National Certification
Examination Information Bulletin
Paper-and-Pencil Testing

Published August 2, 2016
This edition supersedes all previous bulletin editions, and is valid only through the dates noted above.

This bulletin answers most questions raised by examination candidates. Please read it carefully. You will find it a useful reference throughout your registration and examination process.

PLEASE NOTE:
Effective May 1, 2016, any copyrighted, bound reference may be used at test sites.
See page 19 for more information.

FOR EXAMS THROUGH COMPUTER-BASED TESTING:
Please see the National Certification—CBT bulletin for information on exams to be taken via computer-based testing.

International Code Council
Certification and Testing Department
Birmingham District Office
900 Montclair Road
Birmingham, AL 35213
1-888-ICC-SAFE (422-7233), ext. 5524
certexam@icc safe.org
www.iccsafe.org/inspector
Use the checklists and information summaries in this bulletin to familiarize yourself with the testing process. Be sure to completely read this bulletin before scheduling your examination.

**You are responsible** for following all policies and regulations found in this document. Not reading this bulletin does not release your responsibility for following these procedures.
How do I...  

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<th>Question</th>
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<td>schedule an exam?</td>
<td>Paper-and-pencil testing: visit <a href="http://www.iccsafe.org/inspector">www.iccsafe.org/inspector</a></td>
</tr>
<tr>
<td>change my name or address?</td>
<td>Fax or mail ICC a letter containing your name, old and new addresses, contact phone number, and signature; ICC will advise if additional documentation is needed</td>
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<tr>
<td>renew my certification?</td>
<td>Visit <a href="http://www.iccsafe.org/renewals">www.iccsafe.org/renewals</a> to enter CEUs and complete the renewal process online</td>
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<tr>
<td>request a wall certificate (new)?</td>
<td>Visit <a href="http://www.iccsafe.org/inspector">www.iccsafe.org/inspector</a> for a request application</td>
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<td>request a duplicate wallet card or wall certificate?</td>
<td>Visit <a href="http://www.iccsafe.org/inspector">www.iccsafe.org/inspector</a> for a request application</td>
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<tr>
<td>review an exam I failed?</td>
<td>See page 16 for more information on the exam feedback and appeals process</td>
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<td>request special testing accommodations?</td>
<td>Paper-and-pencil testing: call ICC at 1-888-422-7233 ext. 5552 to request an application</td>
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<td>make comments about an exam I took?</td>
<td>See page 16 for more information on the exam feedback and appeals process</td>
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<tr>
<td>reschedule an exam?</td>
<td>Paper-and-pencil testing: visit <a href="http://www.iccsafe.org/inspector">www.iccsafe.org/inspector</a> for the Fee Schedule for Optional Services form to fax or mail to ICC prior to your exam</td>
</tr>
<tr>
<td>cancel an exam?</td>
<td>Paper-and-pencil testing: fax or mail a statement to ICC, including a signature, stating you wish to cancel your exam, and are aware of the administrative fee (see page 22 for more information)</td>
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<td>find my exam code (ID)?</td>
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<td>know what I can take into the exam?</td>
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<td>access my certification information on ICC's website?</td>
<td>Log into <a href="http://www.iccsafe.org/inspector">www.iccsafe.org/inspector</a> with your email address and zip code currently on record with ICC—see page 12 for more details</td>
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<td>See page 16 for information on how to comment on test site conditions, both favorable or unfavorable.</td>
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<td>become an ICC member?</td>
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**Reference Source**

**Paper-and-Pencil Examination Application**

**PLEASE NOTE**: ICC National Certification examinations are based on the first printing of the *International Codes*, unless otherwise noted.

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**International Code Council Vision**

Protecting the health, safety, and welfare of people by creating better buildings and safer communities.

**International Code Council Mission**

Providing the highest quality codes, standards, products, and services for all concerned with the safety and performance of the built environment.

Information contained in this bulletin is deemed accurate as of the time of printing. Contents are subject to change at any time. For the most updated information, visit [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector).

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**Note**: Certification and examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on Code Council certification and examinations, go to [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector) or call 1-888-ICC-SAFE (422-7233). For fastest service, for general questions, dial 0; for specific information on your certification, dial ext. 5524.
About Code Council Certification

The Code Council certification program is the oldest, largest, and most prestigious credentialing program for construction code administration and enforcement professionals in the United States. Code Council certification examinations are maintained to the highest standards and include continuous review by committees of experienced professionals.

Becoming Code Council-certified is a significant personal and professional accomplishment, and is a key step toward enhanced professional stature. Code Council certificate holders demonstrate a confirmed commitment to protect the public health, safety, and welfare.

Many building departments and state agencies that regulate code enforcement personnel recognize Code Council certification. However, the Code Council cannot guarantee that a specific governmental agency will accept or recognize a Code Council certification. You should first contact the applicable agency regarding specific licensing and employment requirements.

Certification and examination information, including registration/scheduling requirements, dates, locations, fees, and references, are subject to change. Candidates should make sure they have the most current information before registering for/scheduling a Code Council examination by going to www.iccsafe.org/inspector.

Code of Ethics

It is the policy of the Board that each active certificate holder shall agree in writing to comply with the following Code of Ethics; and shall agree that failure to comply shall subject their certification to suspension or revocation by the Board:

The protection of the health, safety and welfare of the public by creating safe buildings and communities is the solemn responsibility of the International Code Council (Code Council) and all who participate in Code Council activities. Recognizing this, the Code Council advocates commitment to a standard of professional behavior that exemplifies the highest ideals and principles of ethical conduct. The governing concepts embodied in this philosophy are characterized herein, for the benefit and guidance of those so engaged, and for the enlightenment of the public so served.

Each individual participating in a Code Council activity shall:

- Support the mission of the Code Council to provide the highest quality codes, standards, products and services for all concerned with the safety and performance of the built environment.

- At all times, act in an ethical manner, comply with the ethical rules and regulations related to his or her profession, and avoid conflicts of interest.

- Demonstrate integrity, honesty, and fairness while participating in Code Council activities.

- For Code Council certified individuals, maintain professional competence in all areas of employment responsibility and encourage the same for colleagues and associates.

- Act in accordance with the Bylaws and Policies of the International Code Council, including this Code of Ethics.
Steps to Achieving Code Council Certification

1. Read and understand the bulletin, which contains all of the information you’ll need throughout the pre- and post-exam process.

2. Determine which exam you want to take, and through which method (paper-and-pencil in this bulletin, or computer-based testing in National Certification—CBT bulletin).

3. Follow the registration requirements beginning on page 19.

4. Obtain the approved references for the exam, and study these references well in advance of the exam.

5. Pass the exam and meet any additional requirements, if applicable.

Some certification categories may have additional requirements that include, but are not limited to, passing multiple examinations, education/work experience, submitting affidavits, and/or additional fees. Please be sure to thoroughly read the detailed information on those examinations you elect to take. For the most up-to-date requirements and detailed information on Code Council certification examinations, go to www.iccsafe.org/exams.
# Certification Categories

Below are Code Council national certification categories currently available, required examinations, and corresponding exam IDs. Examination listings begin on page 24.

