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

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

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.

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.

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.
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.
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.

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.
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.