

GUIDELINES FOR COMMUNITY COLLEGES AND INSTRUCTORS
AS DEVELOPED
BY THE
NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD

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FOREWORD

House Bill 399 was ratified on June 13, 1977 creating the North Carolina Code Officials Qualification Board to provide more uniform code enforcement throughout North Carolina. This bill became G. S. 143-151.8 - G. S. 143-151.20. These General Statutes gave the North Carolina Code Officials Qualification Board authority to establish minimum standards for employment as a code enforcement official and prescribe courses of instruction in the various areas and levels of code enforcement.

Since 1981, the Qualification Board has designed and developed sixteen Standard Inspection courses in the areas of Building, Electrical, Mechanical, Plumbing, and Fire Prevention at Levels I, II, and III and a Law and Administration course. These courses, which are available in the North Carolina Community College System, must be successfully completed before a State examination for inspector certification can be administered.

The Code Officials Qualification Board has had an on-going project of developing new course material since 1989. Volunteers furnish their time and technical expertise to write the material and assist the Board with the project. Once completed, the material is field-tested for accuracy and revised as necessary. Prior to the release of the new courses into the community college system, the Qualification Board sponsors a mandatory workshop at which the course manuals are presented and each instructor is trained in the use of the manuals.

In an effort to provide more uniform training and classroom testing for code enforcement officials throughout the State, the Guidelines for Community Colleges and Instructors have been written. All community colleges and instructors must follow the guidelines as set forth in this manual. Courses not complying with these standards will not be accepted as credit toward the North Carolina Code Officials Qualification Board's certification program.

APPROVAL OF COMMUNITY COLLEGES

Community colleges planning to offer any of the Board's courses for persons to qualify to take the Code Officials Qualification Board's State Examinations are required to have course approval and instructor approval from the North Carolina Code Officials Qualification Board. Applications for school approval can be found in the Appendix.

As participants in the Board's Standard Inspection course program, community colleges must conduct all courses in buildings accessible to, and usable by, persons with disabilities. Course providers must be prepared to make available accessible classrooms and auxiliary aids and services to persons covered by the Americans with Disabilities Act who give the community college proper advance notification of the need for such aid or service.

Each community college must certify to the North Carolina Code Officials Qualification Board that the community college is either working toward compliance or is in compliance with the ADA by completing the Certification of Compliance form located in the Appendix. The form must be signed, notarized, and returned to the Qualification Board upon initial application of the community college to conduct code enforcement courses.

The institution should complete the following steps prior to offering the course.

1. Read the General Statutes and Rules of the Board Pertaining to Code Enforcement Officials and carefully examine the information contained in the course manuals.
2. Submit an Application for Community College Approval to Conduct Code Enforcement Courses to the Qualification Board.
3. Submit the ADA Certification of Compliance form.
4. Submit instructor application for approval.

CERTIFICATION OF INSTRUCTORS

Anyone planning to teach any of the Board's courses for persons to qualify to take the Code Officials Qualification Board's State Examinations is required to complete the following steps prior to teaching the courses. Applications for instructor certification can be found in the Appendix.

1. Read the General Statutes and Rules of the Board Pertaining to Code Enforcement Officials and carefully examine the information contained in the course manuals.
2. Submit an Application for Instructor Certification to Conduct Code Enforcement Courses. The application must be signed by the applicant and by a community college official as specified on the application.

The criteria for instructor certification is located on the last page of the Application for Instructor Certification to Conduct Code Enforcement Courses. As indicated by the criteria, the Board's Law and Administration course must be taught by an attorney.

NOTE: Due to the development of new Standard Inspection courses, some instructors will not be approved until they participate in an instructor training workshop. Contact the staff to the Code Officials Qualification Board for additional information.

STANDARD INSPECTION COURSES

Community colleges teaching any of the Qualification Board's Standard Inspection courses are REQUIRED to use the following course numbers and titles which have been established by the North Carolina Department of Community Colleges.

COD 3101 Law and Administration

COD 3105 Building Standard Inspection Level I

COD 3106 Building Standard Inspection Level II

COD 3107 Building Standard Inspection Level III

COD 3104 Electrical Standard Inspection Level I

COD 3110 Electrical Standard Inspection Level II

COD 3111 Electrical Standard Inspection Level III

COD 3120 Fire Prevention Standard Inspection Level I

COD 3121 Fire Prevention Standard Inspection Level II

COD 3122 Fire Prevention Standard Inspection Level III

COD 3130 Mechanical Standard Inspection Level I

COD 3131 Mechanical Standard Inspection Level II

COD 3132 Mechanical Standard Inspection Level III

COD 3140 Plumbing Standard Inspection Level I

COD 3141 Plumbing Standard Inspection Level II

COD 3142 Plumbing Standard Inspection Level III

MINIMUM REQUIRED COURSE HOURS

<u>Course</u>	<u>Hours</u>	<u>Course</u>	<u>Hours</u>
Law and Administration	15	Mechanical Level I	32
Building Level I	48	Mechanical Level II	24
Building Level II	40	Mechanical Level III	16
Building Level III	40	Plumbing Level I	32
Electrical Level I	40	Plumbing Level II	24
Electrical Level II	30	Plumbing Level III	16
Electrical Level III	30		
Fire Prevention Level I	36		
Fire Prevention Level II	32		
Fire Prevention Level III	24		

REQUIRED TEXTBOOKS

The following is a list of textbooks which are required to be used in the Board's courses. Instructors must use current editions of all textbooks, including the most recent amendments to the North Carolina State Building Code.

