

## Hoisting Machine Operator – Class C License Frequently Asked Questions

Information You Need to Know!

**Q: Do I need to visit the Licensing Unit before taking the National Commission for the Certification of Crane Operators (NCCCO) examination or the Crane Institute Certification (CIC) examination?**

A: No. Applicants should not visit the Licensing Unit until Certified Crane Operator (CCO) certification from [NCCCO](#) or certification documents from [CIC](#) have been obtained. Once you have passed the examination and assemble the required paperwork for your New York City license, you can schedule an appointment with the Licensing Unit by calling (212) 566-4100.

**Q: Do I still need a folder number from the Department of Buildings to take the examination?**

A: No. The Licensing Unit no longer issues folder numbers for the examination. Register for the appropriate examination directly with [NCCCO](#) or [CIC](#).

**Q: Where can I take the written and practical examination for my NCCCO or CIC certification?**

A: Visit [www.nccco.org](http://www.nccco.org) or <http://www.craneinstitutecertification.com> for information on where and when you can take written and practical exams and to register.

**Q: Can I take the NCCCO or CIC examinations anywhere in the United States?**

A: Yes. You can obtain your [NCCCO](#) or [CIC](#) certification in any state where examinations are offered. However, you must submit all required paperwork in person to the Licensing Unit.

**Q: Both NCCCO and CIC offer several certifications. Which certification is required for each license class?**

A: For more information on what type of NCCCO or CIC certification you should obtain, view our [How to Become a New York City Licensed Hoisting Machine Operator – Class C](#) guide.

**Q: If I have an NCCCO certification, do I also need a CIC certification?**

A: No. You only need active certifications from either NCCCO or CIC.

**Q: What do I need to submit to the Department after passing the NCCCO or CIC certification exam?**

A: Please read our guide, [How to Become a New York City Licensed Hoisting Machine Operator – Class C](#) for a full list of required documentation.

**Q: What if I already have a Class C HMO license?**

A: All Class C Hoisting Machine Operators with active licenses should have obtained certification by October 1, 2009. If you did not, your license is now inactive. Please read our [“Hoisting Machine Operator Class C Licensing Procedures” fact sheet](#).

**Q: What if I applied for the Class C HMO examination before these changes?**

A: You must meet the new requirements. For specific questions about your application, contact the

Licensing Unit at (212) 566-4100.

**Q: What should I do once I receive certification?**

Once you have passed the examination, assemble the required paperwork for your license and schedule an appointment with the Licensing Unit. For more information on required documentation, please read our [How to Become a New York City Licensed Hoisting Machine Operator – Class C](#) guide.

**Q: What are the experience requirements for a Class C HMO license?**

A: You must have at least two years of experience within three years prior to application under the direct and continuing supervision of a licensed HMO in New York City or in another jurisdiction that regulates crane operators. At least one of the required years of experience must be in New York City or in an urban area of comparable density. You must also prove that you have had instruction in outrigger placement incorporating at least 100 crane set-ups.

**Q: What are the requirements to renew my license?**

A: You must have an active [NCCCO](#) or [CIC](#) certification for your license class. All other renewal procedures currently in place remain the same.

**Q: What if I want to upgrade my license class (i.e. change from a C2 to a C1)?**

A: To upgrade from one license class to another, you must submit a new application. If you have a C2 or C3 license and are attempting to upgrade, you must meet all the qualification and documentation requirements for an original license.

**Q: How often do I have to renew my certification?**

A: [NCCCO](#) and [CIC](#) both require recertification every 5 years.

**Q: What about Class A and Class B HMO licenses and exams?**

A: The procedures for A and B license holders remain the same. If you have filed with the Department of Administrative Services (DCAS) to take a Class A or Class B operator exam and have been approved, take the test as scheduled.

**Q: Where can I get more information?**

NCCCO certification: [www.nccco.org](http://www.nccco.org)

CIC certification: [www.craneinstitute.com](http://www.craneinstitute.com)

NYC Licenses: [www.nyc.gov/buildings](http://www.nyc.gov/buildings) or contact the Licensing Unit at (212) 566-4100.