



# Candidate Handbook and Application

*CSPR-1 / CSPR-2*

**Certified Signal Person & Rigger Level I and/or II (CSPR-1 or CSPR-2)**

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## Overview

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### About NEIEP and the Rigger and Signal Person Advisory Group (RSAG)

The National Elevator Industry Educational Program was founded in 1967 to provide a program of continuing education and training in the basic, intermediate, and advanced skills necessary to maintain a knowledgeable and productive elevator industry workforce. NEIEP provides the beneficiaries of the National Elevator Industry Educational Program Trust with the most comprehensive, industry-specific technical education for the craft of the Elevator Constructor.

NEIEP began offering a “Qualified” Rigging and Signaling training and qualification program to IUEC members in 2011.

In 2012, the RSAG was established to develop a separate, more comprehensive Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) examination.

### Purpose of the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2)

The purposes of the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) Program are to:

- Promote signal person competency and a safer work environment for International Union of Elevator Constructors (IUEC) Members.
- Organize and implement a comprehensive program for the qualification of IUEC rigger and signal persons.
- Promote the development of knowledge and skills of those elevator constructors who require certification to perform rigging work in the industry.

### Statement of Non-Discrimination

In administering the certification program, we adhere to principles of fairness and due process and endorse the principles of equal opportunity. The RSAG shall not discriminate or deny opportunity to anyone on the grounds of gender or gender identity, age (40 or older), religion, national or ethnic origin, marital status, military/veteran status, sexual orientation, status as an individual with a disability, race, color, sex, arrest record, genetic information, or any other legally protected status.

## Application Process

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### Overview

The steps of the application process for the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) Program are as follows:

1. Submit your application along with the required documents to the Certification Director at least 30 days prior to your desired testing date.
2. Within 10 business days of receipt of your application, the Certification Director will send you an “authorization to test” letter confirming your eligibility status and an examination schedule.
3. You must send an email or call the provided number to confirm your examination appointment.
4. Take the exams at your confirmed location and date/time.
5. The exams will be graded on site and those who pass the exam will be awarded a temporary card. Within 30 business days of the exam date, the Certification Director on behalf of Scheme Committee will approve your certification and you will be mailed a permanent card and a Detailed Exam Report. Your card is valid for five years after the exam date.
6. Within 30 business days of the exam date, the Certification Director will send all individuals a Detailed Exam Report indicating areas recommended for further study.
7. Candidates who do not pass all or any portions of the examination on their first attempt shall be given the opportunity to re-take the exam. Candidates must complete a provided request to re-test form.

Each of these steps is explained in greater detail in the remainder of this handbook.

## Application Details

You may complete either an electronic or a paper application. The electronic version of the application is available on the website <http://www.elevatorcsp.org>

Whether you choose to complete the electronic or paper version of the application, a completed application will require the following:

- Completed CSPR Application Contact Information
- Copy of Certificate of Completion from a Rigging and Signaling preparation course (of their choice) completed within twelve months of the application date (if applicable). ***Please note that if you are enrolled or have planned to enroll in a course that ends after your application submission date, you must bring your certificate of completion with you on the day of the exam; without it, you won't be able to take the test.***
- Signed Eligibility Requirements Verification Statement
- Signed Candidate Application Statement
- Signed Candidate Confidentiality Agreement
- Signed Candidate Code of Professional Conduct
- Signed Logo & Mark Restrictions of Use Agreement
- ADA Accommodation Request (If applicable)
- Documentation of Disability-Related Needs by Qualified Provider (If applicable)

All fees associated with the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) program are covered by the educational benefit your IUEC membership provides. There are no additional out-of-pocket fees for eligible candidates.

All the application materials and forms are available at the back of this handbook in the forms section.

## Postmark Deadlines

All applications for the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) program are considered on a rolling basis. Applications are accepted year round and there are no associated deadlines.

## Eligibility Requirements

Applicants are eligible to take the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) examination upon successfully documenting the following requirements:

- IUEC Benefits Eligibility
- Completion of a preparation course in Rigging and Signaling (of their choice) within twelve months of the application date, or proof of enrollment in a preparation course. (This may be any Rigging and Signaling prep course of the applicant's choosing.)

Documentation of eligibility must accompany a candidate's application. The documentation form is available at the end of this handbook in the section titled "Forms".

## Scheduling an Examination Appointment

Within 10 business days of the receipt of your application, the Certification Director will send you an "authorization to test" letter or email confirming your eligibility status and testing date. Your authorization to test letter will serve as your confirmation of your exam date, time, and location. You will receive no further notice of confirmation.

