

**STEP ONE: Check that you meet the qualifications for a Class C Hoisting Machine Operator License.**

You must:

- a) Be at least 18 years old
- b) Be able to read, write, and understand the English language
- c) Have good moral character, so as to not adversely impact upon fitness to perform the duties and responsibilities of a Hoisting Machine Operator
- d) Have at least two years of experience within three years prior to application under the direct and continuing supervision of a licensed HMO in New York City or in another jurisdiction that regulates crane operators. At least one of the required years of experience must be in New York City or in an urban area of comparable density.

The following have been identified by the Department as qualifying areas of comparable density:

- NY, NJ, CT Metropolitan area
- Greater Boston, MA Metropolitan area
- Los Angeles, CA Metropolitan area
- Chicago, IL Metropolitan area
- Philadelphia, PA Tri-State Metropolitan area
- Washington, DC Tri-State Metropolitan area
- San Francisco/Oakland, CA Metropolitan area
- San Diego, CA Metropolitan area

For specific qualifying cities within these metropolitan areas, please contact the Licensing Unit.

**STEP TWO:** Pass the appropriate National Commission for the Certification of Crane Operators (NCCCO) or Crane Institute Certification (CIC) written and practical examinations for the type of machinery you intend to operate. Candidate handbooks and application information can be found at [www.nccco.org](http://www.nccco.org) for NCCCO and at [www.craneinstitutecertification.com](http://www.craneinstitutecertification.com) for CIC.**NCCCO Examinations:**

**Please note:** The CCO certification shall permit operation of the type of equipment authorized by the New York City license. If you would like to operate all C type machinery, you must show compliance with BOTH CCO certifications. A TLL certification issued by NCCCO will only allow you to operate large telescopic boom cranes with a swing cab; a TSS certification from NCCCO will only allow you to operate small telescopic boom cranes with a fixed cab.

For a Class C1 license, you must show a valid CCO certification card for one or both of the following:

- Mobile Crane, Large Telescopic Boom Cranes (Swing Cab) (TLL); and/or
- Mobile Crane, Small Telescopic Boom Crane (Fixed Cab) (TSS)

For a Class C2 license, you must show a valid CCO certification card for one or both of the following:

- Mobile Crane, Large Telescopic Boom Cranes (Swing Cab) (TLL); and/or
- Mobile Crane, Small Telescopic Boom Crane (Fixed Cab) (TSS)

For a Class C3 license, you must show a valid CCO certification card for:

- Mobile Crane, Small Telescopic Boom Crane (Fixed Cab) (TSS)

**CIC Examinations:**

**Please note:** The CIC certification shall permit operation of the type of equipment authorized by the New York City license. If you would like to operate all C type machinery, you must show compliance with BOTH CIC certifications. A Telescoping boom crane, 21-75 ton certification issued by CIC will only allow you to operate large telescopic boom cranes with a swing cab; a Telescoping boom crane, under 21 tons certification from CIC will only allow you to operate small telescopic boom cranes with a fixed cab.

For a Class C1 license, you must show a valid CIC certification card for one or both of the following:

- Telescoping boom crane, 21-75 tons (Swing Cab) and/or
- Telescoping boom crane, under 21 tons (Fixed Cab)

For a Class C2 license, you must show a valid CIC certification card for one or both of the following:

- Telescoping boom crane, 21-75 tons (Swing Cab) and/or
- Telescoping boom crane, under 21 tons (Fixed Cab)

For a Class C3 license, you must show a valid CIC certification card for:

- Telescoping boom crane, under 21 tons (Fixed Cab)

If you would like to operate all C type machinery, you must show compliance with BOTH CIC certifications.

HMO License Class	NCCCO Test		CIC Test
<b>C1</b>	Swing – TLL	<b>OR</b>	21 – 75 Tons swing
	Fixed - TSS		Under 21 Tons fixed
<b>C2</b>	Swing – TLL		21 – 75 Tons swing
	Fixed - TSS		Under 21 Tons fixed
<b>C3</b>	Fixed - TSS		Under 21 Tons fixed

See page 4 for a visual representation of appropriate certifications for your license class.

### STEP THREE: Apply for your Background investigation.

You must obtain appropriate crane operator certification(s) from [NCCCO](#) or [CIC](#). Once you obtain the certification, you must schedule an appointment with the Licensing Unit to submit your information for a background investigation. The Licensing Unit is open Monday through Friday from 9:00am-1:00pm. Appointments can be made by calling (212) 566-4100. You must bring the following documentation to your appointment:

- a) Original CCO or CIC certification card as cited above
- b) Original [CCO Physical Examination Form](#) or [DOB Physical Examination Form](#)
- c) Proof of certification of compliance with substance abuse provisions. The Department will provide a substance abuse policy compliance document for you to complete during your appointment
- d) Name, address and telephone number of the laboratory that performed the substance abuse test and consent to the release by such laboratory of the test results to the Department upon the Department's request
- e) Typed [LIC2](#) application form
- f) Typed [LIC34](#) affidavit, if applicable
- g) [Background Investigation Questionnaire](#)
- h) Notarized letters\* from all licensed Hoist Machine Operators who supervised your work during the years you are claiming as experience. These letters MUST be recent and state the following:
  - Dates the licensee supervised the applicant
  - Titles held by applicant;
  - Types of machinery applicant operated and locations of operation
  - Specific daily duties and responsibilities of applicant
  - Number of crane setups the applicant completed under licensee supervision involving instruction in outrigger placement (Applicant is required to have experience in 100 setups to qualify for the license)
  - If the Hoist Machine Operator is licensed outside NYC, a copy of the license must be provided with the licensee's letter.
- i) Social Security History of Earnings\*\* for the years you are claiming as experience

- j) Union extracts for the years you are claiming as experience, if you are a union member
- k) Original Driver license
- l) Original birth certificate, current passport or current Green Card
- m) Original Social Security card
- n) Original proof of home residence (utility bill, lease or deed)
- o) Two 2x2 passport sized photos.

*\* Note: Letters must come from the licensed Hoist Machine Operator who supervised your work during that time, not from Human Resources. The supervising licensee must hold AT MINIMUM, the class of license for which you are applying.*

*\*\* There is a fee required by the Social Security Administration for this service. You MUST request the report to be run by "company name". You may request the information by mail or in person (ordinarily you can receive this instantly in person). Visit (<http://www.ssa.gov/online/ssa-7050.html>) for more information.*

**STEP FOUR: Apply for your Hoist Machine Operator Class C License.**

If the Department determines that you meet all qualifications and pass the background investigation, you will receive a letter from the Licensing Unit with a list of instructions and required items that you must submit to obtain the license. You have one year from the date of the letter to obtain your license. If you do not complete the process within one year, you may be required to begin the process from the beginning (including resubmission for background investigation). To obtain your card, you must make an appointment with the Licensing Unit.

For more information, visit the "[Licenses and Renewals](#)" section of our website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).