LAW AND ADMINISTRATION COURSE:

General Statutes and Rules of the Board Pertaining to Code Enforcement Officials

Administration and Enforcement Requirements and the General Statutes Pertaining to the Enforcement of the North Carolina State Building Code

BUILDING LEVELS I, II, AND III STANDARD INSPECTION COURSES:

Building Code Manufactured Housing Code

Residential Code

ELECTRICAL LEVELS I, II, AND III STANDARD INSPECTION COURSES:

National Electrical Code

MECHANICAL LEVELS I, II, AND III STANDARD INSPECTION COURSES:

Mechanical Code

Fuel Gas Code

PLUMBING LEVELS I, II, AND III STANDARD INSPECTION COURSES:

Plumbing Code

FIRE PREVENTION LEVELS I, II, AND III STANDARD INSPECTION COURSES:

Fire Prevention Code

PURCHASING TEXTBOOKS

The following textbooks and amendments to the NC State Building Code can be purchased at the North Carolina Department of Insurance in Raleigh, North Carolina. For more information, contact the Code Council Code Book Section at 919-661-5880.

General Statutes and Rules of the Board Pertaining to Code Enforcement Officials

Administration and Enforcement Requirements and the General Statutes Pertaining to the Enforcement of the North Carolina State Building Code

Building Code

Plumbing Code

Mechanical Code

National Electrical Code

Fire Prevention Code

Fuel Gas Code

Residential Code

SCHEDULING AND ADVERTISING STANDARD INSPECTION COURSES

It is at the discretion of the community college and the instructor as to when a course is scheduled. Courses may be scheduled on consecutive days, in the evenings, or on weekends. Once a course has been scheduled, it is the responsibility of the community college to publish the course schedule in the community college's bulletins and to notify the North Carolina Code Officials Qualification Board, preferably by email. The Board must be notified a minimum of five weeks prior to the beginning of the course. Once the Board has been notified of an upcoming course, the Board's staff will assist the community college in advertising the course to all code enforcement officials and to those involved in the pre-qualification program. All Standard Inspection courses must be advertised. Closed courses are strictly prohibited.

Once a course has been scheduled and advertised by the Board, the community college is requested not to change the dates of the course. However, the course may be canceled and rescheduled at a later date. In the event of cancellation, the community college should notify the North Carolina Code Officials Qualification Board.

It is imperative that this system of notification and cancellation of courses be followed.

TEACHING THE STANDARD INSPECTION COURSES

The successful completion of the Standard Inspection courses is a very important step to code enforcement officials in fulfilling requirements to take the Standard Certificate qualification examinations.

For Building, Electrical, Mechanical, and Plumbing code enforcement officials, the Level I course is designed for those who have the primary responsibility for inspecting residential and small commercial work. The Level II course is for individuals who have the responsibility of inspecting one story buildings up to 60,000 square feet or buildings up to 4 stories at 20,000 square feet per floor. The Level III course is designed for individuals who have the responsibility of inspecting buildings of all sizes, including buildings larger than 60,000 square feet and higher than four stories.

For Fire Prevention code enforcement officials, the Level I Standard Inspection course is designed for the education and training of those who have the responsibility of inspecting existing buildings (excluding highrise) in the following Occupancy Classifications: Business, Small Assembly, Mercantile, Residential, and Storage. The Level II Fire Prevention Standard Inspection course is for individuals who have the responsibility to inspect Large Assembly, Education, and Industrial occupancies, in addition to every occupancy listed under Level I. The Fire Prevention Level III course is for those who must inspect all existing buildings including highrise but, excluding one- and two- family dwellings.

The primary objective of all Standard Inspection courses is for the individual to gain a working knowledge of the Code as it applies to residential and commercial inspection and to readily apply the Code to problems when presented in class. Another objective is to fulfill the Code Officials Qualification Board's prescribed training courses to gain admission to the qualifying examination for a Standard Certificate.

Before teaching any Standard Inspection course, the instructor must read and become thoroughly familiar with all requirements imposed upon him by the North Carolina Code Officials Qualification Board as contained in this manual. It is suggested that the instructor use an orientation sheet in order to become better acquainted with class members. Name, address, birthplace, employer, brief work history, hobbies, future professional goals, etc. should be included. Knowing something about the interests and abilities of one's students is helpful in determining the depth and pace of the class instruction. It is also suggested that instructors discuss the certification procedures of the North Carolina Code Officials Qualification Board and the responsibilities of a Level I, II, and III code enforcement official based on occupancy classifications and sizes of buildings. Copies of the Certification Procedures and the responsibilities of code enforcement officials can be found in the Appendix.

Instructors are encouraged to supplement the content of the course manuals as needed. Photos, slides, visual aids, and transparencies should be used as appropriate to clarify the instructional material. Class members should be expected to complete worksheets or other types of in-class and/or take-home assignments to assist them in learning the material. Repetition of the material is important to learning. Worksheets and outside assignments, as well as short quizzes, are helpful in reinforcing learning. These activities should also help prepare individuals for taking the instructor's final course examination and the State Certification examination.

CLASSROOM ATTENDANCE

Each student must attend a minimum of eighty percent (80%) of the class. Attendance records must be maintained by the instructor according to specifications determined by the community college.

