIFICATION PROGRAM

24 Course Hours: 24 Lecture Hrs/0 Lab Hrs/0 Ext. Hrs

Overhead Crane

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology	2/0/0/2
SR-02 Standards & Regulations	2/0/0/2
OSG-03 Operating Safety Guidelines	3/0/0/3
COR-04 Crane Operator Responsibilities	4/0/0/4
INSPM-02 Inspection and Maintenance	2/0/0/2
PTR-02 Main Points, Practice Test, and Review	2/0/0/2
CL-08 Crane Lab: Seat Time	8/0/0/8
WE-01 NCCCO Written Exam	1/0/0/1
TOTAL HOURS	24/0/0/24

Subject Descriptions	Lec/Lab/Ext/Total
IT-02 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	2/0/0/2
SR-02 Standards & Regulations – Discuss OSHA and ASME standards and regulations regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	2/0/0/2
OSG-03 Operating Safety Guidelines- Discuss load handling, operational aids, attaching the load, and moving the load. Prerequisites: NONE	3/0/0/3
COR-04 Crane Operator Responsibilities- Must have good health, no substance abuse to be alert, control crane’s functions. Prerequisites: NONE	4/0/0/4
INSPM-02 Inspection and Maintenance- Discuss what to look for when inspecting crane equipment. How to maintain crane such as oil changes, fuel, brakes, sheave blocks, repairs, etc. Prerequisites: NONE	2/0/0/2
PTR-02 Main Points, Practice Test, and Review- Summary of main objectives, quizzes on practice questions and test taking techniques. Prerequisites: NONE	2/0/0/2
CL-08 Crane Lab: Seat Time- Practice time on the crane. Getting familiar with the crane and how it operates. Prerequisites: NONE	8/0/0/8
WE-01 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	1/0/0/1
TOTAL HOURS	24/0/0/24

LIFT DIRECTOR RECERTIFICATION PROGRAM
40 Course Hours: 35 Lecture Hrs/5 Lab Hrs/0 Ext. Hrs

Lift Director

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
T-05 Terminology	5/0/0/5
SR-05 Standards and Regulations	5/0/0/5
SA-05 Site Access	5/0/0/5
RRQ-05 Roles, Responsibilities, and Qualifications	5/0/0/5
LOLC-05 Lifting Operations and Load Charts	0/5/0/5
LP-05 Lift Plans	5/0/0/5
RS-04 Rigging and Signaling	4/0/0/4
WE-03 NCCCO Written Exam	3/0/0/3
PE-03 NCCCO Practical Exam	3/0/0/3
TOTAL HOURS	35/5/0/40

Subject Descriptions	Lec/Lab/Ext/Total
T-05 Terminology- Learning all terminology related to Rigger I, Rigger II, Signal Person, Large Crane, and Lattice Crane that students will learn regarding NCCCO. Prerequisites: NONE	5/0/0/5
SR-05 Standards and Regulations- Discuss OSHA and ASME standards regarding rigging equipment, and specific rules to be followed. Prerequisites: NONE	5/0/0/5
SA-05 Site Access– How to identify and address hazards related to ground/surface conditions during lifting operations. Prerequisites: NONE	5/0/0/5
RRQ-05 Roles, Responsibilities, and Qualifications- Know the roles, responsibilities and qualifications of personnel involved in the lifting operations. Prerequisites: NONE	5/0/0/5
LOLC-05 Lifting Operations and Load Charts- Know how to identify and address hazards associated with special lifting operations. Understand and know the requirements for communications during lifting operations. Know how to read charts, specs of crane, and practice questions to get familiar with using a load chart. Prerequisites: NONE	0/5/0/5
LP-05 Lift Plans- Know when and how to conduct pre-lift meetings, how to read interpret, and communicate lift plans. Prerequisites: NONE	5/0/0/5
RS-04 Rigging and Signaling- Understand inspection standards and regulations. Know the proper application of rigging. Know the standard methods for signals for hand, voice, and new signals. Prerequisites: NONE	4/0/0/4
WE-03 NCCCO Written Exam- Computer based testing, immediate results. Prerequisites: NONE	3/0/0/3
PE-03 NCCCO Practical Exam – Exam is incorporated in the written exam using scenario-based questions using images of real-life situations. Ability to identify deficiencies and hazards commonly seen in the field. Prerequisites: NONE	3/0/0/3
TOTAL HOURS	35/5/0/40

MOBILE CRANE INSPECTOR RECERTIFICATION PROGRAM
40 Course Hours: 27 Lecture Hrs/13 Lab Hrs/0 Ext. Hrs

Mobile Crane Inspector

Performance Objectives: The Recertification Program is 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.

Program Outline	Lec/Lab/Ext/Total
IT-05 Introduction and Terminology	5/0/0/5
PIS-07 Pre-Inspection Survey	7/0/0/7
RR-05 Records Review	5/0/0/5
VINSP-08 Visual Inspection	0/8/0/8
PINSP-10 Post Inspection	5/5/0/10
WE-2.5 NCCCO Written Exam	2.5/0/0/2.5
PE-2.5 NCCCO Practical Exam	2.5/0/0/2.5
TOTAL HOURS	27/13/0/40

Subject Descriptions	Lec/Lab/Ext/Total
IT-05 Introduction and Terminology- Introducing the courses, and terminology that students will learn regarding NCCCO. Prerequisites: NONE	5/0/0/5
PIS-07 Pre-Inspection Survey- Knowledge of the standards and regulations applicable to crane inspection, including, but not limited to ASME B30 and OSHA. Prerequisites: NONE	7/0/0/7
RR-05 Records Review- Know if given documentation is correct, inspection records, how to verify whether proper repairs have been performed with acceptable documentation. Prerequisites: NONE	5/0/0/5
VINSP-08 Visual Inspection- Ability to recognize existing or potential problems. General knowledge of inspection criteria. Know specific job site situations. Prerequisites: NONE	0/8/0/8
PINSP-10 Post Inspection- Know and understand that the inspection/test procedure(s) did not cause damage per regulations and manufacturer's requirements. Learn how to document/communicate deficiencies. Prerequisites: NONE	5/5/0/10
WE-2.5 NCCCO Written Exam - Computer based testing, immediate results. Prerequisites: NONE	2.5/0/0/2.5
PE-2.5 NCCCO Practical Exam – Exam is incorporated in the written exam using scenario-based questions using images of real-life situations. Ability to identify deficiencies and hazards commonly seen in the field. Prerequisites: NONE	2.5/0/0/2.5
TOTAL HOURS	27/13/0/40

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 madeup;
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 jobs 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.

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