

**MINUTES OF THE
NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD**

January 27, 2015

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 P.M. on Tuesday, January 27, 2015 at the Board's office at 322 Chapanoke Road in Raleigh, NC.

The following members of the NC Code Officials Qualification Board were present:

Hayden Lutterloh	Brenda Lyerly	Christopher Nuckolls	Richard Morris
Bill Thunberg	Tracy McPherson	Ray Rice	
Chris Noles	Ken Stafford	Stephen Terry	
Dan Brummitt	Richard Ducker	Allen Kelly	

Members absent:

Richard Blackburn	Andy Matthews	Harry Schrum	Mark Hicks
Jerry Jones	Taher Abu-Lebdeh	Mack Summey	

Others in attendance were as follows:

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Mike Hejduk	Department of Insurance	Raleigh, NC
Kathy Williams	Department of Insurance	Raleigh, NC
Suzanne Taylor	Department of Insurance	Raleigh, NC
Natalie Pollard	Department of Insurance	Raleigh, NC
Terri Tart	Department of Insurance	Raleigh, NC
Joe Sadler	Department of Insurance	Raleigh, NC
Susan Gentry	Complainant	Raleigh, NC
James Thompson	Charlotte Fire Dept.	Charlotte, NC
Mike McGowan	Applicant	Whispering Pines, NC
Robert Croom	Department of Justice	Raleigh, NC
David Boone	Department of Justice	Raleigh, NC
Dan Johnson	Department of Justice	Raleigh, NC
Kenny Weatherington	NC Community Colleges	Wilson, NC
Don Sheffield	Greensboro Insp. Dept.	Greensboro, NC
Colin Triming	Charlotte Fire Dept.	Charlotte, NC

Preliminary Matters

Chairman Hayden Lutterloh presided over the meeting and welcomed guests.

Item 1a: New Member Introduction

Chairman Lutterloh introduced new member Robert Brummitt. He is a Vance County Commissioner and was appointed by the Governor. Mr. Brummitt fills the position previously held by Sherrill Smith. Chairman Lutterloh noted that a certificate of appreciation would be issued to Smith recognizing his service to the board.

Item 1b: Committee Appointments, Member Introduction and Roll Call

Chairman Lutterloh appointed Dan Brummitt to the Qualifications and Evaluations Committee. Chairman Lutterloh asked each member of the Board to introduce themselves for the roll call.

Item 1c: Conflict of Interest Inquiry and Reminder

Chairman Lutterloh asked each member of the Board to state whether they had actual or potential conflicts of interest that needed to be made known for any items on the agenda. Chris Noles asked to be recused during the investigation portion of the meeting.

Members of the Board who are serving in the following appointments were reminded that the State Ethics Commission has cited the potential for a conflict of interest because they serve on the Board.

- Code officials, because they serve on the Board that certifies them.
- Elected officials, because local government entities employ code officials.
- Licensed contractors, because their companies regularly work with code officials.
- UNC School of Government, because the school provides educational services for code officials who are subject to the jurisdiction of the Board.

Board members should exercise appropriate caution in the performance of their public duties should issues involving their certifications or that of any of their employees come before the Board. This would include recusing themselves to the extent that their interests would influence or could reasonably appear to influence their actions.

Item 2: Approval of the July 22, 2014 Minutes

Allen Kelly made a motion to approve the minutes of the October 28, 2014 Board meeting. Chris Nuckolls seconded the motion. The motion was voted on and approved unanimously.

Item 3: Approval of New Standard Certificate Holders

Bill Thunberg made a motion that the Board award Standard Inspection Certificates to those applicants presented to the Board who have met the education, experience, and examination requirements. Richard Ducker seconded the motion. The motion was voted on and approved unanimously. The list of applicants is Attachment A to the minutes.

Item 4: Recognition of Fifth Level III Standard Inspection Certificate

Chairman Lutterloh reported there was no one at this time receiving a fifth Level III certificate.

Item 5: Committee Reports:

Executive Committee: Chairman Lutterloh stated the Executive Committee held a special meeting via teleconference on November 24, 2014 for the sole purpose of selecting an independent investigator for the complaint submitted against board and NCDol staff member Chris Noles as directed by a vote of the full board at the October 28, 2014 regular meeting. He stated copies of the minutes of the special meeting are included in the member notebooks. Thunberg made a motion to accept the Executive Committee meeting minutes. Ducker seconded the motion. The motion was voted on and approved unanimously.

