

# Candidate Information Bulletin

## *Master Rigger, Tower/Climber Crane Rigger & Master Sign Hanger License Examinations*

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The NYC Department of Buildings (“Department”) has contracted with CPS HR Consulting (CPS HR) to develop and administer license examinations for various construction trades. Information in this candidate information bulletin is important for you to know and is relevant to every step of the examination process. It is your responsibility to read, know and understand this bulletin. You will be held accountable for the information contained within.

## License Requirements

### Master Rigger

Applicants must meet **all** the below requirements prior to their background application submission date:

- Be at least eighteen (18) years old;
- Be able to read and write the English language;
- Be of good moral character;
- Be fit to perform the work authorized by the license;
- Possesses valid certifications for both rigging supervision and lift direction. The certifications must be acceptable to the commissioner and be issued by a rigging supervision and lift direction certification program that is accredited by the National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI). The certifications shall cover areas including, but not limited to, the inspection and use of rigging hardware, rigging techniques, signaling, hazards associated with rigging, and calculations and problem solving with respect to rigging;
- Within one (1) year prior to application, have successfully completed a department approved training course for lift directing that is at least 32 hours in length. Such lift directing training course shall cover topics relating to mobile cranes, tower cranes, and derricks, including but not limited to roles and responsibilities of site personnel, operational planning, weather warnings, conducting on-site meetings, and log and reporting requirements. Successful completion of a lift directing training course shall be based upon passage of a written exam, and evidenced by the issuance of a certificate card that is in accordance with the provisions of item 2.5 of section 3316.9.2 of the New York city building code; and
- Has, within the one (1) year prior to application, satisfactorily completed a department-approved training course for rigging supervision that is at least 32 hours in length and in accordance with the requirements of section 3316.9.2 of the New York city building code.

**Applicants must also meet one (1) of the following levels of experience prior to their background application submission date.**

- Has at least five (5) years of experience, within the seven (7) years prior to application, working as a designated master rigging foreman in the city of New York under the direct and continuing supervision of a licensed master rigger;
- Is a licensed professional engineer and, within the five (5) years prior to application, has developed and provided onsite verification of the critical pick plan in accordance with section 3316.9.1 of the New York city building code for at least twenty-five (25) separate New York city certificates of on-site inspections; or

- Has at least five (5) years of experience, within the seven (7) years prior to application, working as a licensed lift director in the city of New York.

**Note:** Please see the full text of Title 28 of the New York City Administrative Code for all the qualifications requirements.

### **Tower/Climber Crane Rigger**

Applicants must meet **all** the below requirements prior to their background application submission date:

- Be at least eighteen (18) years old;
- Be able to read and write the English language;
- Be of good moral character;
- Be fit to perform the work authorized by the license;
- Have at least **five (5) years of practical experience** in the climber/tower crane rigging business within seven (7) years prior to the background application submission date; and
- Has, within the one (1) year prior to application, satisfactorily completed a department-approved training course for tower crane rigging that is at least 30 hours in length and in accordance with the requirements of section 3319.10.1 of the New York city building code.

**Note:** Please see the full text of Title 28 of the New York City Administrative Code for all the qualifications requirements.

### **Master Sign Hanger**

Master Sign Hangers are licensed to raise, lower, hang, or attach signs. Applicants must meet **all** the below requirements prior to their background application submission date:

- Be at least eighteen (18) years old;
- Be able to read and write the English language;
- Be of good moral character;
- Be fit to perform the work authorized by the license;
- Have at least **five (5) years of practical experience** in sign hanging as a designated sign hanging foreman within seven (7) years prior to the background application submission date under the direct and continuing supervision of a Department-licensed Master Sign Hanger; and
- Have knowledge of and the ability to read plans and specifications relating to sign construction and erection, including supporting framework and other supports, and a knowledge of the problems and practices of sign construction and hanging and be familiar with the equipment and tools used in sign hanging.

**Note:** Please see the full text of Title 28 of the New York City Administrative Code for all the qualifications requirements.

To successfully qualify for the **Master Rigger, Tower Crane Rigger, or Master Sign Hanger license**, candidates must pass a written and practical examination. Candidates take the appropriate written examination first. After passing the written examination, candidates must apply to take the practical examination for that trade.

The Department has approved the examination content outline for the Master Rigger, Tower Crane Rigger and Master Sign Hanger written and practical examinations. The pass points listed for the written and practical examinations reflect the minimum competency required by each trade to successfully perform their job duties in a responsible manner that protects the public from harm.

## Submitting Your Examination Application

Before you can schedule your examination with CPS HR, you must submit a **typed** examination application and fee to the Department as outlined on the Department's website. Applications that do not include the examination fee will be returned to the applicant. Corresponding license examination applications can be found on the Department's website at <http://www1.nyc.gov/site/buildings/industry/applications-forms.page>. Any false statement on your application will result in you being deemed ineligible to take the corresponding license examinations and may result in severe civil and criminal penalties.

