

Candidate Information Bulletin

Special Rigger and Special 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

Special Rigger

This license authorizes a NYC licensee to install or use a suspended scaffold; and to hoist or lower any article not exceeding 2,000 pounds in weight on the outside of any building with a hoisting machine, provided the manufacturer rated capacity of such hoisting machine does not exceed 2,000 pounds.

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

- Be at least eighteen (18) years of age;
- Be able to read and write the English language;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Special Rigger;
- Be fit to perform the work authorized by the particular license or certificate of competence;
- Has, within the one (1) year prior to application, satisfactorily completed a department-approved training course for special riggers that is at least 16 hours in length; and
- Has, within the one (1) year prior to application, satisfactorily completed a department-approved training course for suspended scaffold supervision that is at least 32 hours in length and in accordance with the requirements of section 3314.4.5.3 of the New York city building code.

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

- Has at least two (2) years of experience, within the three (3) years prior to application, working as a designated special rigging foreman in the city of New York under the direct and continuing supervision of a licensed special rigger **or**
- Has at least three (3) years of experience, within the five (5) years prior to application, supervising the installation or use of suspended scaffolds in the city of New York in accordance with section 3314.4 of the New York city building code.

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

Special Sign Hanger

This license authorizes a NYC licensee to hoist, lower or to hang or attach any sign, not exceeding 150 square feet in area, measured on one face only, nor exceeding 1,200 pounds in weight, upon or on the outside of any building or structure in the city.

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

- Be at least eighteen (18) years of age;
- Be able to read and write the English language;
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Special Sign Hanger;
- Be fit to perform the work authorized by the particular license or certificate of competence;
- Has at least three (3) years of practical experience in sign hanging as a designated sign hanging foreman within the five (5) years preceding the date of the license application under the direct and continuing supervision of a licensed sign hanger; and
- Has knowledge and ability to read plans and specifications relating to sign construction and erection, including supporting framework and other supports, and 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 Special Rigger or Special Sign Hanger license, candidates must pass a practical examination. Candidates must apply to take the practical examination for that trade. The Department has approved the examination content outline for the Special Rigger and Special Sign Hanger practical examinations. The pass points listed for the 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. Applications that do not include the examination fee will be returned to the applicant. Corresponding license examination applications can be found on the Department's website at <http://www1.nyc.gov/site/buildings/industry/applications-forms.page>. Any false statement on your application will result in you being deemed ineligible to take the corresponding license examinations and may result in severe civil and criminal penalties.

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

Examination Fee

The fee for the practical examination is \$350. The **fee is nonrefundable** and **does not** include the background investigation fee or the license issuance fee for your license after you pass the examination and background investigation.

The fee 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 Examination

You must complete and submit the examination application as outlined on the Department's website: <http://www1.nyc.gov/assets/buildings/pdf/lic42.pdf>. You may only test one time per notification of eligibility. Each time you fail, you must reapply with the Department.

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

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

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

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 Need to Cancel/Reschedule an Examination Date

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

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

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

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

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

If You Missed or Were Late to Your 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 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.

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).

Taking Your Examination

The location is set up to accommodate exercises which will demonstrate your mastery of on-the-job practical tasks. You are not required to bring anything to the 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 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 an additional examination fee.

Testing Regulations for the Examination

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

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

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

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

Personal Items

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

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

Breaks

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

Misconduct or Disruptive Behavior

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

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

Weapons

Weapons are not allowed at the testing center.

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

Exam Security

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

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

Failure to comply, may result in fines; civil action; denial, suspension, or revocation of license; indefinite ban from seeking a license; or any other action that NYC DOB view as appropriate.

Examination Results

Scoring

Candidates must pass an English Literacy examination to demonstrate their ability to read and write in English pursuant to NYC Administrative Code §28-401.6. For each exercise, the candidate starts at 100%. Percentage points are deducted for errors on a pre-determined scale. There are one or more exam exercises that represent a critical operation. Due to the critical knowledge tested with the exercise(s), an incorrect response on the critical exercise(s) is grounds for failure.

To receive an overall score of pass for the Special Rigger or Special Sign Hanger practical examination, you must pass the English literacy exam, score 70% or higher on the exercises, and pass the critical exercise(s).