Course credit will not be granted toward the Board's certification program for those students who attend portions of various courses in the same technical area and level in order to fulfill the 80% attendance requirement. Students are required to attend the Standard Inspection course in which they originally registered,

meet the 80% attendance requirement, and take the final course examination.

In the event that a student exceeds the allowable absence rate of twenty percent (20%), that student must withdraw from the course and enter another course without receiving credit for the hours previously attended.

COURSE EXAMINATION AND GRADES

Every certified instructor is responsible for making his own final course examination. The course examination must be open book and consist of 80 multiple-choice questions with four possible answers. The use of fill-in-the-blank, True/False, Yes/No, matching, and discussion questions is prohibited. The use of classroom notes and other reference materials are also prohibited during the examination.

The instructor must examine students at a level appropriate for the course. The Board prohibits an instructor from giving a lower or higher level of examination than the level of course. The Board also prohibits instructors from giving two different levels of examinations to the same group of students.

Exactly two (2) hours must be allowed for the open book examination at the end of the course (Building, Electrical, Fire Prevention, Mechanical and Plumbing). The test must contain **eighty (80) questions**. Each correct answer on the test will be worth **1.25 points**. The passing grade is **seventy per cent (70%)** correct answers and a student must score 56 correct answers or greater, to pass the test.

EXCEPTION: The Law and Administration class test must be one (1) hour in duration. (2) The Law and Administration course test must be **fifty (50) questions in a one (1) hour time limit**

The minimum passing grade for the course examination is 70 points. The final examination grade must not be averaged with any other grade received during the course.

In the event that a student fails the final course examination, the student is not allowed to re-take the examination. The student must repeat the entire course before taking another final course examination.

Make-up course examinations, administered at the discretion of each community college, are allowed in the event of a **PERSONAL EMERGENCY** (sickness, family death, surgery, etc.) **ONLY**. If a make-up examination is administered, the examination must be completely different from the course examination. All other guidelines for course examinations apply to make-up examinations. Furthermore, the community college must notify the Code Officials Qualification Board prior to the administration of each make-up examination.

Instructors **must not** allow students to keep the final examination. All tests must be returned to the instructor. It is the responsibility of the instructor to securely retain or destroy all examinations after grades have been recorded.

COURSE EVALUATIONS

All community colleges and instructors **are required to furnish course evaluation forms** prepared by the North Carolina Code Officials Qualification Board to participants at the end of the course. Copies of the Board's evaluation form have been given to the community college and a copy has been included in the Appendix.

Course evaluations may be reviewed by the instructor and the community college. **All course evaluation forms must be returned to the North Carolina Code Officials Qualification Board's Office. The evaluation forms will be summarized and a copy kept in the Board's files for a period of time not to exceed three (3) years.**

SUBMISSION OF COURSE RECORDS

Upon completion of every Standard Inspection course, the instructor is required to return the class attendance records, numerical examination grades, the Board's evaluation forms, and a copy of the course examination with correct answers and Code sections indicated, to the community college within one (1) week after the course has been completed.

The community college is required to mail all course information listed above to the Qualification Board within three (3) weeks after completion of the course. Course examinations will remain in the Board's files for a period of time not to exceed three (3) years.

In the event that course grades are delivered to the Qualification Board's office by an individual other than the instructor or the Board's contact person, all course information must be placed in an envelope and securely sealed by the contact person. The envelope must arrive at the Board's office unopened.

Community colleges are required to submit numerical grades and attendance records for anyone who completes a Standard Inspection course, successfully or unsuccessfully. Regardless of the amount of time which passes, any student who does not release his or her numerical grade upon completion of a Standard Inspection course will not receive credit for the course and, must repeat and successfully complete another course before credit will be granted toward the Board's certification program.

CERTIFICATES OF SATISFACTORY COMPLETION

The community college is responsible for mailing Certificates of Satisfactory Completion to those students scoring a minimum of 70 points on the final examination.

The Board requests that the community college and the instructor be particularly aware of those students receiving certificates of satisfactory completion. It is very important to award these certificates only to those who have passed the course.

REVOCATION OF INSTRUCTOR AND COMMUNITY COLLEGE APPROVAL

Beginning July 1, 1994, the NC Code Officials Qualification Board requires all individuals who have completed any instructor workshop and are approved to serve as instructors of the Standard Inspection courses to teach at least one (1) course every three (3) years. Instructors approved to teach courses in more than one (1) area of the NC State Building Code must teach at least one (1) course per area certified every three (3) years. Instructors may teach individually or on a team.

In the event that a course is taught by more than one (1) individual, the community college must send a letter to the Qualification Board which states the area and level of the course, the beginning and ending dates of the course, the number of classroom hours, the names of all instructors, and the number of actual teaching hours for each instructor. The letter must be signed by a community college official, preferably the Board's contact person. Upon completion of the course, the letter must be submitted to the Qualification Board with all other required material.

Any instructor who fails to follow this policy risks the permanent revocation of instructor approval. If this happens, the instructor will be required to return all instructor manuals, including revisions, to the Qualification Board.

Individuals who participate in curriculum development, curriculum revision, and instructor workshops at the request of the NC Code Officials Qualification Board will maintain instructor approval.

Furthermore, if the guidelines as listed in this manual are violated for any reason, the North Carolina Code Officials Qualification Board reserves the right to revoke instructor and/or community college approval.