**Note:** All Special Examination Arrangement requests **MUST** be submitted with the application to be accepted.

## Examination Fees

The fee for the written examination is \$525, and the fee for the practical examination is \$350. The **fees are nonrefundable** and **do not** include the background investigation fee or the license issuance fee for your license after you pass the examination and background investigation.

The fees must be paid by money order **only** and made payable to the New York City Department of Buildings. Checks and cash will **not** be accepted. Please make sure to include the last four digits of your Social Security Number on the front of your money order and retain a copy of the money order receipt as your proof of filing.

## Scheduling Your Examinations

### Written Examination

You must complete and submit the written examination application as outlined on the Department's website, located at <http://www1.nyc.gov/assets/buildings/pdf/lic41.pdf>. Check the box that indicates your trade and submit the application with the \$525 fee (as noted above).

Once you receive an email notifying you that you are eligible to take the Master Rigger, Tower/Climber Crane Rigger or Master Sign Hanger license examinations, you are responsible for scheduling an appointment to take the written examination. You may only test one time per notification of eligibility. Each time you fail, you must reapply with the Department.

**Important:** You have **six (6) months** from the date you submit the written examination application to take the written examination. If you do not take the examination within six (6) months of application submission, you will need to reapply through the Department and pay the corresponding examination fee.

The written examination is administered by CPS HR's partner, *Pearson VUE*, at one of their several convenient test centers in and around the City. You may schedule via the Internet by clicking on the link found in your eligibility confirmation email. When registering for your examination, you will be provided with a list of available test locations and availability options. You will be able to choose the center that is most convenient for you.

### To Schedule a Written Examination Online

After your examination application with the Department has been accepted, you will receive a notice via email that you may schedule your written licensure examination. This notice will provide the information you need to schedule your examination, including a link to the scheduling website.

**Important:** For best results, access link from a desktop or laptop computer. Please avoid accessing the link and scheduling from a smartphone. The scheduling website is optimized for desktop/laptop browser use.

After scheduling the examination, you will receive a confirmation email with appointment details. Visit the CPS HR website at [https://link.cpshr.us/NYC\\_DOB\\_Exams](https://link.cpshr.us/NYC_DOB_Exams) for more information.

## Holidays

Testing generally does not occur on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve and Christmas Day

If you have any questions regarding the scheduling process or experience any difficulty using the website, please contact CPS HR at 855-224-6977.

## If You Need to Cancel a Written Examination Appointment

You may cancel and reschedule an examination appointment without forfeiting your fee if your **cancellation notice is received two (2) calendar days before the scheduled examination date**. For example, for a Monday appointment, the cancellation notice would need to be received on or before the previous Saturday. The website link and phone number to call to cancel your appointment will be provided in your examination scheduling confirmation email.

Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment. If you do not cancel or reschedule your examination two (2) calendar days in advance, you will have to submit another examination application and pay an additional fee.

Cancellations do not extend the original six (6) month deadline to take the written examination. It is your responsibility to ensure that you take the written examination within the six (6) month period of eligibility.

## If You Missed or Were Late to Your Written Examination Appointment

If you do any of the following, your application will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee:

- Do not cancel your appointment at least two calendar days before the scheduled examination date.
- Do not appear for your examination appointment.
- Arrive after examination start time.
- Do not present proper identification when you arrive for the examination.

## Written Examination Site Emergency Closings

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled written examination date, your examination will be rescheduled. *Pearson VUE* personnel will attempt to contact you in this situation. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check the status of your examination schedule by visiting the *Pearson VUE* website at <https://home.pearsonvue.com/test-taker.aspx>.

## Practical Examination

If you pass the written examination, you will be notified immediately, and you will be eligible to apply for the practical examination. You must complete and submit the practical examination application as outlined on the Department's website, located at <http://www1.nyc.gov/assets/buildings/pdf/lic42.pdf>. Check the box that indicates your trade and submit the application with the \$350 fee (as noted above). **You must submit your practical examination application within two (2) months of the date you receive notification of passing the written examination.**

## Practical Examination Scheduling

The Department will transmit your information to CPS HR. CPS HR will schedule you for a practical examination administration within approximately two (2) months of receiving your information from the Department. When your examination administration has been scheduled, you will receive a scheduling notice from CPS HR.

At that time, you may confirm your attendance or request to be rescheduled to a future exam date, if your eligibility window allows. **All confirmations are final.**

**Important:** You have **six (6) months** from the date you submit the practical examination application to take the practical examination. If you do not take the practical examination within six (6) months of application submission, you will need to reapply through the Department and pay the corresponding examination fee. You have up to twenty-four (24) months from the date of notification of passing the written test to pass the practical examination.

## Holidays

As with the written examination, testing generally does not occur on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday after
- Christmas Eve and Christmas Day

## If You Need to Cancel/Reschedule a Practical Examination Date

If you receive your admission notice from CPS HR and confirm your availability, your confirmation is considered final. However, excused reschedules and absences are permissible if, and only if, required by an emergency situation. Relevant documentation **MUST** be submitted with any emergency reschedule request.

