CIC Practical Examiner Candidate

Eligibility Application

(Initial Authorization)

Thank you for your interest in working with Crane Institute of America Certification, LLC (CIC) as a CIC Practical Examiner Candidate. This page describes:

- **Eligibility requirements** which must be met to pursue your CIC Practical Examiner authorization.
- **The process** for achieving authorization.

The following pages include the application and related documents which will determine your eligibility.

Eligibility Requirements

1. CIC Practical Examiner Candidates must be 21 years of age or older, verified with your government issued ID card (driver's license, passport, or military ID).
2. All CIC Practical Examiner Candidates must have a current OSHA level crane operator certification from a nationally recognized and accredited certification organization.
   a. If you ***do not*** hold a current OSHA level crane operator certification, you must achieve certification prior to pursuing eligibility as a CIC Practical Examiner Candidate.
   b. If you **do** hold a valid crane operator certification, you are not required to take additional exams.
   c. Applicants are required to email a clear, readable copy of the front and back of their current valid crane operator certification card with their CIC Practical Examiner Candidate Eligibility Application to help@cicert.com.
3. Agree to maintain compliance with OSHA and ASME standards, all CIC Practical Examiner Policies and Procedures found in the Practical Examiner Handbook, and CIC Code of Ethics & Substance Abuse Policies.

Steps in the Authorization Process

1. Your first stop to becoming an Authorized CIC Practical Examiner is to head to our website at www.cicert.com and click the **CIC Test Portal** button to log-in to your CIC account. If you do not have an account on the Test Portal, click on the **"Join"** button and follow the prompts to create a login and password to set up your account. *Please note:* You will use the same log in and password you set any time you need to enter the CIC Test Portal.
2. Select the **Authorized Practical Examiner Application** option from the menu and purchase the 4-Day Practical Examiner Training Program ($1,495.00). Complete and submit the CIC Practical Examiner Application Materials. **Note:** If you need more than one session to complete your application on the Test Portal, simply hit "save" before logging out, and when ready to restart your application, log back in to pick up where you left off.
3. Once submitted, CIC will review your application to determine your eligibility. You will be contacted with any questions and/or to notify you of your eligibility status. Once you receive email confirmation of your eligibility from CIC, call 407.878.5590 to schedule the 3-day training.
4. Take the live 4 Day - Practical Exam Training, in-class exercises, and final exam with a score of at least 80% on the Practical Examiner exam to achieve your CIC Practical Examiner Authorization.

© 2026Crane Institute of America Certification, LLC. All rights reserved.

Authorized CIC Practical Examiner Candidate Application
(Initial)

General Information

Full Name			Date of Birth
Current **Mailing** Address			Apt or Ste #
City	State		Zip
Phone	Email		
Current Employer	**Has current employer served as a CIC Practical Exam Site?**	Yes ◯	No ◯

Current Operator Certifications (CIC, NCCCO, NCCER, OECP, EICA, CICC) Attach additional page if needed.

Type	Number	Issued By	Expiration Date

Have you ever been a Practical Examiner for an accredited certification organization?	Yes ◯	No ◯
Have you ever been disciplined by an accredited certification organization?	Yes ◯	No ◯

Felony Convictions & Immigration Act

Have you ever been convicted of a felony?	Yes ◯	No ◯	If yes, describe below. Attach additional page if needed.

Location		Brief Description:
Date of Conviction: (month / year)		

Immigration Reform and Control Act Compliance: I certify that I am a U.S. citizen, permanent resident, or a foreign national with US government authorization to work in the United States.	Yes ☐	No ☐

Preferences

Please check the Practical Examiner Role(s) in which you wish to serve (e.g., Private, Traveling, Public) below:

☐ **PRIVATE:** Does not conduct Practical Exams for the general public. Not listed on the CIC website and/or Test Portal.

☐ **PUBLIC:** Has access to Authorized CIC Public Practical Exam Site with crane(s) to conduct Practicals. Listed on CIC website and/or/Test Portal.

☐ **TRAVELING:** Able to travel to Authorized CIC Practical Exam Sites and conduct Practical Exams. Listed on CIC website and/or Test Portal

List cities/states to which you plan to travel to conduct Practical Exams:

Do you currently, or would you like to include the CIC logo on your website or printed materials?	Yes ☐	No ☐

Authorization

To be Authorized as a CIC Practical Examiner, you must meet all requirements listed in the Practical Examiner Handbook including providing proof of at least one valid operator certification from CIC or other nationally accredited organization.

Practical Exams you expect to conduct (check all that apply below.):

☐ **Telescoping Boom Crane, under 21 Tons**
Digger Derrick and Service/Mechanic Truck Cranes included in TB < 21 Tons.