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<thead>
<tr>
<th>Exam ID</th>
<th>Certification/Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Residential Inspector</strong></td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>Residential Building Inspector</td>
</tr>
<tr>
<td>E1</td>
<td>Residential Electrical Inspector</td>
</tr>
<tr>
<td>M1</td>
<td>Residential Mechanical Inspector</td>
</tr>
<tr>
<td>P1</td>
<td>Residential Plumbing Inspector</td>
</tr>
<tr>
<td><strong>Commercial Inspector</strong></td>
<td></td>
</tr>
<tr>
<td>B2</td>
<td>Commercial Building Inspector</td>
</tr>
<tr>
<td>E2</td>
<td>Commercial Electrical Inspector</td>
</tr>
<tr>
<td>M2</td>
<td>Commercial Mechanical Inspector</td>
</tr>
<tr>
<td>P2</td>
<td>Commercial Plumbing Inspector</td>
</tr>
<tr>
<td><strong>General Plans Examiner</strong></td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>Building Plans Examiner</td>
</tr>
<tr>
<td>E3</td>
<td>Electrical Plans Examiner</td>
</tr>
<tr>
<td>M3</td>
<td>Mechanical Plans Examiner</td>
</tr>
<tr>
<td>P3</td>
<td>Plumbing Plans Examiner</td>
</tr>
<tr>
<td>R3</td>
<td>Residential Plans Examiner</td>
</tr>
<tr>
<td>RF</td>
<td>Residential Fire Sprinkler Inspector/Plans Examiner</td>
</tr>
<tr>
<td><strong>Code Enforcement</strong></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Permit Technician</td>
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<tr>
<td>75</td>
<td>Zoning Inspector</td>
</tr>
<tr>
<td>64</td>
<td>Property Maintenance and Housing Inspector</td>
</tr>
<tr>
<td>C1</td>
<td>Coastal and Floodplain Construction Inspector ***</td>
</tr>
<tr>
<td>21</td>
<td>Accessibility Inspector/Plans Examiner</td>
</tr>
<tr>
<td>FG</td>
<td>Fuel Gas Inspector</td>
</tr>
<tr>
<td><strong>Fire</strong></td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>Fire Inspector I ***</td>
</tr>
<tr>
<td>67</td>
<td>Fire Inspector II ***</td>
</tr>
<tr>
<td>F3</td>
<td>Fire Plans Examiner</td>
</tr>
<tr>
<td>FM</td>
<td>Certified Fire Marshal (CFM) ***##</td>
</tr>
<tr>
<td>CA</td>
<td>Commercial Fire Alarm Inspector</td>
</tr>
<tr>
<td>CN</td>
<td>Commercial Fire Alarm Plans Examiner I</td>
</tr>
<tr>
<td>CR</td>
<td>Commercial Fire Alarm Plans Examiner II ***</td>
</tr>
<tr>
<td>CF</td>
<td>Commercial Fire Sprinkler Inspector</td>
</tr>
<tr>
<td>CP</td>
<td>Commercial Fire Sprinkler Plans Examiner</td>
</tr>
<tr>
<td><strong>Fire Extinguisher Technician</strong></td>
<td></td>
</tr>
<tr>
<td>FE</td>
<td>Certified Portable Fire Extinguisher Technician</td>
</tr>
<tr>
<td>FK</td>
<td>Pre-engineered Kitchen Fire Extinguishing System Technician</td>
</tr>
<tr>
<td>FN</td>
<td>Pre-engineered Industrial Fire Extinguishing System Technician</td>
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<tr>
<td><strong>Energy Conservation</strong></td>
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<tr>
<td>77</td>
<td>Commercial Energy Inspector</td>
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<td>Commercial Energy Plans Examiner</td>
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<td>79</td>
<td>Residential Energy Inspector/Plans Examiner</td>
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<tr>
<td>CE</td>
<td>Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1</td>
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<tr>
<td><strong>Green Building</strong></td>
<td></td>
</tr>
<tr>
<td>GC</td>
<td>IgCC Inspector/Plans Examiner with ASHRAE 189</td>
</tr>
<tr>
<td>G1</td>
<td>Green Building—Residential Examiner</td>
</tr>
</tbody>
</table>

*** These examinations have prerequisites or additional requirements to achieve certification. Please refer to the Exam Description section of the bulletin starting on page 24.

## This examination will only be available for candidates participating in the CFM and CBO programs **PRIOR** to January 1, 2015.
### Certified Building Official (CBO)

<table>
<thead>
<tr>
<th>Code</th>
<th>Module Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Legal/Management Module</td>
</tr>
<tr>
<td>02</td>
<td>Technology Module</td>
</tr>
</tbody>
</table>

### Certified Building Official (CBO) NEW

- **MM**: Management Module
- **MG**: Legal Module
- **BC**: Building Codes and Standards Module

### Certified Fire Marshal (CFM) NEW

- **MM**: Management Module
- **MG**: Legal Module
- **FC**: Fire Codes and Standards Module

### Code Specialist

- **CS**: Code Specialist Module

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#### Changes to Certified Building Official (CBO) and Certified Fire Marshal (CFM)

As of January 1, 2015, changes have been made to Certified Building Official (CBO) and Certified Fire Marshal (CFM) combination designations.

Candidates who begin the CBO or CFM process after January 1, 2015, will be required to take the new exams that are designated to the left as (CBO) NEW and (CFM) NEW.

Candidates who began the CBO or CFM exam process prior to January 1, 2015, by taking and passing the 01, 02, or FM exams, will be allowed to finish the remaining modules and will not be required to take the additional exams.

Please note: the Certified Fire Marshal (FM) and Legal/Management (01) and Technology (02) modules will only be available for candidates that have taken and passed the 01, 02, or FM exams prior to January 1, 2015.

Specific information about these changes can be found on the following pages, or contact us at 1-888-422-7233 ext. 5524.

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*** These examinations have prerequisites or additional requirements to achieve certification. Please refer to the Exam Description section of the bulletin starting on page 24.

## This examination will only be available for candidates participating in the CFM and CBO programs PRIOR to January 1, 2015.
Changes to the Certified Building Official combination designation.

I want to be a Certified Building Official; which examinations do I need to take?
Did you take and pass either the 01 or 02 examination module prior to 01/01/2015?
- If Yes, then you continue to go down the “Old” path.
- If no, then you are required to go down the “New” path.

My jurisdiction is on the 2009, 2012, or 2015 I-Codes. What choices are available to me?
Beginning July 1, 2015, there will be various code years available for candidates depending on the administration method.
Are you continuing down the “Old” path?
- If yes, then you will have the following code years available to you:
  - CBT: 2012
Are you required to go down the “New” path?
- If yes, then you will have the following code years available to you:
  - CBT: 2012, 2015

What if my jurisdiction adopts a newer edition of the I-Codes? Can I mix and match code years or do I have to take all of the examinations using the same code year?
You can take exams on any of the code years that are available to you as long as you have passed all of the required modules within the required time-frame.
- **New path**: You have 3 years from the first passed examination module.
- **Old path**: You have until 12/31/2016. If you do not pass all of the required modules by 12/31/2016, your modules that you have passed will be transitioned to the new modules with an expiration date 3 years from the date you passed the module.