The following are acceptable emergencies with examples of the relevant documentation accepted:

1. **Illness-** Of the candidate or the candidate's immediate family (i.e., Mothers, Fathers, Grandmothers, Grandfathers, Brother, Sister, Mother in- law, Father in- law, Stepchildren, Children, or Spouse only)
  - Example documentation accepted- A doctor's note, medical center admittance/discharge paperwork that includes medical center name, address, signature of physician, candidate name, and the date of the exam.
2. **Death-** In the immediate family (i.e., Mothers, Fathers, Grandmothers, Grandfathers, Brother, Sister, Mother in- law, Father in- law, Stepchildren, Children, or Spouse only)
  - Example documents accepted- Obituary, Death Certificate, or funeral program that list the candidate's family member that passed away.
3. **Disabling Traffic Accident**
  - Example documents accepted- Police report, Tow Receipt, or Repair receipt.
4. **Court Appearance or Jury Duty**
  - Example documents accepted- Court Summons, Jury Summons, court filing papers.
5. **Military Duty**
  - Example documents accepted- Copy of "Orders."
6. **Weather Emergency**
  - Example document accepted- Weather advisory, weather state of emergency declaration, or official department of transportation documentation.

If you are unable to attend the practical examination on the date stated in your scheduling notice due to a reason that is NOT approved, you will be required to reapply for the practical examination (including paying another practical examination fee).

Rescheduling will not extend the original six (6) month deadline to take the practical examination. It is your responsibility to ensure that you take the examination within your six (6) month period of eligibility.

### **If You Missed or Were Late to Your Practical Examination Appointment**

If you do any of the following your appointment will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee:

- Do not request a reschedule or cancellation at least fourteen calendar days before the scheduled date.
- Do not appear for your examination appointment.
- Arrive more than 15 minutes after the examination call time stated in your scheduling notice.
- Do not present proper identification when you arrive for the examination.



## Practical Examination Site Emergency Closings

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. CPS HR personnel will attempt to contact you in this situation. You may also call the following practical examination service line for any inquiries (855-224-6977).

## Special Examination Arrangements

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form located at <https://link.cpshr.us/DOBADAForm> and email to [nycdob@cpshr.us](mailto:nycdob@cpshr.us).

**Note:** All Special Examination Arrangement requests **MUST** be submitted with the application to be accepted. Please submit professional documentation of your disability with your application to help us determine the necessary testing arrangements.

## English as a Second Language (ESL)

Please note that a language barrier is not considered a disability. In order to meet the license requirements, applicants must be able to read and write in the English Language pursuant to Section 28-401.6 of the NYC Administrative Code.

## Taking Your Written Examination

Your written examination will be given by computer at a *Pearson VUE* testing center. You do not need any computer experience or typing skills to take your examination. Before you start the examination, you will receive an introduction to the testing system.

Scores are based on the number of questions you answered correctly. You will not be given credit for any question answered incorrectly or left blank. There is no penalty for guessing, so be sure to mark an answer for each question.

## Arrival

On the day of the examination, you should arrive at least thirty (30) minutes before your scheduled examination appointment. This extra time is for sign-in, identification verification, and familiarizing you with the examination process.

If you arrive late, you may not be admitted to the examination site and you will forfeit your examination fee.

### **Required Documentation at Examination Site**

The first form of identification must be a **current and valid, government-issued identification with a photo**. In addition, it must contain your signature and the name on the identification must match the name you used to register for your examination. Acceptable forms of identification that meet these standards include the following:

- State Issued Driver's License
- State Issued Identification Card
- Current U.S. Government Issued Passport
- U.S. Government Issued Military Identification Card
- U.S. Permanent Resident card with a photo ("Green Card")

The second form of identification may be any non-expired identification **with a photo**.

**If you arrive at the test center without IDs that meet the above requirements, you will not be permitted to test, and you will have to pay an additional examination fee.**

At the test site, you must complete the Candidate Information Collection and Candidate Attestation documentation processes.

### **Taking the Examination by Computer**

You do not need any computer experience or typing skills to take the examination by computer. If you would like to view a demonstration of the system before your scheduled test time, please visit: <https://wsr.pearsonvue.com/demo/>.

### **Examination Review**

CPS HR, in cooperation with the Department, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions by using the comments key on the keyboard. These comments will be analyzed by CPS HR examination development staff. CPS HR does not respond to individuals regarding these comments, but be assured that all substantive comments are reviewed.

## Testing Regulations for the Written Examination

To ensure that all candidates are tested under equal and favorable conditions, the regulations and procedures outlined below will be observed. Failure to follow these procedures may result in disqualification from licensure.

CPS HR reserves the right to audiotape and videotape any written examination session.

Please note that the following security procedures will apply during the examination:

- No smoking, eating, or drinking is allowed in the examination center.
- You are not permitted to bring any visitors to the test facility (e.g., children are not allowed in the examination area).
- Copying or communicating examination content is a violation of security regulations and may result in the cancellation of your examination results and/or legal action taken under copyright laws.

### Personal Items

We recommend that you do not bring any unnecessary personal items to your examination appointment as storage may not be available.

