



# Hoisting Machine Operator Class A

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## STEP 1: LICENSE CRITERIA

To become a New York City-licensed Class A Hoist Machine Operator, you must:

- Meet the License Qualifications (see STEP 2)
- Apply for and pass the appropriate National Commission for the Certification of Crane Operators (NCCCO) or the Crane Institute Certification (CIC) written and practical examinations (see STEP 3)
- Apply for and pass the Background Investigation (see STEP 4)
- Apply for your license (see STEP 5)

## STEP 2: LICENSE QUALIFICATIONS

All applicants applying for a Class A Hoist Machine Operator license must meet the following qualifications:

- Be at least eighteen (18) years old
- Be able to read and write the English language
- Be fit to perform the work authorized by the license
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Hoisting Machine Operator
- Have a minimum of at least three (3) years of experience within five (5) years prior to applying for a Hoisting Machine Operator license, under the direct supervision of a Class A or B Hoisting Machine Operator licensed by the Department. Additionally, the three years of experience must include, but not be limited to, outrigger placements incorporating at least 100 crane set ups, 25 of which must have occurred on machinery for which a NYC Class A license is required.

## STEP 3: EXAM REQUIREMENTS

To become a licensed Class A Hoist Machine Operator you must pass the appropriate National Commission for the Certification of Crane Operators (NCCCO) or the Crane Institute Certification (CIC) written and practical examinations for the type of machinery you intend to operate. Candidate handbooks and application information can be found on their websites – NCCCO, [www.nccco.org](http://www.nccco.org) and CIC, [www.craneinstitutecertification.com](http://www.craneinstitutecertification.com).

## **National Commission for the Certification of Crane Operators (NCCCO)**

The NCCCO certification shall permit operation of the type of equipment authorized by the New York City license. If you would like to operate both A and B type machinery, you must show compliance in Both NCCCO certifications. A TLL certification issued by NCCCO will only allow you to operate large telescopic boom cranes with a swing cab. A TSS certification from NCCCO will only allow you to operate small telescopic boom cranes with a fixed cab.

To obtain a Class A license, you must show a valid NCCCO certification card for at least **one** of the following:

- Telescopic boom cranes (swing cab) (TLL)
- Telescopic boom cranes (fixed cab) (TSS)
- Lattice boom truck crane (LBT)
- Lattice boom crawler crane (LBC)
- Tower crane (TWR)
- Overhead crane (OVR)

## **Crane Institute Certification (CIC)**

The CIC Certification shall permit operation of the type of equipment authorized by the New York City license. If you would like to operate a Class A license, you must show compliance with CIC certifications. For telescopic boom cranes a 21-75 ton certification issued by CIC will only allow you to operate large telescopic boom cranes with swing cabs and an under 21 ton certification from CIC will only allow you to operate telescopic boom cranes with a fixed cab.

To obtain a Class A license, you must show a valid CIC certification card for at least **one** of the following:

- Lattice boom crawler (LBCW)
- Lattice boom carrier (LBCR)
- Large telescopic boom (over 75 tons)

## **STEP 4: BACKGROUND INVESTIGATION**

Once you have obtained a NCCCO or CIC certification, you must call to schedule an appointment with the Licensing & Exams Unit to submit your information for a Background Investigation at (212) 393-2259. Your appointment will be scheduled between 9:00am and 12:45pm, Monday through Friday and will be at:

New York City Department of Buildings  
Licensing & Exams Unit  
280 Broadway, 6<sup>th</sup> Floor  
New York, NY 10007

You must bring the following **original** documentation with you to your appointment:

- Current NCCCO or CIC Certification Card as cited above
- [LIC2](#) Application
- [Department of Buildings Physical Examination Form \(LIC61\)](#)
- Proof of Certification of Compliance with substance abuse provisions. The Department will provide a substance abuse policy compliance document for you to complete during your appointment
- Typed & notarized letter from the applicant listing the name, address and telephone number of the laboratory that performed the substance abuse test and consent for the laboratory to the release such information to the Department
- Typed and completed [Background Investigation Questionnaire](#)
- [Supplemental Investigation Questionnaire](#)
- [NYC Buildings Employment Verification Forms](#) from all licensed Hoisting Machine Operators that supervised the applicant's work during the years he or she is claiming as experience

*NOTE: The Experience Verification Forms must come from the licensed Hoisting Machine Operator who supervised your work during that time, not from Human Resources. The supervising licensee must hold at minimum, the class of license for which the applicant is applying. NYC Buildings Experience Verification forms, posted on the Department website must be submitted along with the Background Investigation Questionnaire*

- Social Security History of Earnings for the years you are claiming as experience. This is **NOT the Social Security Statement**.

*NOTE: There is a fee charged by the Social Security Administration for this service. You must request the report to be run by **company name**. You may request the information by mail or in person (ordinarily you can receive this instantly in person). Visit (<http://www.ssa.gov/online/ssa-7050.html>) for more information*

- Driver's License (if the driver's license is from outside of NY, the applicant **must submit a driving abstract** from the Department of Motor Vehicles in the state the license was issued)
- Birth certificate, current passport or Green Card
- Social Security Card

- Proof of Residence (utility bill, bank statement, lease or deed) or a typed notarized letter and bill from the person you are residing with

*NOTE: Cell phone bills will **not** be accepted*

- National Certification Practical Exam Results showing type of equipment on which you were tested (Friction or Non-Friction)
- Certificate of Completion for the [40-Hour Hoisting Machine Operator Department-Approved Course](#).
- [Child Support Certification Form](#)
- \$500.00 Background Fee (cash, check, Master Card, Visa, Discover or Amex payable to Department of Buildings)

## STEP 5: OBTAINING THE LICENSE CARD

If the Department determines that you meet all qualifications and you pass the Background Investigation, you will receive a letter from the Licensing & Exams Unit with a list of instructions and required items that you must submit to the Department to obtain your license. You have one (1) year from the date of the letter to obtain your license.

For more information, visit the Department's website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).