Policies and Procedures Committee: Richard Ducker stated the committee had not met and had no report.

Education and Research Committee: A joint meeting of the Education and Research (E&R) and the Qualification and Evaluation (Q&E) Committees met January 27, 2015 at 10:00 am. Tracy McPherson stated the committees met to discuss continuing education (CE) for Law and Administration. Enough members were in attendance for a quorum from the Q&E Committee. She stated that in the joint meeting the group 1) reaffirmed the importance of a CE class in Law and Administration noting 6 hours CE is now recognized for the Standard Course, even possibly mandated in the future via rule changes, 2) discussed staff designing a template for a standardized Law and Administration CE course and reporting back to the committee when one was developed, and 3). directing staff to continue to review and approve these types of courses using the current policies and procedures. McPherson made a motion directing staff to make a recommendation on a proposed template and guidelines for a more standardized Law and Administration CE course and mandate in the future. Brenda Lyerly seconded. Discussion was raised by Ducker who asked whether the Standard Law and Administration course would be used as the template? The motion carried.

Qualification and Evaluation Committee: See Education and Research Committee Report.

Item 6: Unfinished Business:

6A – this item was deferred pending the appearance of attorney Dan Johnson, NC Dept. of Justice (DOJ).

6B – Mike Hejduk discussed the Program Evaluation Division (PED) Study issued 12/17/2014.

6C – Mike Hejduk discussed Session Law 2014-67 Military Service Members and Spouses web page updates.

Item 7: Staff Reports

Director

Mike Hejduk discussed NFPA 13D Residential Sprinklers and a question that had arisen regarding which trade area certificate was expected to and qualified to conduct inspections. Hejduk explained how staff is using the listserve to communicate with inspectors and that staff has now acquired 93% of active inspector email addresses. Hejduk stated the job analysis survey required for exam development is being sent out via email and that the inspector association schedules for continuing education offerings are out and are attached under the education report. Hejduk stated that the economy appears to be improving and the number of inspectors is increasing. There were 7,086 active as of last quarter and now there are 7,281. He expressed that there are some issues that committees need to take up and discuss. He also recognized board member Brenda Lyerly for completing the NC General Statute Chapter 93B-5(g) training required of board members online.

Chairman Lutterloh amended the agenda to address unfinished business item 6A based on the appearance of Dan Johnson. Chris Noles stated he needed to recuse himself and left the meeting.

Item 6A Unfinished Business:

Dan Johnson stated that he helped with the contracting process for hiring an investigator for the complaint against board member, Deputy Commissioner and Engineering Division Manager Chris Noles. Johnson recapped the complaint against Chris Noles by reading the six allegations and issues raised in the complaint and addressed why an engineer was not selected. Johnson stated the terms and conditions of a contract with attorney Doug Brocker had been negotiated. Chairman Lutterloh explained that funds must be approved. Mr. Johnson stated there may need to be technical changes to the contract once account numbers were established and that the contract also requires approval from the State Attorney General and the Governor. Tracy McPherson asked about payments and Richard Ducker asked about the timing of the performance of the tasks. Johnson advised that the contract could be

amended and that he had to put a stop date in the contract. Robert Croom, board attorney, asked whether a completion date of 6/30/15, at the close of the current fiscal year, which would be before the July meeting would allow enough time to complete the investigation and report to the board. Johnson said he would amend the stop date to July 30, 2015, because of payment issues, that date would require payment in a different fiscal year. Johnson recapped the changes to the contract involving the completion date and the total amount paid to what fiscal year and stated Brocker would have to agree to the changes. Johnson requested the Board to accept the contract with the discussed changes (Paragraph 3, Page 1 to a 7/31/15 date and Paragraph 5, Page 3 amended dollar amounts). He stated the approvals would be executed by Chairman Lutterloh and Brocker, and that the Chairman would have authority to approve technical changes. Chairman Lutterloh restated that funds will be made available. Ducker moved to accept the contract with the discussed changes. Ray Rice seconded. The motion was voted on and approved..

Chairman Lutterloh called for a 10 minute recess of the meeting at approximately 2:10 pm and subsequently reconvened the board meeting at 2:20 pm at which time Chris Noles rejoined the board meeting.

Upon return, Director Hejduk introduced the Board's new investigator, Sam Whittington, PE and staff continued with their reports as follows:

Certification

Terri Tart presented the number of Probationary and Standard certificates issued and expired in the prior quarter. Tart referred to the list of names included in the staff report. Tart noted that one applicant had appealed staff's denial and was present at the meeting. Chairman Lutterloh invited the applicant Mike McGowan to address the board.