- Notes, books, calculators, pens and pencils are not permitted. You will have access to an online calculator.
- Electronic equipment (e.g., cameras, tape recorders, cellular telephones, PDAs, pagers) are not permitted in the testing areas.
- No hats, scarves, or other non-essential garments are allowed in the testing center.
- Pocket items beyond keys or a wallet are not permitted in the testing center.
- Other personal items (e.g., briefcases, backpacks) are not permitted in the testing center.

### Breaks

Once you have been seated and the examination begins, breaks are not permitted. You may leave the examination center only to use the restroom, and only after obtaining permission from the proctor. In this case, you must also sign out/in on the roster and you will not receive extra time to complete the examination.

### Misconduct or Disruptive Behavior

Candidates who engage in any kind of misconduct, disruptive, or offensive behavior may be dismissed from the examination. Such behavior includes giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the Department and you may be denied licensure.

## Weapons

Weapons are not allowed at the testing center.

**Important:** Before an examination begins, the test center administrator will perform an inspection to ensure candidates are not in violation of any of the above rules and collect any materials that violate the rules.

## Exam Security

All test questions are the copyrighted property of the Department. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without the Department's written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

By registering for the exam, you agree to comply with all testing regulations required by NYC DOB and/or NYC DOB's authorized contractors administering the Licensing Exam(s). Furthermore, you agree without limitation that you will help maintain exam security by not: cheating; providing or accepting improper assistance; using unauthorized materials that are in any way related to the licensing requirements; allowing other persons to use any of your licensing exam answers or personal registration information; disclosing, publishing, reproducing, or transmitting any confidential information, in any form, to any third party (including those who have also taken the test); requesting any other individual to disclose any test or any part thereof to you; bringing in or taking out any materials from the examination area without permission; nor any other unauthorized behavior that violates exam security. **Failure to comply, may result in fines; civil action; denial, suspension, or revocation of license; indefinite ban from seeking a license; or any other action that NYC DOB view as appropriate.**

## Written Examination Results

For the written examination, the Proctor will give you a printed score report immediately following completion of the examination. The report indicates overall score and grade and whether you passed or failed. Proctors do not have any information about these tests or scoring methods.

Whether you pass or fail, you will receive a printed score report following completion of the examination. The Department requires you to submit the original pass score report as part of the submission of your background investigation documents.

## Duplicate Score Reports

You can get a duplicate score report through your personal *Pearson Vue* web account any time after completing the examination.

## Taking Your Practical Examination

The practical examination site is set up to accommodate exercises which will demonstrate your mastery of on-the-job practical tasks. **Please note that the exercises and list of materials are specific to each scheduled examination only. If you reschedule, future examinations may include different exercises and required equipment, so you must review the information provided in your scheduling notice carefully prior to each scheduled practical examination.**

You are not required to bring anything to the practical examination testing site, but please wear work clothes. Calculators, multiple pieces of paper, and multiple pencils will be provided.

### Arrival

On the day of the examination, you should arrive promptly at your call time to allow sufficient time for sign-in and identification verification.

*If you arrive more than fifteen (15) minutes after the examination begins, you may not be admitted to the examination site, and you will forfeit your examination fee.*

### Required Identification at Examination Site

Upon arrival, you will be required to present two forms of identification in order to take your practical examination.

The first form of identification must be a **current and valid, government-issued identification with a photo**. In addition, it must contain your signature and the name on the identification must match the name you used to register for your examination. Acceptable forms of identification that meet these standards include the following:

- State Issued Driver's License
- State Issued Identification Card
- Current U.S. Government Issued Passport
- U.S. Government Issued Military Identification Card
- U.S. Permanent Resident card with a photo ("Green Card")

The second form of identification may be any non-expired identification **with a photo**.

If you arrive at the test center without IDs that meet the above requirements, you will **not** be permitted to test, and you will have to reapply and pay the required fee again.

## Testing Regulations for the Practical Examination

To ensure that all candidates are tested under equal and favorable conditions, the regulations and procedures outlined below will be observed. Failure to follow these procedures may result in disqualification from licensure.

CPS HR reserves the right to audiotape, photograph, and videotape any examination session.

Please note that the following security procedures will apply during the examination:

- No smoking, eating, or drinking is allowed in the examination site.
- You are not permitted to bring any visitors to the test facility (e.g., children are not allowed in the examination area).
- Copying or communicating examination content is a violation of security regulations and may result in the cancellation of your examination results and/or legal action taken under copyright laws.

### Personal Items

We recommend that you do not bring any unnecessary personal items to your examination appointment as storage may not be available.

- Personal notes, books, pens, pencils and calculating devices are not permitted. You will be provided with pencils, a calculator, and scratch paper.
- Electronic equipment (e.g., cameras, tape recorders, cellular telephones, PDAs, pagers) are not permitted in the testing areas.
- No hats, scarves, or other non-essential garments are allowed in the testing room.
- Pocket items beyond keys or a wallet are not permitted in the testing center. (Note: There is no space to store these materials at the examination center.) Small purses (size of a wallet) will be permitted. Larger purses cannot be taken into the testing room.
- Other personal items (e.g., briefcases, backpacks) are not permitted in the testing center.

