

How to apply for a Pennsylvania crane operator license.



You must have a valid Crane Operator Certification that is recognized by the PA State Board of Crane Operators. These include: NCCCO, NCCER, CIC and OECP.

Go onto the PALS website, www.pals.pa.gov, or just search for PA crane license and look for the above link.

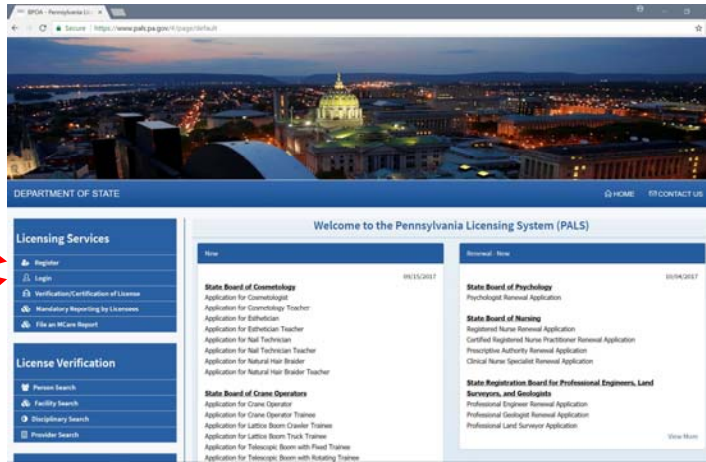
The screenshot shows the Pennsylvania Licensing System (PALS) website. The header includes the Department of State logo and navigation links for HOME and CONTACT US. The main content area is titled "Welcome to the Pennsylvania Licensing System (PALS)" and features a "New" section with a date of 09/13/2017. This section lists several licensing services:

- State Board of Cosmetology:** Application for Cosmetologist, Application for Cosmetology Teacher, Application for Esthetician, Application for Esthetician Teacher, Application for Nail Technician, Application for Nail Technician Teacher, Application for Natural Hair Braider, Application for Natural Hair Braider Teacher.
- State Board of Crane Operators:** Application for Crane Operator, Application for Crane Operator Trainee, Application for Lattice Boom Crawler Trainee, Application for Lattice Boom Truck Trainee, Application for Telescopic Boom with Fixed Trainee, Application for Telescopic Boom with Rotating Trainee.

There is also a "Renewed" section with a date of 10/04/2017, listing services for the State Board of Psychology and the State Board of Nursing. The State Board of Psychology services include Psychologist Renewal Application. The State Board of Nursing services include Registered Nurse Renewal Application, Certified Registered Nurse Practitioner Renewal Application, Prescriptive Authority Renewal Application, and Clinical Nurse Specialist Renewal Application. A "View More" link is provided at the bottom right of the renewed section.

You **MUST** either: create an account, or if already PA Licensed, login to your existing account

New Registration
Login (if registered)



If you need to register follow the pages and the prompts on the website. You must input all information with the **RED** tab.

Must input information if marked with a red tab.

Fill out information, create a user I.D. and Password. Keep this information stored you **WILL** need this when you renew your Crane operators license

User I.D and password.

Pay attention to the information that must be used to create a password and use security questions that you can remember

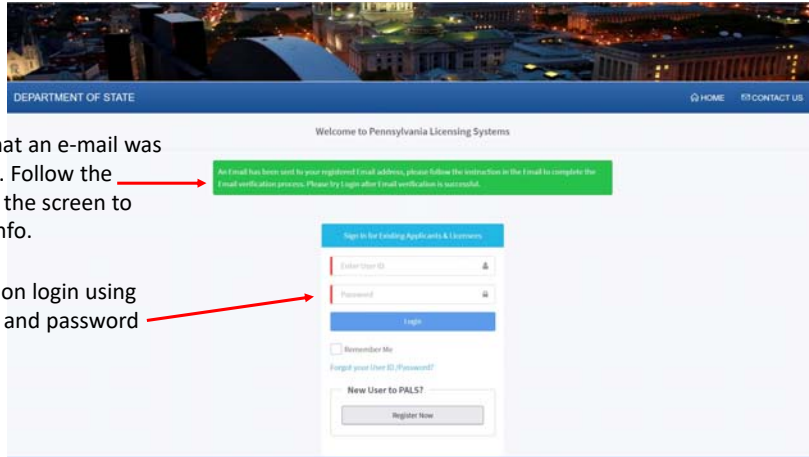
Primary Email Address
 Confirm Primary Email Address
 Secondary Email Address
 Confirm Secondary Email Address
 Mobile Number
 Mobile Service Provider
 Subscribe to text alerts. Notice: Standard text messaging or data rates may apply based on your plan with your mobile service provider. All charges are billed by and payable to your mobile service provider. As mobile access and text message delivery is subject to your mobile service provider's network availability, such access and delivery is not guaranteed. The Board/Commission will not be liable for message delays or message failure as delivery is subject to the effective transmission from your mobile service operator.
 User ID
 Password
 Confirm Password
 Password must contain:
 At least 8 Characters
 At least 1 Uppercase Letter
 At least 1 Lowercase Letter
 At least 1 Number
 At least 1 Special Character (e.g. %^&@#)
 Security Question 1
 Security Question 2
 Security Question 3
 Answer
 Answer
 Answer
 I acknowledge that the Board/Commission will communicate with me regarding licensure information through email at my primary email address.
 Note: By unchecking this box, I am requesting all communications regarding licensure information through first class mail. Please note this may cause delays in communication or processing.