CHECKLIST FOR COMMUNITY COLLEGES AND INSTRUCTORS

1. Community college obtains approval from the NC Code Officials Qualification Board.
2. Community college obtains instructor approval from the NC Code Officials Qualification Board.
3. Community college and instructor schedule Standard Inspection Course(s).
4. Community college notifies the Qualification Board of course schedule(s) by e-mail at least five (5) weeks prior to the beginning of course(s). The course(s) is/are advertised.
5. Instructor prepares to teach course(s) by becoming thoroughly familiar with all requirements imposed upon him/her by the Board, studying the material which is required to be taught, preparing class presentations and hand-outs, and by preparing outside assignments.
6. Instructor monitors class attendance.
7. Instructor develops and administers the final course examination.
8. Instructor gives the Qualification Board's evaluation forms to students for completion.
9. Instructor records final course examination grades.
10. Instructor returns attendance records, full name (first, middle and last), final numerical examination grades, evaluation forms, and a copy of the course test with correct answers and Code sections indicated to the community college within one (1) week after completion of the course.
11. Community college returns all information as listed in Item 10 to the North Carolina Code Officials Qualification Board within three (3) weeks after completion of the course. The information must be returned to the Board in a sealed envelope.
12. Community college issues certificates of satisfactory completion only to those students scoring a minimum of 70 points on the final course examination.

APPENDIX

For Board Use Only	
Action: _____	

Date: _____	By: _____

**APPLICATION FOR COMMUNITY COLLEGE APPROVAL TO CONDUCT
CODE ENFORCEMENT COURSES**

North Carolina Code Officials Qualification Board
P. O. Box 26387
Raleigh, North Carolina 27611
919-661-5880

Schools wishing to obtain approval to conduct Standard Inspection courses which would satisfy the requirements of G. S. 143A-151.13(b) relating to the educational training of applicants for code enforcement certification must make application to the North Carolina Code Officials Qualification Board on this form and must obtain approval prior to the commencement of any such courses. Applicants are referred to the General Statutes and Rules of the Board Pertaining to Code Enforcement Officials, Rules 0.500, 0.600, and 0.700, and to the course manuals published by the Board for detailed requirements regarding schools, courses, and instructors. School officials should carefully review the above cited rules/regulations and course manuals prior to completing this application.

This application is for all Standard Inspection courses listed as follows:

- | | | | |
|----------|------------------------|----------|---------------------------|
| COD 3101 | Law and Administration | COD 3140 | Plumbing Level I |
| COD 3105 | Building Level I | COD 3141 | Plumbing Level II |
| COD 3106 | Building Level II | COD 3142 | Plumbing Level III |
| COD 3107 | Building Level III | COD 3120 | Fire Prevention Level I |
| COD 3104 | Electrical Level I | COD 3121 | Fire Prevention Level II |
| COD 3110 | Electrical Level II | COD 3122 | Fire Prevention Level III |
| COD 3111 | Electrical Level III | | |
| COD 3130 | Mechanical Level I | | |
| COD 3131 | Mechanical Level II | | |
| COD 3132 | Mechanical Level III | | |

Approved community colleges must notify the North Carolina Code Officials Qualification Board of any changes made with respect to the course duration, course content, textbooks, or location(s) where courses are to be conducted, or cancellation of courses.

Schools should retain for their records a photocopy of the application to the Board.

NAME OF COMMUNITY COLLEGE	TELEPHONE: ()
MAILING ADDRESS:	

LIST BRANCHES OF THE ABOVE COMMUNITY COLLEGE WHERE COURSES MAY BE CONDUCTED:

Branch of Community College	Location
(1) _____	
(2) _____	
(3) _____	

REMARKS: _____

SIGNATURE OF COMMUNITY COLLEGE OFFICIAL (Dean, Director or Department Head):

I hereby certify that I have read the Board's Rules/Regulations regarding community colleges, courses, and instructors, that I have examined the course manuals published by the Board, and that the community college and its instructors will comply fully with the Board's requirements relating to the conduct of Standard Inspection courses.

NAME OF OFFICIAL: _____
 (Please Print)

TITLE OF OFFICIAL: _____
 (Please Print)

SIGNATURE: _____

If the school official named above is not the official who will serve as contact person with the Board, please provide the name and title of the appropriate full-time official.

NAME OF CONTACT PERSON: _____
 (Please Print)

TITLE OF CONTACT PERSON: _____
 (Please Print)

CERTIFICATION OF COMPLIANCE

WITH

THE AMERICANS WITH DISABILITIES ACT

I, _____ of _____
(NAME OF DEAN/DIRECTOR/DEPARTMENT HEAD) (NAME OF SCHOOL)

Community College, certify that as a participant in the North Carolina Code Officials Qualification Board's Standard Inspection Course program, that the Community College is either working toward compliance or is in compliance with the Americans with Disabilities Act generally, and specifically with the applicable section(s) of the rules implementing Title II of the Act regarding accessible classrooms and auxiliary aids and services for instructors and students alike.