Notification

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

Obtaining Licensure

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

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

Retaking the Examination and the Appeals Process

Retaking the Examination

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

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

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 practical examination administration. Your comments will be reviewed by CPS HR.

If you fail the examination by five (5) percentage points or fewer and pass the critical exercise(s), 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://link.cpshr.us/DOBAppealForm>.

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

Examination Content Outlines

The content outline for the New York City Special Rigger and Special Sign Hanger practical examinations are provided below. In addition to the Exercises listed below, both Special Rigger and Special Sign Hanger candidates must pass an English Literacy examination to demonstrate their ability to read and write in English pursuant to NYC Administrative Code §28-401.6.

Scope of the Special Rigger Examination

The Special Rigger practical 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. 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.

Special Rigger Examination

Number of Examination Exercises	Minimum Passing Score*	Time Allowed
Eight	70%	45 minutes

Examination Exercises
1. Tying Knots
2. Rigging Procedures
3. NYC Construction Codes applied to Rigging
4. Rope Knowledge
5. Rigging to Scaffold
6. Rigging Equipment Knowledge
7. Scaffold Safety Parameters
8. Calculating Counterweight

Scope of the Special Sign Hanger Examination

The Special Sign Hanger practical 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. 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.

Special Sign Hanger Examination

Number of Examination Exercises	Minimum Passing Score	Time Allowed
Seven	70%	45 minutes

Examination Parts
1. Tying Knots
2. Rigging to Cat Head
3. Rigging Equipment Knowledge
4. Rope Knowledge
5. NYC Zoning Resolutions
6. Rigging Procedures
7. Calculating Counterweight

To receive an overall score of pass for the Special Rigger or Special Sign Hanger practical examination, you must pass the English literacy exam, score 70% or higher on the exercises, and pass the critical exercise(s).

Reference List

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

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

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

Reference	Special Rigger	Special Sign Hanger
7. 2014 NYC Construction Codes: Building Code, Section 3319: Cranes and Derricks, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, https://www1.nyc.gov/site/buildings/codes/codes.page .	X	X
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, https://www1.nyc.gov/site/buildings/codes/codes.page .	X	X
9. Rules of the City of New York Title 1 Chapter 3300: Safeguards during Construction or Demolition, Sections 3310-01, 3316-01, 3319-01, https://www.nyc.gov/site/buildings/codes/title-1-rules-of-the-city-of-new-york.page (nyc.gov).	X	X
10. New York City Department of Buildings - Industrial Rope Access: Application Procedures, https://www.nyc.gov/site/buildings/safety/industrial-rope-access-application-procedure.page	X	X
11. 2014 NYC Construction Codes: Building Code, Appendix H: Outdoor Signs, New York City Store, Order Department, One Centre Street, Room 2223, New York City, NY 10007, https://www1.nyc.gov/site/buildings/codes/codes.page .		X
12. Rules of the City of New York, Title 1, Chapter 10: Drums for Derrick Load and Boom Hoists, https://www.nyc.gov/site/buildings/codes/title-1-rules-of-the-city-of-new-york.page	X	X
13. Rules of the City of New York, Title 1, Chapter 27, Section 27-01: Signs, https://www.nyc.gov/site/buildings/codes/title-1-rules-of-the-city-of-new-york.page		X
14. Rules of the City of New York, Title 1, Chapter 49: Outdoor Signs, https://www.nyc.gov/site/buildings/codes/title-1-rules-of-the-city-of-new-york.page		X
15. Rules of the City of New York, Title 1, Chapter 100: Administration; §104-20, Supervisory Responsibilities of a Licensed Rigger, https://www.nyc.gov/site/buildings/codes/title-1-rules-of-the-city-of-new-york.page	X	
16. Rules of the City of New York, Title 1, Chapter 100: Administration; §104-21, Supervisory Responsibilities of a Licensed Sign Hanger, https://www.nyc.gov/site/buildings/codes/title-1-rules-of-the-city-of-new-york.page		X
17. New York City Department of City Planning, Zoning Resolution (Zoning Resolution), December 2022.		X

Contact Information

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

Email LicenseExams@buildings.nyc.gov or visit www.nyc.gov/buildings

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

Call 855-224-6977 or email NYCDOB@cpsr.us