Make sure you fill out all your information, click that you acknowledge the crane board will communicate with you, and that you agree with crane board policies and terms.

Security Question 1
 Security Question 2
 Security Question 3
 Answer
 Answer
 Answer
 I acknowledge that the Board/Commission will communicate with me regarding licensure information through email at my primary email address.
 Note: By unchecking this box, I am requesting all communications regarding licensure information through first class mail. Please note this may cause delays in communication or processing.
 I agree with the terms.
 In order to comply with Federal Statute, the Bureau of Professional and Occupational Affairs is obligated to inform each applicant or licensee from whom it requests a social security number that disclosing such number is mandatory in order to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. §4304.1(a). In order to enforce domestic support orders, at the request of the Commonwealth's Department of Human Services (DHS), the licensing boards must provide to DHS information prescribed by DHS about the licensee, including the social security number.
 + REGISTER

After filling out information make sure you **acknowledge** and **agree** with terms then click the Register button

You will receive a confirmation e-mail to the e-mail address you listed. **You must open this e-mail and confirm the information.** Then login using the username and password created in the previous steps.

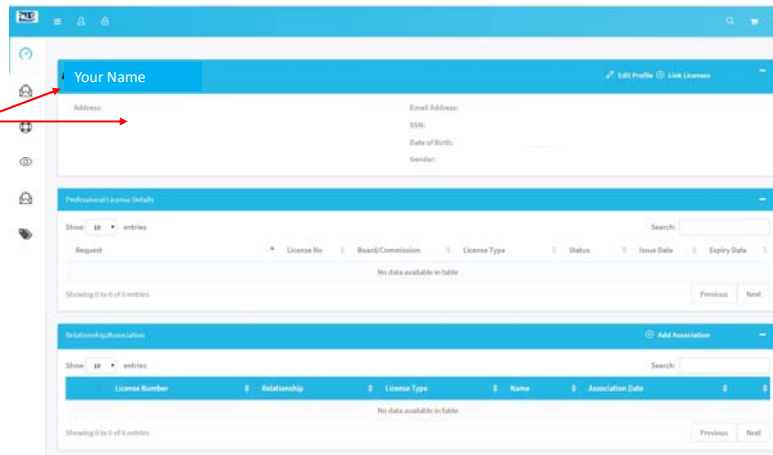


Notification that an e-mail was sent will show. Follow the instruction on the screen to verify e-mail info.

After verification login using the username and password you created

After you successfully login to your account you will be shown a page listing information about your account. You can use this page to verify, or if needed you can edit the information on your account.

Check your Name and address. Make sure they are correct and in the correct format.



Continue checking following pages to verify information. After verifying all information listed check box below stating "I know what license I am applying for." Then click box for apply for New License.

Verify **ALL** information. This is your chance to make any needed changes.

The screenshot displays a web application interface with a blue header and a sidebar on the left. The main content area is divided into three sections:

- Correspondence:** A table with columns: Correspondence Type, Category, Date Sent, Correspondence Status, and View/Download. Below the table, it says "No data available in table".
- Activities:** A table with columns: Reference Number, Board/Commission, License Type, Obtained By Name, Description, Status, and Action. Below the table, it says "No data available in table".
- New Professional License Application:** A section with a green checkmark and the text "I know what license I am applying for". To the right is a blue button labeled "Apply for New License".