### Breaks

Once the examination begins, breaks are not permitted. You may leave the examination center only to use the restroom, and only after obtaining permission from the rater. A proctor will escort you to the restroom and all examination materials will remain in the testing room. In this case, you will not receive extra time to complete the examination.

## **Misconduct or Disruptive Behavior**

Candidates who engage in any kind of misconduct, disruptive, or offensive behavior may be dismissed from the examination. Such behavior includes giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Any candidate seen giving or receiving assistance, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination site. All such instances will be reported to the Department and you may be denied licensure.

## **Weapons**

Weapons are not allowed at the testing center.

**Important:** Before an examination begins, the test center administrator will perform an inspection to ensure candidates are not in violation of any of the above rules and collect any materials that violate the rules.

## **Exam Security**

All test questions are the copyrighted property of the Department. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without the Department's written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

By registering for the exam, you agree to comply with all testing regulations required by NYC DOB and/or NYC DOB's authorized contractors administering the Licensing Exam(s). Furthermore, you agree without limitation that you will help maintain exam security by not: cheating; providing or accepting improper assistance; using unauthorized materials that are in any way related to the licensing requirements; allowing other persons to use any of your licensing exam answers or personal registration information; disclosing, publishing, reproducing, or transmitting any confidential information, in any form, to any third party (including those who have also taken the test); requesting any other individual to disclose any test or any part thereof to you; bringing in or taking out any materials from the examination area without permission; nor any other unauthorized behavior that violates exam security. **Failure to comply, may result in fines; civil action; denial, suspension, or revocation of license; indefinite ban from seeking a license; or any other action that NYC DOB view as appropriate.**

## Practical Examination Results

### Scoring

For each exercise, the candidate starts at 100%. Percentage points are deducted for errors on a pre-determined scale. The overall score is determined by the average of scores across exercises. You must score a 70% to pass the exam.

### Notification

Your practical examination score report will be sent to you via U.S. Mail within four (4) to six (6) weeks of the date of your examination.

## Obtaining Licensure

If you pass the written and practical examinations, you are required to submit, in person, a Background Investigation Questionnaire and all required documents within one (1) year of passing the practical examination to the Department's Licensing & Exams Unit. Prior to submitting the Background Investigation Questionnaire, you **must** meet the minimum years of practical experience and education/training under the Master Rigger, Tower/Climber Crane Rigger, or Master Sign Hanger sections in the License Requirements. Please refer to the Department website for information regarding submission of background investigation documents. If you successfully pass the background investigation, you will receive a notice of qualification from the Department. Upon receipt of the notice, you must contact the Department's Licensing & Exams Unit to schedule an appointment to obtain the license. You have one year from the receipt of the notice of qualification to appear and furnish to the Department all requested original forms, documents and fees. Failure to do so will result in the denial of the license and will require a re-examination and reapplication.

If you have any questions regarding the application or the application process, please contact the Department of Buildings' Licensing & Exams Unit at [www.nyc.gov/buildings](http://www.nyc.gov/buildings) or email [LicenseExams@buildings.nyc.gov](mailto:LicenseExams@buildings.nyc.gov).

## Retaking the Examinations and the Appeals Process

### Retaking the Examinations

If you fail the *written examination*, you must wait fourteen (14) days before re-applying for the examination. You may retake the examination, when available, up to three (3) times within a six (6) month period. Each time you wish to take the examination, you must reapply through the Department and pay the full examination fee. Candidates who fail the written examination three



(3) times within six (6) months must wait six (6) months before applying again to take the written examination.

If you fail the *practical examination*, you must wait ninety (90) days from the date of your examination before reapplying to take the examination again. You may take the practical examination two (2) times within a twelve (12) month period. Candidates who fail the practical examination two (2) times within twelve (12) months must wait six (6) months before applying again to take the practical examination. Each time you wish to take the examination, you must reapply through the Department and pay the full examination fee.

\*Note: There is no limitation to the number of times you can take the practical examination.

### **Release of Score Information**

Examination scores are released only with the candidate's written consent. In order for CPS HR to release a score to the Department, the candidate must give CPS HR consent. You will be asked for consent when scheduling the written examination before the examination is administered. Your consent is required before you can schedule the examination. If you do not consent you will not be able to schedule the examination and you will not be reimbursed for the examination fees.

### **Appeals Process**

CPS HR's goal is to provide quality examinations and a pleasant testing experience for candidates. If you are dissatisfied with either and believe CPS HR can correct the problem, please use the comment forms available during your written examination administration or following your practical examination. Your comments will be reviewed by CPS HR.

If you fail the written examination or the practical examination by not more than five (5) percentage points. The appeal must state the title of the license examination, your name, return address, the date of the test, and a detailed statement of the grounds for appeal. Your appeal must be received no later than thirty (30) days from the date of notification of failure to pass the license examination. An appeal form can be found at the CPS HR website: <https://link.cpshr.us/DOBAppealForm>.