## Fees

All costs for this program are covered by the educational benefit your IUEC membership provides. There are no additional out-of-pocket fees for eligible candidates.

## Exam Sites

Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) exams are administered at locations throughout the United States. Your authorization to test letter will provide information about the location of your test.

## Special Circumstances

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### Incomplete Applications

Incomplete paper applications, along with all documentation submitted, will be returned to the applicant. Incomplete on-line applications will be notified via e-mail, with instructions to go back and complete.

### Cancellation

If a candidate requests cancellation of a scheduled exam date for any reason, eligibility information will have to be re-submitted before they are scheduled for an alternate date. A new authorization to test letter will be issued for the correct test date.

## The Examinations

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### Examination Formats

The Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) examination consists of a written (computer-based) test of multiple-choice type questions and 2 practical examinations which require candidates to demonstrate physical rigging and signaling tasks. In order to receive the certification, candidates must pass the written and the practical exams within the same examination testing period.

#### **To receive a Level 1 certification (CSPR-1), the following must be passed:**

- Level 1 cut score on written (computer-based) exam
- Signaling practical exam
- Level 1 practical rigging scenarios

#### **To receive a Level 2 certification (CSPR-2), the following must be passed:**

- Level 1 & Level 2 cut score on written (computer-based) exam
- Signaling practical exam
- Level 1 & Level 2 practical rigging scenarios

The maximum time for the written portion of the exam is 150 minutes. The written exam is automatically scored. Candidates who complete the written exam at Level 1 will then attempt the practical exams within the same testing period.

The time limit for demonstrating each signal is 30 seconds; the minimum passing score for the signaling practical is 19 out of 21 correct signals. The time limit for demonstrating each rigging task is between 10 and 25 minutes. For the Level 1 portion of the practical rigging exam, a candidate must receive a minimum passing score to achieve CSPR-1 status. Candidates must complete the Level 2 portion of the written test to take the Level 2 portion of the rigging practical exam. For the Level 2 portion of the practical rigging exam, a candidate must receive a minimum passing score to achieve CSPR-2 status.

Candidates who successfully complete the written and practical exams will immediately be issued a temporary

certification card. A permanent card will be issued by the Certification Director on behalf of Scheme Committee and mailed to the address provided on certificant's application.

## Language

The examinations are offered in English only.

## Americans with Disabilities Act

Special arrangements shall be provided to eligible candidates with a disability (as defined by Title III of the Americans with Disabilities Act) who submit with their certification application, a written explanation of their needs along with appropriate medical documentation. Forms for applications for accommodations are included under the "Forms" section later in this handbook.

## Preparing for the Examinations

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### Content Outline

The following is a basic content outline for the knowledge that will be tested on the written and practical examinations. These are all topics that were determined to be essential to Rigging and Signaling for the Elevator Constructor.

The course you attend on Rigging and Signaling should cover these topics in detail.

1. Knowledge of different types of construction cranes (e.g., trolley, tower, track, wheel-based), how they operate, their load capacities, etc.
2. Knowledge of safety procedures for construction crane lifting.
3. The ability to determine which movements (e.g., boom in, raise load) a crane should make when lifting a load.
4. Knowledge of how to make correct hand/arm signals to crane operator.
5. Knowledge of how to make correct voice signals to crane operator.
6. Knowledge of safe rigging procedures.
7. The ability to determine a correct rigging set up for a pick or lift (e.g., determine optimal angles of chokers/slings, whether to use nylon or metal choker, create a balanced load, etc.)
8. Skill at correctly affixing rigging devices (e.g., chokers, shackles, clevises) to a load and/or crane in preparation for lifting.
9. The ability to determine the needed capacity for rigging materials based on size/weight of the load.

### Authoritative References List

The Rigging and Signaling Advisory Group (RSAG) utilized several industry-approved instructional documents when writing test questions and formulating answer keys and criteria. For each test question that utilized a source, the exact specifications of the source were identified (e.g., source name, chapter, page number, appendix, etc.).

A sample listing of sources includes, but not limited to:

- OSHA 1926.1407
- OSHA 1926.1408
- Crosby Group, Users Guide
- Crosby Group Heavy Lift Chart
- ASME B30
- ANSI A10.42

## Studying for the Examination

To be eligible to take the exam, all applicants are required to have taken a preparation course in Rigging and Signaling (of their choice) within twelve months of the application date.

There are a variety of things you can do to prepare yourself for the test:

- Review the study materials from the course on Rigging and Signaling you have recently completed
- Review the Content Outline and Authoritative References List.
- Practice demonstrating the 21 basic signals.
- Practice evaluating the signal person tasks as others perform them.

