

Electrical Industry Certifications Association

Candidate Handbook

(6/1/2023 EDITION)



TO ALL CERTIFIED CRANE OPERATOR CANDIDATES

WELCOME TO THE ELECTRICAL INDUSTRY CERTIFICATION ASSOCIATION (EICA)

EICA was formed in 2015 to address a need identified by employers and others in the electrical construction industry, that of crane operation near and around electrical lines, as well as the normal difficult terrain found in transmission line construction environments.

While other entities were doing crane certifications based on both construction and railroad scenarios, nobody specifically addressed the electrical power line environment. If you are working in the electrical construction industry, particularly in the power line construction segment of that industry, we believe we are the certification entity that will be held in the highest regard by your current and future employers.

EICA is a testing agency only. We do not conduct any training for crane operators or provide training material; however, our certification testing will often be conducted at the request of a Joint Apprenticeship Training Committee (JATC) facility, both for their apprentices and Journeymen in their area. These JATCs are a joint effort of labor unions and employer associations, and are located in the 48 contiguous states, as well as Alaska and Hawaii. Our testing can be the result of a request from any of the JATCs or at the request of employers in the electrical industry. These employers include outside line construction employers, inside electrical employers, and electrical utilities.

If you are working in the electrical industry, and need a Crane Operators Certification, talk to your employer, or contact the JATC that covers your area. You will find our test procedures closely align with your work environment and offer you the best proof to your employer(s) that you are ready to be a safe and productive crane operator.

Thank you for your interest in our certification program.

EICA MISSION STATEMENT

Promote responsible awareness through certification programs regarding safe and effective practices in the electrical industry; provide effective, valid, reliable, and fair assessments that raise the standard of excellence for personnel and be the industry authority on those related occupations.

BOARD OF DIRECTORS

James Atkins, President
Northline Utilities

Troy Schneider, Vice President
Michels Power

Joe Mitchell, Secretary/EC
Southwestern Line Chapter

Jules W. Weaver, Treasurer
Western Line Constructors

Mark Sterkel, Chair Advisory Committee

Travis Walser
Par Western Line

Steve Gaines
SE Line Chapter

Mike Starner
NECA

Kevin Moran
American Line Builders Chapter

Dr. Josh Chard
Public-at-Large

Todd Stafford
Electrical Training ALLIANCE

Michael Lambert
Sturgeon Electric Company

George Arhos
IBEW

PURPOSE OF EICA

EICA is a nonprofit organization founded in 2015 to promote responsible awareness through certification programs regarding safe and effective practices in the electrical industry; provide effective, valid, and fair assessments that raise the standard of excellence for personnel engaged in the varied aspects of the electrical industry.

EICA's initial objective is to establish a fair and independent evaluation of crane operator knowledge and skills as they pertain to the safe operation of cranes and digger derricks as used in the electrical construction and utility industry. Even before incorporation was formally obtained, EICA began to develop their crane certification program.

A Crane Working Committee (CWC) was established and began meeting in January of 2014. The CWC was comprised of Subject Matter Experts (SME) representing all eight Joint Apprenticeship Training Committees (JATC) and met every 6-8 weeks. These SMEs have a thorough understanding of the knowledge and skills necessary for safe crane operations in the electrical industry.

The CWC reported to an Advisory Committee comprised of industry leaders from the outside line construction segment of the electrical industry, both labor and management. They in turn reported to, and received direction from, a Board of Directors comprised of a broad spectrum of leaders from inside and outside the electrical industry.

The EICA Board of Directors included employer management representatives, executive directors from several chapters of the National Electrical Contractors Association (NECA), senior representative of the National NECA staff, a senior representative of the International Brotherhood of Electrical Workers (IBEW), a senior representative of the Electrical Training Alliance, and a public-at-large member selected by the Board of Directors.

Starting December 10, 2018, the Occupational Safety and Health Administration (OSHA) will require operators of cranes and digger derricks above 2,000-pound capacity, when used in construction, to be certified by an accredited crane operator testing organization such as EICA. Gaining the crane/digger derrick certification from EICA will meet all the requirements set forth by the new OSHA rule.

TABLE OF CONTENTS

ELIGIBILITY REQUIREMENTS	6
COMMITTEES	
EICA ADVISORY COMMITTEE	7
DIGGER DERRICK.....	8
STATIONARY CONTROL CRANES	10
ROTATING CONTROL CRANES	12
SCOPE OF CERTIFICATIONS OFFERED	
NON-DISCRIMINATION POLICY	14
IMPARTIALITY POLICY.....	14
APPEALS POLICY	14
CODE OF ETHICS	15
SUBSTANCE ABUSE POLICY	15
DISCIPLINARY POLICY	16
CERTIFICATION CARDS	16
EICA CANDIDATE CONFIDENTIALITY — INFORMATION RELEASE POLICY	16
RETAKE POLICY.....	17
DUE PROCESS.....	17
WRITTEN EXAMINATION	
WRITTEN EXAMINATION PROCESS	17
TEST SCORING INFORMATION	19
CANDIDATE QUESTION — COMMENT FORMS	20
PRACTICAL EXAMINATION	
PRACTICAL EXAMINATION PROCESS.....	20
PRACTICAL EXAMINATION INSTRUCTIONS	21
REFERENCE LIST	24
EICA CERTIFICATION TIME FRAME	24
APPEALS	
TESTING APPEAL PROCEDURE.....	24
DISCIPLINARY REVIEW.....	25
APPEAL HEARING.....	25
GRIEVANCE POLICY	26
RECERTIFICATION	
RECERTIFICATION.....	26
CRANE AND DIGGER RECERTIFICATION HOURS VERIFICATION FORM	28
ADDING ADDITIONAL CONTROL TYPE TO EXISTING CRANE CERTIFICATION	29
FORMS	
CONTACT INFORMATION / NAME CHANGE	30

CONSENT FORM DRUG TEST PROGRAM COMPLIANCE AND MOTOR VEHICLE REPORT 31
REQUEST FOR ACCOMMODATIONS FORM..... 32

APPENDICES

CANDIDATE APPLICATION 33
WRITTEN/PRACTICAL EXAM FEES 34
CHANGES 35
EICA CONTACT INFORMATION..... 36

ELIGIBILITY REQUIREMENTS

Operators shall be required to successfully meet the qualifications for the specific type of crane that they are operating.