NAME: _____
(Dean/Director/Department Head)

TITLE: _____

SIGNATURE: _____ DATE: _____

COMMUNITY COLLEGE: _____

NOTARIZED BY: _____ DATE: _____

MY COMMISSION EXPIRES _____

SEAL

Professional Engineer	_____	_____	_____
General Contractor	_____	_____	_____
Electrical Contractor	_____	_____	_____
Mechanical Contractor	_____	_____	_____
Plumbing Contractor	_____	_____	_____

LIST BELOW INSPECTOR CERTIFICATIONS AND LEVELS AND OTHER PROFESSIONAL/OCCUPATIONAL LICENSES OR DESIGNATIONS HELD:

Have you ever been denied an "occupational" license or had a license or any professional/occupational license suspended, revoked, or surrendered in North Carolina or elsewhere?

Yes _____ No _____

Have you ever been convicted of any criminal offense (other than minor traffic offenses) or is there any criminal charge now pending against you?

Yes _____ No _____

If the answer to either of the above listed questions is "Yes", attach a statement providing complete details.

INSTRUCTOR'S POSITION FOR WHICH YOU ARE APPLYING:

- _____ Law and Administration Course Instructor
- _____ Building Standard Inspection Course Instructor
- _____ Electrical Standard Inspection Course Instructor
- _____ Mechanical Standard Inspection Course Instructor
- _____ Plumbing Standard Inspection Course Instructor
- _____ Fire Prevention Standard Inspection Course Instructor

HIGH SCHOOL AND COLLEGE EDUCATION:

EDUCATION	Name & Location of School	Dates	Major	Degree Completed Y or N	Degree Received BA, BS, etc
High School					
Community College					
College or University					
Graduate or Professional					

WORK EXPERIENCE:

Describe in detail all work experience. Attach a separate sheet if necessary, but do not attach a resume in lieu of completing this item. Those with experience in construction or inspection must attach a list of jobs by size and by occupancy classification which they have completed.

Position		
Name and Address of Employer:		
Dates of Employment:	From (mo./yr.):	To (mo./yr.):
Length of Employment: Years: _____ Months: _____		
Average Number Hours Per Week:		
Percentage of Time Devoted to the NC State Building Code:		
Detailed Description of Duties:		

WORK EXPERIENCE (Continued):

Position

Name and Address of Employer:		
Dates of Employment:	From (mo./yr.):	To (mo./yr.):
Length of Employment: Years: _____ Months: _____		
Average Number Hours Per Week:		
Percentage of Time Devoted to the NC State Building Code:		
Detailed Description of Duties:		

Position		
Name and Address of Employer:		
Dates of Employment:	From (mo./yr.):	To (mo./yr.):
Length of Employment: Years: _____ Months: _____		
Average Number Hours Per Week:		
Percentage of Time Devoted to the NC State Building Code:		
Detailed Description of Duties:		

TEACHING EXPERIENCE:

On the following pages, list your teaching experience. Report part-time experience separately from full-time experience. Do not report inspector teaching experience. Attach additional pages if necessary.

Position
Name and Address of Employer:

Dates of Employment:		From (mo./yr.):	To (mo./yr.):
Length of Employment: _____ Years _____ Months		Average Number Hours Per Week:	Average Number Months of Employment Per Year:
Percentage of Time Devoted to the NC State Building Code:			
Detailed Description of Courses and Teaching Responsibilities:			

Position			
Name and Address of Employer:			
Dates of Employment:		From (mo./yr.):	To (mo./yr.):
Length of Employment: _____ Years _____ Months		Average Number Hours Per Week:	Average Number Months of Employment Per Year:
Percentage of Time Devoted to the NC State Building Code:			
Detailed Description of Courses and Teaching Responsibilities:			

TEACHING EXPERIENCE (Continued):

Position			
Name and Address of Employer:			
Dates of Employment:		From (mo./yr.):	To (mo./yr.):
Length of Employment: _____ Years _____ Months		Average Number Hours Per Week:	Average Number Months of Employment Per Year:
Percentage of Time Devoted to the NC State Building Code:			

Detailed Description of Courses and Teaching Responsibilities:

ENDORSEMENT BY COMMUNITY COLLEGE OFFICIAL:

The Community College Official must be the Dean, Director, or Department Head responsible for administration of Standard Inspection courses. This endorsement merely qualifies the applicant for consideration by the North Carolina Code Officials Qualification Board and in no way obligates the community college to employ such applicant in the event certification is granted.

Name of Community College: _____

Name and Title of Community College Official: _____

Signature of Community College Official: _____

SIGNATURE OF APPLICANT:

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy, or failure to make full disclosure constitutes grounds for denial of certification or for suspension/revocation of certification, if granted. I certify that I have read the instructor's course manual and understand that I must comply with all guidelines as printed in the course manual.

Signature: _____

Date: _____

CRITERIA FOR INSTRUCTOR CERTIFICATION

NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD

The Board shall grant certification to an applicant upon finding that the applicant:

- (1) Has submitted all information required by the Board.
- (2) Is possessed of good character and reputation.
- (3) Has a minimum of a high school education.
- (4) Possesses a Standard Inspection Certificate at Level III (or has pre-qualified) in the technical area to be taught; or is currently (or has previously been) a practicing attorney for a city, county, state government or private law firm (for Law Course only).
- (5) Has completed an instructor training workshop conducted by the Board; and
- (6) Meets at least one of the education requirements or work experiences listed below:
 - (a) Is a North Carolina engineer or architect with work experience in the technical area to be taught.
 - (b) Has completed four years of technical or university training in the technical area to be taught.
 - (c) Possesses a current North Carolina contractor's unlimited license in the technical area to be taught.
 - (d) Has a minimum of five years work experience as an inspector; or has five years work experience at the supervisory level under a North Carolina contractor with an unlimited license in the technical area to be taught; or has experience as a practicing attorney (for Law Course only).
 - (e) Has a minimum of five years teaching experience in the technical area to be taught.

