Fill out an electronic pre-qualification application. Go to: https://apps.ncdoi.net/f?p=114:1:0:::::

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Your application will be reviewed by staff. *Please allow staff up to two weeks to complete review.*

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You will receive an email to log in and view your correspondence. This review letter will identify the area(s) and level(s) for which you can pre-qualify.

Stop here if you only want to get a pre-employment review letter. You should submit a copy of the review letter with any employment CEO application you make in North Carolina.

If you are eligible and want to pre-qualify by examination, complete the following steps.

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Take standard courses. Standard courses are required to take the state exams. The courses are offered through the community college system and listed online at: https://apps.ncdoi.net/f?p=114:505%20

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Once the Law and Administration course and the technical area courses are completed and you have received an email regarding the courses, log in and reopen your pre-qualification application.

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If exam passed, your name will go before the Board at its next quarterly meeting for voting. Once approved, your certification is eligible to be issued when employed as a Code Enforcement Official.

If exam failed and it is your first attempt, you can retake the exam in 60 days. Your name will be forwarded to staff and we will send another exam approval and you can scheduled your exam. If this is your second attempt, you will need to repeat the standard technical course before resubmitting your application.

To reopen the application, click the word "Edit". It is clickable. Once open, go to the "Final Steps" tab and click submit. This will forward the application to us for review. Once staff has reviewed the application, you will receive an email regarding correspondence. Log in and view approval letter and follow instructions for exam registration with PSI.

If course repeated after failed second attempt.