1. Operator requirements shall include, but not be limited to, the following:
 - a. Evidence of successfully passing a physical examination or having a current commercial driver's license (CDL) as defined in paragraph 2.a, 2.b, or 2.c below.
 - b. Satisfactory completion of a written examination covering operational characteristics, controls, and emergency control skills, such as response to fire, power line contact, loss of stability, or control malfunction, as well as characteristic and performance questions appropriate to the crane type for which qualification is being sought.
 - c. Demonstrated ability to read, write, comprehend, and use arithmetic and a load rating chart, in the language of the crane manufacturer's operation and maintenance instruction materials.
 - d. Satisfactory completion of a combination written and verbal test on load rating chart usage that covers a selection of the configurations (the crane may be equipped to handle) for the crane type for which qualification is being sought.
 - e. Satisfactory completion of an operation test demonstrating proficiency in performing lifting, lowering, booming, telescoping, and swinging functions at various radii as well as shutdown. Testing shall also include proficiency in pre-start and post-start inspection, securing procedures, and traveling by appropriate written, oral, or practical methods.
 - f. Demonstrated understanding of the applicable sections of the B30.5 Standard and federal, state, and local requirements.
2. Candidates shall provide proof of a current DOT Medical card or Commercial Driver's License in one of the three following manners:
 - a. Provide a current Medical Card issued by a Physician that is registered in the National Registry of Certified Medical Examiners maintained by the U.S. DOT Federal Motor Carrier Safety Administration; or
 - b. Secure from his/her employer a copy of a current Motor Vehicle Report (MVR) that affirms the candidate has a CDL that includes a Certified Non-Excepted Interstate Medical Card. EICA will provide the consent form with the application; or
 - c. Provide a current CDL.
3. Candidates must be at least 18 years of age.

ECIA ADVISORY COMMITTEE

Kevin Camp

MYR Group Inc.

Jason Lauze

NEAT

Terry Lowen

NW LINE JATC

Steve Lindley

Hooper Corporation

Andrew Faterkowski

MP Technologies

Sean McCarville

IBEW 8th District

Robbie Foxen

Missouri Valley JATC

Ryan Courtney

SE Line NECA

Tracy Harness

NW Line Chapter, NECA

Mark Pellerito

Newkirk Electric

Palmer Hickman

Electrical Training ALLIANCE

Mark Sterkel - Chair

Sturgeon Electric

Michael J. Johnston

NECA

Alex Trujillo

SW Line Constructors
JATC



SCOPE OF CERTIFICATION: DIGGER DERRICK

EICA has one type (scheme) of “Digger Derrick” Certification. This certification type is not limited by capacity or control station type. In addition, the certification process is intended to incorporate the use of digger derricks in proximity to electrical power lines.

Digger derricks (line trucks or backyard units) have a telescoping main boom, are equipped with an auger, pole guides, and travel using tracks or wheels.

Digger Derrick Certification (DD): The swing, boom, hoist, telescope, auger, pole guides, and other basic control functions may or may not rotate along with the boom sections. The operator may operate from a seat attached to the upper rotating structure above the pedestal that rotates with the boom or stand at a fixed control or swing control station that do not rotate with the boom. Outriggers are generally controlled from separate frame-mounted controls. Digger derricks have capacities that range from early 2 to 30 tons. In many cases one of the boom extension sections will be a non-metallic and non-conducting stage that it uses to isolate and insulate the digger derrick in case of accidental conductor contact.

Operators that have obtained an EICA Digger Derrick Certification, and are electrically qualified, have sufficient knowledge, skills, and abilities of operating a digger derrick around the minimum approach distance in proximity of high voltage power lines. The EICA Digger Derrick Certification demonstrates that the operator understands OSHA’s rules regarding digger derricks in construction and maintenance of transmission and distribution lines. Operators that obtain an EICA Digger Derrick Certification understand the machine’s load chart capacity ratings and how to calculate loads. Candidates that have successfully completed the EICA Digger Derrick Certification program will be able to demonstrate safe work operations and compliance with industry standards. EICA certified personnel are knowledgeable in site setup, inspections, operations, use of attachments, and machine securement.

Crawler or wheeled machines (with augers and pole guides)

- Wheel mounted digger derricks — sitting, single control station
- Wheel mounted digger derricks — stationary or rotating control stations
- Track equipped digger derricks — stationary or rotating control stations

The certification requirements for the Digger Derrick type are as follows:

- The Digger Derrick Certification requires passing the EICA General Exam and the Digger Derrick Specialty Exam.
- EICA, through operations and technical knowledge review, determined that EICA’s General Exam share many similarities between cranes and digger derricks for general safety, power systems, electrical line operations, travel,

setup, personnel platform use, and shutdown procedures as identified in the Job Task Analysis and Content Outline.

- The Digger Derrick Specialty Exam addresses only specific issues related to digger derrick operations, their attachments, and load chart use.
- Digger Derrick Certification is awarded upon successful completion of the General Exam, Digger Derrick Specialty Exam and Digger Derrick Practical Exam for any control type listed above.
- Crane certification equivalent to type (stationary or rotating) can also be satisfied by using digger derricks because Tasks 1, 2, 3, 4, 6, and 8 are conducted in the same manner and under the same testing conditions for both cranes and digger derricks.
- Cranes with augers and pole guides may satisfy both the digger derrick and crane certification requirements.



SCOPE OF CERTIFICATION: STATIONARY CONTROL CRANES

EICA has two separate types (schemes) of "Crane" certification: Rotating Control and Stationary Control. The crane certification types are not limited by capacity. In addition, the certification process is intended to address the use of cranes in proximity to electrical power lines.

Stationary Control cranes have a telescoping main boom that travels using tracks or wheels.

Stationary Control (SC): The swing, boom, hoist, telescope, and other basic control functions are fixed at one or more positions, attached to the frame and DO NOT rotate with the boom sections. The operator generally stands at the controls while operating the crane. Stationary Control cranes have capacities that typically range from 1-35 tons.

