



# **SIGNAL PERSON**

## **CERTIFICATION PROGRAM**

Candidate Handbook

National Center for Construction Education and Research | **March 2022**



[www.nccer.org](http://www.nccer.org) | 888-622-3720

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## Purposes of the Program

The goals of the NCCER Signal Person Certification Program are:

- ◆ Enhance the practice and profession of signaling crane operations through validated and reliable certification instruments.
- ◆ To directly promote signal person competency and a safer work environment.
- ◆ Organize and implement a comprehensive program for the certification of signal persons.
- ◆ Promote the development of knowledge and skills of those interested in the signal person profession.
- ◆ Provide technical assistance to agencies having regulatory authority applicable to testing and certification of signal persons.

## Development of the Program

NCCER developed the Signal Person Certification Program to meet or exceed current ASME standards and state and OSHA regulations. Assessments were developed following strict professional testing guidelines endorsed by the American Psychological Association. All development phases involved subject matter experts (SMEs) who represented their respective technical areas. Prov, NCCER's test-development partner, provides psychometricians who monitor test development and performance on an ongoing basis, in conjunction with NCCER.

## Development of the Program

The Signal Person Certification Program was developed to identify those individuals with the professional knowledge and skills worthy of being designated as a Certified Signal Person. Therefore, the Signal Person Certification Program is intended to accomplish the following objectives:

- ◆ Identify signal persons who meet or exceed the minimum criteria for certification.
- ◆ Stimulate the improvement of signaling and establish it as a certifiable profession.

## Rigger/Signal Person Endorsed Accredited Assessment Center

The NCCER Signal Person Certification program can only be administered through an NCCER Rigger/Signal Person Endorsed Accredited Assessment Center (AAC). Each AAC determines the schedule and cost of services to be provided. Visit [www.nccer.org](http://www.nccer.org) or call NCCER customer service at 888-622-3720 to locate a Rigger/Signal Person Endorsed AAC.

## NCCER Registry System

The Registry System maintains records of assessment and practical examination results and issues credentials for successful completions through a network of Accredited Assessment Centers (AACs). All records are stored securely in the Registry System.

Certified Signal Persons receive an NCCER card which includes a card number. This number is used to access online verification of your credentials through the Registry System. This process can also be used to allow employers and inspectors to verify your credentials.



## Certification Policies

Through continuing and careful study of signal person qualifications, NCCER has developed the following basic policies:

- ◆ For a candidate to be certified, all parts of the certification process must be successfully completed.
- ◆ The candidate shall acknowledge, by affidavit, that he/she has passed a substance abuse test, pursuant to the employer's drug and alcohol-free workplace and substance abuse policy.
- ◆ To certify signal persons as outlined in federal, state, and local requirements.
- ◆ To deny certification to candidates who lack understanding in any subject area in which signal persons are expected to have competence.
- ◆ To ensure NCCER's Signal Person Certification Program keeps pace with the constantly changing signaling, rigging and lifting environments.
- ◆ To assess qualitative as well as quantitative factors in making the certification decision.
- ◆ To securely maintain a registry of certified signal persons' assessment and practical exam records.

## Confidentiality of Information

Records of all examiners and candidates in the program will be confidentially maintained.

- ◆ Information supplied by a candidate, and not by the individual's employer, is for the confidential use of the AAC and NCCER, and it will not be disclosed without the specific written permission of the individual candidate concerned.
- ◆ Information supplied by the employer company is for the confidential use of the AAC and NCCER and it will not be disclosed without the specific written permission of the employer concerned.

All candidates are required to sign an NCCER Registration & Release form allowing NCCER to verify a candidate's status with the AAC, if requested.

## Methods of Evaluation

Because qualitative factors are often just as important as the number of hours a signal person has spent on the job, the general principles outlined in the Signal Person Certification criteria will be checked closely by analyzing each candidate.

The prime considerations in evaluating a candidate for certification as a signal person are as follows:

1. That the results of examination of his/her knowledge and skills are considered satisfactory as a signal person in general, in addition to whatever specific requirements of the signal person certification being sought, and,
2. That the depth of his/her understanding in these same areas merits the designation "Certified Signal Person."

## Signal Person Certification Criteria

NCCER's primary objective is to assure that the specific competencies identified in the ASME standards have been achieved. The decision to certify or re-certify will be based on an evaluation of the degree to which the signal person has achieved these competencies. The signal person must provide, through assessment and practical examination, clear and convincing evidence to NCCER that such competencies have been achieved.

The candidate must fulfill all the following prior to issuance of certification:

1. Pass the signal person assessment.
2. Pass the signal person practical examination.
3. Complete and submit the Application for Signal Person Practical Examination in the Registry System, which includes an affidavit that that he/she has successfully passed a substance abuse test, pursuant to the employer's drug and alcohol-free workplace and substance abuse policy, and will continue to comply.
4. Have photo submitted and approved by the AAC and NCCER.

Upon satisfaction of the above requirements, results will be posted in the Registry System. Credentials will be forwarded to the AAC for distribution.