Please review and fill out the Written and Practical Examination Appeal form. Submit your appeal to CPS HR Consulting at [nycdob@cpshr.us](mailto:nycdob@cpshr.us) using the same email address provided to NYC DOB on your LIC41 (<https://www1.nyc.gov/assets/buildings/pdf/lic41.pdf>) or LIC42 (<https://www1.nyc.gov/assets/buildings/pdf/lic42.pdf>). The Appeals Committee will review your appeal and send you a response (via USPS and email) within sixty (60) days of receipt.

## Written Examinations Content Outlines

The content outlines for the New York City Master Rigger, Tower/Climber Crane Rigger and Master Sign Hanger written examinations are provided below. The examinations are closed book and contain the number of multiple-choice questions indicated below for each examination. The content outlines list all topics covered in the examinations, the number of questions asked about each topic, and the references associated with each topic.

### Scope of the Master Rigger Written Examination

The examination assesses a candidate’s knowledge of and experience in applying the relevant portions of the NYC Codes, Rules and Regulations, as well as trade-specific industry knowledge. This knowledge of rigging and the risks associated with such work includes, but is not limited to, the safety precautions that must be taken (i.e., safety loads and computations), types of rigging, size and strength of ropes, cables, blocks, poles, derricks, shear legs and other tools used during such work.

### Master Rigger Written Examination

| # of Questions | Minimum Passing Score | Time Allowed |
|----------------|-----------------------|--------------|
| 75             | 53 (70%)              | 3 hours      |

| Subject Area                   | # of Items | References   |
|--------------------------------|------------|--|
| Cranes and Derricks            | 30         |  |
| General Code Requirements      | 8          | NYC BC, Section 3319; RCNY 3319-01; RCNY 10; IPT, Sections 1, 10                                 |
| Inspections and Specifications | 22         | RCNY 3319-01; IPT, Sections 4, 10  |
| Rigging                        | 30         |  |
| Material Handling Equipment    | 8          | NYC BC, Section 3320; IPT, Sections 1, 6, 10   |
| Rigging Operations             | 17         | NYC BC, Section 3301; NYC BC, Section 3303; RCNY 3319-01; RCNY 104-20; IPT, Sections 1, 2, 4, 10 |
| Hoisting Equipment             | 4          | NYC BC, Section 3316; RCNY 3319-01; RCNY 10; IPT, Section 1, 4, 10                               |
| Material and Bucket Hoists     | 1          | NYC BC, Section 3317   |
| Scaffolding                    | 15         |  |
| Code Compliance                | 3          | NYC BC, Section 3314; RCNY 104-20, Fact Sheet - IRA  |
| Design and Adherence           | 3          | NYC BC, Section 3314   |
| Installation and Use           | 4          | NYC BC, Section 3314   |
| Industrial Rope Access         | 1          | Fact Sheet - IRA, NYC BC, Section 3316   |
| Suspended Scaffold             | 4          | NYC BC, Section 3314   |

*Note:* NYC BC = NYC Construction Codes: Building Code. RCNY = Rules of the City of New York. Fact Sheet = NYC Department of Buildings, Fact Sheet. IPT = IPT's Crane and Rigging Handbook (2005).

## Scope of the Tower/Climber Crane Rigger Written Examination

The examination assesses a candidate’s knowledge of and experience in applying the relevant portions of the NYC Codes, Rules and Regulations, as well as trade-specific industry knowledge. This knowledge of rigging and the risks associated with such work includes, but is not limited to, the necessary safety precautions that must be taken when performing any rigging tasks or erection and dismantling of any tower/climber crane or associated hardware and equipment, including connecting pins, cables, anchorages, platforms, pads, plumbs of masts and torques of bolts; supervision of rigging and hoisting of loads; placement of components; coordination of sequencing.

## Tower/Climber Crane Rigger Written Examination

| # of Questions | Minimum Passing Score | Time Allowed |
|----------------|-----------------------|--------------|
| 75             | 53 (70%)              | 3 hours      |

| Subject Area   | # of Items | References   |
|--|------------|--|
| Cranes and Derricks  | 23         |  |
| General Code Requirements  | 8          | NYC BC, Section 3319; RCNY 3319-01; RCNY 10; RCNY 10; IPT, Sections 1, 10                        |
| Inspections and Specifications   | 15         | RCNY 3319-01; IPT, Sections 4, 10  |
| <b>Rigging</b>   | <b>52</b>  |  |
| Material Handling Equipment  | 15         | NYC BC, Section 3320; IPT, Sections 1, 6, 10   |
| Rigging Operations   | 25         | NYC BC, Section 3301; NYC BC, Section 3303; RCNY 3319-01; RCNY 104-20; IPT, Sections 1, 2, 4, 10 |
| Hoisting Equipment   | 8          | NYC BC, Section 3316; RCNY 3319-01; RCNY 10; IPT, Section 1, 4, 10                               |
| Material and Bucket Hoists   | 4          | NYC BC, Section 3317   |
| <i>Note: NYC BC = NYC Construction Codes: Building Code.. RCNY = Rules of the City of New York. IPT = IPT's Crane and Rigging Handbook (2005).</i> |            |  |

## Scope of the Master Sign Hanger Written Examination

The examination assesses a candidate’s knowledge of and experience in applying the relevant portions of the NYC Codes, Rules and Regulations, as well as trade-specific industry knowledge. This includes, but is not limited to, reading and interpreting plans and specifications relating to sign construction and erection, including supporting framework and other supports, knowledge of the problems and practices of sign construction and hanging, and knowledge of the equipment and tools used in sign hanging.