- Boom Trucks (commercial truck-mounted) — Stationary
- Wheel mounted cranes - single control station — Stationary
 - a) Small capacity rough terrain (RT)
 - b) Carry decks
 - c) Down cabs

Operators that have obtained an EICA Stationary Control Crane Certification, and are electrically qualified, have sufficient knowledge, skills, and abilities of operating a crane around the minimum approach distance in proximity of high voltage power lines. The EICA Stationary Control Crane certification demonstrates that the operator understands OSHA's rules regarding cranes in construction and maintenance of transmission and distribution lines. Operators that obtain an EICA Stationary Control Crane Certification understand the machine's load chart capacity ratings and how to calculate loads. Candidates that have successfully completed the EICA Stationary Control Crane Certification program will be able to demonstrate safe work operations and compliance with industry standards. EICA certified personnel are knowledgeable in site setup, inspections, operations, use of attachments, and machine securement.

The certification requirements for Stationary Control type are as follows:

- The Stationary Control Crane Certification requires passing the general written exam.
- The Stationary Control Crane Certification requires passing the crane specialty written exam.
- The operational differences between rotating and stationary cranes demonstrate why control type is important; therefore, each crane type requires passing a separate practical exam.
- The successful completion of the stationary control practical exam.

- Certification is awarded upon successful completion of the General Exam, Crane Specialty Exam and the practical exam for stationary control type.
- Crane certification equivalent to type (Stationary) can also be satisfied by using a stationary digger derrick because Tasks 1, 2, 3, 4, 6, and 8 are conducted in the same manner on both cranes and digger derricks.



SCOPE OF CERTIFICATION: ROTATING CONTROL CRANES

EICA has two separate types (schemes) of "Crane" certification: Rotating Control and Stationary Control. The crane certification types are not limited by capacity. In addition, the certification process is intended to address the use of cranes in proximity to electrical power lines.

Rotating Control cranes have a telescoping main boom that travels using tracks or wheels.

Rotating Control (RC): The swing, boom, hoist, telescope, and other basic control functions rotate along with the boom sections. The operator is housed in a cab or sits on a seat that also rotates with the boom. These cranes have capacities that typically range from 10-500 tons and more.

- Crawler cranes (with or without augers and pole guides)
- Wheel mounted cranes - single control station – Rotating
 - a) Rough terrain (RT)
- Wheel mounted cranes - multiple control stations – Rotating
 - b) Truck cranes

Operators that have obtained an EICA Rotating Control Crane Certification, and are electrically qualified, have sufficient knowledge, skills, and abilities of operating a crane around the minimum approach distance in proximity of high voltage power lines. The EICA Rotating Control Crane Certification demonstrates that the operator understands OSHA's rules regarding cranes in construction and maintenance of transmission and distribution lines. Operators that obtain an EICA Rotating Control Certification understand the machine's load chart capacity ratings and how to calculate loads. Candidates that have successfully completed the EICA Rotating Control Crane Certification program will be able to demonstrate safe work operations and compliance with industry standards. EICA certified personnel are knowledgeable in site setup, inspections, operations, use of attachments, and machine securement.

The certification requirements for the Rotational Control type are as follows:

- The Rotating Control Crane Certification requires passing the general written exam.
- The Rotating Control Crane Certification requires passing the crane specialty written exam.
- The operational differences between rotating and stationary cranes demonstrate why control type is important. Therefore, each crane type requires passing a separate practical exam.
- The successful completion of the rotating practical exam.

- Certification is awarded upon successful completion of the General Exam, Crane Specialty Exam and the corresponding practical exam for each control type.
- Crane certification equivalent to type (Rotating) can also be satisfied by using a rotating digger derrick because Tasks 1, 2, 3, 4, 6, and 8 are conducted in the same manner on both cranes and digger derricks.

NON-DISCRIMINATION POLICY

EICA does not discriminate against any individual because of race, gender, age, creed, disability, or national origin.

IMPARTIALITY POLICY

EICA understands the significance of providing all certification undertakings on an establishment of impartiality. EICA's staff, volunteers, and contractors will remain impartial for all activities with regards to certification.

APPEALS POLICY

Candidates may appeal their testing scores, both written and practical, in writing as described in the Appeals Procedure section of the handbook. Certified crane and digger derrick operators may also appeal any decision issued by EICA that negatively affects their certification status. To appeal an EICA decision that negatively affects their certification status, they should communicate, in writing, their desire to appeal the decision. This written communication should be sent via delivery tracking entity, such as UPS, FedEx or certified USPS mail. The appeal should be addressed to:

Executive Director
EICA
3409 W 12600 S. Suite 210
Riverton, UT 84065

The appeal should state the reason the operator believes his/her status has been changed due to an error, and state why he/she believes the issue is in error. The EICA Executive Director will review the issue with the operator via telephone or email. At the completion of the review, the Executive Director will notify the operator of his/her conclusion of the review. If the operator is not satisfied with the Executive Director's conclusion, the operator may appeal, in writing, the issue to the EICA Appeals Committee. If, in the sole opinion of the Appeals Committee, the evidence warrants additional scrutiny, the Appeals Committee will conduct an investigation, including an interview with the operator, within 15 days of the date of the written appeal to the Appeals Committee. The decision of the Appeals Committee will be final and binding and will be conveyed to the operator in writing within 45 days of the date of the Appeal to the Appeals Committee.

The Appeals Committee will be comprised of no less than three and no more than five members from the EICA Board of Directors, appointed by the President of the Board.

CODE OF ETHICS

Candidates certified by EICA are expected to uphold an honorable Code of Ethics. The Code of Ethics illustrates the professional conduct anticipated of all EICA certified personnel.

EICA's Code of Ethics is as follows:

- Will conduct myself safely using my knowledge and skills to accomplish my work in a manner that places myself, the public, and coworkers out of harm's way.
- Will not be misleading and will be honest with EICA, co-workers, the public, and employers.
- Will be free of prejudice regarding race, gender, age, creed, disability, physical capability, or national origin.
- Will report any violation of safety or the Code of Ethics to my organization department head.
- Will fully accommodate EICA with any administrative reviews or investigations.
- Will abide by the substance abuse policy.
- Will not exploit any logos, registered trademarks, certifications cards, or other intellectual property of EICA. Violation of this could result in forfeiture of the certification and EICA card.
- Will not use the certificate in a misleading manner.
- Will comply with the provisions of the certification scheme.
- Will not make disparaging comments or claims against EICA.
- Will refrain from using EICA certification in the event of a withdrawal or suspension.