McGowan stated that he came to the meeting to appeal the denial of his application. He stated that it was not clear to him how to become a building inspector in North Carolina and did not understand the difference between probationary certificate and pre-qualification. He said he has applied to 8 to 10 local jurisdictions in North Carolina. He explained his experience and qualifications and discussed his certification experience in the state of New York as president of the state home builders association because state licensing as a general contractor is not required. He stated he wants to become a building inspector here in North Carolina and retire here eventually because the building economy fell through in the Binghamton, New York area where he is from. Chris Noles led a discussion about how inspectors qualify and attorney Croom advised it is dangerous to make exceptions. Allen Kelly asked if there were local jurisdiction inspectors in New York. Dan Brummitt asked if the board has evaluated other state requirements for comity or reciprocity. Bill Thunberg asked if construction required a business license in New York. Noles made a motion to let McGowan's experience count since New York has no licensing requirement and it would be technically infeasible. Richard Morris seconded the motion. Attorney Croom reminded the Board that there could be future ramifications. Noles withdrew his motion and Morris withdrew his second. Noles then made a motion that McGowan's construction experience meets board rules requirements as equivalent apprenticeship. Morris seconded. Bill Thunberg, Chairman of the Qualification and Evaluation committee stated that his committee has not had the chance to research this issue for future impact and that his opinion is that his committee should look at this issue and make a recommendation to the Board once they have reviewed and analyzed the information. Attorney Croom stated that board rules say to send denials to a committee for review. Thunberg made a motion to table Noles' motion. Ducker seconded. The motion carried and this case was assigned to the Qualification and Evaluation committee for further review. Croom stated this should be done without undue delay.

Examination

Kathy Williams reported on testing for the period October 24, 2015 through January 22, 2015 that is represented in the table named Examination Grade Summary. The report provided the number taking, number passing, passing rate, and high, low and mean scores for all exams by area and level.

Williams reported that staff had received three exam complaints during the past quarter, the nature of the complaints and resolutions.

Williams reported staff continues to receive comments and concerns regarding the check-in process at the testing centers, specifically the inspection of books and the use of full page dividers versus permanently affixed tabs. Noles said to send the tab issue to committee. Ducker said to defer to the will of the chair. Chairman Luttlerloh asked the Policies and Procedures committee to look at this issue before the next Board meeting and give an opinion to the Board and committee Chairman Ducker agreed.

Williams briefed the Board on the Job Task Analysis Review process that has begun and is currently ongoing.

She also discussed the PSI surveys examinees take at the end of each exam prior to receiving their grades. Examinee responses to the format and content of the exam are generally positive.

Education

Natalie Pollard reported on the status and number of continuing education (CE) and standard courses approved, scheduled, etc. for the quarter October 1, 2014 through December 31, 2014.

Pollard stated that the Sponsor Workshop slide presentation has now been posted online for more cost effective access.

Pollard also reported that a Standard Code Course Instructor Certification workshop was scheduled for February 19, 2015 with four currently registered.

Pollard informed the Board that the Inspector Associations had developed their classes for the Winter and Spring education seminars.

Investigations

Suzanne Taylor reported that there were three investigations begun, but not completed. They were Noles, City of Boone, and City of Burlington. Taylor stated that she was going the next week with an Electrical expert to work on the City of Burlington complaint.

Taylor had one complaint investigation completed (Complaint # 439) having a basis in fact against Raymond H. Adams, Greensboro Building Inspections Department. She stated she conducted a voluntary consent agreement negotiation, but no agreement was reached and recommends the complaint be scheduled for a board hearing. Attorney Croom stated that he will work on the notice of hearing.

There were no No Basis in Fact complaints, and the Adams complaint was the one Basis in Fact. Chris Noles asked to be recused from the vote. Thunberg made a motion to recuse Noles. Morris seconded the motion to recuse Noles. The motion passed unanimously. Morris made a motion to accept the report as basis in fact. Allen Kelly seconded the motion. The motion was then voted on and passed unanimously.

Item 8: New Business from Board Members

Mike Hejduk reported that Ms. Arnita Dula, Deputy City Attorney for the City of Hickory has requested an official interpretation of NC Administrative Code Title 11, Chapter 8, Section .0707(b), Special Circumstances. Hejduk stated that part of Board rules are at issue here and that legal counsel has looked into this. Ms. Dula has requested this discussion be postponed because she could not be at the meeting. Ducker made a motion to postpone discussion on this issue and Nuckolls seconded. The motion carried.