  **Example**: You pass the 01 on 11/14/2014. You have not passed the 02 prior to 01/01/2017. Your 01 will transition to the MM and MG; you will then be required to take and pass the BC module prior to 11/15/2017.

What happens if I did not pass all of the required examinations using the “Old” path prior to 01/01/2017?
Your current certifications will transition to the appropriate exam modules.
- 02 —> BC
- 01 —> MM and MG

  **Example**: You pass the 01 module on 12/14/2014. You do not have a current C8 or C3 combination designation nor pass the 02 module prior to 01/01/2017. Your 01 will transition to the MM and MG. You will then be required to take and pass the BC.

I just received my Certified Fire Marshal using the “New” path. What do I need to do to obtain my CBO?
Simply take and pass the BC module; there is no required time-frame.
Changes to the Certified Fire Marshal combination designation

I want to be a Certified Fire Marshal. Which examinations do I need to take?

Did you pass the FM examination prior to 01/01/2015?
- If Yes, then you continue to go down the “Old” path.
- If no, continue to next question.

Are you a Certified Building Official?
- If Yes, then you go down the “New” path and take the FC module; there is no required time-frame.
- If no, then you are required to go down the “New” path.

My jurisdiction is on the 2009, 2012, or 2015 I-Codes. What choices are available to me?

Beginning July 1, 2015, there will be various code years available for candidates depending on the administration method.

Are you continuing down the “Old” path?
- If yes, then you will have the following code years available to you:
  ⇒ CBT: 2012, (2015 66 & F3 only)

Are you required to go down the “New” path?
- If yes, then you will have the following code years available to you:
  ⇒ CBT: 2012, 2015

What if my jurisdiction adopts a newer edition of the I-Codes? Can I mix and match code years or do I have to take all of the examinations using the same code year?

You can take any of the code years that are available to you as long as you have passed all of the required examination modules within the required time-frame.
- New path: You have 3 years from the first passed examination module.
- Old path: You have until 12/31/2016. If you do not pass all of the required modules by 12/31/2016, the modules that you have passed will be transitioned to the new modules with an expiration date 3 years from the date you passed the module.

Example: You currently hold the 66, 67, and F3 certifications. You pass the FM on 12/14/2014. You do not hold the CBO combination designation prior to 01/01/2017. Your 66, 67, F3, and FM will transition to the FC; you will then be required to take and pass the MM and MG modules prior to 12/15/2017 to obtain your Certified Fire Marshal designation.

What happens if I do not pass all of the required examinations using the “Old” path prior to 01/01/2017?

Your current certifications will transition to the appropriate exam modules.
- 66, 67, F3, FM → FC
- 01 → MM and MG

Example: You currently hold the 66, 67, and F3 certifications. You pass the 01 module on 12/01/2014 and the FM on 12/14/2014. You do not pass the 02 module prior to 01/01/2017. Your 66, 67, F3, and FM will transition to the FC and your 01 will transition to the MM and MG. You will receive your CFM combination designation upon request.
How often can I take an exam?

During any six (6) month period and for any one certification category, you may take the exam a total of two (2) times. You will be responsible for payment of the exam fee for every exam you take. For example, a candidate takes the Residential Building Inspector exam on January 1 and fails, then re-tests on March 1 and fails. The candidate cannot retake this exam until six months from January 1 (July 1).

Taking the examination in one category has no effect on testing for the six-month period for another category. For example, if you take the Residential Building Inspector examination and fail it, you would be allowed to take a Commercial Building Inspector or, for example, one of the Plumbing Inspector examinations, without regard to the six-month period for your Residential Building Inspector examination.

How is my exam scored?

What is a passing score? A passing score is the score set by the ICC and/or with the Exam Development Committee (EDC) as the minimum score needed to pass the exam. This score is technically called a scale score and is set at 75 for the National Certification exams.

How is a passing score set? A passing score is set as part of the process at the Exam Development Committee. This part of the process involves setting item-level cut-scores, using the expert judgment of the Subject Matter Experts (SMEs) who are at the EDC. These experts determine what the minimum is that the candidate needs to know in order to obtain the certificate, and a passing score. If you’d like to participate as an SME, visit www.iccsafe.org/certification and click on “Exam Development Committees.”

What is a scale score? A scaled score transforms a raw test score (the number of test questions answered correctly) into other measurement units, called a scale score. However, please know that a scale score is not the number of questions answered correctly, nor the percentage of questions answered correctly.

Is the current test more or less difficult than prior tests, or future tests? There are multiple forms of the ICC examinations. While these forms were developed from the same set of content specifications, the levels of difficulty of the forms will vary because different exam questions appear on different forms. Some of these questions by their nature (and designated in the cut-score) are more difficult than others, even though they pertain to the same section of the exam. It would be unfair to require a candidate taking a collection (form) of somewhat more difficult questions to answer as many questions correctly as a candidate who took an easier form. So, we use a statistical procedure known as scaling to correct for differences in test form difficulty.

Think of it this way. Let’s say an elementary school hired the ICC to create an exam to test for knowledge of aspects of mathematics. Further, let’s say the exam was called “Addition and Subtraction,” and the Exam Information Bulletin states it is a 100-item exam.

Look at the first ten questions of two different exam forms, both of which measure the concept of "Addition and Subtraction":
As you can see, the questions on Form 2 are a bit harder than the questions on Form 1. If these were both 100-item exam forms with such a continuing mix of items, it would be unfair to require the students who were administered Exam Form 2 to answer the same number of questions correctly in order to pass.

**Why scale the scores?** If we simply reported the total number of questions answered correctly (the raw score), there would be a different passing score for each form of the test (because of those differences in difficulty). This would be confusing to candidates. So, we convert these raw scores to a constant scale such that, say, the designated 75 continues as the minimum score required to pass regardless of the form administered, knowing the number of correct answers needed to pass varies from form to form and from year to year.

**What is reported?** Scaled scores of 75 or above are reported as PASS. The ICC does not report the numeric score; the score report simply indicates a passing score by saying PASS. Those who fail the exam are provided the numeric scaled score, along with diagnostic information of their performance on major content areas. This information is for self-evaluation only.

**Does the Code Council require a candidate to have a certain level of experience or education before taking an examination?**

No. Most Code Council examinations are open to all individuals with no prerequisite for experience or education. Code Council certification should be used as one of several measures of an individual’s qualifications when screening applicants for a position. Inspectors should possess the right mix of technical knowledge, education, and related experience. Because proper weighting of the relative importance of these three qualifications is a subjective decision, determining the emphasis of Code Council certification is most appropriately performed at the local level by the building official. For this reason, the Code Council does not specify education or experience requirements for certification applicants for most categories. However, the Reinforced Concrete Special Inspector has additional requirements after passing the certification exam.