SUBSTANCE ABUSE POLICY

Candidates pursuing certifications agree to avoid substance abuse. It is the policy of EICA that all certified personnel will not use over-the-counter or prescribed substances that would impair their ability to operate cranes and digger derricks safely. This also includes illegal drugs, alcohol, controlled substances, or any other element that could have an adverse effect on the operator's mental state. One exemption to this rule is that when a licensed medical practitioner has prescribed a drug knowing that the worker's physical ability will not be adversely affected, and they will be able to safely operate equipment.

All candidates agree to the following:

- Will never report to work under the influence of alcohol or drugs.
- Will never use drugs/alcohol while working or on the jobsite.
- Will never abuse prescription drugs while working or on the jobsite.
- Will never be involved in the manufacture, distribution, possession, or sale of illegal drugs or controlled substances.

Any violations of the Substance Abuse Policy may result in disciplinary action decided by the Discipline and Ethics Committee. Disciplinary action could result in revoking or suspending the certification(s) based on the outcome of the Discipline and Ethics committee investigation.

A certification that has been revoked or suspended may be reinstated at the sole discretion of the Discipline and Ethics committee. The committee may require counseling or a rehabilitation substance abuse program of their choice.

DISCIPLINARY POLICY

Disciplinary action will be decided by the Discipline and Ethics Committee and may include, but are not restricted to the following:

- Failure to follow Code of Ethics Policy
- Failure to follow the Substance Abuse Policy
- Failure to comply with medical requirements
- Responsible for an accident or damaging equipment
- Breach of security on exam information
- Falsifying information on documents submitted to EICA

The Discipline and Ethics Committee may take the following actions: verbal/written warning, annulment of certification, and/or possible civil/monetary penalties. If disciplinary action is implemented, the operator may appeal the decision by following the appeals process. The reason for the appeal must be specifically stated in the written message to the Appeal Committee.

CERTIFICATION CARDS

EICA is moving to Digital Certifications for cranes and digger derricks starting April 1st, 2020. We will allow employers and candidates to request a physical certification card for a charge of \$20 per individual. Payment shall be made before the card is sent out. To request a physical card or updated cards, email help@eica-us.org and provide your name, address, and certification number.

The EICA certification card belongs to EICA and can be revoked at any time.

EICA CANDIDATE CONFIDENTIALITY — INFORMATION RELEASE POLICY

As a certifying body, EICA shall provide information and verify that an individual holds current, valid certification and the scope of that certification.

Every candidate will have a unique Locator Code. Through EICA, candidates will have password-protected access to all their personal certification records and the ability to update their own contact information.

Contractors will only have access through EICA or the Safety Wallet database to:

Candidate's Name
Certifications Held and Certification Numbers
Pass/Fail Status by Certification Type
Issue Date of Certification Type
Expiration Date of Certification Type

EICA will not record or store full Social Security numbers under any circumstance.

IMPORTANT CONTACT INFORMATION

Electrical Industry Certification Association
3409 W 12600 S Ste 210
Riverton, UT 84065
(801) 566-12 24
Website: <http://www.eica-us.org>
Email: help@eica-us.org

RETAKE POLICY

Candidates who fail an examination may retake the examination(s) by reapplying and paying the corresponding fees. Candidates are only allowed to retake a specific examination(s) three times, then they must wait four months after the last failed exam before reapplying. There is no waiting period required between exams for candidates who have failed an exam.

DUE PROCESS

EICA promotes due process to all policies, procedures, and disciplinary actions against certificants. EICA reassures all individuals they shall receive equal treatment while attaining and maintaining certification status.

WRITTEN EXAMINATION PROCESS

APPLICATION PROCESS

Candidates Requesting Testing Accommodations

Arrangements for persons with disabilities or special needs will be provided upon request, in conformance with the Americans with Disabilities Act (ADA). Professional documentation in support of a request for accommodation must be submitted to EICA no later than four weeks prior to the scheduled test date. For further information about testing accommodations, see the complete EICA Testing Accommodations Policy at: www.EICA-us.org/applicant-info/.

Submission of Application

Candidates must follow all directions carefully when filling in the information required on the application. Incomplete applications, incorrect payment, and/or inaccurate documentation will delay the processing and scoring of examination.

Length of Test Day

EICA written examinations are carefully designed to provide a reliable and valid assessment of a candidate's knowledge and skills. Time limits are carefully determined for each written examination to allow enough time for a prepared candidate to complete the examination. The General Exam will have a time limit of 85 minutes. The Digger Derrick Exam and Crane Exam each have a time limit of 60 minutes.

Identification at the Test Site

Candidates must bring valid photo identification to the test site on the day of the test administration. Candidates will be required to sign the test site roster upon entry to the testing area.

Acceptable forms of photo identification are a current:

- Passport
- Government-issued driver's license
- Military identification card
- U.S. Government-issued alien registration card

NOTE: Candidates without appropriate identification documents, will NOT be admitted to take the EICA Written Examination(s).

Materials to Bring to the Test Site

Each candidate must bring the following items to the test site:

- Photo identification

NOTE: No books, notes, scratch paper, calculators, reference materials, cellular phones, or other personal items will be allowed in the examination room. The chief proctor will provide the candidates with a pencil and eraser. A basic calculator and scratch pad will be provided for candidate use on the specialty examinations only.

Test Security

For the purposes of test security, candidates who sit for EICA examination(s) acknowledge that they understand the following:

- The examination(s) is/are the exclusive property of EICA.

- ❑ The examination(s) and the questions contained therein is/are protected by federal copyright law.
- ❑ No part of the examination(s) may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- ❑ Theft or attempted theft of exam items, examination booklet, or any of its pages is punishable as a felony.
- ❑ While at the examination site, candidates are considered professionals and shall be treated as such. In turn, candidates must conduct themselves in a professional manner at all times. While at the site, they shall not use words or take actions that are vulgar, obscene, libelous, or that would denigrate the staff or other candidates.
- ❑ No conversing or any other form of communication among the candidates is permitted once they enter the examination area. Help during an examination is not permitted.
- ❑ No smoking, eating, or drinking is allowed at the examination site.
- ❑ Candidate participation in any irregularity during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate the results of the examination, or other appropriate remedy.
- ❑ Candidates verify that they have successfully met the physical/medical requirements and are eligible to take this examination. If at any time it is confirmed that a candidate has not met all the requirements, the candidate will no longer be eligible for certification.
- ❑ A candidate's signature on the answer sheet for the administration of the examination confirms that the candidate has read and understands the above statements.
- ❑ If a candidate must leave the exam room for any reason, the exam is over and must be turned into the chief exam proctor.
- ❑ If the exam is interrupted due to any emergency (e.g. tornado, earthquake, severe weather, flooding, fire alarm, etc.) the exam process will stop and conclude at a later date. If any exams were fully completed, they will be graded, and the candidate will only take the remaining exams they were originally scheduled for. There will be no additional charges to the candidate for the above emergency situations.

