

Dear Licensee;

Please note that this email is informational in nature and concerns the upcoming renewal of your crane operator license. At this time, no further action is required as the licensee.

This email is being sent to you because your license expires on **October 31, 2016**. In an effort to process your renewal more efficiently and with fewer problems, and to guarantee you receive your renewal notice via email or the U.S. Mail, the Board is sending this reminder along with a list of action items.

Things to know about the upcoming renewal:

- Renewal fees are set by the Board's regulations, Section 6.4(a) and are as follows:
Crane Operator - \$130.00
- The website <http://www.mylicense.state.pa.us> continues to be the place to go on the internet to renew your Crane Operator license. We encourage you to utilize the website to renew your license and obtain general information about the renewal of your license.
- Renewal for crane operator licenses expiring on **October 31, 2016** begins in **August**.
- You are urged to renew online by using a debit or credit card using our secure payment process.
- You *must* use a pc or laptop to renew your license. You cannot renew by using a tablet, iPad or smart phone.
- Board staff cannot renew your license by telephone.
- If you obtained licensure by certification from a Board approved certifying organization such as **NCCCO, CIC, NCCER, OECF**; to maintain your Pennsylvania license, your certification issued by a certifying organization must be current.
- If you obtained licensure by practical examination; you must provide proof of a passing score on a practical examination administered by NCCCO during the 2 year period immediately preceding the date of the application for renewal.
- If you obtained licensure by experience, you must provide proof of 1,600 hours of experience during the 2 year period immediately preceding the date of application for renewal.
- You will be required to answer a series of questions. You must answer all questions or your renewal will not be complete. Additionally, for any questions to which you answer "YES", you must submit associated documents.

Things to do before the upcoming renewal:

- *If you change your name*, you may do so by visiting the Board's website, printing the Changes to Individual License application, completing that application and submitting it to the Board Office with a copy of the name change document verifying the change.
 - Acceptable documents for name changes are: a copy of a marriage license or certificate, a divorce decree showing the retaking of your maiden or previous name, a naturalization certificate showing the previous and current name or another court-ordered document changing your name.
- *If you change your address/email address*, you may do so by visiting <http://www.mylicense.state.pa.us>. You must change your address in two different places because your license record contains your address in two different places on Board records.
- *Save your User ID and Password* in a safe place so that when the notice of renewal arrives, you will be able to renew without delay.
 - If you do not have your previous User ID and Password for the Mylicense website, you may create a new User ID and Password. To do so, you must register using your Renewal ID # found on your wallet card. *If you have lost your wallet card, your license renewal notice will provide the Registration Code.*

A copy of this email notification is on the Board's website at <http://www.dos.pa.gov/craneoperators> and further renewal information will be posted to the website as it is available.

Sincerely,

Pennsylvania State Board of Crane Operators