Whether on your own or with a study group, there are many engaging things you can do to prepare yourself for the examination.

## On the Day of the Examination

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### Test Admission Procedures

Candidates must report to the test site no later than five minutes before the posted start time of the exam. Candidates must be on the roster to test and a government-issued photo ID (such as a valid driver's license) with candidate's name on it. The name on the photo ID must match the name on the roster.

Candidates who are not on the test roster, don't have a photo ID, or those who arrive more than 5 minutes after the posted start time, will NOT be permitted to enter the test center.

Seating of the candidates, distribution of test materials, and testing instructions will begin at five minutes after the posted start time of the exam. The total written (computer-based) testing time is 150 minutes. Additional time has been allowed for instructions. You can expect to leave the written (computer-based) testing site at approximately 2 1/2 hours after the posted start time for the exam. There are no scheduled breaks.

### Practical Examinations

Practical Examinations are conducted on the same day as written (computer-based) examinations. A minimum break between the written (computer-based) exam and the practical exam will be 30 minutes; however, the length of the break may be longer if candidates complete the written (computer-based) exam before the allotted time, or if there are other candidates waiting to take the practical portions of the exam.

The on-site administrator will provide directions to the practical examination areas of the testing site. Candidates must report to the practical testing areas no later than 5 minutes before their designated start time for the practical exam. Candidates must be on the roster and have a government-issued photo ID (such as a valid driver's license) with candidate's name on it. The name on the photo ID must match the name on the roster.

Instructions will be given before the start of the practical exam. Candidates will be tested one at a time.

For the **Signal Person Practical** portion of the exam, the on-site administrator will ask each candidate to demonstrate signal person tasks. The time limit for each signal person task a candidate must demonstrate will be 30 seconds.

For the **Rigging Level 1 Practical** portion of the exam, the on-site administrator will ask each candidate to demonstrate physical rigging task scenarios that demonstrate their knowledge of basic skills for creating simple hitches and utilizing proper, non-damaged rigging materials. The time limit for each scenario a candidate must demonstrate will be between 10 and 25 minutes. For the Level I portion of the practical rigging exam, a candidate must receive a minimum passing score to achieve CSPR-1 status.

For the **Rigging Level 2 Practical** portion of the exam, the on-site administrator will ask each candidate to demonstrate physical rigging task scenarios that demonstrate knowledge of more the complex skills and judgment necessary for rigging situations requiring independent judgment and decision making about rigging materials, rigging materials, hoisting devices, how to avoid damaging loads and structures, and travel routes of loads being



moved from one place to another. The time limit for each task a candidate must demonstrate will be between 10 and 25 minutes. For the Level 2 portion of the practical rigging exam, a candidate must receive a minimum passing score to achieve CSPR-2 status.

## Testing Site Rules

The following are the rules enforced at all test administrations:

- All candidates must have proper photo ID and be on the roster to be admitted to the test site.
- Candidates are admitted only to their assigned test sites at their assigned time.
- Candidates arriving after posted start time will not be admitted, and will have to reapply for a new authorization to test letter and subsequent test session.
- No guests are permitted in the examination areas.
- No reference material, books, papers, or personal items (purses, briefcases, coats, etc.) are allowed in the examination area (except provided material).
- No use of electronic devices (phones, iPods, etc.) is permitted in the examination area.
- No weapons or instruments that may reasonably be used as weapons allowed in the examination area.
- No test materials, documents, or memoranda of any sort may be taken from the testing area.
- Candidates may not communicate with other candidates during the exams. Proctors are authorized to maintain secure and proper test administration procedures, including relocation of candidates.
- No questions concerning the content of the examinations may be asked during the testing period.
- Food, beverages, and tobacco products are not permitted in the testing area.
- Breaks are not scheduled during the exam. In the event of an urgent matter, candidates may be permitted breaks on an individual basis, but no additional time is given to candidates who take breaks. Candidates who must leave the testing area must receive permission from the proctor, and may be escorted while outside the testing room.
- Candidates will not be allowed to talk during individual breaks. Those who do will be denied re-admittance to the testing room, and will not have their exam scored.
- Candidates may not copy in writing or otherwise record or transmit to others any examination questions and/or answers, or other aspects of the nature or content of the examination.
- Candidates may not offer or assist, or solicit assistance from other candidates, examiners, or those responsible for the administration of the examination.
- Candidates may not engage in any other conduct or inappropriate behavior which is injurious to the integrity of the examination or to any of its participants.

## Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from 1 year to permanent dismissal, and may be required to forfeit his or her current period of eligibility.