The provisions of (4) and (6) (a - e) above notwithstanding, an applicant may be certified at the discretion of the Board, if such applicant is found by the Board to possess an exceptional educational and/or experience background in inspection which is satisfactory to the Board.

TYPES OF CERTIFICATES ISSUED BY THE NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD

LIMITED CERTIFICATE:

Limited Certificates were issued to Building, Electrical, Mechanical, Plumbing, and Fire Prevention inspectors who were employed on certain applicable dates as listed in the General Statutes. Code officials holding Limited Certificates can inspect buildings unlimited by size and occupancy classification although no Standard Certification Examination was/is required. Limited Certificates are no longer issued for Building, Electrical, Mechanical, and Plumbing inspectors. Limited Certificates for Fire Prevention inspectors will be issued from July 1, 1991 through July 1, 1993. All individuals holding Limited Certificates were/are required to pass courses as prescribed by the North Carolina Code Officials Qualification Board to validate their Certificates. Validation is required to occur within two years of issuance. All Limited Certificates are valid for the position held on the applicable date but only in the jurisdiction for which they were issued. Limited Certificates must be renewed annually by fee.

PROBATIONARY CERTIFICATE:

A Probationary Certificate is issued to newly hired or promoted code enforcement officials and is valid for two years from the date issued. A Probationary Certificate authorizes code officials to make inspections at the level and jurisdiction specified on the certificate. Code officials possessing Probationary Certificates must take courses as prescribed by the Qualification Board and the State Certification Examination before the certificates expire. Probationary certificates are not renewable.

STANDARD CERTIFICATE:

A Standard Certificate is issued to code enforcement officials upon meeting employment and experience requirements, successfully completing courses as prescribed by the NC Code Officials Qualification Board, and passing the Standard Certification Examination. Standard Certificates must be renewed annually by fee.

PRE-QUALIFICATION:

Pre-Qualification is designed for individuals not employed as code enforcement officials who meet minimum experience requirements and who wish to take the Board's training courses and the Standard Certification Examination. Upon employment as a code enforcement official, persons successfully completing the pre-qualification program will be issued a Standard Certificate as specified in the General Statutes.

**LEVELS OF INSPECTION BASED ON OCCUPANCY CLASSIFICATION AND
SIZES OF BUILDINGS FOR BUILDING, ELECTRICAL,
MECHANICAL, AND PLUMBING CODE ENFORCEMENT OFFICIALS**

11 NCAC 08 .0706 REQUIRED QUALIFICATIONS: TYPES AND LEVELS

(a) Qualification Levels

- (1) With respect to all types of code enforcement officials other than code administrator, those with Level I, Level II, and Level III certificates shall be qualified to inspect and approve only those types and sizes of buildings specified in the following tables.
- (2) Limitation on maximum number of stories and square feet (sf) of floor area of buildings for Building, Electrical, Mechanical, and Plumbing inspectors, Levels I, II and III:

Occupancy Classification	Level I	Level II	Level III
Assembly	1 story/7,500 sf	1 story/20,000 sf	Unlimited
Business	1 story/20,000 sf	1 story/60,000 sf Multi-story: 4 stories max/20,000 sf per floor	Unlimited
Education	1 story/7,500 sf	1 story/20,000 sf Multi-story: 2 stories max/20,000 sf per floor	Unlimited
Hazardous	1 story/3,000 sf (See Note)	1 story/20,000 sf Multi-story: 2 stories max/20,000 sf per floor	Unlimited
Industrial	1 story/20,000 sf	1 story/60,000 sf Multi-story: 4 stories max/20,000 sf per floor	Unlimited
Institutional	1 story/7,500 sf	1 story/10,000 sf Multi-story: 3 stories max/10,000 sf per floor	Unlimited
Mercantile	1 story/20,000 sf	1 story/60,000 sf Multi-story: 4 stories max/20,000 sf per floor	Unlimited
Residential			
Multi-unit	1 story /7,500 sf	3 stories max/no restriction on floor area	Unlimited
1 & 2 family dwellings, townhouses	Unlimited	Unlimited	Unlimited
Storage	1 story/20,000 sf	1 story/60,000 sf per floor Multi-story: 4 stories max/20,000 sf per floor	Unlimited

See Volume I of NC State Building Code for Occupancy classifications.

Note: *Electrical Inspector, Level I shall not be authorized to inspect wiring or equipment in hazardous locations as defined by Article 500 of the National Electrical Code with the exception of service stations and service pumps.

- (3) Limitation on occupancy classifications of buildings for Fire Inspectors, Levels I, II and III:

CERTIFICATION LEVELS FOR FIRE INSPECTORS

LEVEL I: - OCCUPANCY:

- Business
- Small Assembly
- Mercantile
- Residential
- Storage
- Excluding Highrise *

No Plan Review
LEVEL II: - OCCUPANCY:
Everything in Level I
Large Assembly
Educational
Industrial
Plan Review of all Occupancies in Level II
Excluding Highrise *
LEVEL III: - OCCUPANCY:
Everything in Levels I and II
Hazardous
Institutional
Highrise
Plan Review of all Occupancies
(Unlimited Occupancies)

* The term "excluding highrise" is listed because some of the acceptable occupancies for the levels could be located in a highrise (defined in Building Code) building.