Adjournment

There being no further business, Thunberg made a motion to adjourn the meeting. Nuckolls seconded the motion. The motion was approved unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mike Hejduk', written over a horizontal line.

Mike Hejduk,
Director, OSFM Staff

Attachments:

- Attachment A List of New Standard Certificates Awarded
- Attachment B Staff Report

Note: This meeting has been recorded on CD. Anyone desiring copies should contact the NC Department of Insurance, Engineering Division, Qualification Assurance Section, for reproduction costs.

NEW STANDARD INSPECTION CERTIFICATE APPLICANTS

Active City, County, and State Code Enforcement Officials

By Area and Level

The following individuals have met the certification requirements of GS 143-151.13(a). These individuals have Certificates of Employment (COEs) filed with City, County, or State inspection departments. Their certificates will become valid as of today.

Building Level I

Betts, David Lowry
Edwards, Amanda W.
Lamy, Elizabeth Erin
Lichtenfeld, Nicolas Michael
McInturf, Scott David
Penner, Grady Eugene
Pugh, Kevin Bradley
Turner, David Glenn
Wood, Jason Michael

Building Level II

Gibbs, Kevin Michael
Heilig, Brian Keith

Building Level III

Graves, Marni Gay
Gripp, Nicholas Nathan
Kelly, John Broadus
Putnam, Brandon Gene

Electrical Level I

Barlow, Paul Lester
Darroch, Mitchell J.

Electrical Level II

Dorton, Robert Elwood
Jenkins, Christopher Clifton
Matheny, Mark Daniel
Moran, Patrick Joseph
Stewart, Harley M.

Electrical Level III

Collins, Michael Allen
Currie, David Ernest
Little, Hal Douglas
Snowdy, Ricky Dean
Triplett, Zachary Aaron

Fire Level I

Brown, Jeffrey S.
Byrd, Raven Santoine
Dismuke Mann, Alicia Heather
Evans, Eric James

Forbis, Michael Shann

Fire Level I(Cont.)

Hampton, Matthew Blake
King, Andrew James
Lambert, Cory Michael
Lanier, Kenneth Issac
Marshburn, Michael Bennett
Stone, David Allen
Stueck, Nathaniel Andrew
Zuniga, Luzmer Caridad

Fire Level II

Barnes, Michael James
Boswell, Matthew David
Chandler, Chad Louis
Cornell, Garry Dean
Dawkins, Matthew Scott
Donley, Ryan Patrick
Hale, William Weston
Houser, Clint Keith
Kimball, Kevin Wayne
Kornegay, Samuel James
McNeil, Timothy Doyle
Rawls, John Christian
Soward, Winston Chadwick

Fire Level III

Bell, Jody Allen
Currie, David Ernest
Fernandez, Avelino Marc
Hill, James Harold
Sessoms, David Russell
Soares, Jesse Paul
States, Thomas Williams

Mechanical Level I

Bost, Jackie Loyd
Boyd, Christopher David
Godwin, Marshall Darrell
Harwood, Kelly Hunter
Lockamy, Oliver Brian
Phillips, Randy Dwayne
Spidel, William Sean
Villanella, Louis Joseph

Mechanical Level II

Atwell, Brian Trenton
Herring, Andrew Scott
Smith, Dwight Douglas

Mechanical Level III

Faucette, Christopher Shane
Foody, Kenneth R.
Norris, William Brian
Padgett, Steve Randall
Taylor, Eddie Wayne

Plumbing Level I

Beck, Brandon Thomas
Budge, Peter Robert
Collins, Michael Allen
Farnsworth, William Edgar

Gomez, Jaime L.
Hunt, Carl Douglas
Parnell, Timothy R
Rape, James Darren
Villanella, Louis Joseph

Plumbing Level II

Houser, Clint Keith
Kidd, Allison Dawn Johnson
Lockamy, Oliver Brian
Miller, Steven Lamar
Stewart, Harley M.