Click box for I know what license I am applying for. Then Click Apply for New License

A box with a pull down window will appear allowing you to choose which Board / Commission you are requesting licensure from. Click the arrow to the right and scroll down to State Board of Crane Operators

The screenshot shows the same web application interface as above, but with a dropdown menu open over the "Board/Commission" field in the "New Professional License Application" section. The dropdown menu has a search bar and a list of options. A red arrow points to the dropdown arrow. A white text box with a red border contains the following text:

Selection Window. Click arrow and scroll down to State Board of crane operators.

Select State Board of Crane Operators. A prompt asking if you **KNOW** you passed the practical examination from an approved Certifying Organization, click yes **ONLY** if you know you have passed your exam(s) and have received this information from your certifying agency.

Text Box will appear to verify information put into system. Verify all information on the screen then click Next box.

Check and verify information before continuing.

Click Next to continue.

Read all instructions carefully. Read “Be advised” section to make sure you understand all information you are agreeing with. Check the list of what is needed to complete application, you will need ALL this information to finish your application. You will need to scan a copy of your Physical Exam card, this information will be added to the application at a later time.

Read the “Be advised” section, make sure you understand what is expected.

Make sure you have all items available, you will NOT be able to apply without these.

If you just notified through NCCCO your application will be on hold until NCCCO notifies the state

Continue checking and verifying information put into system. Again all areas marked with a red tab **MUST** be input or you will not be allowed to continue.

Check all information

You will need to input Employer information.

You must input the specialties you are certified in. Remember PA licensure is as follows: TLL (Swing control), TSS (Fixed control), LBT (Lattice boom truck), LBC (Lattice boom crawler) and TWR (Tower crane). Click the **+** box in the bottom right of the Specialties area to add specialties.

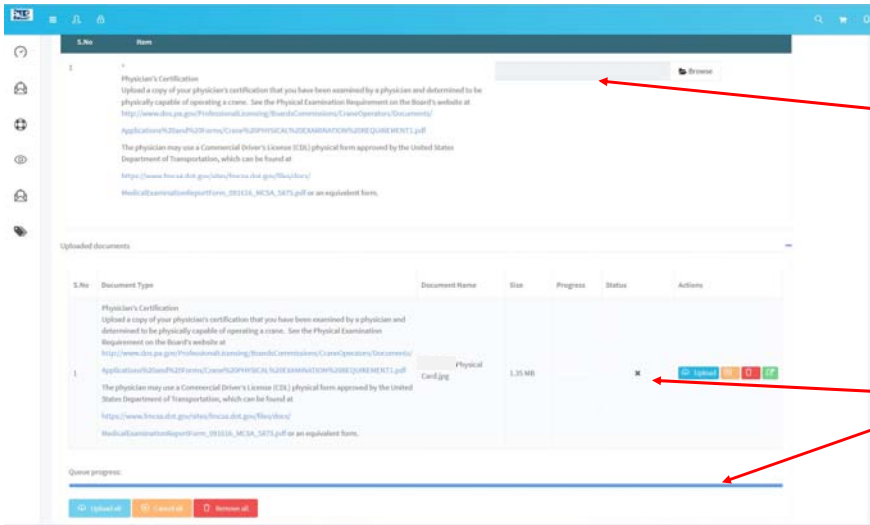
Input all Specialties you are certified in and require a license for.

Use + box to add specialties. Only one box will show initially. You must add selections if needed

Finish all Yes / No questions to continue. **Please Note:** If you check yes you must have a written explanation and copies of any relevant Board and/or legal documents. If you click yes an upload box will appear next to the question. You will need to scan the appropriate documentation and upload it to the application at this point!

Make note of instructions at top of page.

