CCO Rigger Test Kit Registration Form

☐ Rigger Level I Kit ☐ Rigger Level II Kit Test Kit ID Number: _____

This form must be completed upon receipt of any newly purchased CCO Practical Exam Rigger Test Kit and/or at the time of the required annual registration for each test kit. Each section of the form MUST be completed. Initial registration must be completed within 30 days of receipt of a newly purchased Rigger Test Kit and after the inventory has been completed. A copy of the inventory form must be submitted with this registration form. CCO also requires that all test kits be registered on an annual basis. Registration of CCO Practical Exam Test Kits is due by July 1 of each year. Kits purchased after April 1 will be extended to the next registration period. An annual registration fee of $25.00 per kit is due at the time of registration. Should this kit be transferred to a new owner, a new registration form is required by the new owner. In addition, any change in the listed Responsible Practical Exam Proctor will require a new registration form. CCO must be notified of any change in ownership or the Responsible Practical Exam Proctor. This registration form must be completed and submitted prior to using a test kit to administer exams.

Section A: Please Check all that apply

- ☐ Initial Registration
- ☐ Annual Registration
- ☐ Change in Responsible Practical Exam Proctor
- ☐ Change in Ownership

Section B: Complete the following for EACH registration (one kit per registration form)

Owner Representative Name: _____

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Email: _____

Responsible Practical Exam Proctor:
(credentialed PEP in program for this test kit) _____

PEP CCO ID#: _____

Section C: Attach a completed inventory checklist for each registration

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Section D: Attestations (Must be signed by individuals listed in section B)

Responsible Practical Exam Proctor Attestation

By signing this registration form, I understand that as the registered Responsible Practical Exam Proctor of the above mentions CCO Rigger Test Kit, I agree to the following conditions:

a. CCO Rigger Test Kits shall not be used for training at any time, in whole or in part.
b. CCO Rigger Test Kits shall only be used for CCO Rigger Practical Exam testing.
c. I have completed and verified the inventory checklist for this Rigger Test Kit.

I understand that, although other authorized Practical Exam Proctors may use this Rigger Test Kit, I will remain the Responsible Practical Exam Proctor unless or until that is changed in writing. I further understand that any violation of CCO policies may result in action against myself as it pertains to my participation in the CCO Rigger program, including but not limited to the revocation of my Practical Exam Proctor Credential.

Responsible Practical Exam Proctor Signature: _____

Print Name: _____ Date: _____

Owner Representative Attestation

By signing this application, and as an authorized representative of the registered Owner of the above mentioned CCO Rigger Test Kit, I understand and agree to the following conditions:

a. CCO Rigger Test Kits shall not be used for training at any time, in whole or in part.
b. CCO Rigger Test Kits shall only be used for CCO Rigger Practical Exam testing.
c. I will notify any new owner of the registration requirements for CCO Rigger Test Kits.
d. I understand that CCO Rigger Test Kits cannot be used for CCO testing unless and until the registration process has been completed.
e. I agree that only a CCO credentialed Practical Exam Proctor may use the test kit for testing.
f. I agree to notify CCO of any change in the listed Responsible Practical Exam Proctor.
g. I agree to keep the certificate of registration with the CCO Rigger Test Kit at all times.
h. I agree that all materials used in this CCO Rigger Test Kit will be kept in a secure location and that the materials are confidential.
i. I agree to register the CCO Rigger Test Kit on an annual basis, no later than July 1 of each year.

I understand that any violation of CCO policies may result in action against myself or my company as it pertains to participation in the CCO Rigger program.

Authorized Signature on Behalf of Owner: _____

Print Name: _____ Date: _____

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