



Hoisting Machine Operator Class B

STEP 1: LICENSE CRITERIA

To become a New York City-licensed Class B Hoist Machine Operator, the applicant must:

- Meet the License Qualifications (see Step 2);
- Apply for and pass the appropriate National Commission for the Certification of Crane Operators (NCCCO) (see Step 3);
- Apply for and pass the Background Investigation (see Step 4); and
- Obtain your license (see Step 5)

STEP 2: LICENSE QUALIFICATIONS

All applicants applying for a Class B 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 ;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Hoisting Machine Operator; and
- All applicants for a Class B hoisting machine operator license shall hold a Class A basic hoisting machine operator license and shall have had at least two (2) years' experience prior to the application date under the direct and continuing supervision of a Class B licensed hoisting machine operator, on equipment for which a Class B license is required. Refer to Rules of the City of New York 104-09 for information on qualifications & requirements.

STEP 3: EXAM REQUIREMENTS

To become a licensed Class B Hoist Machine Operator the applicant must pass the required National Commission for the Certification of Crane Operators (NCCCO) written and practical examinations. Candidate handbooks and application information can be found on their websites – NCCCO, www.nccco.org

TO OBTAIN a CLASS B LICENSE, YOU MUST SHOW A VAILD NCCCO CERTIFICATION CARD FOR ALL OF THE FOLLOWING, because the NYC Code Authorizes a Class B License to operate "Without Limitation or Restriction":

- Mobile cranes, large telescopic boom cranes (swing cab) (TLL)
- Mobile cranes, small telescopic boom cranes (fixed cab) (TSS)
- Lattice boom truck crane (LBT)
- Lattice boom crawler crane (LBC)

- Tower crane (TWR)

STEP 4: BACKGROUND INVESTIGATION

Once the applicant has obtained a NCCCO certification, he or she must schedule an appointment with the Licensing Unit to submit his or her information for a Background Investigation, Monday through Friday from 9:00am-12:45pm. The applicant must bring the following **original** documentation to his or her appointment:

- Original NCCCO Certification Card as cited above;
- [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 the applicant to complete during his or her appointment. Prior to this appointment, the applicant will need to have a substance abuse test conducted at a laboratory or doctor's office;
- A typed and notarized letter from the applicant listing the name, address and telephone number of the laboratory/doctor that performed the substance abuse test and consent for the laboratory/doctor to the release such information to the Department;
- A typed and completed [LIC2](#) application form;
- A typed and completed [LIC34](#) affidavit, if applicable;
- A typed and completed [Background Investigation Questionnaire](#);
- [NYC Buildings' Experience 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 the applicant's 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. The Experience Verification form, posted on the Department website must be submitted along with the Background Investigation Questionnaire and other documents.

- Social Security History of Earnings for the years the applicant claiming as experience

Note: There is a fee charged by the Social Security Administration for this service. The applicant must request the report to be run by "company name". The applicant 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;

- Union Extracts for the years you are claiming as experience, if the applicant is a union member;
- Valid Driver's License;
- Birth Certificate, Current Passport or Green Card;
- Social Security Card;

- Proof of Residence (Utility Bill, Lease or Deed) or a typed notarized letter and bill from the person with whom the applicant is residing;

Note: Cell phone bills will not be accepted for proof of residence

- Two 2x2 Passport Sized Photos;
- National Certification Practical Exam Results showing type of equipment on which the applicant was tested;
- [Child Support Certification Form](#);
- \$500 Background Fee (Cash, Check, Master Card, Visa, Discover or Amex); and
- \$91.50 Fingerprint Fee (**Money Order only payable to DCAS**)

Note: The applicant will not be able to obtain his or her license until he or she completes a 40-Hour Hoisting Machine Operator Department-Approved Course and receive a Certificate of Completion; course information will be provided if and when the applicant passes the background investigation.

STEP 5: OBTAINING YOUR LICENSE

If the Department determines that the applicant meets all qualifications and he or she passes the Background Investigation, the applicant will receive a letter from the Licensing Unit with a list of instructions and required items that he or she must submit to the Department to obtain his or her license including information on when and where to take the 40-Hour course.

For more information, visit the Department website at www.nyc.gov/buildings.