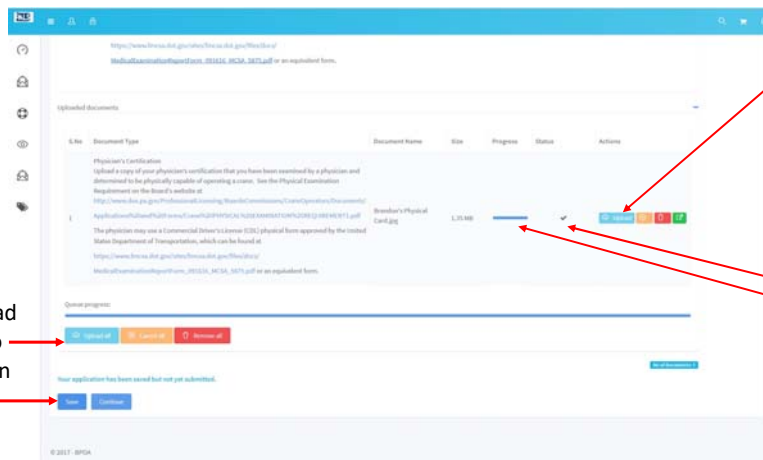
You will now be prompted to upload a copy of your current Physical exam card. If you have a Valid DOT physical card you may use this, if not you will need to acquire a physical exam card.



Scan a copy of your valid physical exam card to your computer (preferably to documents) browse computer to location you put the scan. Double click your scan, it should show up in this box. **YOU ARE NOT DONE YET.**

You will see a blue line at the bottom showing it is in Queue but is **NOT** uploaded yet. (marked by the "X" in status)

If you need you may upload more than one document. After all documentation is uploaded to the Queue. Click upload all to apply them to the application, then save at the bottom left of page. It will tell you application is saved but not submitted, when ready click continue to move on.



Click upload to add all needed documentation to the application

Make sure progress bar is full and status is checked.

After all required documentation is uploaded click upload all to attach them to the application. Then click save button before moving on.

A page will appear allowing you to again make sure all information on your application is correct and ready for submission. Check all information before proceeding.

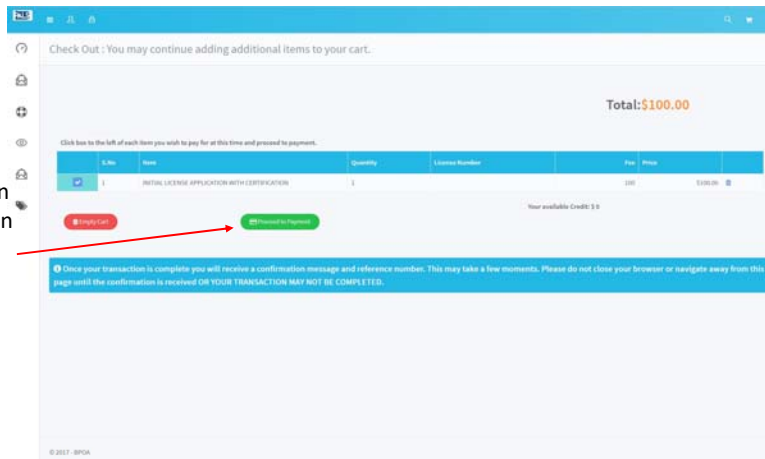
Confirm all information, make sure physical card and all other required documentation shows in the checkout files. Then click the add to cart button on bottom left of screen

Check all information.
Make sure physical card is uploaded.

Click add to cart to complete application and move on to payment options

After clicking add to cart you will see a page allowing you to add more items if you would like. If you are ready to proceed click **green** proceed to payment tab.

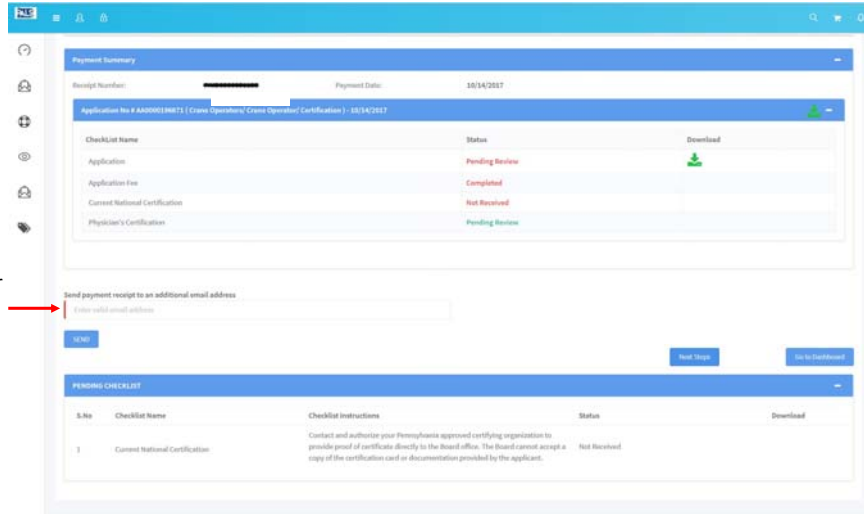
Make sure application is shown in items then click Green button to proceed to payment