## Master Sign Hanger Written Examination

| # of Questions | Minimum Passing Score | Time Allowed |
|----------------|-----------------------|--------------|
| 50             | 35 (70%)              | 2 hours      |

| Subject Area                             | # of Items | References  |
|--|------------|---|
| <b>Cranes, Derricks, and Scaffolding</b> | 15         |   |
| General Code Requirements                | 2          | NYC BC, Section 3319; RCNY 3319-01; RCNY 10; IPT, Sec. 1  |
| Inspections and Specifications           | 5          | RCNY 3319-01; IPT, Section 4  |
| Code Compliance                          | 1          | NYC BC, Sections 3316 and 3314; RCNY 104-21; RCNY 27; Fact Sheet - IRA                                |
| Design and Adherence                     | 3          | NYC BC, Section 3314  |
| Installation and Use                     | 2          | NYC BC, Section 3314  |
| Suspended Scaffold                       | 2          | NYC BC, Section 3314; RCNY 104-21   |
| <b>Rigging</b>                           | 10         |   |
| Material Handling Equipment              | 2          | NYC BC, Section 3320; IPT, Sections 1, 6  |
| Rigging Operations                       | 4          | NYC BC, Section 3301; NYC BC, Section 3303; RCNY 3319-01; RCNY 104-21; RCNY 27; IPT, Sections 1, 2, 4 |
| Hoisting Equipment                       | 2          | NYC BC, Section 3316; RCNY 3319-01; RCNY 10; IPT, Sec. 1, 4   |
| Material and Bucket Hoists               | 2          | NYC BC, Section 3317  |
| <b>Outdoor Signs</b>                     | 25         |   |
| General                                  | 1          | NYC BC, Appendix H (H101-104, H117); RCNY 27; RCNY 49   |
| Design and Construction                  | 4          | NYC BC, Appendix H (H105); RCNY 27  |
| Electrical                               | 1          | NYC BC, Appendix H (H106)   |
| Material Limitations                     | 2          | NYC BC, Appendix H (H107)   |
| Animated Devices                         | 1          | NYC BC, Appendix H (H108)   |
| Ground Signs                             | 1          | NYC BC, Appendix H (H109)   |
| Roof Signs                               | 2          | NYC BC, Appendix H (H110); Zoning Resolution  |
| Wall Signs                               | 1          | NYC BC, Appendix H (H111); Zoning Resolution  |
| Projecting Signs                         | 1          | NYC BC, Appendix H (H112); Zoning Resolution  |
| Marquee Signs                            | 1          | NYC BC, Appendix H (H113); Zoning Resolution  |
| Flexible Fabric Signs                    | 1          | NYC BC, Appendix H (H114)   |
| Temporary Signs                          | 1          | NYC BC, Appendix H (H115, H116)   |
| Zoning Requirements                      | 8          | Zoning Resolution   |

*Note:* NYC BC = NYC Construction Codes: Building Code. RCNY = Rules of the City of New York. Zoning Resolution = New York City Department of City Planning, Zoning Resolution. Fact Sheet = NYC Department of Buildings, Fact Sheet. IPT = IPT's Crane and Rigging Handbook (2005).

**Practical Examinations Content Outlines**

The content outlines for the NYC Master Rigger, Tower/Climber Crane Rigger and Master Sign Hanger practical examinations are provided below. Both examinations are divided into seven parts. The outlines below list all topics covered in the examinations.

**Scope of the Master Rigger and Tower/Climber Crane Rigger Practical Examination**

The examination assesses a candidate’s skill in applying the relevant portions of the NYC Codes, Rules and Regulations, as well as trade-specific industry knowledge.

**Master Rigger and Tower/Climber Crane Rigger Practical Examination**

| Number of Examination Parts | Minimum Passing Score | Time Allowed |
|-----------------------------|-----------------------|--------------|
| Five                        | 70%                   | 1.5 hours    |

| Examination Parts   |
|---|
| 1. Tying Knots  |
| 2. Rope and Tackle Knowledge  |
| 3. Rigging Procedures   |
| 4. Calculating Counterweight  |
| 5. Rigging and Tower/Climber Crane Knowledge  |
| <i>Note: Score 70% or higher on each of the five parts to earn a passing score.</i> |

**Scope of the Master Sign Hanger Practical Examination**

The examination assesses a candidate’s skill in applying the relevant portions of the NYC Codes, Rules and Regulations.