## Inclement Weather

If any candidate is unable to arrive at a designated exam site because of inclement weather, terrorist acts, a natural disaster, or other unforeseen emergencies beyond the control of the candidate as determined by the testing group, the candidate will need to reapply to take the exam at a later date.

If for any reason the exam is unable to be administered, then the examination will be rescheduled within a reasonable period of time. If the candidate is at risk of losing his or her benefit eligible status before the next test can be scheduled, he or she must notify the Certification Director before taking the exam. In emergency circumstances, the Certification Director may choose to review a candidate's eligibility status on an individual basis.

## Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be addressed to the on-site administrator. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by the RSAG.

## Handling of Tests

Exam administrators will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare and extreme case in which the tests become lost or unreadable, candidates will be required to undergo re-testing.

## After the Examination

### Notification of Results

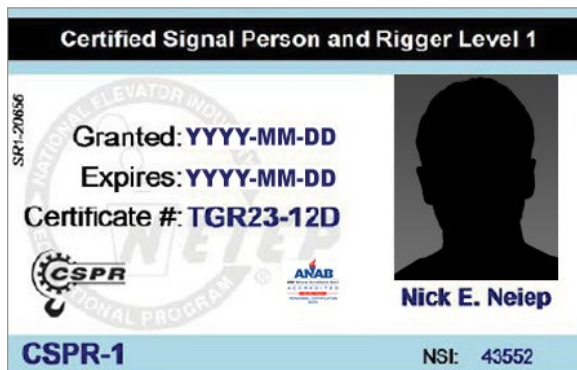
Candidates are notified of their written (computer-based) examination results within three hours of completing the test.

Candidates who fail the written (computer-based) exam twice are required to re-take a Rigging and Signaling preparation course (of their choice) and reapply in order to be eligible to sit for the exam on a subsequent day.

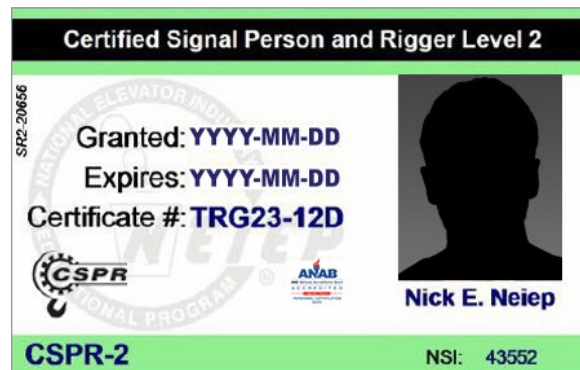
Candidates are notified of their practical examination results immediately after completing the tests. Candidates who pass the written and practical examinations will be recommended for certification.

### Results – Passing

Temporary certification cards will be issued immediately to all candidates who pass all portions of the exam. Permanent certification cards, which are issued by the program's Certification Director on behalf of Scheme Committee (seen below), will be mailed within 30 business days of the exam date.



CSPR-1 Certification Card Front



CSPR-2 Certification Card Front



CSPR-1 Certification Card Back



CSPR-2 Certification Card Back

## Results – Failing

Candidates who do not pass the written or practical portion of the exam will be notified in person on the day of the exam, and mailed (within 30 business days) a diagnostic report on the reason for their failing.

## Retesting: Candidate Fails

Candidates who fail the exam or a portion of the exam may retest after completing the provided request to retest form.

In the event that a candidate fails his or her second attempt to pass the certification test, the RSAG requires the candidate re-take a preparation course (of their choice) before they will be eligible to take the certification exam a third time. An application must be filled out to test.

## Complaints Policy

A complaint shall be submitted in writing using the Complaint Submission Form to the Certification Director within 90 days of the incident's occurrence. The submission may be mailed or e-mailed. The submission must include sufficient objective evidence to substantiate the claims and allow for a decision to be made and the appropriate action to be taken. Dissatisfaction based on hearsay shall not be considered as a complaint.

The complaints process and the Complaint Submission Form can be obtained by contacting the Certification Director at [certificationdirector@elevatorcsp.org](mailto:certificationdirector@elevatorcsp.org) with the word "Program Complaints" in the subject line.

You may also send a request to:

**Program Complaints  
CSPR  
16024 Manchester Road Suite 103  
Ellisville, MO 63011**

Complaints should include as much of the following information as possible:

- Certificant's Name
- Date of the complaint
- Date(s) on which the violation occurred
- Description of the complaint
- Name of the person making the complaint
- Contact information of person making the complaint, including:
  - Name
  - Email address
  - Phone numbers (home, office and cell)
  - Postal address

The Certification Director shall review complaints and shall dismiss groundless or frivolous complaints, and shall notify the complainant of the dismissal.