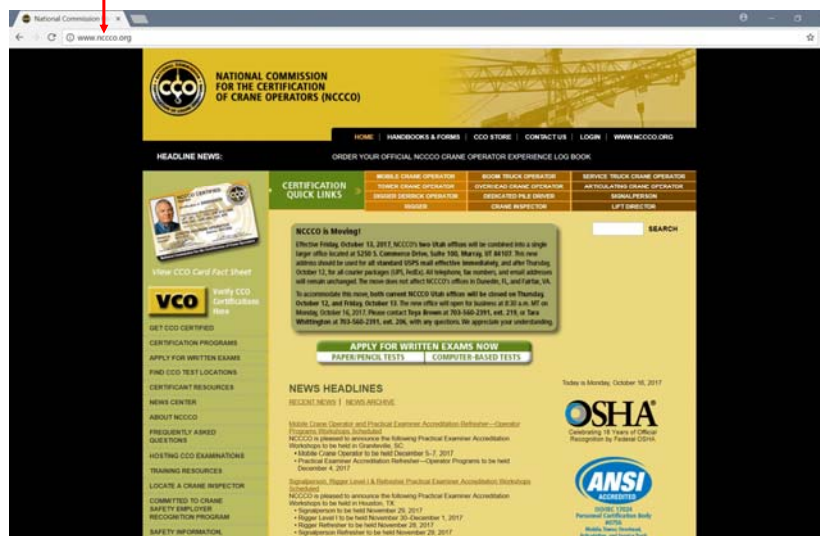
Enter the appropriate payment type.

Print a receipt for your records. This is also used as a checklist of items received and what items are pending approval or verification. If your employer requests a copy of this you may e-mail this to them at the bottom left.

You may enter employer or other persons e-mail to send them a copy of this receipt.

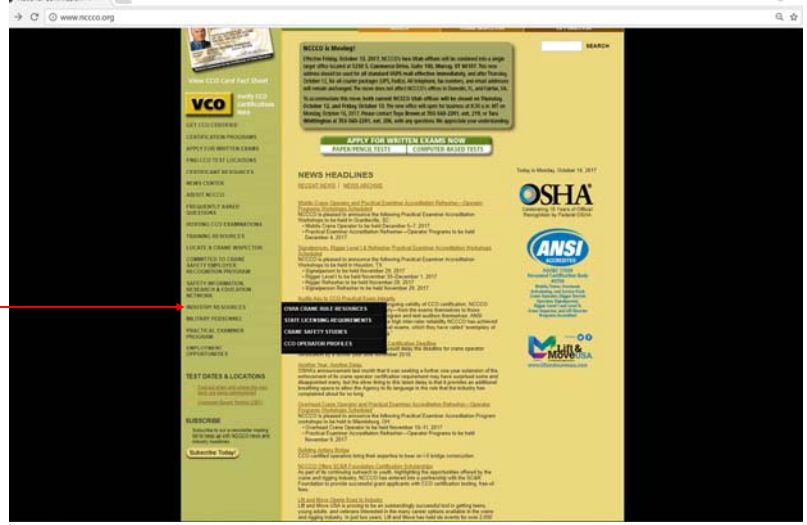


How to verify certification through NCCCO: Go to www.nccco.org or search NCCCO in your browser

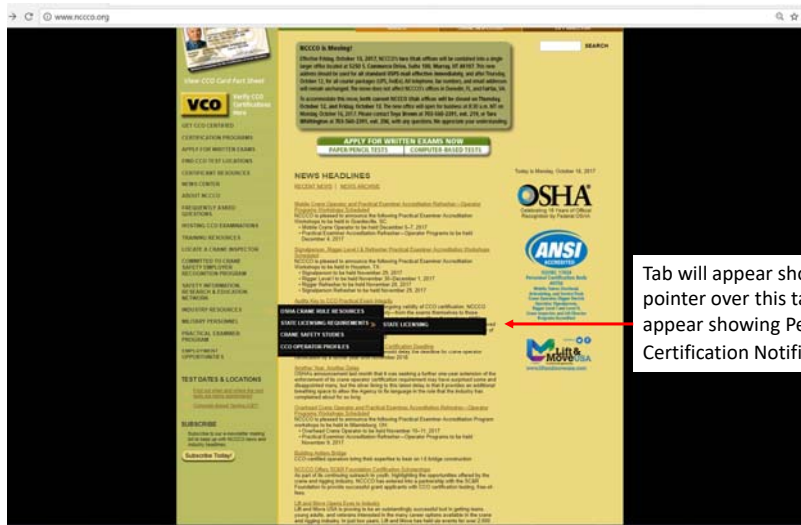


On the NCCCO home page, scroll down left side menu to Industry resources, pop up will appear for state licensing requirements