**Which exam(s) should I take?**

As requirements for employment differ from jurisdiction to jurisdiction, the Code Council cannot recommend specific certifications to you. We strongly encourage you to contact the jurisdiction in which you wish to work for more information on their specific needs, and couple this information with the exam-specific listings in this bulletin.
Is a Code Council certification the same as a license?

A license is a permit to work in a particular occupation, issued as a result of state or local legislation. Code Council certifications are voluntary certifications. Many jurisdictions require Code Council certification in their administrative regulations. Check with your state or local agency to find out if your state recognizes Code Council certifications.

What is the best way to prepare for an examination?

The best way to prepare for an examination is through the study of codes and standards. Code Council seminars, self-study workbooks, code commentaries, and textbooks may be helpful. Practice examinations for many categories are available for a fee from the Code Council at www.icccampus.org. These may be useful to those candidates who need to refresh their skills in taking exams. It is important to realize, though, that the difficulty level of the practice exams may not represent that of the actual Certification exam.

Sample questions are available for most exams at www.iccsafe.org/exams; these items are similar to those used on the exams, but will never appear on any exam form. However, nothing can substitute for studying the code and on-the-job experience of code use and application. You must devote the time needed to understand the code and master the ability to apply it.

When can I test?

Paper-and-pencil examinations are administered on a limited basis. To get the most updated information, go to www.iccsafe.org/exams.

How often can I test?

There is no mandatory waiting period before retaking a failed exam. However, it is strongly recommended that you allow time to study the approved references before registering to test a second time.

When will I receive my results?

Results for examinations taken by paper-and-pencil are mailed within three to four weeks of the exam date. Pass results also will be posted to the Code Council website in approximately the same time frame.

I didn’t receive my pass letter or wallet card. Can I have another mailed to me?

Yes, but the item must be requested within 90 days from the date of the passed examination to have another mailed without a fee. If a resend of a pass letter or wallet card is requested after 90 days from the exam, a fee will be charged. For fees and other optional services, go to www.iccsafe.org/inspector.

What type of question format will be included in the examination?

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used by the Code Council in exam development, questions do not follow patterns (e.g., “the most common answer is ‘B’”).
Are the examinations open book?

Yes, most exams are open book. To get the most updated information on examinations, go to www.iccsafe.org/exams.

Can’t I just look up all of the answers in the books?

Because of the time constraints, you will not have time to look up all of the answers. For those answers you must look up, you must be VERY familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.

How long are the examinations?

The length and allowed time varies depending upon the subject matter. To get the most updated information on examinations, go to www.iccsafe.org/exams.

How many examinations can I take at one administration?

For paper-and-pencil exams, you may schedule two exams at one administration, but multiple exams must be scheduled for different starting times (i.e., 8:00 and 10:30).

Should I guess if I don’t know the answer to a question?

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

How do I renew my certification?

In most cases, you will need to have a certain number of continuing education credits (CEUs) to renew your certification. For more information on keeping your certification current, go to www.iccsafe.org/renewals.

Can I use my VA Montgomery Bill benefits to pay the fees for taking the examinations?

Many Code Council exams have been approved for VA reimbursement. To obtain more information on educational benefits for veterans, call 1-888-GIBILL1 (442-4551).

How can I access my certification information on the ICC website?

Log into www.iccsafe.org with your email address on record with ICC; your zip code on record is your password. Click on “My ICC” and then “My Certifications” on the navigation bar. Do not create a new account on the renewal site, as this new account will not link you to your existing information.

How do I get a ProBoard-stamped certificate for Fire Inspector I or II?

If you pass an exam on or after January 1, 2013, you may order a wall certificate with the ProBoard stamp at no charge. Go to www.iccsafe.org/Certification and choose the Forms & Applications tab.

When are exams updated to the newest codes?

Examinations are updated to the latest edition of the *International Codes*® effective January 1 of the year following the date of publication to allow time for candidates to become familiar with the new code provisions.
Who can see my candidate records?

All Code Council certification examination candidates have certain rights in relation to their educational records. To view the complete Certification Records Policy, visit the Code Council website at www.iccsafe.org/inspector.

Can my exam score be cancelled?

The Code Council reserves the right to revoke or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)
- Attempting to, or removing examination materials or questions from the testing center.

In cases of examination irregularities which are suspected at testing centers, the scores of the individual(s) involved will not be released unless approved by the Code Council. Additional sanctions may be authorized by the Board, which may include restrictions on retesting for up to three (3) years.

Some scores may be rendered invalid because of circumstances beyond the examinee’s control, such as faulty examination materials or mistiming. These situations will be investigated; when such occurrences result in cancellation of an examinee’s scores, the Code Council will arrange for a makeup examination for the examinees concerned.
**Feedback and Appeals Process**

ICC has developed a three-step process for test-takers to comment on or challenge the results of their exam. These are:

1) ICC Certification & Testing staff review,
2) appeal to Exam Development Committee (EDC), and
3) appeal to the Certification Committee (CC).

The form for providing feedback and starting the appeals process is available at on the ICC website at www.iccsafe.org/form.

Submit completed forms, fees, etc. to:

International Code Council  
ATTN: Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213  
(205) 599-9884 (facsimile)

For questions or comments about the appeals process or your exam experience, please contact: candidateservices@iccsafe.org (888) 422-7233, ext. 5552 (toll-free)

*If you re-take a failed exam on which you have submitted an appeal, you will forfeit your appeal opportunity for that exam.*

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>ICC Certification &amp; Testing Staff Review</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Why:</strong></td>
<td>To have ICC Certification &amp; Testing staff review comments or challenges on specific exams or exam items</td>
</tr>
<tr>
<td><strong>How:</strong></td>
<td>You must submit a Comment / Challenge form to ICC with your signature (form available at <a href="http://www.iccsafe.org/form">www.iccsafe.org/form</a>.); this form must contain a separate and complete statement of each item upon which your comments are based, and must be submitted to the following address:</td>
</tr>
</tbody>
</table>
|  | International Code Council  
  | Candidate Services Coordinator  
  | 900 Montclair Road  
  | Birmingham, AL 35213  
  | 205-599-9897 Fax |
| **Fee:** | $100 (includes all additional steps of appeals process) |
| **Deadline:** | You must submit the above form to ICC within 30 days of receiving your exam results |
| **Response:** | You will be mailed a response from ICC staff within 15 business days from receipt of the form by ICC; a request for staff review is based solely upon the most recent examination taken |

*Step 1 must be completed prior to Step 2.*
### Step 2: Appeal to Exam Development Committee (EDC)

**Why:** To appeal the results of the ICC Certification & Testing staff review to the EDC; you can read more about the EDC and their function at [www.iccsafe.org/edc](http://www.iccsafe.org/edc).