Plumbing Level III

Brown, Larry Lavaughn

DIRECTOR (Mike Hejduk)

NC Code Officials Qualification Board (COQB) STRATEGIC PLANNING GOALS for CEOs

- **COMPETENCE**
 - Qualification – Application, Review, Approval, *Examination*, Renewal
 - ***NFPA 13D fire sprinkler systems in one and two family dwellings***
 - Education – Standard Courses, Continuing Education, *Law and Administration*
 - Authority Having Jurisdiction (AHJ) - Local Government Department Administration

- **COMMUNICATION**
 - OSFM website; email; newsletters; educational curriculum; feedback
 - Jurisdictions (CEO & Managers) – 510 by email
 - CEOs - ***NC.Code.Officials.Qualifications.Board@lists.ncmail.net***
 - Education – Standard Courses, Continuing Education, Sponsors, Instructors, Education Coordinators.
 - Industry Associations (inspectors, contractors, manufacturers)
 - ***NCBIA, NCMIA, NCPA, NCIAEA (Ellis Canady Chapter)***

- **CONSEQUENCES**
 - Benefits: Public safety, risk management, insurance premiums
 - Costs: Inspections not performed or not performed by appropriately certified persons
 - Investigation – Qualifications, Plan Review, Permit, Field Inspection Reports
 - Disciplinary Action by Board

- **CONSISTENCY**
 - **PED Study 12/17/2014 – stronger oversight. Complaint process.***

***PERFORMANCE MANAGEMENT** – Inputs, Processes, Outputs and Outcomes. Measurements, Benchmarks

Stats/Inputs (Resources)

- ~~4,197~~ **4,242** Inspectors – Active, Certificate of Employment (COE) on file with AHJ
- ~~7,086~~ **7,281** Certificates [Limited, Probationary, Standard: *Building, Mechanical, Electrical, Plumbing, Fire*]
- 510 Jurisdictions; 100 Counties; 410 Cities and other (Building, Fire, Housing)
- 309 Sponsors; 685 Instructors;

Processes

- Online application, exam registration, certificate issuance and annual renewals
- Technical Course review and approval

Tools

- Web based database for *external* and *internal* users. Online transactions, payments, rosters, renewals (\$).
- NC Community College System for Standard Courses [traditional classroom & online?]
- OSFM technical expertise – Code books, Code Consultants/Interpretations, online education
- North Carolina State Building Code: Administrative Code and Policies (2012)
- NC General Statutes; NC Administrative Code (aka Board Rules)
- Other agencies

Certification (Terri Tart / new hire)

- *Emails needed for all CEOs? 3,956 with email / 284 without **93%**
Staff responsible. LISTSERVE created.*
- *Issue certificate upon passing exam and COE with AHJ rather than quarterly at Board meetings?
Suggested action: Refer to **Policies and Procedures Committee** to consider delegated authority?*
- *Pros and Cons of multi-trade inspectors, Probationary Certificate 2 year expiration, etc.
Suggested action: Refer to **Qualification and Evaluation Committee***
- *Facilitate Probationary inspection experience among AHJs?
Suggested action: Staff periodically publish list of DOI review projects per Admin Code Table 104.1*
- *Consistency and Credibility of CEOs – Professional image? SB 734
Suggested action: Refer to **Executive Committee** for further discussion.*

Examination (Kathy Williams)

- *Exam development – Subject Matter Experts (SMEs) 15 initial exams created by PSI reviewed by SMEs
Additional form required for retakes, 30-50% overlap of questions.
Job Analysis Survey
Subsequent exams, **import item bank into LXR-test.***
- *Exam reviews conducted by staff for Pearson-Vue examinees.*
- *Exam challenges now responsibility of staff with PSI.*

Education (Natalie Pollard)

- *Standard Courses – Workshops; Curriculum – Slides, Worksheets?*
- *Continuing Education Courses – availability, convenience, cost?*
- *Law and Administration Course – **Joint Committee meeting***
- *Content and Consistency of Educational program offerings?*
- *Board member training: online*

Chapter 93B Occupational Licensing Boards

§ 93B-5 Compensation, employment, and training of board members.

(g) Within 6 months of a board member's initial appointment to the board, and at least once within every two calendar years thereafter, a board member shall receive training, either from the board's staff, including its legal advisor, or from an outside educational institution such as the School of Government of UNC, on the statutes governing the board and rules adopted by the board, as well as the following State laws, in order to better understand the obligations and limitations of a State agency.

Investigation (Suzanne Taylor, Sam Whittington)

- *Create a new Standing Committee: Investigation Review Committee?*
- *Complaint database, Investigator workload / other activities?*
- *Lessons Learned? Disciplinary Actions publicized?*
- *Culture of Departments/Jurisdictions*

Probationary Certificates

Probationary certificates are available to code enforcement officials (CEOs) who are newly employed or those who need to achieve a higher level of certification. The purpose of the probationary certificate is to allow code enforcement officials the ability to perform code enforcement while receiving on-the-job training, taking required standard courses and passing the state examination. Probationary certificates are valid for a period of two years and not renewable.