Candidates meeting the above requirements will be granted certified status for a period of five years from issuance of certification.

## Assessment

There is one assessment for signal person certification:

The following topics are included in the signal person assessment:

- ◆ Communications
- ◆ Basic Crane Operations
- ◆ Safety

The assessment must be delivered through a Rigger/Signal Person Endorsed AAC by a certified assessment proctor or assessment administrator.

## Practical Examination

There is one practical examination for signal person certification:

The following topics are included in the signal person practical examination:

- ◆ Communication
  - Hand
  - Radio
  - Voice
- ◆ Safety

**NOTE: You will be evaluated on the current ASME B30.2 B30.3 and B30.5 standard hand signals.**



The practical examination must be delivered by a certified Rigger/Signal Person Practical Examiner.

The Application for Rigger Practical Examination must be completed, electronically in the Registry System, by the candidate prior to taking the practical exam and be approved by the AAC.

### Scoring

Both assessments and practical examinations are scored by computers. Scores are available immediately upon test submission.

### Retest Policy

If the passing score is not attained on the initial signal person assessment or practical exam, a retest may be taken following a two-day waiting period. Subsequent retests (after two attempts) require a 30-day waiting period with no more than four attempts within 365 days.

### Recertification

In order to obtain recertification, a candidate must repeat the initial certification requirements. Signal Persons must recertify every five years.

### Certification Action

Certification is granted for a specific period of five years from the date of certificate issuance. The term of certification is subject to review for cause at any time during the period of certification. Certification is granted if current conditions are judged to be meeting or exceeding the minimum criteria requirements. If, for any reason, the future of a signal person's abilities appears precarious or weak, certification may be revoked.

A "Not to Certify" action is effective immediately after exhausting the appeal procedures. The notification to the signal person, employer, or the Rigger/Signal Person Endorsed AAC when applicable, shall indicate the following:

- ◆ The termination supersedes the certification status of the signal person, and
- ◆ The Certifier expects the certified individual to notify his/her employer of the termination of the certified status.

The Rigger/Signal Person Endorsed AAC is restricted by NCCER policies and procedures in the granting of certification. The Rigger/Signal Person Endorsed AAC has no authority to impose any restrictions or standards upon signal persons or their employers.

### Changes During Period of Certification

It is the obligation of the Certified Signal Person to notify the Certifier of any significant changes in the medical, physical, or other abilities of the rigger that would affect the certification status during the period of certification. **Notification of changes in abilities must be made to NCCER within 48 hours of the change in ability; failure to do so constitutes immediate revocation of all certification types.**



NCCER reserves the right to obtain and review feedback from Rigger/Signal Person Endorsed AACs on those signal persons certified in the program (to monitor individuals that have completed the program).

Certified Signal Persons must report changes in medical, physical, or other abilities by emailing [support@nccer.org](mailto:support@nccer.org).

## Revocation of Certification

NCCER reserves the right to revoke certifications for the following reasons but not limited to:

- ◆ Any misrepresentation or fabrication of documents submitted to NCCER regarding the Signal Person Certification Program.
- ◆ Failed substance abuse test as required in the Signal Person Certification Program.

## Reapplication

If a signal person's credentials are revoked due to a failed substance abuse test, the candidate may reapply for certification 12 months after the date of the revocation. If a signal person's credentials are revoked two or more times (for any reason) they may not apply for recertification. If a signal person's credentials are revoked because of misrepresentation or fabrication of documentation, they may not apply for recertification.

All reapplications must go before and be considered by the Crane Operator Certification Board for review. Reapplication may require additional documentation/verification.

Reapplication means that a candidate must complete all requirements for certification.

## Appeal

In the event a Certified Signal Person wishes to appeal revocation of certification actions taken by NCCER, notice of intent to appeal must be received within 30 days of the date of revocation notification. NCCER will forward the appeal to the Crane Scheme Committee. Upon receipt of such notice, the Committee will review the appeal and make its decision in a timely manner. The findings of the Committee will be reported to the Certifier, who will report back to the signal person and Rigger/Signal Person Endorsed AAC (where applicable).

A "revocation" action is effective immediately after exhausting the appeal procedures. The notification to the signal person or the Rigger/Signal Person Endorsed AAC when applicable, shall indicate the following:

- a. The termination supersedes the certification status of the signal person, and
- b. The Certifier expects the certified individual to notify his/her employer of the termination of the certified signal person status.

## Resources and Forms

The following resources/forms are included in this section for reference only and are obtained from NCCER's website at [www.nccer.org](http://www.nccer.org).

## Assessment Specifications

Specifications list the topics, number of questions, time allowed, and passing scores of the assessment.

## Application for Signal Person Practical Examination

All candidates must submit this form, electronically, in the Registry System prior to taking the practical examination. This application must be approved by the AAC for credentials to be issued.

## Registration and Release Form

This form releases and holds NCCER harmless for the disclosure of any information in connection with the verification process of the individual's training and/or assessment records. The Registration and Release Form can be completed in paper form and kept on file by the AAC or completed electronically in the Registry System. All candidates must complete the Registration & Release form before any testing activity takes place.