☐ **Telescoping Boom Crane, 21 – 75 Tons**

☐ **Telescoping Boom Crane, over 75 Tons**

☐ **Lattice Boom/Crawler/Carrier**

☐ **Articulating Boom Crane**

Release

Under penalties of perjury, I agree all entries on this application, any attachments and the following statements are true and accurate. I agree that my service as a Practical Examiner includes full compliance with CIC's Policies & Procedures, Code of Ethics and Substance Abuse Policies. I attest that I am physically able to fulfill the responsibilities of an Authorized CIC Practical Examiner. I agree that any false or inaccurate information may result in my application being denied or my authorization as a CIC Practical Examiner revoked.

First Name	Last Name	MI

Signature	Date (mm/dd/yy)

© 2026Crane Institute of America Certification, LLC. All rights reserved.

Employment History

Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name		Phone

Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name		Phone

Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name		Phone

Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name		Phone

Company Name	City	State
Job Title	Employment Dates from (mm/yy) to (mm/yy)	
Work Performed / Job Duties		
Supervisor Name		Phone

OFFICIAL USE ONLY

Received Date	Received By	Approved Date	Approved By

© 2026Crane Institute of America Certification, LLC. All rights reserved.

Practical Examiner Confidentiality Statement

The Crane Institute of America Certification, LLC (CIC) Practical Examiner Handbook, Assistant Practical Examiner Handbook, Practical Examiner training content, and any other information and materials provided confidentially to CIC Authorized Practical Examiners are the intellectual property of CIC. As such, these materials may not be reproduced.

Practical Examiners must keep all Practical Examination testing information and materials confidential and use them ONLY for the purposes of administering CIC Practical Exams.

Candidate performance information, including data collected on Examiner and Assistant Examiner Observation sheets, is confidential and is not to be shared with anyone other than the Assistant Practical Examiner, as required for completing the Observation Sheet accurately or CIC staff as needed, or the CIC Practical Examiner Auditor, for the purpose of performing their job duties. Further, no verbal information about a candidate's performance may be communicated to anyone other than those mentioned above, and only as necessary to perform their respective responsibilities.

Examiners are legally responsible for ensuring the confidentiality of these materials and any other associated data.

Important CIC Authorized Practical Examiner Policies

Practical Examiners:

- Must be authorized as CIC Authorized Practical Examiner by completing the initial 4-day CIC Practical Examiner training and successfully passing the final exam. Authorized Practical Examiners must reauthorize every five years.
- May only conduct Practical Exams at CIC Authorized Practical Exam Sites for candidates who have been officially registered through CIC.
- May not disclose confidential information about the CIC Practical Exam with anyone at any time before or after the Practical Examination other than the Assistant Practical Examiner, the Practical Exam Site Coordinator, or CIC contact person as needed to fulfill their respective duties.
- Must administer the Practical Exam with strict adherence to prescribed procedures and scripts.
- Conflict of Interest and Impartiality - Practical Examiners and Assistant Examiners must maintain impartiality at all times. Examiners are required to disclose any actual, potential, or perceived conflict of interest with a candidate prior to examination administration.
- May not coach or advise candidates before or during the Practical Exam.
- May not comment on a Candidate's Practical Exam performance to the candidate nor to anyone other than the Assistant Practical Examiner related to candidate observations or exam administration, the CIC contact person about administrative matters or to report violations of exam security, or a CIC Auditor to discuss auditor's assessment and input about exam administration.
- May not permit any candidate to watch a Practical Examination in process.
- May not proctor any CIC Virtual Exam.
- May not enter a Virtual Exam testing space while any exam is being administered
- May not answer Candidate Exam questions (Practical Exam or Virtual Exam) while Practical Exam testing is in progress.
- Must agree to allow a Practical Exam Auditor to be on the premises to observe, assess, and give feedback regarding the administration of the Practical Exam.

A violation of these policies may lead to suspension or revocation of a Practical Examiner's CIC Authorization.

© 2026Crane Institute of America Certification, LLC. All rights reserved.

Code of Ethics, Conflict of Interest, Impartiality and Substance Abuse Policies Summary

While these policies are specifically written for crane operators certified by CIC, their common principles also apply to any practical examiner certified by an equivalent organization. CIC is committed to providing fair and equitable certification exams for every candidate who pursues certification through our knowledge-based Virtual Exams and skills-based Practical Exams. Thus, it is essential that any Practical Examiner authorized by CIC to administer CIC Practical Exams holds to the same standards. Please take a moment to review the policy summaries below before signing the Practical Examiner Security & Confidentiality Agreement on the next page.

CIC Code of Ethics Policy Summary

Crane Operators certified by CIC are expected to abide by an honorable Code of Ethics, as are CIC Authorized Practical Examiners. The Code of Ethics requires a commitment to personal and professional ethics, including, but not limited to honesty and integrity; professional competence and safe practices; compliance with government regulations (OSHA) and industry standards (ASME); abiding by all CIC policies and procedures; respect for others including fair work practices; non-discrimination; no sexual harassment; illegal drug/substance abuse-free work practices; personal and professional accountability; confidentiality; and no conflicts of interest.

Conflict of Interest and Impartiality

Practical Examiners and Assistant Examiners must maintain impartiality at all times. Examiners are required to disclose any actual, potential, or perceived conflict of interest with a candidate prior to examination administration.