The Certification Director shall forward all legitimate complaints to the RSAG, which shall consider complaints at least once every three months, if complaints are pending. The RSAG shall consider the complaint, and may request further information of either the complainant or the professional against whom the complaint is lodged; after which they will make one of the three following determinations:

- Dismiss the complaint.
- Uphold the complaint and determine appropriate consequences.
- Delay hearing pending further investigation. In no case shall a case remain pending for more than six months. During the hearing delay, the RSAG may suspend the certification of the defendant.

## Appeals Policy

The appeals process and an application for submitting an appeal can be obtained by contacting the Certification Director at [certificationdirector@elevatorcspr.org](mailto:certificationdirector@elevatorcspr.org) with the word “**Appeals**” in the subject line.

You may also send a request to:

**Appeals  
CSPR  
16024 Manchester Road Suite 103  
Ellisville, MO 63011**

## Certificants

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Following is a synopsis of information needed by individuals who become certified. More detailed information will be provided to successful candidates.

### Appropriate Use of the Certification

An individual who has been granted the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) Program certification may list the certification on stationery, websites, business cards, and other promotional material as

First Name Last Name, Certified Signal Person and Rigger Level 1 OR 2 (CSPR-1/CSPR-2)

Should the certification be suspended or withdrawn for any reason, the individual must immediately cease the use of the title “Certified Signal Person and Rigger Level 1 OR 2” and any acronym designation (CSPR-1 or CSPR-2) on stationery, web sites, business cards, and any and all promotional materials.

### Request for Duplicate Certificate

Any certificant may request a duplicate copy of his or her certification card. Requests must be made in writing to the Certification Director, and may be made at any time. The request for a duplicate certification card appears later in this handbook under the section titled “forms”.

### Maintaining Your Certification

The Signal Person and Rigger (Levels 1 or 2) certification term is 5 years. To maintain this certification, you must complete yearly verification documentation.

You are required to complete **one** of the following to maintain your certification:

1. Complete a minimum of 10 on-the-job work hours in Rigging and Signaling within each calendar year. A documentation form is included later in this handbook under the section titled “forms”; or
2. Complete a refresher course in Rigging and Signaling on the NEIEP website or one of your choosing within each calendar year and send a certificate of completion from that course to the Certification Director.

Documentation forms must be received by the certification director by the one-year, two-year, three-year, and four-year anniversary of your certification date.

Should the forms not be received on time, the Certification Director will send a warning letter via postal mail to you informing you that you must submit the required documentation OR you must provide documentation of having attended a refresher course (of their choice) in Rigging and Signaling within thirty days.

If you do not provide the documentation of either hours worked OR a certificate of completion from a refresher course by the deadline, your certification will be suspended 1 month after the warning letter is sent.

## Recertification

The Certified Signal Person and Rigger Level 1 OR 2 (CSPR-1/CSPR-2) certification term is 5 years. Before the end of the certification period, the certificant must re-certify. Recertification letters will be mailed 6, 3, and 1 months prior to candidates expiration date along with step-by-step instructions an application and a code of conduct form.

When a certificant applies to recertify for Certified Signal Person and Rigger Level 1 OR 2 (CSPR-1/CSPR-2), he or she must provide evidence of benefit eligibility as described earlier in this handbook.

## Logo & Mark Use Restrictions Guidelines

Guidelines for use of the Certified Signal Person and Rigger Level 1 OR 2 (CSPR-1/CSPR-2) designation are as follows:

The designation is Certified Signal Person and Rigger Level 1 (CSPR-1) OR Certified Signal Person and Rigger Level 2 (CSPR-2).

In using this designation, follow the guidelines below:

When referring to your certification status in written text or verbally, the phrase to be used is “Certified Signal Person and Rigger Level 1 (CSPR-1) OR Certified Signal Person and Rigger Level 2 (CSPR-2).”

For example:

An introduction of a speaker might read: Joe Smith is a Certified Signal Person and Rigger Level 1 (CSPR-1).

A resume might include: Special Qualifications: Certified Signal Person and Rigger Level 1 (CSPR-1).

Authorship of an article may read: Joe Smith, Certified Signal Person and Rigger Level 1 (CSPR-1).

## ACRONYM DESIGNATION

### Examples of proper and improper use:

PROPER USE: **Joe Smith, CSPR-1**

IMPROPER USE: **Joe Smith, ANSI Certified CSPR-1**

Questions regarding the use of the certification designation should be directed to the Certification Director.

