# Candidate Information Bulletin

### Master Rigger, Tower 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 of the below requirements prior to the date of their license application.

- Be at least eighteen (18) years old;
- Be able to read and write the English language;
- Be fit to perform the work authorized by the license;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Master Rigger;
- Have at least five (5) years of practical experience in the hoisting and rigging business within seven (7) years prior to the application date;
- Have knowledge of and be able to explain the risks incident to such business and precautions to be taken in connection therewith, safe loads and computation thereof, types of rigging, size and strength of ropes, cables, blocks, poles, derricks, shear legs and other tools used in connection with such business; and

- Have satisfactorily completed a department-approved training course of not less than thirty (30) hours. Any person who, within the three (3) years prior to the date of the application, has successfully completed at least a thirty-hour (30) training course need not take a second thirty-hour (30) course, provided such person can provide to the department a dated certificate as set forth in this section. Such person shall, however, take a department-approved eight-hour (8) re-certification course within three (3) years of the initial course and every three (3) years thereafter. Successful completion of the training or re-certification course shall be evidenced by a dated certificate issued by the provider of the training or re-certification course. The certificate shall include such information as specified by the department by rule. The certificate, or a valid wallet card version thereof, shall be readily available to the commissioner upon request. Such training or recertification course shall be conducted (i) pursuant to a registered New York state department of labor training program, or (ii) by a provider approved by the department.

*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 of the below requirements prior to the date of their exam application.

- Be at least eighteen (18) years old;
- Be able to read and write the English language;
- Be fit to perform the work authorized by the license;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Climber/Tower Crane Rigger;
- Have at least five (5) years of practical experience in the climber/tower crane rigging business within seven (7) years prior to application;
- Have knowledge of and be able to explain the risks incident to such business and precautions to be taken in connection therewith, including connecting pins, cables, anchorages, platforms, pads, plumbs of masts and torques of bolts; supervision of rigging and hoisting of loads; placement of components; and coordination of sequencing; and
- Have satisfactorily completed a department-approved training course of not less than thirty (30) hours. Any person who, within the three (3) years prior to the date of the application, has successfully completed at least a thirty-hour (30) training course need not take a second thirty-hour (30) course, provided such person can provide to the department a dated certificate as set forth in this section. Such person shall, however, take a department-approved eight-hour (8) re-certification course within three (3) years of the initial course and every three (3) years thereafter. Successful completion of the training or re-certification course shall be evidenced by a dated certificate issued by the provider of the training or re-certification course. The certificate shall include such information as specified by the department by rule. The certificate, or a valid wallet card version thereof, shall be readily available to the commissioner upon request. Such training or recertification course shall be conducted (i) pursuant to a registered New York state department of labor training program, or (ii) by a provider approved by the department.

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 of the below requirements prior to the date of their exam application.

- Be at least eighteen (18) years old;
- Be able to read and write the English language;
- Be fit to perform the work authorized by the license;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Master Sign Hanger;
- Have at least five (5) years of practical experience in sign hanging within seven (7) years prior to the application 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](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.

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](http://www1.nyc.gov/assets/buildings/pdf/lic41.pdf).

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, **PSI**, 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 [http://www.cpshr.us/exams/NYC-DOB/about.html](http://www.cpshr.us/exams/NYC-DOB/about.html) 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.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the PSI website or automated telephone system (IVR).
If You Missed or Were Late to Your Written Examination Appointment

Your application will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee if you:

- 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. PSI 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 PSI website at www.psiexams.com.

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. 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.

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.

Effective March 16, 2017: 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 are unable to attend the practical examination on the date stated in your scheduling notice, you may request to be rescheduled to a future examination appointment without forfeiting your fee. **This request must be received at least fourteen (14) calendar days before the scheduled examination date or you will be required to reapply for the practical examination (including paying another practical examination fee).** The contact information for requesting to be rescheduled is provided in your scheduling notice email. If you do not request to reschedule your examination at least fourteen calendar days in advance, you must re-apply for the practical examination (using the practical examination application only), including payment of the application fee. Cancellation 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 the six (6) month period of eligibility.

**Note:** The support phone line for the practical examination is staffed from 9:00 a.m. to 8:00 p.m. Eastern Standard Time (EST). However, if you are unable to reach a customer service representative for the practical examination, a voicemail or email at least fourteen calendar days in advance is an acceptable way to request a reschedule.

If You Missed or Were Late to Your Practical Examination Appointment

Your appointment will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee if you:

- 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://www.cpshr.us/exam-registration/NYC-DOB/docs/NYC-DOB_ADA_Form.pdf](https://www.cpshr.us/exam-registration/NYC-DOB/docs/NYC-DOB_ADA_Form.pdf) and fax to 916-561-7244.