Notices of expiration are sent to each inspector and his or her City or County Manager. 56 probationary certificates expired this quarter and are listed below with their corresponding jurisdiction.

<u>Jurisdiction</u>	<u>Inspector</u>	<u>Area/Level</u>	<u>Jurisdiction</u>	<u>Inspector</u>	<u>Area/Level</u>
Henderson (J193)	Adams, Corey Spencer	F 2	Mount Airy (J280)	Mayes, Justin Delane	F 1
Mecklenburg Co. (J263)	Atwell, Brian Trenton	M 2	Columbia (J98)	Miller, John Thomas	B 1
Kannapolis (J220)	Barnhardt, Richard Michael	F 1	Columbia (J98)	Miller, John Thomas	E 1
Rocky Mount (J346)	Bunn, Charles J.	F 2	Columbia (J98)	Miller, John Thomas	F 1
North Topsail Beach (J295)	Canady, James Lee	E 2	Columbia (J98)	Miller, John Thomas	M 1
Catawba Co. (J78)	Cornell, Garry Dean	F 2	Columbia (J98)	Miller, John Thomas	P 1
Winston-Salem (J440)	Davis, Eric LeVar	F 1	Mecklenburg Co. (J263)	Moran, Patrick Joseph	E 2
Sunset Beach (J386)	Davis, Glenn Paul	B 1	Montgomery Co. (J268)	Norris, William Brian	M 3
Sunset Beach (J386)	Davis, Glenn Paul	E 1	Surf City (J387)	Padgett, Steve Randall	E 3
Montgomery Co. (J268)	Davis, Junior Frank	E 3	Surf City (J387)	Padgett, Steve Randall	M 3
Cherokee Co. (J89)	Dillon, Brian Kelley	F 1	Raleigh (Housing) (J606)	Potter, William Samuel	B 2
Wake Co. (J410)	Drake, William Henry	B 1	Raleigh (Housing) (J606)	Potter, William Samuel	E 2
Spring Lake (J378)	Faircloth, Jonathan Barrett	F 2	Gastonia (J159)	Putnam, Brandon Gene	B 3
Jackson Co. (J215)	Forbis, Michael Shann	F 1	Gastonia (J159)	Putnam, Brandon Gene	E 3
Hendersonville (J196)	Gash, James Lee	F 1	Gastonia (J159)	Putnam, Brandon Gene	P 3
Onslow Co. (J300)	Gray, Randal Lee	F 1	Onslow Co. (J300)	Quinn, Daniel Edward	F 1
Durham (J124)	Gullie, Joel Lee	F 3	Hendersonville (J196)	Reeves, Justin Seth	F 1
Iredell Co. (J213)	Harwell, Jack Spencer	F 1	Oxford (J305)	Reeves, Kenneth Michael	F 2
Conover (J103)	Hinson, James Mark	F 2	Spring Lake (J378)	Richardson, Jonathan Keith	F 2
Mount Airy (J280)	Jessup, Atherton Kenneth	F 1	Cary (J74)	Stark, Brian Dennis	E 3
Benson (J33)	Johnson, Donald Hampton	B 2	Apex (J12)	Stephenson, Brooks Maynard	E 1
Benson (J33)	Johnson, Donald Hampton	E 2	Randolph Co. (J330)	Stout, Jeffrey Ray	M 3
Benson (J33)	Johnson, Donald Hampton	M 2	Raeford (J325)	Sutherland, Travis Scott	E 1
Benson (J33)	Johnson, Donald Hampton	P 2	Raeford (J325)	Sutherland, Travis Scott	M 1
Polk Co. (J323)	Jones, David Steven	F 3	Oak Island F&R (J607)	Taylor, Robert Paul	F 1
Hendersonville (J196)	Justus, Scott Ray	F 2	Mooreville (J272)	Thompson, Christopher Allen	F 2
Blowing Rock (J42)	Kissel, Ryan Anthony	F 2	Jackson Co. (J215)	Wilson, Robert Jeffery	B 1
Rowan Co. (J347)	Lowman, David Wayne	B 2	Kannapolis (J220)	Winecoff, Alex Tracy	F 1

Standard Certificates by Area Earned This Quarter

Area	Active	Pre-	Reciprocity
	Inspectors	Qualification	
	GS 143-151.13(a)	GS 143-151.13(a)	GS 143-151.14
Building	25	0	0
Electrical	28	0	0
Fire	60	0	0
Mechanical	23	0	0
Plumbing	<u>16</u>	<u>0</u>	<u>0</u>
Totals	152	0	0

Standard and Limited Late Renewals

129 Standard and 1 Limited certificate late renewals have occurred since October 24, 2014.

Fifth Level III Standard Inspection Certificate

There are no Code Enforcement Officials receiving their fifth level III certificates today.