# Forms

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## List of Forms

- Application Checklist
- Qualified Rigger and Signal Person Application
- Eligibility Requirements and Verification
- On the Job Hours Verification Statement
- Candidate Application Statement
- Candidate Confidentiality Agreement
- Candidate Code of Professional Conduct
- Logo & Mark Use Restrictions Agreement
- Change of Address Form
- ADA Accommodation Request
- Documentation of Disability-Related Needs by Qualified Provider
- Duplicate Certification Request Form
- Complaint Form
- Appeals Submission Form

## Application Checklist

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Before sending in your completed application, use this checklist to make sure you include all of the required forms and documentation:

- Completed Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) Application
- Copy of Certificate of Completion from a Rigging and Signaling preparation course (of their choice) completed within twelve months of the application date (if applicable)\*
- Signed Eligibility Requirements Verification Statement
- Signed Candidate Application Statement
- Signed Candidate Confidentiality Agreement
- Signed Candidate Code of Professional Conduct
- Signed Logo & Mark Use Restrictions Agreement
- ADA Accommodation Request (If applicable)
- Documentation of Disability-Related Needs by Qualified Provider (if applicable)

***\*Please note that if you are enrolled or have planned to enroll in a course that ends after your application submission date, you must notify the Certification Director and bring your certificate of completion with you on the day of the exam; without it, you won't be able to take the test.***

## Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) Application

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This application is for the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) Program.

The scope of the certification is the comprehension and practical application of industry-standard techniques for rigging and signaling cranes during construction projects that involving the installation of elevator and escalator equipment.

To be considered for eligibility to take the certified examinations, submit this application via postal mail or email to the Certification Director.

To be considered for eligibility to take the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) examinations, submit the application via postal mail or email to the Certification Director at least 30 calendar days prior to the desired exam date.

Written applications may be mailed to:

**Applications  
CSPR  
16024 Manchester Road Suite 103  
Ellisville, MO 63011**

Scanned applications may be submitted via email to: [certificationdirector@elevatorcspr.org](mailto:certificationdirector@elevatorcspr.org) with the word: **Application** in the subject line of the email.

The application may also be filled out online. A link to the application is available at: <http://www.elevatorcspr.org>

### Contact Information

Please complete the following contact information.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_



## Eligibility Requirements Verification Statement

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Applicants become eligible to take the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) examinations upon successfully documenting the following requirements:

- Benefits eligible member of the International Union of Elevator Constructors (IUEC)
- Completion of Preparation Course in Rigging and Signaling (of their choice) within twelve months of application date

In order to document your eligibility, you must:

- Sign the Benefits Eligibility Statement (below), and submit it as part of your application
- Provide a certificate of completion from a preparation course in Rigging and Signaling (of your choice) that you have completed within 12 months of your application date. If you are enrolled or have planned to enroll in a course that ends after your application submission date, you must notify the Certification Director and bring your certificate of completion with you on the day of the exam; without it, you won't be able to take the test.

### Benefits Eligibility Statement

I hereby apply for certification as a Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2). I understand that my certification depends on my ability to meet all requirements and qualifications.

I certify that I am a benefits eligible IUEC member in good standing. I understand that the Certification Director will contact my Local Area Coordinator and/or with the National Elevator Industry Benefits Office to verify my benefits eligibility status before I am admitted to the testing site. If I lose my benefit eligibility prior to the exam date, I agree to notify the Certification Director prior to my scheduled test date.

I understand that if I did not provide a copy of a certificate of completion for a course in rigging and signaling (of my choice) along with my application because I am enrolled or have planned to enroll in a course that ends after my application submission date, I must bring the certificate of completion with me on the day of the exam. I understand that without it, I won't be able to take the test.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Local: \_\_\_\_\_ City: \_\_\_\_\_ Area Coordinator (AC) Name: \_\_\_\_\_

AC Phone: \_\_\_\_\_ AC Email Address: \_\_\_\_\_

## On the Job Hours Verification Statement

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The Signal Person and Rigger (Levels 1 or 2) certification term is 5 years. To maintain this certification, you must complete yearly verification documentation. Please complete **one** of the following to maintain your certification:

1. Complete a minimum of 10 on-the-job work hours in Rigging and Signaling within each calendar year and sign the working hours verification statement below.
2. Complete a refresher course in Rigging and Signaling on the NEIEP website or one of your choosing within each calendar year and send a certificate of completion from that course to the Certification Director.