**Note:** Please submit professional documentation of your disability with your application to help us determine the necessary testing arrangements. Thirty (30) days’ advance notice is required for all special examination arrangements. There is no additional charge for these accommodations.

**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.

**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.

Taking Your Written Examination

Your written examination will be given by computer at a PSI 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

Upon arrival, you will be required to present two forms of identification in order to take your written 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 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. You can access instructions for how to use the keyboard at any time by using the “Help” key.

**Note:** If you hit the “End” key you will be prompted to select “Yes” or “No” before exiting the exam.

Identification Screen

You will be directed to a semi-private testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

Tutorial

Before you start the examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, **DOES NOT** count as part of your examination time. Sample questions are included after the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining to complete the examination will be displayed at the top of the screen and updated as you record your answers.
Examination Question Example

During the examination, you should press 1, 2, 3, or 4 to select your answer or press “MARK” to mark it for later review. You should then press “ENTER” to record your answer and move on to the next question.

Examination questions may contain images. Images will be presented along with the question. If an image needs to be enlarged, please click the “Enlarge Image” button. If there is more than one image, these images can be viewed on separate tabs on the image screen. Additionally, some images may require scrolling in order to view all of the information contained within the image. A sample question display follows:

![Sample Question Display]

**IMPORTANT**: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

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.
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. (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 to the candidate's seat.
- 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 anytime 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.
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.

There are some questions that represent a critical operation, in which an incorrect response could be grounds for failure.

#### Notification

Your practical examination score report will be sent to you via U.S. Mail within three (3) to four (4) 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. 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 or email 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 amount 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 by five (5) points or fewer, or if you fail the practical examination by no more than five (5) percentage points or by no more than one (1) exam section, you may submit an appeal. 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://www.cphsr.us/exam-registration/NYC-DOB/faq/

Please review and fill out the Written or Practical Examination Appeal form located here https://www.cphsr.us/exam-registration/NYC-DOB/docs/NYC-DOB_AppealsProcess.pdf. The Appeals Committee will review your appeal and send you a written response (via USPS and email) within sixty (60) days of receipt. Submit your appeal to CPS HR Consulting at 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 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**

<table>
<thead>
<tr>
<th># of Questions</th>
<th>Minimum Passing Score</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>53 (70%)</td>
<td>4 hours</td>
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### Subject Area

<table>
<thead>
<tr>
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<th># of Items</th>
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<tbody>
<tr>
<td>Cranes and Derricks</td>
<td>30</td>
<td>NYC BC, Section 3319; RCNY 3319-01; RCNY 6; RCNY 10</td>
</tr>
<tr>
<td>General Code Requirements</td>
<td>8</td>
<td>NYC BC, Section 3319; RCNY 3319-01; RCNY 3319-01; RCNY 10</td>
</tr>
<tr>
<td>Inspections and Specifications</td>
<td>22</td>
<td>RCNY 3319-01</td>
</tr>
<tr>
<td>Rigging</td>
<td>30</td>
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<tr>
<td>Material Handling Equipment</td>
<td>8</td>
<td>NYC BC, Section 3320</td>
</tr>
<tr>
<td>Rigging Operations</td>
<td>17</td>
<td>NYC BC, Section 3301; NYC BC, Section 3303; RCNY 3319-01; RCNY 104-20</td>
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<td>Hoisting Equipment</td>
<td>4</td>
<td>NYC BC, Section 3316; RCNY 3319-01; RCNY 10</td>
</tr>
<tr>
<td>Material and Bucket Hoists</td>
<td>1</td>
<td>NYC BC, Section 3317</td>
</tr>
<tr>
<td>Scaffolding</td>
<td>15</td>
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<tr>
<td>Code Compliance</td>
<td>3</td>
<td>NYC BC, Section 3314; RCNY 104-20, Fact Sheet - IRA</td>
</tr>
<tr>
<td>Design and Adherence</td>
<td>3</td>
<td>NYC BC, Section 3314</td>
</tr>
<tr>
<td>Installation and Use</td>
<td>4</td>
<td>NYC BC, Section 3314</td>
</tr>
<tr>
<td>Industrial Rope Access</td>
<td>1</td>
<td>Fact Sheet - IRA, NYC BC, Section 3316</td>
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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