On the NCCCO home page, hover pointer Industry resources. A box showing 4 different selections will appear. Hover pointer over State Licensing Requirements, this will bring up another selection box.

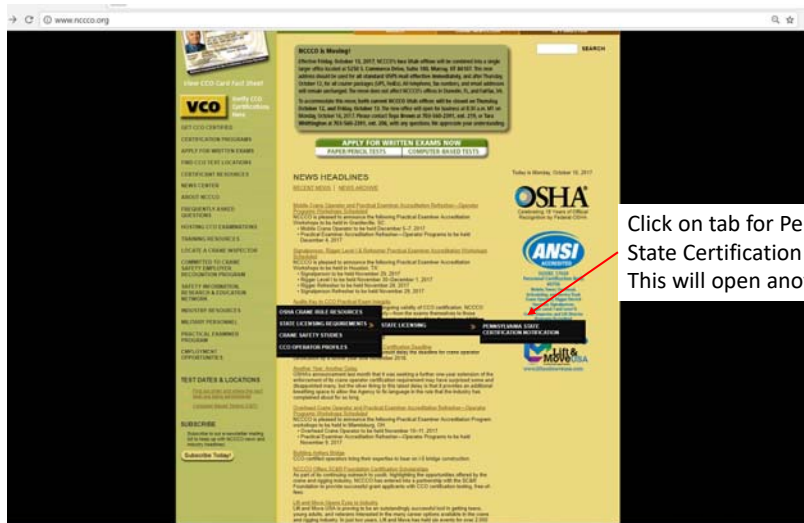


Hover pointer over State licensing tab, another selection box will appear showing State Licensing, hover over this selection box to have another selection box open, Showing Pennsylvania State Certification Notification.



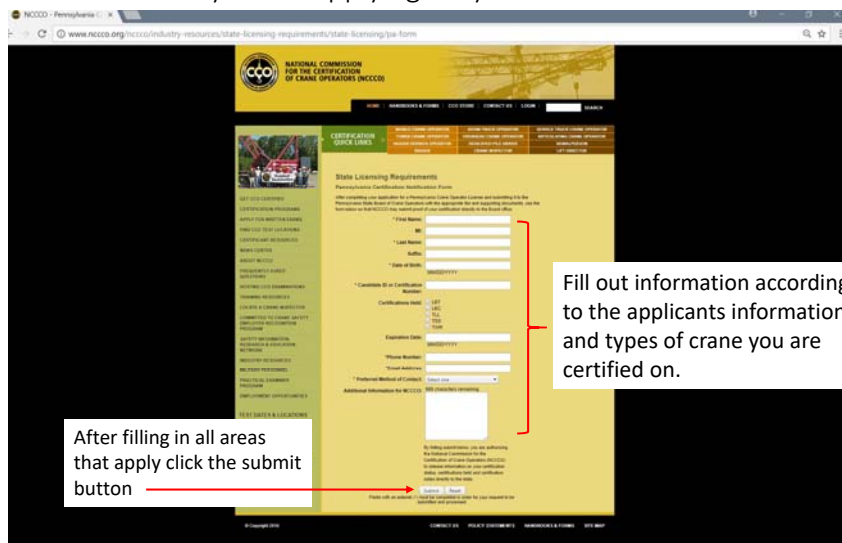
Tab will appear showing State Licensing, hover pointer over this tab, another selection will appear showing Pennsylvania State Certification Notification.

Click tab indicating Pennsylvania State Certification Notification. This will bring up another page with a notification form.



Click on tab for Pennsylvania State Certification Notification. This will open another form.

Fill out form accordingly and click the Submit tab at the bottom of the page. This should be done as soon as you receive your NCCCO Certification card, Do Not wait until you are applying for your State License.



Fill out information according to the applicants information and types of crane you are certified on.

After filling in all areas that apply click the submit button