If a conflict is identified, the Examiner shall not administer the examination and must notify CIC so that an alternate authorized examiner may be assigned. All disclosures and actions taken are documented in accordance with CIC's Conflict of Interest and Impartiality procedures.

CIC Substance Abuse Policy Summary

The lifting industry has a clear obligation to do its utmost to ensure a safe, healthy, and efficient working environment for operators, their co-workers, customers, and the general public. Unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger for everyone. For the purposes of this policy, being "under the influence" is defined as the detectable presence of any drug or substance in the operator's body that impairs the operator's ability to operate the crane safely.

As a condition of achieving and maintaining certification, candidates seeking certification agree to abide by this Substance Abuse Policy, along with the Code of Ethics Policy, which also includes the agreement to refrain from substance abuse. In so doing, operators (and Practical Examiners) agree to the following statements:

- I will never report to work under the influence of alcohol, an illegal drug, or substance.
- I will never use alcohol or illegal drugs while at work or on any work/job site.
- I will never work while under the influence of alcohol or an illegal drug or substance.
- I will never engage in the unlawful manufacture, distribution, sale, or possession of illegal drugs in the workplace.
- I will never abuse prescription drugs.

A full version of these policies is available in our Policies & Procedures document, which can be found on the CIC website.

© 2026Crane Institute of America Certification, LLC. All rights reserved.

CIC Authorized Practical Examiner
Confidentiality & Compliance Agreement

As a Practical Examiner participating in the administration of Practical Examination(s) for Crane Institute of America Certification LLC, hereinafter called CIC, I, the undersigned accept responsibility for maintaining strict confidentiality of all examination-related materials.

1. I accept responsibility for protecting confidential materials and information. I will not discuss any aspect of the *examination administration process* with anyone except designated CIC Assistant Practical Examiners, Practical Exam Site Coordinator, and CIC contact person, and the CIC Auditor who will be given full access to the site, equipment, and all exam-related materials.
2. I will not discuss the *contents of any examination materials* except with the Assistant Examiner, CIC contact person, or exam auditor.
3. I am aware that all examination-related materials are to be kept in a secure location and certify that all such materials under my control will be secured when they are not in use or under my observation.
4. I have read and will follow all exam policies and procedures provided in the CIC Practical Examiner Handbook. I will also abide by OSHA and ASME standards and adhere to the CIC Code of Ethics and Substance Abuse Policies Agreement.
5. I have read the Practical Exam Site requirements included on page two of the Exam Site Report in this Practical Examiner Handbook and I will ensure those guidelines are followed when preparing and/or inspecting a CIC Practical Exam Site.
6. I understand and agree that ALL Examiners are required to disclose any actual, potential, or perceived conflict of interest with a candidate prior to examination administration. I agree, that if a conflict is identified, the Examiner shall not administer the examination and must notify CIC so that an alternate authorized examiner may be assigned. All disclosures and actions taken are documented in accordance with CIC's Conflict of Interest and Impartiality procedures.
7. I will ensure that the Assistant Practical Examiner is trained to record Practical Examination performance in compliance with the CIC Practical Examiner Handbook.
8. I agree not to misrepresent or omit any factual information in documentation provided to CIC, or to knowingly allow anyone else to make such misrepresentation or omission.
9. I agree to conduct exams only at CIC Authorized Practical Exam Sites.
10. I agree to permit Practical Exam Auditors to be on site to observe, assess and give constructive feedback about exam administration.
11. I agree that I will maintain valid and current certifications from CIC or other accredited certification organization.
12. I agree that I will compare both sets of Observation Sheets results with the Assistant Examiner at the end of the Practical Exam and reach mutual agreement about final results whenever possible. I acknowledge that as the Examiner, I am responsible for making final decisions, and that my Observation Sheets serve as the Master Observation Sheets for scoring. I will digitally input the Master Sheets into the Candidate's record via the CIC Test Portal. The Assistant's Observation Sheets may not be changed and will also be uploaded or digitally input on the Test Portal, along with Exam Site Report(s) and all other required documentation. All documentation will be submitted on the same day as exam administration and both the Examiner and Assistant Examiner will be present at the time of submission. If extenuating circumstances prevent both examiners from being present, examiners must call CIC before leaving the premises to discuss the circumstance(s).
13. I will not retain, capture images of, or reproduce any exam-related materials of any kind. This includes but is not limited to, retaining, or reproducing any candidate's confidential exam-related material after submitting them electronically via the CIC Test Portal. I will collect any extra copies of exam-related materials and shred and safely dispose of them within 24 hours of the end of testing.

I am aware that violations of these provisions could result in CIC revoking my status as a CIC Authorized Practical Examiner and that I would be liable for civil action. I have read and understand the provisions of this security agreement. My electronic signature below signifies that I agree to the terms of this agreement without reservation.

Electronic Signature _____ **Date** _____

Company Name _____ **Company Address** _____

Office Phone # _____ **Cell Phone #** _____ **Email Address** _____

© 2026Crane Institute of America Certification, LLC. All rights reserved.