



312 NE Loop 289 • Lubbock, TX 79403 • P: (806)744-2999 • F: (806)765-8708 • classes@cranewisellc.com

## Enrollment Agreement

### Applicant Information

\*Indicates required field

*Full Name: (First, M.I., Last)		Date	
*Mailing Address		Apt/Unit #	
*City	*State	*Zip Code	
*Candidate ID (CCO ID):	Different from the CCO Certification number on your NCCCO card. Your Candidate ID is assigned the first time you are registered to take any NCCCO exam. If you have never registered in the myCCO portal before, please see page 5 of this Enrollment Agreement for further instructions.		
Phone	*Cell	*Date of Birth	*SSN
*Email Address: (Please print neatly)			

### Recertification Students

*CCO Certification Number	*Do you have 1,000 hours of documented crane-related experience? If not, I understand that I must take and pass the practical exam(s) prior to my expiration date.	<input type="radio"/> Yes
		<input type="radio"/> No

### Office Use Only

Date Agreement was received	
Authorized CWC Official	

## Tuition Payment Information

- A \*non-refundable deposit of **\$1,000** is due with the submission of this enrollment agreement. A minimum deposit of 50% of the total balance is due for applicants whose balance is less than \$2,000. *This deposit is applied toward administration fees, registration fees, class supplies, and testing fees associated with the written and practical tests.*
- Remaining balance of tuition is due before the completion of the class attended.
- Tuition may be paid via Credit Card, Cash, Money Order or Company Check. Sorry, we do not accept personal checks.
- Pay off your total balance in 5 payments or less, including deposit, with no financing fees.
  - An administrative fee of \$25 will apply to each payment beyond the 5<sup>th</sup> installment.
- Writing in certain test books is not permitted. Marking in a test book renders it unusable for future classes and will result in a Test Book Replacement Fee of \$150.

\*Some exceptions to the due date and the refund eligibility of the non-refundable deposit and tuition are made in the certain extenuating circumstances listed below. These exceptions are to be made with the permission of an Authorized Crane Wise Certifications administrative personnel only.

## Cancellation/Refund Policy

- Applicants have two options when needing to cancel or reschedule a class they have registered for:
  - **Advance Notice Cancellation:** An applicant who provides at least twelve (12) \*business days advance notice in writing, via mail or email, to the scheduled class start date will have two options: 1) Be entitled to a refund of all monies paid ***minus a \$300 administrative fee***; 2) Opt to postpone for a later class date and keep \$1,000 on file as an active credit for one (1) calendar year, with a refund of any additional monies paid. No monies would be forfeited utilizing option 2, as long as the credit is used within 12 months of the date cancellation was provided.
  - **11-Day Cancellation:** An applicant who provides eleven (11) or fewer \*business days advance notice in writing, via mail or email, to the scheduled class start date will have two options: 1) Be entitled to a refund of all monies paid ***minus the \$1,000 deposit***; 2) Opt to postpone for a later class date and keep \$700 on file as an active credit for one (1) calendar year, with a refund of any additional monies paid. Due to the late notice, a ***\$300 administrative fee*** will be retained.
  - **Forfeited Deposit:** If a deposit/payment has not been applied to a Crane Wise service, class or practical, 100% of the deposit/payment will be forfeited one (1) calendar year from the date of processing.
- **Rejection:** An applicant that is rejected by the school for any reason before attending any scheduled class time is entitled to a full refund of all monies paid to Crane Wise Certifications. The applicant will receive in writing, the reason for the rejection, along with the refund via mail.

No later than thirty (30) business days of receiving written notice of cancellation from the applicant, Crane Wise Certifications shall issue a refund of all monies paid by the applicant minus the administrative fee stated above.

\*Business days exclude Saturday, Sunday and/or all federal or state holidays

## The applicant understands:

- Crane Wise Certifications (“CWC”) does not accept or acknowledge credit for previous education, training received, or prior work experience.
- CWC does not guarantee job placement upon completion of any course offered at the school.
- CWC does not guarantee that upon completion of the course that the student is an “experienced” operator. The school only guarantees that the student has participated in a nationally recognized training program endorsed by the National Commission for the Certification of Crane Operators, NCCCO.
- CWC does not guarantee that a student who completes the training program will be certified. Certification is contingent upon the student passing all exams required by NCCCO for certification.
- CWC reserves the right to reschedule the program start date if the number of applicants in any one scheduled class is too few.
- CWC is not responsible for any statement of policy or procedure that does not appear in this enrollment agreement.
- CWC reserves the right to discontinue any student(s) training for any/or all of the following reasons: Nonpayment of deposit or tuition, failure to complete paperwork as required, unsatisfactory progress in class, and/or failure to abide by the school rules noted in this enrollment agreement.

- CWC does not guarantee the transferability of credits to a college, university or to any other educational or vocational institution. Any decision of the transferability, and/or the appropriateness of such is the decision of the receiving institution.
- **HOLD HARMLESS:**  
CERTAIN RISKS ARE INHERENT IN THE OPERATION OF HEAVY EQUIPMENT. WHILE CRANE WISE CERTIFICATIONS WILL MAKE EVERY EFFORT TO ALLEVIATE KNOWN RISKS AND PROVIDE A SAFE ENVIRONMENT IN WHICH TO PROVIDE INSTRUCTION. APPLICANT ASSUMES FULL RESPONSIBILITY FOR HIS OR HER OWN ACTIONS DURING THE OPERATION OF EQUIPMENT. FURTHERMORE, CRANE WISE CERTIFICATIONS IS NOT RESPONSIBLE FOR ANY ACTIONS/ACCIDENTS BY THE STUDENT OUTSIDE OF OUR FACILITY.