TEST SCORING INFORMATION

EICA written examinations are criterion-referenced examinations; i.e., the passing score is set beforehand, and candidate performance on the examination is not compared to the performance of others taking the examination. In a criterion-referenced examination, a candidate must acquire a score equivalent to or higher than a predetermined passing score to pass the test. The passing scores represent absolute standards and are determined by panels of EICA subject matter experts using a psychometrically recognized standard-setting methodology.

CANDIDATE QUESTION — COMMENT FORMS

Candidates can comment on the examination(s) as a whole or on specific items within an examination by writing their comments on the Candidate Question Comment Form contained in the test packet. Written comments should reference the question number as well as the site code and the test date and should accompany the examination. Examination comments will be reviewed by EICA's SMEs on a regular basis.

NOTE: Only comments completed on the Candidate Question Comment Form at the test site will be considered for review.

PRACTICAL EXAMINATION PROCESS

EICA's practical examination for cranes and digger derricks consists of tasks designed to measure the skills and abilities of operators in the electrical industry. The following is an outline of the testing procedure, which will be provided to each candidate at the time of testing.

The examiner will read specific instructions before each task the candidate is to perform. The examiner will require confirmation that the candidate understands the directions before continuing. All tasks must be performed in a safe and controlled manner. The candidate must notify the examiner upon completion of each task for those that pertain.

Task 1 contains "domain critical" elements that require 100% passing by the candidate in order to continue with the examination. Failing these "domain critical" items will require stopping the test. If the candidate wants to test again, they must reschedule and pay the fee again. The Practical exam is based on the conjunctive standard. Each task must be passed by a pre-determined score and time to pass the entire practical exam.

At no time is the candidate permitted to touch the load/hook/winch line.



PRACTICAL EXAMINATION INSTRUCTIONS

Cranes and Digger Derricks

These instructions must be read, exactly as written, to the candidate before each task.

Welcome to EICA's practical exam for cranes and digger derricks. This exam consists of tasks designed to measure the skills and abilities of operators in the electrical industry.

All tasks must be performed in a safe and controlled manner. Notify the examiner when you have completed each task for those that pertain.

Task 1 contains "domain critical" elements that require **100%** passing by the candidate in order to continue with the exam. Failing these "domain critical" items will require stopping the test. If you want to test again, you must reschedule and pay the fee again. ***If you choose not to test at this time, you may do so without penalty of losing your fee.***

I will read specific instructions before each task and require confirmation that you understand those directions before continuing.

At no time is the candidate permitted to touch the load/hook/winch line during tasks 2-7.

Task 1 – Site Survey/Setup and Pre-operation Inspection

- This task is not timed.
- In preparation for the test, set up the machine addressing all site, setup and inspection elements for prohibited zone operations.
- For each item that is read to you, describe the "what and how" of a site hazard analysis, setup procedures and the pre-operation inspection process.
- Indicate when you have completed this task.
- Do you understand these instructions?

Setup the Machine to Manufacturer Specifications Pre-operation Practice

- You have 15 minutes to become familiar with the equipment or without a load.
- You may operate all the machine functions.
- You cannot practice the course or shadow any of the testing elements.
- Indicate if you are ready in less than 15 minutes and initial the score sheet attesting that you were provided 15 minutes of practice.
- Do you understand these instructions?

Task 2 – Hand Signals

- This task is not timed.
- I will give you some OSHA standard hand signals that you must follow as I guide you to the starting position for the next task.
- Do you understand these instructions?

Examiner Note: Signal the candidate to set a 60° boom angle, extend the boom tip if needed and lower the chain end within 6 inches over the top of the traffic cone or barrel.

Task 3 – Chain in Barrel

****(Optimal Time 1:45) (Time Limit 4:00)***

- This task is timed.
- Telescoping the boom is prohibited during this task**
- (Stationary Control Only) You are permitted to switch control side during this task, however the Task time will not be extended.**
- After a start signal, maneuver the boom to place the chain in barrel #3

- The chain, lifting hook, block or overhaul ball may **NOT** contact the machine, ground, top or outside of the barrel.
- You may touch the inside of barrel #3 with the chain.
- Timing stops when the chain is lowered into the barrel under control and I give a stop signal.
- Do you understand these instructions?

- Touching outside the red area or knocking the ball off does not count after the “go” signal is given.
- When the task is complete, I will direct you to return the test weight to the storage position.
- Review the Touch & Go Pathway uide provided on the back page.
- Do you understand these instructions?

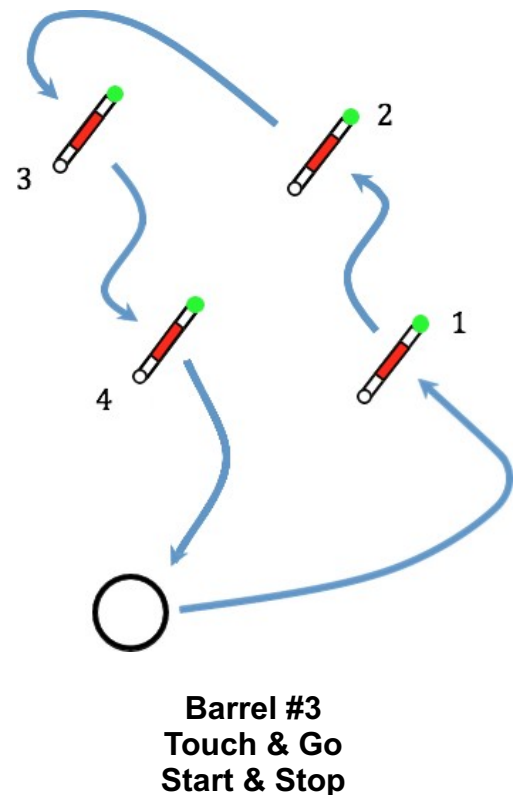
Examiner Note: Signal the candidate to move the load hook toward the test weight to connect the rigging. Then move the test weight back to barrel #3 and stabilize the test weight back to barrel #3 and stabilize the test weight and steady the chain and rubber gut inside the barrel before beginning Task 4.