**How:** You must submit your request in writing to ICC, at the following address:

International Code Council  
Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213

**Fee:** No additional fee. Included in initial appeals fee

**Deadline:** You must submit your written request within 30 days of the date of the ICC staff denial letter

**Response:** A response will be provided to you in writing after the next available EDC meeting, which can take as long as 120 days; an appeal to EDC is based solely upon the most recent examination taken

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### Step 3: Appeal to the Certification Committee (CC)

The Certification Committee (CC) serves as the oversight advisory board to the exam development committees; you can read more about the CC and their function at [www.iccsafe.org/pdc](http://www.iccsafe.org/pdc).

**Why:** To provide you a final level of appeal

**How:** You must submit your request in writing to ICC, at the following address:

International Code Council  
Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213

The hearing will be held from 60 days to 6 months from your request, dependent on availability of CC members; you will receive a minimum 30 days written notice as to date, time, and place of hearing, and you can participate in person, at your expense, or at no charge via teleconference; you will have an opportunity to present documentary or oral evidence, or to provide witnesses in support of the appeal, by participating in the CC hearing

**Fee:** No additional fee. Included in initial appeals fee

**Deadline:** You must submit your written request within 30 days of the EDC challenge denial letter date

**Response:** You will be mailed results of the hearing within 15 days of the date of the hearing

**Important:** The CC is the final level of appeals
Optional Services

Optional: Review Session
Why: To review missed test questions; you must be within ten (10) points of passing score. This is not an opportunity to change answers, ask questions, or see the correct answers, but only to review those items scored as incorrect, along with the answers you marked, for use in completing a formal challenge if you wish. A review session is based solely upon the most recent examination taken.

How: You must submit the request form available at www.iccsafe.org/inspector, along with fee

Fee: $100.00 (without a challenge)
No additional charge if a challenge is issued after the review session

NOTE: you do not need to complete a review session to challenge your exam.

When: You must schedule your review session within 30 days from your exam.

Response: You will not receive a response based solely on the review session; instead, you will be provided a response to any items on which you submit comments during your review session.

Reviews are completed at a paper-and-pencil testing location via paper-and-pencil. Due to the limited number of paper-and-pencil test sites around the country, it may take several months to secure a site for your review session. Review sessions are generally scheduled for the four annual National Certification examination dates and sites. The available testing sites and dates are located on the paper-pencil exam application found at www.iccsafe.org/inspector.

Review sessions are limited to one half of the original examination time. For a two-part examination, reviews are limited to one half of the original time for the portion of the examination which was failed. Candidates may bring in any of the texts listed in the Examination Information Bulletin as required references for the examination. Candidates must submit this form with applicable fee and a copy of the score report received. An original signature on this form is required.

Optional: Hand Score
Why: To verify the accuracy of the candidate’s reported score; please be aware that ICC follows very careful scoring procedures to ensure accuracy prior to issuance of score reports.

How: You must complete the Hand Score Request form (at www.iccsafe.org/inspector) and submit this form with original signature and copy of your score report to ICC.

Fee: $30.00

Deadline: You must request a hand score within 90 days from your exam.

Response: You will be mailed results of hand score within 15 days from receipt of your request.

Impact: Please know that it is very rare that a score will be changed based on a hand score, as the automated scoring systems are very accurate; a request for hand score is based solely upon the most recent examination taken.
Test Site Regulations

The rules and procedures below are strictly enforced at all Code Council examinations. Following these rules guarantees the security of examination materials, provides reliable test results, and increases the public’s trust of certified professionals.

What should I bring to the test site?

Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a governmental agency, e.g., a driver’s license, passport, etc.

Examinees may bring the following items to the examination:

- Three No. 2 pencils (sharpened)
- Reference material(s)- please make sure the reference(s):
  - Are bound (either original bound book, three-ring binder, or stapled). **Photocopies of copyrighted materials are not allowed.**
  - Have notes written in ink or highlighted
  - Have permanently attached tabs (tabs that can’t be removed without destroying the page).
- Eraser
- Magnifying glass
- Eyeglasses, if necessary
- Architects’ scale or rule
- Watch without alarm/camera
- Battery-operated calculator that is:
  - Nonprogrammable
  - Not capable of storing examination information
  - No ribbon or paper printing capabilities
- Foreign language/English translation dictionaries

What should I leave at home?

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, colored pencils, highlighters, writing paper, or briefcases
2. Personal items such as purses, wallets, or watches—lockers are available at Pearson VUE for small items, but will not accommodate laptops, briefcases, or large purses or bags
3. Calculators with print capability and/or that store formulas
4. Copying, recording, or photo devices
5. Cell phones, beepers, radios, MP3 players, and/or PDAs

Effective May 1, 2016, any copyrighted, bound book may be used at a test site. Exam questions will only come from the listed approved references, and exam appeals may only be based on the listed approved references. Rules regarding notes and tabs will still be in effect.
What are test proctors and what do they do?

The test proctors have two main jobs: they give the examinations and make sure the exam materials at the test site are protected. Proctors are well-trained and treat candidates with respect, and in turn, expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at any time may be considered a criminal offense and punishable by law. In addition, proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate’s test and ask the individual to leave the building if the candidate:

- Gives or receives help during the examination
- Attempts to remove exam materials or notes from the room
- Creates a disturbance
- Copies or attempts to copy examination questions or answers
- Is found to have prohibited materials (cell phone, recorder, etc.) during the exam

If a candidate is asked to leave the test site for any reason, the candidate will not receive a refund, may jeopardize their right to take a Code Council examination in the future, and may face possible prosecution.

What if I have problems at the examination site?

Code Council testing procedures are designed to minimize negative conditions at the examination site such as bad lighting, excessive noise, or uncomfortable temperature conditions. In unlikely cases where such conditions may occur, the required passing score will not be changed. Should you feel your exam experience or conditions at the test site to be unfavorable, notify the proctor. If you would like to file a complaint, you must ensure that an Incident Report (IR) is created by the test personnel, and then follow up using the appeals process. In order for the Code Council to investigate and respond to your complaint, an IR must be filed before you leave the test site. Once the investigation is completed, you will receive a letter of determination from the Code Council.

General comments regarding the exam experience are encouraged. Please forward your comments to candidateservices@iccsafe.org.

Please note all comments will be read; however, you will not receive a written response.

What does the Code Council expect of me?

Please arrive at the exam site on the proper date, at the proper time, and with proper identification. Determine in advance the exact location of the test site, how to get there, and how much time it will take you to get to the site. Examinations will be given only on the date and time scheduled.

Please arrive at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the examination outlines found in this bulletin. References for examinations are not supplied by the Code Council or the testing center.

Examinees must know, understand, and adhere to all of the regulations governing Code Council examinations as listed in this bulletin.

Arrive at the exam site at least 30 minutes before the examination is scheduled to begin. Remember, it is your responsibility to already be familiar with the regulations governing Code Council examinations.
What can I expect at the test site?

The Code Council proctor will check your identification, have you sign in, and may assign you a seat. The examination proctor will explain the procedures for taking the examination; answer questions related to taking the exam and provide notification to begin the examination.