**Applicant Acknowledgement:** Please read and **initial** each statement below.

- I, the applicant, acknowledge receipt of the Enrollment Agreement provided by Crane Wise Certifications.
- I, the applicant, acknowledge that I have carefully read and understand the Enrollment Agreement provided by Crane Wise Certifications and that a completed copy may be provided upon request.
- I, the applicant, acknowledge that I have carefully read the Tuition Payment and Cancellation policies and accept full responsibility for any additional fees incurred while present at training.
- I, the applicant, understand that Crane Wise Certifications reserves the right to terminate my enrollment if I fail to comply with attendance, academic, and/or financial requirement, or if I disrupt the normal day to day activities of the school.
- I, the applicant, understand that I will not be allowed, permitted or asked to operate any machinery at the school without the permission and/or supervision of the instructor, and in no way will I operate, or be asked to operate the machinery in any way that is not recommended by the manufacturer of the equipment.
- I, the applicant, also acknowledge that Crane Wise Certifications does not guarantee a certification or job placement upon completion of the program/course. Certifications is contingent upon the applicant's test scores.

**Applicant Acceptance to Compliance of Contract:**

I, the applicant and undersigned, have fully read and understand this agreement. It is also understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and a Crane Wise Certifications authorized administrator/instructor. This application comprises the entire agreement between applicant and Crane Wise Certifications. I further acknowledge there have been no verbal or written agreements or promises other than those appearing in this agreement. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or reasonable and necessary attorney fees incurred by Crane Wise Certifications.

My signature below signifies that I have read and fully understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please read the following section for links to NCCCO Terms and sign the Candidate Attestation.



# **NCCCO CANDIDATE ATTESTATION**

*Please read and acknowledge the attestation statement below.*

I declare that the foregoing statements and those in any required accompanying documentation are true. I understand and agree that my failure to provide accurate and complete information or abide by NCCCO's policies and procedures, including the [Code of Ethics](#), shall constitute grounds for the rejection of my application, or denial or revocation of my certification, or other sanctions. I understand that NCCCO reserves the right to verify any information in this application or in connection with my certification. I expressly consent to NCCCO's release of any information consistent with NCCCO's [Information Release policy](#), and I expressly consent to NCCCO's [Privacy Policy](#) as set forth on the NCCCO website. I have read the NCCCO Candidate Handbook and agree to be bound by all NCCCO policies and procedures—including NCCCO's [substance abuse policy](#) — as they may be amended from time to time, including without limitation those posted at [nccco.org](#). I agree to cooperate with any NCCCO investigations and further agree that any legal proceeding arising out of or in any way relating to my NCCCO certification(s) shall be commenced in the state of Virginia and irrevocably submit to, and waive any objections to, such exclusive jurisdiction and venue. I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to NCCCO immediately.

I have read and understood the above attestation statement.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If the links in the text above do not work, please see our website's Forms/Requirements tab for active links or copy and paste the URL's below into your browser.

<https://www.nccco.org/nccco/about-nccco/policies/code-of-ethics>

<https://www.nccco.org/nccco/about-nccco/policies/information-release>

<https://www.nccco.org/nccco/about-nccco/policies/privacy-policy>

<https://www.nccco.org/nccco/about-nccco/policies/substance-abuse-policy>

*Crane Wise endorses the national certification program offered by the National Commission for the Certification of Crane Operators (NCCCO) and provides training to prepare candidates for CCO examination.*

# Setting up your myCCO Portal Account

Effective December 1, 2022, Crane Wise Certifications can no longer register new applicants in the NCCCO system. Applicants that do not already have an active Candidate ID will be required to register in the myCCO Portal in order to be assigned an ID number. Without a Candidate ID, Crane Wise cannot register applicants for any written or practical exams.

Applicants that already have a Candidate ID number (different from the NCCCO Certification number on your card) are also **required** to register in the myCCO Portal and verify their profile. Through this portal, you will be able to provide/update your contact information, apply for CCO exams, and see recent exam results and current certifications.

**Please note:** Crane Wise Certifications will still register all applicants attending our classes for their tests. Applicants are not required to register or pay for their own test fees, only to create an account and provide Crane Wise with their Candidate ID.

## Previous myCCO Mobile App Users

Any candidates who created an account with the previous version of myCCO (through the mobile app) will be required to sign in and verify their email address so that they can take advantage of all the new features of myCCO. The mobile app version will still be available, but its functionality will be limited.

## How to Register

Registering is quick and easy. Go to NCCCO.org on a computer or in an internet app and click on the button in the upper right-hand corner, [myCCO Login/Registration](#).

- If you have previously created an account in the myCCO app, login using the same credentials.
- If you have never registered with NCCCO and do not have a candidate ID number, you will register and create a new account. **It is recommended to use a personal email (not a work email)** since this will be associated with your NCCCO certification permanently.

Once logged in, you will need to verify or enter your personal information such as personal mailing address and phone number. Company information is not required.

On the main screen of the portal, to the right of your name is where you will see your CCO ID which is the candidate ID number that Crane Wise will need in order to register you for written and practical exams. Again, this number is different from your certification number that appears on your NCCCO Certification card.

**Please provide this number in the designated space on your Enrollment Agreement or Practical Application.**