TASK 4 — Touch & Go Pathway Guide

Task 4 – Touch and Go

***(Optimal Time 5:50) (Time Limit 10:30)**

- This task is timed.
- **You may use all machine functions during this task.**
- After a start signal, maneuver the test weight to contact only the red portion of the test stands with only the rubber insulating gut on the chain.
- Contact the red area with the rubber insulating gut on the front side of the test stands 1 and 2 moving away from the machine and the red area on the backside of test stands 3 and 4 as you move the test weight towards the machine.
- After properly contacting the red area on a test stand, I will give a hand signal and “go” command at which time you must move to the next test stand. Touching the top does not warrant a “go” command.
- After properly contacting stand 4, move the test weight back to barrel #3.
- Timing stops when the insulating gut is placed within barrel #3 under control and I have given a “stop” signal.
- Do not contact the ground, test stands outside the red area, knock the tennis balls off, or touch the outside of barrel #3.



Examiner Note: Direct the candidate to swing the boom over the rear of the unit for the Auger Control task.

Task 5 – Auger Control – Digger Derrick Only ***(Optimal Time 2:50) (Time Limit 5:10)**

- Follow all safety precautions for auger operation.

- After a start signal, properly position the boom and unwrap the auger. I will unhook the auger sling.
- Place the auger approximately 12" above the ground in preparation to dig a hole. Do not touch the ground and keep the functions for proper auger operation in mind.
- I will remove/attach the auger sling, so you can wrap and store the auger in the cradle.
- Do you understand these instructions?

Examiner Note: Have the candidate switch the other control station for Task 6 on a stationary control crane or digger derrick.

Task 6 – Pole Control

***(Optimal Time 4:10) (Time Limit 6:45)**

- This task is timed.
- You may use all machine functions during this task.
- After a start signal, raise and maneuver the pole upright in front of the boom tip while keeping the pole butt within the circle.
- Do **NOT** side load the boom tip. If you side load the boom tip more than three feet from vertical, I will give you a warning for which you must make proper adjustments. If you do not adjust the boom properly, I will stop the test and your actions will be recorded as an unsafe act.
- When the pole is in a vertical position, raise the pole just enough to clear the ground. Do not hoist or boom up more than necessary to just clear the ground.
- Timing stops when the pole butt is freely hanging, inside the circle, and I give a stop signal.
- (Crane only) I will guide you to lay the pole down to the starting position.
- Do you understand these instructions?

Examiner Note: For Digger Derrick operations continue to Task 7. For Crane operations, skip

Task 7 and go to Task 8. Assist in guiding the pole into the pole clamps and signal the operator to position the pole in the corner of the circle no more than 6" off the ground.

Task 7 – Pole Set – Digger Derrick Only

***(Optimal Time 1:40) (Time limit 4:30)**

- This task is timed.
- You may use all machine functions during this task.
- After a start signal, raise and maneuver the pole to place the pole butt into the barrel.
- Timing stops when the pole butt is 12" inside the barrel and I give a stop signal.
- Do not move or touch the top or outside of the barrel with the pole.
- I will then direct you to lay the pole back down in the starting position.
- Do you understand these instructions?

Task 8 – Shutdown and Secure

- This task is not timed.
- Prepare the machine for shutdown, secure it and return the unit to road ready condition.

*** Time limit does not indicate passing times but indicates when the practical examiner is to stop the exam and fail the candidate. Optimal time is when most candidates complete the task.**

REFERENCE LIST

The following reference materials are used by EICA's Testing Committee to authenticate the precision of EICA test questions.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, U.S. DEPARTMENT OF LABOR, PARTS 1926 SUBPART CC, CRANES AND DIGGER DERRICKS IN CONSTRUCTION

<http://www.osha.gov/>

THE GUIDEBOOK FOR LINEMAN & CABLEMEN, 2nd EDITION - 2012. WAYNE VAN SOELEN.

ASME B30.5 2014 MOBILE AND LOCOMOTIVE CRANES ASME B30.9 2014 Slings

ASME B30.23 2011 Personnel Lifting Systems ASME B30.26 2015 Rigging Hardware

ASME P30.1 2014 Planning for Load Handling Activities

IPT Crane and Rigging Training Manual

EICA CERTIFICATION TIME FRAME

Candidates must pass both the practical exam and written exam in order to receive any certification. These exams may be taken in any order. The candidate has 14 months after they pass their first exam (practical or written) to pass the consequent practical or written exam. The candidate may appeal the 14-month time frame with the Appeals Committee for an extension if they feel they have an adequate reason.

TESTING APPEAL PROCEDURE

Candidates may, after either a written test or practical examination, request a score review by submitting a request in writing to the EICA Executive Director within thirty (30) days of the subject test or examination. This written communication should be sent via a delivery tracking entity, such as UPS, FedEx or certified USPS mail. The EICA Executive Director will discuss the test with the Proctor, or the examination with the practical examiner, to determine the appropriate venue for the review. At the completion of the review, the Executive Director will notify the candidate of their conclusion of the review. If the candidate is not satisfied with the Executive Director's conclusion, the candidate may appeal, in writing, the issue to the EICA Appeals Committee. EICA shall acknowledge receipt of the appeal within 10 days of receiving the appeal and provide the appeals process.

If, in the sole opinion of the Appeals Committee, the evidence warrants additional scrutiny, the Appeals Committee will conduct an investigation, including an interview with the candidate, within 15 days of the date of the written appeal to the Appeals Committee. The Decision of the Appeals Committee will be final and binding and will be conveyed to the candidate in writing within forty-five days of the date of the Appeal to the Appeals Committee.

The Appeals Committee will be comprised of no less than three and no more than five members from the EICA Board of Directors, appointed by the President of the Board.

DISCIPLINARY REVIEW

Certification revocation/suspension can be appealed within 30 days after the notification was sent out from the Discipline and Ethics Committee. EICA shall acknowledge receipt of the appeal within 10 days of receiving the appeal and provide the appeals process. A written appeal must be sent by tracked and certified mail. The appeal must state the specific reason as to why the revocation/suspension is being petitioned.