These are currently active certificates in all trades as of January 22, 2015.

Active Trades	All Levels	Probationary Certificates	Standard Certificates	Limited Certificates	Total
Building	I, II, & III	213	1,048	5	1,266
Electrical	I, II, & III	173	844	1	1,018
Mechanical	I, II, & III	182	884	4	1,070
Plumbing	I, II, & III	172	905	3	1,080
Fire	I, II, & III	439	2,373	37	2,849
Totals		1,179	6,054	50	7,283

Applications Processed

Staff processes three types of applications each day. An applicant can apply for a maximum of 5 trades per application. Below is the total number of applications processed during the last quarter ending January 23, 2015.

Probationary Applications	Standard Applications	Pre-Qualification Applications	Total
138	115	133	386

STANDARD CERTIFICATE TESTING –October 24, 2014 – January 22, 2015

The Board offers 15 different exams, one for each area and level and are administered by computer. Each exam contains 150 multiple choice questions and has a 3 ½ hour time period. Exams are open book. Examinees are allowed to use their own code books but are not allowed to bring in any supplemental materials.

Examination Grade Summary

<u>Area/Level</u>	<u>Number Taking</u>	<u>Number Passing</u>	<u>% Passing</u>	<u>High Score</u>	<u>Low Score</u>	<u>Average Score</u>
Building Inspector I	17	9	53.0	86.0	58	69.2
Building Inspector II	3	2	66.7	77.0	68	72.7
Building Inspector III	5	4	80.0	79.0	55.0	71.8
Electrical Inspector I	11	2	18.2	83.0	43.0	60.1
Electrical Inspector II	6	5	83.3	83.0	60.0	73.7
Electrical Inspector III	11	5	45.5	81.0	54.0	68.5
Fire Inspector I	30	13	43.3	93.0	49.0	68.0
Fire Inspector II	20	13	65.0	94.0	60.0	74.9
Fire Inspector III	10	7	70.0	94.0	65.0	78.4
Mechanical Inspector I	14	8	57.1	85.0	57.0	72.3
Mechanical Inspector II	4	3	75.0	77.0	65.0	77.0
Mechanical Inspector III	5	5	100	85.0	70.0	75.6
Plumbing Inspector I	9	9	100	93.0	70.0	80.3
Plumbing Inspector II	6	5	83.3	95.0	65.0	82.3
Plumbing Inspector III	1	1	100	85.0	85.0	85.0
Totals	152	91	59.9			

Exam Administration Summary

PSI began offering the state exams on July 1, 2014. The first state exam was administered July 5, 2014. As of October 23, 2014, PSI has conducted 328 exams. The number and type of exams taken are listed below. Also provided is a list of scheduled exams. A total of 47 exams have been scheduled through March 31, 2015.

Area/Level	Number of Exams Taken	Number of Exams Scheduled Through 31/31/2015
B1	26	7
B2	9	3
B3	18	4
E1	19	1
E2	12	0
E3	22	1
F1	75	9
F2	44	10
F3	20	5
M1	21	3
M2	13	0
M3	13	0
P1	15	3
P2	14	0
P3	7	1
Total	328	47

Exam Reviews

14 exam reviews have been performed. Six exam challenges were forwarded to staff for review. Four of the challenges resulted in a status change. Two are currently under review by staff.

Exam Complaint/Comment Summary

Staff received seven complaints and several comments concerning exams conducted this quarter. The types of complaints and comments are listed below:

Exam Registration: 2

- One CEO experienced difficulty scheduling an exam review. We were able to get a PSI scheduler to contact the CEO directly for registration.
- One CEO had an issue with his eligibility date. PSI assisted staff in making the correction. The CEO was able to register once the correction was made.

Testing Center: 4

- One CEO sent in a complaint regarding the testing center in Wilmington, NC. Staff responded to the issues.
- The Greenville, NC testing center experienced flooding issues the week prior to the Christmas holidays and was closed for approximately 7 days. This issue only impacted one CEO. He was promptly called and rescheduled. Staff also contacted the CEO to assure he was rescheduled.
- One CEO complained about an exam he took in July, 2014 in Wilmington, NC, but didn't contact his supervisor until December, 2014. No documentation was available.