**Master Sign Hanger Practical Examination**

| Number of Examination Parts | Minimum Passing Score | Time Allowed |
|-----------------------------|-----------------------|--------------|
| Seven                       | 70%                   | 1.5 hours    |

| Examination Parts   |
|---|
| 1. NYC Construction Codes applied to Sign Hanging                                   |
| 2. Tying Knots  |
| 3. Rope and Tackle Knowledge  |
| 4. Rigging Procedures   |
| 5. Calculating Counterweight  |
| 6. Interpreting Sign Diagrams   |
| 7. Sign Hanging Knowledge   |
| <i>Note: Score 70% or higher on each of the seven parts to earn a passing score</i> |

## Reference List

The reference list provided below includes suggested materials that could assist you in preparing for the examination. The examination questions reference NYC Codes, Rules and Regulations. Please note that the references below may cite portions of other codes, rules, or regulations. You may be tested on information in these additional sources that are applicable to your trade. The knowledge that will be tested in the examinations will be taken from these materials in addition to applied field knowledge of the Master Rigger, Tower/Climber Crane Rigger and Master Sign Hanger trades.

This is not an open book examination; you are not allowed to bring reference materials into the testing site.

| Reference  | Master Rigger | Tower Crane Rigger | Master Sign Hanger |
|--|---------------|--------------------|--------------------|
| 1. 2014 NYC Administrative Code, Title 28, Chapter 1: Administration; Chapter 4: Licensing and Registration of Businesses, Trades and Occupations Engaged in Building Work, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .                    | X             | X                  | X                  |
| 2. 2014 NYC Construction Codes: Building Code, Section 3301: General, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .                            | X             | X                  | X                  |
| 3. 2014 NYC Construction Codes: Building Code, Section 3303: Safeguards and Maintenance of Site, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> . | X             | X                  | X                  |
| 4. 2014 NYC Construction Codes: Building Code, Section 3314: Scaffolds, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .                          | X             |                    | X                  |
| 5. 2014 NYC Construction Codes: Building Code, Section 3316: Hoisting Equipment, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .                 | X             | X                  | X                  |
| 6. 2014 NYC Construction Codes: Building Code, Section 3317: Material Hoists and Bucket Hoists, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .  | X             | X                  | X                  |
| 7. 2014 NYC Construction Codes: Building Code, Section 3319: Cranes and Derricks, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .                | X             | X                  | X                  |

| Reference   | Master Rigger | Tower Crane Rigger | Master Sign Hanger |
|---|---------------|--------------------|--------------------|
| 8. 2014 NYC Construction Codes: Building Code, Section 3320: Material Handling Equipment, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> . | X             | X                  | X                  |
| 9. Rules of the City of New York Title 1 Chapter 3300 Section 3319-01: Safeguards during Construction or Demolition-Cranes and Derricks, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .  | X             | X                  | X                  |
| 10. New York City Department of Buildings, Fact Sheet - Industrial Rope Access: Application Procedures for Façade Inspections and Investigation, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .  | X             |                    | X                  |
| 11. 2014 NYC Construction Codes: Building Code, Appendix H: Outdoor Signs, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .                |               |                    | X                  |
| 12. Rules of the City of New York, Title 1, Chapter 10: Drums for Derrick Load and Boom Hoists, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .   | X             | X                  | X                  |
| 13. Rules of the City of New York, Title 1, Chapter 27: Signs, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .  |               |                    | X                  |
| 14. Rules of the City of New York, Title 1, Chapter 49: Outdoor Signs, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .  |               |                    | X                  |
| 15. Rules of the City of New York, Title 1, Chapter 100: Administration; §104-20, Supervisory Responsibilities of a Licensed Rigger, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .  | X             | X                  |                    |
| 16. Rules of the City of New York, Title 1, Chapter 100: Administration; §104-21, Supervisory Responsibilities of a Licensed Sign Hanger, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .   |               |                    | X                  |
| 17. Rules of the City of New York, Title 1, Chapter 3300: Safeguards During Construction or Demolition; §3310-01 Site Safety, <a href="https://www1.nyc.gov/site/buildings/codes/codes.page">https://www1.nyc.gov/site/buildings/codes/codes.page</a> .   | X             |                    |                    |
| 18. New York City Department of City Planning, Zoning Resolution (Zoning Resolution), November 2014. <a href="http://www.nyc.gov/html/dcp/html/zoning_resolution/">Homepage   Zoning Resolution (nyc.gov)</a>   |               |                    | X                  |
| 19. IPT = IPT's Crane and Rigging Handbook (2005). <a href="https://www.iptbooks.com/">https://www.iptbooks.com/</a>  | X             | X                  | X                  |



## Contact Information

For questions regarding application status, background investigation, examination application, or licensing fees, contact the Department of Buildings, Licensing & Exams Unit:

Email [LicenseExams@buildings.nyc.gov](mailto:LicenseExams@buildings.nyc.gov) or visit [www.nyc.gov/buildings](http://www.nyc.gov/buildings)

For questions regarding the administration of the written or practical examination or other general questions about the testing process, contact CPS HR:

Call 855-224-6977 or email [NYCDOB@cpsr.us](mailto:NYCDOB@cpsr.us)