APPEAL HEARING

The Appeals and Complaints Committee will call a hearing if the appeal is sound and has been received within the 30-day time frame. The hearing will be scheduled within 15 days from the time the appeal was submitted. The hearing will be held at EICA's office in Salt Lake City or another location approved by the committee. The certificant can appear at the hearing but must pay for travel and expenses. The certificant will be allowed to have representation to counsel at the hearing. No third-party representation will be allowed to provide testimony except witnesses, subject matter experts, advisors, and legal counsel. Minutes will be compiled of the meeting and kept on file.

The Appeals and Complaints Committee will issue a final decision within 30 days from the date of the appeal hearing. The final decision will be in writing sent through certified mail. The decision will have the name of the disciplined operator and the violation(s). The final ruling will be kept on file per the document retention policy. The Appeals and Complaints Committee decision is final and not subject to any additional appeals.

No Appeals and Complaints Committee member may rule on themselves or be involved in approval and/or review. A committee member must step down for a case that involves himself/herself.

All appeals will be confidential and will not result in disciplinary action against the appellant. The Appeals and Complaints Committee promotes due process and will not discriminate against any individuals.

GRIEVANCE POLICY

EICA established a policy so that any individual may file a grievance against an EICA certified operator or an EICA employee/volunteer/examiner/proctor. The grievance shall have the action committed by an EICA certificant or EICA employee/volunteer/examiner/proctor and the reason the action violated the Code of Ethics or EICA policy included on the grievance form. The grievance shall be signed and dated before submitted to EICA. The grievance will list the unacceptable behavior and the Code of Ethics clause or EICA Policy that was violated. All validating evidence will be sent in at time of submittal. The grievance and all evidence must be sent to EICA within 30 days of the incident. This written grievance form should be sent via delivery tracking entity, such as UPS, FedEx or certified USPS mail. The grievance should be addressed to:

Executive Director
EICA
3409 W 12600 S. Ste. 210
Riverton, UT 84065

The grievance will be initially reviewed by the Executive Director, who will determine if the grievance is acceptable. The grievance will be initially reviewed by the Executive Committee if the grieved activity involves the EICA Executive Director. The Executive Director will issue a status notice to the filer of the grievance within 15 days of the received grievance on the validity of the issue by means of email. If the action committed was a violation, the grievance will be passed on and reviewed and investigated by the Discipline and Ethics Committee within 30 days. The Discipline and Ethics Committee will determine if an investigation is appropriate. The Discipline and Ethics Committee will be comprised of no less than four members from the Advisory Committee, appointed by the Board of Directors, and the Chairman from the Working Committee. The Discipline and Ethics Committee will issue a final ruling within 45 days of the date the grievance was received and email the grievant.

RECERTIFICATION

EICA's crane and digger derrick certifications are awarded for a period of five years. EICA certified operators applying for recertification must satisfy all requirements before their current EICA certification(s) expire. EICA certified operators who can attest to 1,000 hours of safe crane/digger-related experience over the previous five years do not need to take the practical exam to recertify. Safe crane-related experience is defined as operating, inspecting, maintaining, assembly and disassembly, traveling, and training over the previous five-year period. Any accidents or incidents that resulted in damage, injury or death of personnel, violation of the code of ethics policy, or violation of substance abuse policy will be reviewed by the discipline and ethics committee for the hour's verification approval.

Written exams are still required to re-certify, and there is no exception.

EICA certificate holders will be notified 12 months prior to their certification expiration date via Safety Wallet.



CRANE AND DIGGER RECERTIFICATION HOURS VERIFICATION FORM

EICA certified operators applying for recertification must satisfy all requirements before their current EICA certification(s) expire. The recertification process is listed in the candidate handbook. EICA certified operators who can attest to 1,000 hours of safe crane/digger-related experience over the previous five years do not need to take the practical exam to recertify. Safe crane-related experience is defined as operating, inspecting, maintaining, assembly and disassembly, traveling, and training over the previous five-year period. Any accidents or incidents that resulted in damage, injury or death of personnel, violation of the code of ethics policy, or violation of substance abuse policy will be reviewed by the Discipline and Ethics Committee for the hours verification approval.

Operator Attestation: Filled out by EICA crane / digger operator

Candidate Name - First	Middle	Last	Locator Code – First 4 of Last Name and Last 4 of SS#
Crane/Digger type operated (mark all that apply)			
<input type="checkbox"/> Stationary Control Hydraulic Boom		<input type="checkbox"/> Rotating Control Hydraulic Boom	
		<input type="checkbox"/> Digger Derrick	
I have been associated with an unsafe crane-related experience during the previous 5 years			<input type="checkbox"/> Yes <input type="checkbox"/> No
Hours logged during the last five years as an EICA certified operator for type listed above: _____ Hours			
As the signee below, I verify that the information provided in this document is true to the best of my knowledge. I agree to adhere to EICA's policies and procedures and consent to any investigation as determined by EICA.			
Candidate Signature			Date

ADDING ADDITIONAL CONTROL TYPE TO EXISTING CRANE CERTIFICATION

Adding an additional control type via practical exam, during the original certification time frame shall be allowed. The expiration date would align with the original crane certification.

For example, if an individual received an EICA stationary control crane certification in 2018, they would be allowed to take the rotating control practical exam in 2020 to receive the EICA rotating control crane certification. The expiration date on the rotating control crane certification would match up with the stationary control certification of 2023. The 14-month time frame policy would not apply to add an additional control type certification to an existing crane certification.



CONTACT INFORMATION / NAME CHANGE

Locater Number

--	--	--	--	--	--	--	--

(First 4 letters of last name and last 4 digits of Social Security Number)

Name _____
First Middle Last

OLD Contact Information

Name _____
First Middle Last

Address _____ Apt # _____
City _____ State _____ Zip _____

Phone _____ Alternate Phone _____

Email _____

NEW Contact Information

Name _____
First Middle Last

Address _____ Apt # _____
City _____ State _____ Zip _____

Phone _____ Alternate Phone _____

Email _____

Signature _____

Date _____

Send to: EICA
3409 W 12600 S., Ste 210
Riverton, UT 84065
help@eicaus.org
Fax — 801.566.1224



CONSENT FORM DRUG TEST PROGRAM COMPLIANCE AND MOTOR VEHICLE REPORT

I _____, hereby give my consent to my current employer _____ to provide to EICA the following information: (check the box/es for the information that is/are covered by this consent form)

- A) Has passed a pre-employment drug test, is currently covered by our Drug Test Program, and has not failed a drug test in the last 30 days.
- B) Is a current employee and has requested a Motor Vehicle Report (MVR), that affirms a current CDL Medical Card is on file, be provided to EICA.