- One CEO had scheduled an exam review in Asheville, NC. When he arrived at the center, no one was present and the center was closed. The CEO contacted staff and we then contacted our PSI Client Manager. He researched the issue and found that the proctor had called in sick that morning and there was no backup provided due to the late notice by the proctor. I contacted the CEO to relay the information. PSI also called the CEO immediately and rescheduled his review. Our Client Manager stated that closures do happen, but not often. The CEO did not contact staff any further.

Grade Notification: 1

- One CEO took a paper and pencil exam and didn't receive his grade within a two week period. Staff contacted PSI and his grade results were remailed.

Comments:

- Staff continues to receive comments regarding the check-in process at the testing centers, specifically the inspection of code books and the use of full-page tabs. Full-page tabs aren't permitted in code books. Books can be tabbed, but the tabs must be permanently affixed to the page. If code books contain full-page tabs the examinee is required to remove them which causes the examinee to lose the tab entirely. The Candidate Information Bulletin does contain this information. It seems tab monitoring at our previous testing centers wasn't strictly enforced. Staff has contacted our Client Manager regarding staggered checkin times so the wait isn't so long. Staff is waiting for a response from PSI.

Job Task Analysis Review

Computer-based testing for all 15 exams became effective November 1, 2009. Prior to this date exams were given by paper and pencil by staff at the Board's office. Part of the transition to computer-based testing involved the use of a job task analysis for all 15 exams. A task analysis is used to identify the knowledge, skills, and abilities need to perform the job, types of tasks performed and their frequencies. The critical tasks become the main focus of the exam and also provides validation for the examination that is developed. It is an important step in exam development.

The surveys have been prepared. One survey will cover Level I, II, and III for each specific trade, so a total of 5 surveys were used. A survey sample was filled out by NCDOTI employees which helped staff refine the survey questions to obtain the needed data. Surveys were emailed to all certified code officials on January 26, 2015. Once we receive data from the surveys, the Exam Development Committees will meet to assess the data and review the existing blueprint.

PSI Surveys

At the end of each exam, the examinee must fill out a survey provided by PSI. Enclosed in this staff report is a copy of this survey and the results.

Future Exam Activities

Exams are published every 6 months. Our next publication will be in January, 2015. The only big code revision or update will be in the electrical trade. An Ad-Hoc Committee of the Building Code Council is reviewing the 2014 National Electric Code at this time. The earliest expected effective date would be in late 2015 or early 2016. So our next big question writing campaign with the EDC members would occur in the latter part of 2015.

The Building Code Council adopts and amends all of the NC State Building Codes. They have adopted a 6 year code cycle for all codes with the exception of the National Electric code which means the earliest code changes would occur some time in 2018. At present, we have a big window to add to our exam question database. If any new code issues arise, staff will work with the appropriate EDC Committee to make adjustments as needed.

EDUCATION

Standard Code Courses – Statistics: October 1, 2014 to December 31, 2014

Standard Courses Scheduled for Period	50
Law and Administration	6
Fire	19
Building	11
Electrical	7
Plumbing	7
Mechanical	7
Standard Courses Canceled for Period	11
Standard Courses Rosters Received for Period	36
Standard Course Rosters Pending for Period	3

Continuing Education Courses – October 1, 2014 to December 31, 2014

New Continuing Education Courses Approved for Period	33
New Continuing Education Courses Approved Year to Date	59
New Continuing Education Instructors Approved for Period	4
New Continuing Education Sponsors Approved for Period	4
Continuing Education Course Rosters Submitted for Period	62

Sponsor Workshop

The sponsor workshop power point has now been put online for more cost effective access. Having the information online allows sponsors to refresh as needed, which will result in less roster submission problems.

Instructor Certification Workshop

A Standard Code Course Instructor Certification Workshop will be held February 19, 2015. Four are signed up to attend as of now.

Education Issues

1. Industry Associations - The inspector and industry associations have developed their offerings for the Winter and Spring education seminars. These events are great opportunities for inspectors to attain their required CE hours.

INVESTIGATIONS

Investigations Begun – Not Completed

9/15/14	Noles
9/22/14	City of Boone
12/22/14	Simmons/Yarbro

Investigations – Completed

Adams

No Basis in Fact

None

Basis in Fact

Adams