Metal detectors may be randomly used to search examinees entering and/or leaving the exam room. You will be asked to empty all of your pockets and place personal items in a locker. Proctors may inspect all materials an examinee carries into and from the exam room. If your reference materials do not meet test site regulations (relating to tabs, pencil notes, etc.), you will not be allowed to take these references into the exam room. You will still be allowed to test, but without these materials.

The Code Council randomly videotapes examination sessions.

You are not allowed to write or mark in or on your reference books during the examination. The proctor will give you a whiteboard and markers for use during the exam.

While the examination is being administered, you are not allowed to leave the building and return to the exam room. If you wish to leave the exam room for any reason, you must receive permission from the proctor and turn in all of your examination materials and references to the proctor. Only one examinee at a time is allowed outside the exam room, and you are not allowed additional test time for time spent outside the exam room.

You are not allowed to communicate, verbally or nonverbally, with other candidates during the examination, and you may not share references.

If you pass your examination, you cannot retake the examination you passed except as necessary for recertification. If you do not pass your examination and wish to comment on your experience, please see the section of this bulletin titled “Feedback and Appeals Process.”
How do I register for a paper-and-pencil exam?

A registration application is required to be completed and forwarded to the Code Council with pre-payment. The application can be found on our website at www.iccsafe.org/inspector. Alternately, candidates can register online at www.iccsafe.org/exams.

Approximately 2 weeks prior to the examination date, the Code Council will send a confirmation letter stating the examination(s) for which the candidate is registered, examination date, reporting time(s), and examination center address. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

Please make sure that the name you use to register for your exam exactly matches your chosen form of identification, i.e., your driver’s license, if that is the identification you will use when you take the exam. You will not be allowed to take the exam if your exam registration and identification do not match.

What if I need to cancel or transfer my exam?

A candidate will be refunded 80 percent of the written examination registration fee when cancellation is made at least 14 days prior to the scheduled examination date. If cancellation is made less than 14 days before the scheduled examination date, 50 percent of the registration fee is refunded.

Cancellations must be in writing (via fax or U.S. mail) with the candidate’s signature. The exam date, type, and location must be listed on the cancellation request.

Candidates also have a one-time-only option to transfer their paid registration to the next scheduled examination administration date with a $50 administrative fee. Transfers must be requested in writing and received at the Code Council no later than the day prior to your scheduled exam date.

If a candidate does not appear on his or her scheduled examination date, no refund is made, and the option to transfer registration to the next scheduled examination administration will require written request within 7 days of the examination date. The following reasons will be accepted:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

What if I have special needs?

The Code Council complies with all provisions of the Americans with Disabilities Act (ADA). If you have a disability that prohibits you from taking the examination under standard conditions, you may request special arrangements by contacting the Candidate Services Coordinator at candidateservices@iccsafe.org or at 888-422-7233, ext. 5552. Your request, or a copy of your request if already submitted and approved, **must accompany** your registration form. You must submit an accommodations request for each test administration, regardless of past approval status.
Completed accommodations forms must be submitted and approved by the registration deadline for the exam you wish to take.

**What can I expect during the exam?**

Each candidate will be given a packet containing an examination booklet, plans (if appropriate), an answer sheet, and a sheet for calculations. You will not need additional scratch paper. All of this material must be enclosed in the return envelope along with the original envelope and confirmed by the proctor.

Any comments pertinent to the examination or site should be recorded by you on a comment sheet available from the proctor, and mailed to ICC. Under no circumstances are examination materials to be taken from the room.

**When do I get my test results?**

All examinees are notified by mail of their examination results from three to four weeks after the examination date. Candidate results are not available by telephone. Information is also posted on the Internet at www.iccsafe.org/inspector in approximately the same time frame as the mailing of results.
National Certification Examinations—Paper-and-Pencil

FOR EXAMS THROUGH COMPUTER-BASED TESTING:
Please see the National Certification—CBT bulletin for information on exams to be taken via computer-based testing.

Exams based on the 2012 International Codes and/or 2011 National Electrical Code will appear with this color heading.

Exams based on the 2015 International Codes and/or 2014 National Electrical Code will appear with this color heading.

Certified Building Official Examinations

MM Management Module

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<thead>
<tr>
<th>Content Area</th>
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<th>References</th>
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<tbody>
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<td>Customer Service and Communication</td>
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<td>1. 2012 International Building Code® Store ID: (soft-cover) 3000S12; (M) $98; (N) $131</td>
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<tr>
<td>Financial Management</td>
<td>22%</td>
<td>Store ID: (loose-leaf) 3000L12; (M) $111; (N) $148</td>
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<tr>
<td>Personnel Management</td>
<td>30%</td>
<td>2. 2012 International Fire Code® Store ID: (soft-cover) 3400S12; (M) $80.25; (N) $107</td>
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<tr>
<td>Records Management</td>
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<td>Store ID: (loose-leaf) 3400L12; (M) $89.25; (N) $119</td>
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<tr>
<td></td>
<td></td>
<td>3. 2012 Building Department Administration, 4th ed Store ID: (hard cover) 1013S4; (M) $89.95; (N) $112</td>
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<tr>
<td></td>
<td></td>
<td>4. A Budgeting Guide for Local Government, 3rd ed. Store ID: (soft cover) 9624S3; (M) $73.50; (N) $81.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Inspector Skills Store ID: (soft cover) 7104S; (M) $19.95; (N) $24.95</td>
</tr>
</tbody>
</table>

Total 100%

75 multiple-choice questions
Exam fee: $130
Open book—2-hour time limit

Please visit www.iccsafe.org/exams for expanded content outlines and the most up-to-date information. Outlines are subject to change.

Most examination references listed in this bulletin are available from the ICC Store, unless noted otherwise. More information on references, including product IDs and pricing, can be found following the exam listings. Pricing listed is for ICC Members (M) and non-members (N), and is subject to change without notice. Call 1-800-786-4452 or go to www.iccsafe.org/store to order references.
## MM Management Module

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## MG Legal Module

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<td>Public Records</td>
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<td>Store ID: (hard cover) 1013S4; (M) $89.95; (N) $112</td>
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<td>4. 2002 <em>Legal Aspects of Code Administration</em></td>
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<td>Store ID: (soft-cover) 1007S01; (M) $30; (N) $38</td>
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<td>5. 2012 <em>International Property Maintenance Code®</em></td>
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<td>Store ID: (soft-cover) 3500S12; (M) $29.25; (N) $39</td>
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<td>Total</td>
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Certified Building Official Examinations (continued)

Exams based on the 2012 *International Codes* and/or 2011 *National Electrical Code* will appear with this color heading.

Exams based on the 2015 *International Codes* and/or 2014 *National Electrical Code* will appear with this color heading.

<table>
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<th>MG Legal Module (2015 only)</th>
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<td>Code Enforcement</td>
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Certified Building Official Examinations (continued)

Exams based on the **2012 International Codes and/or 2011 National Electrical Code** will appear with this color heading.