<table>
<thead>
<tr>
<th># of Questions</th>
<th>Minimum Passing Score</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>53 (70%)</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cranes and Derricks</td>
<td>23</td>
<td>NYC BC, Section 3319; RCNY 3319-01; RCNY 6; RCNY 10</td>
</tr>
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<td>General Code Requirements</td>
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<td>NYC BC, Section 3319-01</td>
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<td>Inspections and Specifications</td>
<td>15</td>
<td>RCNY 3319-01</td>
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<tr>
<td>Rigging</td>
<td>52</td>
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<td>Material Handling Equipment</td>
<td>15</td>
<td>NYC BC, Section 3320</td>
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<td>Rigging Operations</td>
<td>25</td>
<td>NYC BC, Section 3301; NYC BC, Section 3303; RCNY 3319-01; RCNY 104-20</td>
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<tr>
<td>Hoisting Equipment</td>
<td>8</td>
<td>NYC BC, Section 3316; RCNY 3319-01; RCNY 10</td>
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<tr>
<td>Material and Bucket Hoists</td>
<td>4</td>
<td>NYC BC, Section 3317</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th># of Questions</th>
<th>Minimum Passing Score</th>
<th>Time Allowed</th>
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<tbody>
<tr>
<td>50</td>
<td>35 (70%)</td>
<td>2 hours</td>
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<table>
<thead>
<tr>
<th>Subject Area</th>
<th># of Items</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cranes, Derricks, and Scaffolding</td>
<td>15</td>
<td>NYC BC, Section 3319; RCNY 3319-01; RCNY 10</td>
</tr>
<tr>
<td>General Code Requirements</td>
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<td>NYC BC, Section 3319; RCNY 3319-01; RCNY 10</td>
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<tr>
<td>Inspections and Specifications</td>
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<td>RCNY 3319-01</td>
</tr>
<tr>
<td>Code Compliance</td>
<td>1</td>
<td>NYC BC, Sections 3316 and 3314; RCNY 104-21; RCNY 27; Fact Sheet - IRA</td>
</tr>
<tr>
<td>Design and Adherence</td>
<td>3</td>
<td>NYC BC, Section 3314</td>
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<tr>
<td>Installation and Use</td>
<td>2</td>
<td>NYC BC, Section 3314</td>
</tr>
<tr>
<td>Suspended Scaffold</td>
<td>2</td>
<td>NYC BC, Section 3314; RCNY 104-21</td>
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<td>Rigging</td>
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<td>Material Handling Equipment</td>
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<td>NYC BC, Section 3320</td>
</tr>
<tr>
<td>Rigging Operations</td>
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<td>NYC BC, Section 3301; NYC BC, Section 3303; RCNY 3319-01; RCNY 104-21; RCNY 27</td>
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<tr>
<td>Hoisting Equipment</td>
<td>2</td>
<td>NYC BC, Section 3316; RCNY 3319-01; RCNY 10</td>
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<tr>
<td>Material and Bucket Hoists</td>
<td>2</td>
<td>NYC BC, Section 3317</td>
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<tr>
<td>Outdoor Signs</td>
<td>25</td>
<td>NYC BC, Appendix H (H101-104, H117); RCNY 27; RCNY 49</td>
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<tr>
<td>General</td>
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<td>NYC BC, Appendix H (H105); RCNY 27</td>
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<td>Electrical</td>
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<td>Material Limitations</td>
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<td>NYC BC, Appendix H (H107)</td>
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<td>Animated Devices</td>
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<td>NYC BC, Appendix H (H108)</td>
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<tr>
<td>Ground Signs</td>
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<td>NYC BC, Appendix H (H109)</td>
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<tr>
<td>Roof Signs</td>
<td>2</td>
<td>NYC BC, Appendix H (H110); Zoning Resolution</td>
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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.

### Practical Examinations Content Outlines

#### 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

<table>
<thead>
<tr>
<th>Examination Parts</th>
<th>Minimum Passing Score</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NYC Construction Codes applied to Rigging / Tower Crane Riggers</td>
<td>70%</td>
<td>1.5 hours</td>
</tr>
<tr>
<td>2. Tying Knots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Rope and Tackle Knowledge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Rigging Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Calculating Counterweight</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Rigging and Tower/Climber Crane Knowledge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Score 70% or higher on each of the seven parts to earn a passing score.*
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

<table>
<thead>
<tr>
<th>Number of Examination Parts</th>
<th>Minimum Passing Score</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven</td>
<td>70%</td>
<td>1.5 hours</td>
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</tbody>
</table>

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

Note: Score 70% or higher on each of the seven parts to earn a passing score
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.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Master Rigger</th>
<th>Tower Crane Rigger</th>
<th>Master Sign Hanger</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 2014 NYC Administrative Code, Title 28, Chapter 1: Administration; Chapter 4: Licensing and Registration of Businesses, Trades and Occupations Engaged in Building Work, 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></td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Reference</td>
<td>Master Rigger</td>
<td>Tower Crane Rigger</td>
<td>Master Sign Hanger</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>---------------</td>
<td>-------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>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>.</td>
<td>X</td>
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<tr>
<td>18. 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>.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. New York City Department of City Planning, Zoning Resolution (Zoning Resolution), November 2014.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
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 or visit 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@cpshr.us