Send your hours verification form or refresher course certificate, including the Code of Conduct form, to the Certification Director using one of the following options:

1. Mail:

**Certification Director C SPR-(Levels-(1/2))**  
**16024 Manchester Road Suite 103**  
**Ellisville, MO 63011**

2. Email to: [certificationdirector@elevatorcspr.org](mailto:certificationdirector@elevatorcspr.org) with the words: **Certification Maintenance** in the subject line.
- 

## Working Hours Verification Statement

I certify that I have worked at least 10 on the job hours in Rigging and Signaling in the past 12 months. I understand that the Certification Director may contact my employer or Local Area Coordinator to verify my hours worked.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ NSI Number: \_\_\_\_\_

Your Email: \_\_\_\_\_

Local: \_\_\_\_\_ City: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

## Candidate Application Statement

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All candidates must sign the following Candidate Application Statement and agree to all policies, procedures, and terms and conditions of certification in order to be eligible for the certification. The statement follows:

I hereby apply for certification as a Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/ CSPR-2). I understand that my certification depends on my ability to meet all requirements and qualifications. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and is made in good faith. I understand that NEIEP, the RSAG, and/or the Scheme Committee may need to gather additional information to clarify or supplement this application and I agree to supply it. I further understand that if any information is later determined to be false, NEIEP, the RSAG, and/or the Scheme Committee reserves the right to revoke any certification that has been granted on the basis thereof.

I hereby release, discharge, and exonerate NEIEP, the RSAG, and/or the Scheme Committee, its directors, officers, members, examiners, representatives, and agents, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process including results or any other decision that may result in a decision to not issue me a certification card.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Candidate Confidentiality Agreement

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To ensure the integrity of the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) examination, all candidates must sign the Candidate Confidentiality Agreement that follows:

I understand, acknowledge, and agree:

- That the questions and answers of the exam are the exclusive and confidential property of the Advisory Group, and are protected by the associated intellectual property rights;
- That I will not disclose the exam questions or answers or discuss any of the content of the exam materials with any person, without prior written approval of the Advisory Group;
- That I will not remove from the examination room any exam materials of any kind or any other material related to the exam, including, without limitation, any notes or calculations;
- That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions or answers; and
- That I will not sell, license, distribute, give away, or obtain from any other source other than the Advisory Group the exam materials, questions or answers.
- I agree that my obligations under this Agreement shall continue in effect after the examination and, if applicable, after termination of my certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Candidate Code of Professional Conduct

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To ensure the integrity of the Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2) examination, all candidates must sign the Candidate Code of Professional Conduct that follows:

I understand, acknowledge, and agree to follow the Candidate Code of Professional Conduct, which states:

- I will conduct my business and/or professional activities with honesty and integrity.
- I will represent my certifications and qualifications honestly and provide only those services for which I am qualified to perform.
- I will strive to maintain and improve my professional knowledge and competence through regular self-assessments and continuing education or training.
- I will act in a manner free of bias and discrimination against clients or customers.
- I will maintain the privacy of individuals and confidentiality of information obtained in the course of my duties unless disclosure is required by legal authority.
- I will follow all certification policies, procedures, guidelines and requirements of the certification.
- I will notify the Certification Director immediately if matters arrive that affect my capability to continue to fulfill the certification requirements.
- I will not use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body considers misleading or unauthorized.
- Upon suspension or withdrawal of certification, I will immediately discontinue the use of all claims to certification that contain any reference to the certification body or certification, and return any certificates issued by the certification body.
- I will not use the certificate in a misleading manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Logo & Mark Use Restrictions Agreement

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I certify that I have read, understand, acknowledge, and agree to follow the Logo & Mark Use Restrictions Guidelines included in the Candidate Handbook.

The Mark and Logo may not be used in any manner which could bring the RSAG or the Certification Scheme Committee into disrepute or in any way be considered misleading or unauthorized. The Mark and Logo may not be used in any manner which would imply a connection between the RSAG and the Certification which, in fact, may not exist. This includes any use of the Mark and Logo that the public might construe as an endorsement, approval or sponsorship by the RSAG of a certificant's business or any product of a certificant's business or service thereof.

Should I have any questions regarding the Logo & Mark Use Restrictions, I agree to contact the Certification Director.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Change of Address Form

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If your address changes during the course of your application to become a Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2), submit a change of address as soon as possible to ensure our database is accurate and you receive important communications about your application or examinations, including information about recertification. Written notifications may be mailed to:

**Change of Address  
CSPR  
16024 Manchester Road Suite 103  
Ellisville, MO 63011**

Change of address notification may also be submitted via email to: [certificationdirector@elevatorcspr.org](mailto:certificationdirector@elevatorcspr.org) the words **Change of Address** in the subject line, and the information below in the body of the email.

### Change of Address Notice

Name of Applicant: \_\_\_\_\_

New address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## ADA Accommodation Request

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### Special Testing Accommodation Request Form

Candidates with disabilities covered by the Americans with Disabilities Act must complete this form and have an appropriate licensed professional complete the Documentation of Disability-Related Needs Form in order for their accommodations request to be processed.

#### Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Special Testing Accommodations Requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exam Date and Location (test center) for which you are requesting accommodation:

Address: \_\_\_\_\_

Local# \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

I would like to request the following testing accommodation(s):

Circle answers in test booklet

Large print test. Point size: \_\_\_\_\_

Reader

Separate testing area

Special seating, please describe: \_\_\_\_\_

\_\_\_\_\_

Wheelchair accessible testing site

Other special accommodations (please specify): \_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_



## Documentation of Disability-Related Needs by Qualified Provider

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This form must be completed by a licensed health care provider or an educational testing professional. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability, and the specific testing accommodations requested must be included.

### Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_\_  
*(Name of Applicant)* *(Date)*

in my capacity as a(n) \_\_\_\_\_  
*(Professional Title)* *(Board Certification)*

The applicant discussed with me the nature of the test being administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request Form.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ License# (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Candidate Instructions: Return this form with a copy of the Special Testing Accommodation Request Form along with your completed application.

Should an accommodation be required subsequent to application submission, return this form with a copy of the Special Testing Accommodation Request Form to:

**Accommodations**  
**CSPR**  
**16024 Manchester Road Suite 103**  
**Ellisville, MO 63011**

Written accommodation requests may also be scanned and submitted via email to:  
[certificationdirector@elevatortcspr.org](mailto:certificationdirector@elevatortcspr.org) with the words: **Accommodation Request** in the subject line of the email.

## Duplicate Certification Request Form

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If you lose your certification card during the course of your active certification, submit this form as soon as possible. Written notifications may be mailed to:

**Duplicate Certification Request  
Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/CSPR-2)  
16024 Manchester Road Suite 103  
Ellisville, MO 63011**

Requests may also be submitted via email to: [certificationdirector@elevatorcspr.org](mailto:certificationdirector@elevatorcspr.org) with the words **Duplicate Certification Request** in the subject line, and the information below in the body of the email. The Certification Director may contact your employer or Local Area Coordinator to verify your continued eligibility.

Name of Applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Certification Date: \_\_\_\_\_ Local: \_\_\_\_\_

AC Name: \_\_\_\_\_ AC Phone: \_\_\_\_\_

AC Email: \_\_\_\_\_

I understand that the Certification Director may contact my employer or Local Area Coordinator to verify my continued eligibility.

Today's Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## Complaint Form

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All complaints shall be submitted in writing using the Complaint Submission Form and sent to the Certification Director within 90 days of the incident's occurrence. The submission may be mailed or e-mailed. The submission must include sufficient objective evidence to substantiate the claims and allow for a decision to be made and the appropriate action to be taken. Dissatisfaction based on hearsay shall not be considered as a complaint.

Name of Applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Please describe the nature of the complaint and the desired resolution:

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Attach additional pages if necessary.

Please submit this form and any applicable documentation to the Certification Director at [certificationdirector@elevatorcsp.org](mailto:certificationdirector@elevatorcsp.org) with the word "**Program Complaints**" in the subject line.

You may also send a request to:

**Program Complaints**  
**CSPR**  
**16024 Manchester Road Suite 103**  
**Ellisville, MO 63011**

## Appeals Submission Form *(page 1 of 2)*

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Appeals shall be submitted in writing via postal mail or email to the Certification Director within 30 days of receiving the certification determination by the RSAG.

Instructions: Please fill in completely.

Forms can be mailed to:

**Certification Director  
16024 Manchester Road Suite 103  
Ellisville, MO 63011**

or emailed to:

[certificationdirector@elevatorcspr.org](mailto:certificationdirector@elevatorcspr.org) with the word “**Appeals**” in the subject line.  
Please note that if we are unable to read your appeal, processing will be delayed.

### Person Filing Appeal:

Name: (Mr., Mrs., Ms.) \_\_\_\_\_ Company Phone: (\_\_\_\_\_) \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### Other individual(s) involved in the complaint, if applicable: *(list full first & last name)*

Name: \_\_\_\_\_

Exam Taken (or to be taken): \_\_\_\_\_ Exam Date: \_\_\_\_\_

Exam Location: Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*(continued on next page)*

**Appeals Submission Form** (page 2 of 2)

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Describe the reason for your appeal and enclose copies of any documentation, records, or reports which support your statements. *(you may attach additional sheets if needed)*

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Describe the desired outcome of your appeal. *(you may attach additional sheets if needed)*

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All appeal requests must be signed.

Signature: \_\_\_\_\_ Today's Date \_\_\_\_\_