Exams based on the **2015 International Codes and/or 2014 National Electrical Code** will appear with this color heading.

<table>
<thead>
<tr>
<th>BC Building Codes and Standards Module</th>
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### BC Building Codes and Standards Module

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Total 100%
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| Total                                | 100%       |                                                                 |

Please visit [www.iccsafe.org/exams](http://www.iccsafe.org/exams) for expanded content outlines and the most up-to-date information. Outlines are subject to change.

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Certified Building Official Examinations (continued)

Exams based on the 2012 International Codes and/or 2014 National Electrical Code will appear with this color heading.

NOTE: Specific information about changes to the CBO designation can be found on page 9 of this bulletin, or you may contact us at 1-888-422-7233 ext. 5524.

### 01 Legal/Management Module

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<td>3. 2012 International Property Maintenance Code® Store ID: (soft-cover) 3500S12; (M) $29.25; (N) $39</td>
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</table>

Please note: Individuals currently certified as either ICC Combination Inspector or ICC Combination Plans Examiner are not required to pass the technology examination to obtain the ICC CBO certification.

Candidates that complete one of the two examinations (Technology or Legal/Management Modules) have until December 2016 to complete certification.

### Total

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Certified Building Official Examinations (continued)

NOTE: Specific information about changes to the CBO designation can be found on page 9 of this bulletin, or you may contact us at 1-888-422-7233 ext. 5524.

02 Technology Module

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Store ID: (soft-cover) 3000S12; (M) $98; (N) $131  
Store ID: (loose-leaf) 3000L12; (M) $111; (N) $148 |
Store ID: (soft-cover) 3400S12; (M) $80.25; (N) $107  
Store ID: (loose-leaf) 3400L12; (M) $89.25; (N) $119 |
| Building Systems Plan Review  | 16%        | 3. 2012 International Mechanical Code®  
Store ID: (soft-cover) 3300S12; (M) $60; (N) $80  
Store ID: (loose-leaf) 3300L12; (M) $69.75; (N) $93 |
| Field Inspection              | 37%        | 4. 2012 International Plumbing Code®  
Store ID: (soft-cover) 3200S12; (M) $63; (N) $84  
Store ID: (loose-leaf) 3200L12; (M) $73.50; (N) $98 |
Store ID: (soft-cover) 3800S12; (M) $33; (N) $44 |
|                               |            | 6. 2012 International Residential Code®  
Store ID: (soft-cover) 3100S12; (M) $91.50; (N) $122  
Store ID: (loose-leaf) 3100L12; (M) $107; (N) $143 |
Store ID: (soft-cover) 9033S09; (M) $36.95; (N) $46 |
|                               |            | 8. 2011 National Electrical Code  
Store ID: (soft-cover) 5000S11; (M) $65; (N) $73  
Store ID: (loose-leaf) 5000L11; (M) $69.95; (N) $84.95 |

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Candidates that complete one of the two examinations (Technology or Legal/Management Modules) have until December 2016 to complete certification.

Exams based on the 2012 International Codes and/or 2011 National Electrical Code will appear with this color heading.

Exams based on the 2015 International Codes and/or 2014 National Electrical Code will appear with this color heading.

75 multiple-choice questions  
Exam fee: $130  
Open book—2-hour time limit
## Certified Building Official Examinations (continued)

Exams based on the 2012 *International Codes* and/or 2011 *National Electrical Code* will appear with this color heading.

Exams based on the 2015 *International Codes* and/or 2014 *National Electrical Code* will appear with this color heading.

### CS Code Specialist Module

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<td>5. <em>Human Resources Management for Public and Non-Profit</em></td>
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<td><em>Organizations: A Strategic Approach</em>, 4th edition</td>
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Total 100%

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Residential Inspector Examinations

Exams based on the **2012 International Codes and/or 2011 National Electrical Code** will appear with this color heading.

Exams based on the **2015 International Codes and/or 2014 National Electrical Code** will appear with this color heading.

### B1 Residential Building Inspector

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<tr>
<td>Wall Construction and Coverings</td>
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<td>Roof/Ceiling Construction</td>
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<tr>
<td>Public Safety and Special Construction</td>
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Residential Inspector Examinations (continued)

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Exams based on the *2015 International Codes and/or 2014 National Electrical Code* will appear with this color heading.

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Exams based on the 2015 *International Codes* and/or 2014 *National Electrical Code* will appear with this color heading.

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### Commercial Inspector Examinations

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Exams based on the **2015 International Codes** and/or **2014 National Electrical Code** will appear with this color heading.

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### B2 Commercial Building Inspector

- **80 multiple-choice questions**
- **Exam fee: $199**
- Open book—3-1/2-hour time limit

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### E2 Commercial Electrical Inspector

- **80 multiple-choice questions**
- **Exam fee: $199**
- Open book—3-1/2-hour time limit

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<tr>
<td>Special Occupancies</td>
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<td>Special Equipment</td>
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### E2 Commercial Electrical Inspector

- **80 multiple-choice questions**
- **Exam fee: $199**
- Open book—3-1/2-hour time limit

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### Commercial Inspector Examinations (continued)

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Exams based on the **2015 International Codes** and/or **2014 National Electrical Code** will appear with this color heading.

#### M2 Commercial Mechanical Inspector

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<td>Store ID: (loose-leaf) 3300L12; (M) $69.75 (N) $93</td>
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<tr>
<td>Combustion Air</td>
<td>14%</td>
<td>Store ID: (soft-cover) 3600S12; (M) $60; (N) $80 or</td>
</tr>
<tr>
<td>Chimneys and Vents</td>
<td>14%</td>
<td>Store ID: (loose-leaf) 3600L12; (M) $69.75, (N) $93</td>
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<tr>
<td>Fuel Supply Systems</td>
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#### M2 Commercial Mechanical Inspector

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#### P2 Commercial Plumbing Inspector

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#### General Plans Examiner Examinations

#### B3 Building Plans Examiner

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### E3 Electrical Plans Examiner

**70 multiple-choice questions**

**Exam fee:** $199

**Open book—3-1/2-hour time limit**

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<tr>
<td>Special Equipment</td>
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<td>Special Systems</td>
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### M3 Mechanical Plans Examiner

**50 multiple-choice questions**

**Exam fee:** $199

**Open book—2-hour time limit**

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<td>Store ID: (soft-cover) 3600S12; (M) $60; (N) $80 or</td>
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<td>Chimneys and Vents</td>
<td>17%</td>
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<tr>
<td>Fuel Supply Systems</td>
<td>9%</td>
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### M3 Mechanical Plans Examiner

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### P3 Plumbing Plans Examiner

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### General Plans Examiner Examinations (continued)

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Exams based on the **2015 International Codes** and/or **2014 National Electrical Code** will appear with this color heading.

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#### P3 Plumbing Plans Examiner

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#### R3 Residential Plans Examiner

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Exams based on the 2012 International Codes and/or 2011 National Electrical Code will appear with this color heading.

Exams based on the 2015 International Codes and/or 2014 National Electrical Code will appear with this color heading.