Name of Employer Representative (print)

Signature

Date



REQUEST FOR ACCOMMODATIONS FORM

If you have a physical or mental impairment (including learning disabilities), EXCEPT any impairment that would be in violation of ASME B30.5-3.1, that you believe may affect your ability to complete any aspect of the certification process, you may be eligible for accommodation. The information requested below, and any documentation regarding your disability or our need for accommodation, will be considered strictly confidential and will not be shared with any outside source without your express written permission.

Name _____

Locator Code _____

Address _____

Phone _____

The certification process has two parts: (1) Written Test(s); (2) Practical Examination(s). Which part(s) of the process are you requesting an accommodation for?

- Written Test(s)
- Practical Examination(s)

Please describe the accommodations that you are requesting.

_____ Applicant Signature _____ Date

In most cases, you will need to provide: (1) DOCUMENTATION OF YOUR DISABILITY and (2) DOCUMENTATION OF THE NEED FOR THE ACCOMMODATION YOU HAVE REQUESTED. This documentation should be from a person qualified to render a medical or expert opinion regarding your disability. For example, documentation of learning disabilities might come from psychologists, school L.D. specialists or other school records; or a physician may be qualified to render opinions on specific conditions. Please discuss the type of documentation available and needed for your disability with an EICA official representative and arrange for said documentation to be provided immediately to EICA.



CANDIDATE APPLICATION

Written and Practical Examinations
Cranes & Digger Derrick Certifications

***This application must be fully completed to obtain results and/or Certification.**

--	--	--	--	--	--	--	--	--	--

First Name	Middle Name	Last Name	Locater Code <i>First 4 of Last Name and Last 4 of SS#</i>
Address where you want your certification card to be mailed.		City	State Zip Code
Email where you would like to receive your exam results sent.			Cell / Alternate Phone

Employer

Please check one: Initial Retake Recertification

- | | |
|--|--|
| <p><u>Written Exams</u></p> <p><input type="checkbox"/> Package (all written exams)</p> <p><input type="checkbox"/> General Exam</p> <p><input type="checkbox"/> Crane Specialty Exam</p> <p><input type="checkbox"/> Digger Derrick Specialty Exam</p> | <p><u>Practical Exams</u></p> <p><input type="checkbox"/> Package (all practical exams)</p> <p><input type="checkbox"/> Crane — Stationary Control Telescopic Boom</p> <p><input type="checkbox"/> Crane — Rotating Control Telescopic Boom</p> <p><input type="checkbox"/> Digger Derrick (include of all control types)</p> |
|--|--|

Candidate Attestation

As the signee below, I verify that information provided in this document is true to the best of my knowledge. I agree to adhere to EICA’s current policies and procedures, follow EICA’s ethics code, and consent to the release of information regarding this application and any test results as determined by EICA policies. I have passed a substance abuse test, meet and will comply with the current ASME B30.5 Standard for the operator responsibilities. I fully understand that failure to meet the ASME B30.5 Standard or EICA policies and procedures, may result in suspension or revocation of my operator certification. I will notify EICA within 30 days if conditions arise that could affect my certification status and will cooperate with EICA in any investigation where I may be an interested party or have knowledge thereof. EICA owns the certifications and can revoke for violating the Code of Ethics Policy.

I understand that in consideration for my participation in the EICA Exam Testing, I will be notified of my pass/fail status when a determination has been made regarding my exam results. I understand that I must complete the certification process within 14 months from passing my first exam.

Candidate Signature **Date**

Please check if you wish to request accommodations for special needs. Please see EICA’s Testing Accommodations Policy and Form.



WRITTEN/PRACTICAL EXAM FEES

SPONSORING PARTIES FEES * 7-1-2022

Practical Exams:

Exam Package: Digger Derrick, Stationary/Rotating Cab Cranes	\$130.00
Exam/s taken individually	\$90.00

Written Exams:

Exam Package: General, Crane, & Digger Derrick	\$265.00
Exam/s taken individually or Re-Test	\$110.00
Single Proctoring Session	\$660.00

NON-SPONSORING PARTIES FEES * 7-1-2022

Practical Exams:

Exam Package: Digger Derrick, Stationary/Rotating Cab Cranes	\$165.00
Exam/s taken individually	\$110.00

Written Exams:

Exam Package: General, Crane, & Digger Derrick	\$330.00
Exam/s taken individually or Re-Test	\$140.00
Single Proctoring Session	\$660.00

Written Exam Shipping Fees

Regular Shipping	\$110.00
Express Shipping	\$220.00

Practical Examiner Workshop Fees

Regular Shipping	\$880.00
Express Shipping	\$1110.00

Physical Certification Card	\$20.00
------------------------------------	----------------

***Sponsoring Party:** Is defined as any employer member of a D-10 Chapter of NECA and any AJATC associated with those D-10 Outside Line Chapters.

Refunds are only permitted with the approval from the Appeals and Complaints Committee. Candidates requesting a refund shall send EICA a written request with a valid explanation for the refund.

CHANGES

This document was published May 1, 2022.

Revision history below:

<u>Date</u>	<u>Title</u>	<u>Page</u>	<u>Added/Removed</u>
06/13/17	Scope of Certification	10-11	Removed old, added new
06/13/17	Outlines	18-24	Removed old outlines
06/13/17	Eligibility	7	Removed old requirements
10/20/17	Candidate Application	30	Added new application
10/20/17	Grievance Policy	25	Removed language in policy
09/01/18	Formatting & Forms	All	Removed old, added new
09/03/20	Testing Appeals Procedure	21	Added new
04/26/22	Updated EICA Address		Added new address
04/26/22	Updated EICA Fees	28	Added new fees
06/01/23	Formatting and punctuation	All	Updated

ELECTRICAL INDUSTRY CERTIFICATIONS ASSOCIATION

EICA CONTACT INFORMATION

3409 W 12600 S., Suite 210
Riverton, UT 84065

Phone: 801-566-1205
Fax: 801-566-1224

Email: Help@eica-us.org
WWW.EICA-US.ORG