CERTIFICATION PROCEDURES FOR CODE ENFORCEMENT OFFICIALS

NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD

CERTIFICATION OF EMPLOYMENT: The Certification of Employment form must be completed by newly hired or newly promoted code enforcement officials (those transferring from one inspection area to another).

PROBATIONARY CERTIFICATE LEVELS I, II, OR III: To obtain a Probationary Certificate at Levels I, II, or III, individuals must be certified by local government in one or more of the five Code areas, complete an application for Probationary Certificate, and pay a \$20.00 application fee. A Probationary Certificate is issued for two years only and cannot be extended or reissued. During the two years in which a Probationary Certificate is valid, code enforcement officials are expected to take the Board's required courses, meet the Board's Rules and Regulations for a Standard Certificate, and successfully complete the State examination. The Certification of Employment form, Application for Probationary Certificate, and the \$20.00 application fee should be submitted in one package.

STANDARD INSPECTION COURSES: Standard Inspection courses in Building, Electrical, Mechanical, Plumbing, and Fire Prevention Levels I, II, and III and the Law and Administration courses are available in the community college system and at the Institute of Government in Chapel Hill. The Law and Administration course and Standard Inspection courses, as determined by the areas and levels listed on the Probationary Certificate, must be successfully completed before taking the State examination.

STATE EXAMINATIONS AND STANDARD CERTIFICATES: State examinations are normally given four times per year as follows:

Raleigh: March, June, September, December

Examination schedules and registration forms are mailed quarterly to all code enforcement officials and individuals involved in the Pre-qualification program. An Application for Standard Certificate, a \$20.00 fee per Standard application, a record of completed courses (supplied by the approved community colleges), and an examination registration form must be completed and submitted to the Board on or before the deadline dates listed on the exam schedules. Examinations are free of charge.

PRE-QUALIFICATION PROGRAM: The Pre-qualification Program waives the rule of employment by a city or county jurisdiction and was designed for individuals wishing to take the Board's Standard Inspection courses and the State examinations. Upon receipt of an Application for Standard Certificate and a \$20.00 application fee, the Board will determine proper levels of certification and applicants will be notified of the courses and levels of examinations for which they qualify. At that time, applicants should proceed to take the courses and register to take the State examinations. Individuals involved in Pre-qualification should follow the procedures as listed under State Examinations and Standard Certificates.

NOTE: The following items are available through the Code Officials Qualification Board and the Department of Insurance:

- a) Certification of Employment forms;
- b) Applications for Limited, Probationary and Standard Certificates;
- c) List of approved community colleges;
- d) Course schedules;
- e) Examination schedules and registration forms; and
- f) Copies of the Board's Rules and Regulations.

COURSE EVALUATION
North Carolina Code Officials Qualification Board

This is an evaluation form for students who have taken the Qualification Board's Inspection Courses. The information provided will be used in planning future classes.

Name of Course: _____ Date: _____

Name of Institution: _____

Name of Instructor(s): _____

SCALE:	1 = Outstanding	4 = Below Average
	2 = Above Average	5 = Poor
	3 = Average	

Use the Scale above to answer the following questions.

Instructor Evaluation

1. How do you rate the overall quality of teaching in this course? _____

Rate the instructor in terms of the degree to which he/she:

2. presented the subject matter. _____

3. seemed well-prepared for class. _____

4. demonstrated in-depth knowledge of course content. _____

5. covered the subject matter thoroughly. _____

6. used a variety of teaching strategies effectively. _____

7. responded to students' questions. _____

8. displayed enthusiasm when teaching. _____

Course Evaluation

9. How do you rate the overall value of this course? _____

Rate the course in terms of the degree to which:

10. content of course was well-paced. _____

11. resource materials (slides, figures, etc.) effectively supplemented instructor's presentation. _____

12. course will be valuable to future career. _____

13. course had clear goals and objectives. _____

14. test covered subject matter. _____

Other comments: (Please use the back of this sheet)

North Carolina Code Officials Standard Course Descriptions 8/12/15

Building Level I Standard Inspection Course

COD 3105 - 48 Hours

The Building Level I course is designed for the education and training of the Building Level I code enforcement official who has the responsibility of inspecting residential and small commercial construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of the Building Code, the Residential Code, and the Accessibility Code of the North Carolina State Building Code and will be able to apply the Codes in the inspection field. In addition, with the successful completion of the Building Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Building Level I State examination for inspector certification.

Building Level II Standard Inspection Course

COD 3106 - 40 Hours

The Building Level II course is designed for the education and training of the Building Level II code enforcement official who has the responsibility of inspecting all types of construction up to 60,000 square feet in size and is built upon information presented in the Building Level I Standard Inspection course. Upon completion, course participants will have a better understanding of the Building Code and the Accessibility Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Building Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Building Level II State examination for inspector certification.

Building Level III Standard Inspection Course

COD 3107 -40 Hours

The Building Level III course is designed for the education and training of the Building Level III code enforcement official who has the responsibility of inspecting all types of construction of unlimited size and is built upon information presented in the Building Level I and Building Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of the Building Code and the Accessibility Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Building Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Building Level III State examination for inspector certification.

Electrical Level I Standard Inspection Course

COD 3104 -40 Hours

The Electrical Level I course is designed for the education and training of the Electrical Level I code enforcement official who has the responsibility of inspecting residential and small commercial electrical installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of the Electrical Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Electrical Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Electrical Level I State examination for inspector certification.

Electrical Level II Standard Inspection Course

COD 3110 -30 Hours

The Electrical Level II course is designed for the education and training of the Electrical Level II code enforcement official who has the responsibility of inspecting electrical installations in all types of construction up to 60,000 square feet in size and is built upon information presented in the Electrical Level I Standard Inspection course. Upon completion, course participants will have a better understanding of the Electrical Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Electrical Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Electrical Level II State examination for inspector certification.

Electrical Level III Standard Inspection Course

COD 3111 - 30 Hours

The Electrical Level III course is designed for the education and training of the Electrical Level III code enforcement official who has the responsibility of inspecting electrical installations in all types of construction of unlimited size and is built upon information presented in the Electrical Level I and Electrical Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of the Electrical Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Electrical Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Electrical Level III State examination for inspector certification.

Fire Prevention Level I Standard Inspection Course

COD 3120 - 36 Hours

The Fire Prevention Level I course is designed for the education and training of the Fire Prevention Level I code enforcement official who has the responsibility of inspecting existing buildings (excluding highrise) in the following occupancy classifications: Business, Small Assembly, Mercantile, Residential, and Storage. Upon completion, course participants will have a better understanding of the North Carolina Fire Prevention Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Fire Prevention Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Fire Prevention Level I State examination for inspector certification.

Fire Prevention Level II Standard Inspection Course

COD 3121 - 32 Hours

The Fire Prevention Level II course is designed for the education and training of the Fire Prevention Level II code enforcement official who has the responsibility of inspecting existing buildings (excluding highrise) in the following occupancy classifications: Business, Small Assembly, Large Assembly, Mercantile, Residential, Storage, Educational, and Industrial. Upon completion, course participants will have a better understanding of the North Carolina Fire Prevention Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Fire Prevention Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Fire Prevention Level II State examination for inspector certification.

Fire Prevention Level III Standard Inspection Course

COD 3122 - 24 Hours

The Fire Prevention Level III course is designed for the education and training of the Fire Prevention Level III code enforcement official who has the responsibility of inspecting all existing buildings, including highrise. Upon completion, course participants will have a better understanding of the North Carolina Fire Prevention Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Fire Prevention Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Fire Prevention Level III State examination for inspector certification.

Law And Administration

COD 3101 - 15 HOURS

The Law and Administration course is an overview of North Carolina's building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing, and fire prevention code enforcement officials. Course participants will study the structure of the federal, state, and local governments, the history of the North Carolina State Building Code, the General Statutes relating to the Code and to code enforcement, and the enforcement responsibilities of local inspection departments. Upon completion, course participants will understand the scope of code enforcement and will be able to describe the powers and responsibilities of inspectors. In addition, with the successful completion of the Law and Administration course and others specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the State examination for inspector certification.

Mechanical Level I Standard Inspection Course

COD 3130 - 32 Hours

The Mechanical Level I course is designed for the education and training of the Mechanical Level I code enforcement official who has the responsibility of inspecting residential and small commercial mechanical installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of the Mechanical Code and the Fuel Gas Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Mechanical Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level I State examination for inspector certification.

Mechanical Level II Standard Inspection Course

COD 3131 - 24 Hours

The Mechanical Level II course is designed for the education and training of the Mechanical Level II code enforcement official who has the responsibility of inspecting mechanical installations in all types of construction up to 60,000 square feet in size and is built upon information presented in the Mechanical Level I Standard Inspection course. Upon completion, course participants will have a better understanding of the Mechanical Code and the Fuel Gas Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Mechanical Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level II State examination for inspector certification.

Mechanical Level III Standard Inspection Course

COD 3132 - 16 Hours

The Mechanical Level III course is designed for the education and training of the Mechanical Level III code enforcement official who has the responsibility of inspecting mechanical installations in all types of construction of unlimited size and is built upon information presented in the Mechanical Level I and Mechanical Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of the Mechanical Code and the Fuel Gas Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Mechanical Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level III State examination for inspector certification.

Plumbing Level I Standard Inspection Course

COD 3140 - 32 Hours

The Plumbing Level I course is designed for the education and training of the Plumbing Level I code enforcement official who has the responsibility of inspecting residential and small commercial plumbing installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of the Plumbing Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Plumbing Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level I State examination for inspector certification.

Plumbing Level II Standard Inspection Course

COD 3141 - 24 Hours

The Plumbing Level II course is designed for the education and training of the Plumbing Level II code enforcement official who has the responsibility of inspecting plumbing installations in all types of construction up to 60,000 square feet in size and is built upon information presented in the Plumbing Level I Standard Inspection course. Upon completion, course participants will have a better understanding of the Plumbing Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Plumbing Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level II State examination for inspector certification.

Plumbing Level III Standard Inspection Course

COD 3142 - 16 Hours

The Plumbing Level III course is designed for the education and training of the Plumbing Level III code enforcement official who has the responsibility of inspecting plumbing installations in all types of construction of unlimited size and is built upon information presented in the Plumbing Level I and Plumbing Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of the Plumbing Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Plumbing Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level III State examination for inspector certification.