R3 Residential Plans Examiner

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RF Residential Fire Sprinkler Inspector/Plans Examiner

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RF Residential Fire Sprinkler Inspector/Plans Examiner

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### Code Enforcement Examinations

Exams based on the **2012 International Codes** and/or **2011 National Electrical Code** will appear with this color heading.

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#### 14 Permit Technician

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#### 14 Permit Technician

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### Code Enforcement Examinations (continued)

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### 75 Zoning Inspector

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50 multiple-choice questions  
Exam fee: $199  
Open book—2-hour time limit

### 75 Zoning Inspector

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50 multiple-choice questions  
Exam fee: $199  
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### 64 Property Maintenance and Housing Inspector

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### 64 Property Maintenance and Housing Inspector

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Code Enforcement Examinations (continued)

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**C1 Coastal and Floodplain Construction Inspector**  
**Prerequisite Certifications:** B1 and B2 (must be current)

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### Code Enforcement Examinations (continued)

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Exams based on the 2015 *International Codes* and/or 2014 *National Electrical Code* will appear with this color heading.

#### 21 Accessibility Inspector/Plans Examiner

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### Code Enforcement Examinations (continued)

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**Exams based on the 2015 *International Codes* and/or 2014 *National Electrical Code* will appear with this color heading.**

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**Fire Examinations**

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**FC Fire Codes and Standards**

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<td>4. IFSTA <em>Fire and Life Safety Educator</em>, 3rd edition</td>
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**FC Fire Codes and Standards**

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### 66 Fire Inspector I

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<td><strong>NOTE:</strong> Only the IFC and IBC are allowed to be used while testing.</td>
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*Reference available from IFSTA by calling 800-654-4055*

### 66 Fire Inspector I

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**NOTE:** Successful candidates for the Fire Inspector I certification must provide a signed affidavit and documentation of completion of a training course compliant with NFPA 472 HazMat Awareness. The affidavit can be found at [www.iccsafe.org/Certification (Forms & Applications tab)](http://www.iccsafe.org/Certification).

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**Fire Examinations (continued)**

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### 67 Fire Inspector II

**Prerequisite Certification:**
- Fire Inspector I (issued by ICC or agency accredited by ProBoard for Fire Inspector I; must be current)
- Open book—2-hour time limit

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### 67 Fire Inspector II

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- Fire Inspector I (issued by ICC or agency accredited by ProBoard for Fire Inspector I; must be current)
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Sample questions are available for most examinations on our website: To get an idea of the style and format (not content) of questions on the examinations, to go [www.iccsafe.org/exams](http://www.iccsafe.org/exams), choose the category and then examination you wish to retrieve information on, then click on “Sample.”


Fire Examinations (continued)

Exams based on the 2012 International Codes and/or 2011 National Electrical Code will appear with this color heading.

Exams based on the 2015 International Codes and/or 2014 National Electrical Code will appear with this color heading.

NOTE: Specific information about changes to the CFM designation can be found on page 10 of this bulletin, or you may contact us at 1-888-422-7233 ext. 5524.

FM Certified Fire Marshal
Prerequisite Examinations—Current certifications for:
- Fire Inspector II
- Fire Plans Examiner (equivalent to NFPA 1031 Fire Plans I and Fire Plans II)
- Legal/Management Module
- Technology Module

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Exam fee: $199  Open book—2-hour time limit

Please visit www.iccsafe.org/exams for expanded content outlines and the most up-to-date information. Outlines are subject to change.

Most examination references listed in this bulletin are available from the ICC Store, unless noted otherwise. More information on references, including product IDs and pricing, can be found following the exam listings. Pricing listed is for ICC Members (M) and non-members (N), and is subject to change without notice. Call 1-800-786-4452 or go to www.iccsafe.org/store to order references.
## Fire Examinations (continued)

**CA Commercial Fire Alarm Inspector**

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Exams based on the *2015 International Codes* and/or *2014 National Electrical Code* will appear with this color heading.

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**CA Commercial Fire Alarm Inspector**

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**Total** 100%

60 multiple-choice questions
Exam fee: $199
Open book—2-hour time limit
### CN Commercial Fire Alarm Plans Examiner I

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**CN Commercial Fire Alarm Plans Examiner I**

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## Fire Examinations (continued)

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CF Commercial Fire Sprinkler Inspector

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CF Commercial Fire Sprinkler Inspector

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### CP Commercial Fire Sprinkler Plans Examiner

75 multiple-choice questions  
Exam fee: $199  
Open book—2 1/2-hour time limit

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### CP Commercial Fire Sprinkler Plans Examiner

75 multiple-choice questions  
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## ICC/NAFED Fire Extinguisher Technician Examinations

### FK Pre-engineered Kitchen Fire Extinguishing System Technician
- **80 multiple-choice questions**
- **Exam fee: $199**
- **Open book—2-hour time limit**

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<tr>
<td>Installations</td>
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<tr>
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### FN Pre-engineered Industrial Fire Extinguishing System Technician
- **80 multiple-choice questions**
- **Exam fee: $199**
- **Open book—2-hour time limit**

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### FE Certified Portable Fire Extinguisher Technician
- **100 multiple-choice questions**
- **Exam fee: $199**
- **Open book—2-hour time limit**

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<td>Selection, Placement, and Installation</td>
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<tr>
<td>Recordkeeping and Safety</td>
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# Energy Conservation Examinations

Exams based on the *2012 International Codes* and/or *2011 National Electrical Code* will appear with this color heading.

Exams based on the *2015 International Codes* and/or *2014 National Electrical Code* will appear with this color heading.

---

## CE Commercial Energy Inspector/Plans examiner with ASHRAE 90.1

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Exam fee: $199
Open book—3 1/2-hour time limit

## 77 Commercial Energy Inspector

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Exam fee: $199
Open book—2-hour time limit

## 77 Commercial Energy Inspector

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Exam fee: $199
Open book—2-hour time limit
### 78 Commercial Energy Plans Examiner

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#### 78 Commercial Energy Plans Examiner

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### 79 Residential Energy Inspector/Plans Examiner

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#### 79 Residential Energy Inspector/Plans Examiner

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<tr>
<td>Alterations, Additions, and Change of Use or Occupancy</td>
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<td>Building Envelope</td>
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<td><strong>Total</strong></td>
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## Green Building Examinations

Exams based on the **2012 International Codes** and/or **2011 National Electrical Code** will appear with this color heading.

Exams based on the **2015 International Codes** and/or **2014 National Electrical Code** will appear with this color heading.

### G1 Green Building—Residential Examiner

<table>
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<td>General Plans and Inspections</td>
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<td>Site Selection, Layout, and Development</td>
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<td>2. 2015 ICC 700 <em>National Green Building Standard</em></td>
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### GC IgCC Commercial Inspector/Plans Examiner with ASHRAE 189

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<td>General Plans and Inspections</td>
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<td>Site Selection, Layout, and Development</td>
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<td>2. 2015 <em>International Green Construction Code®</em></td>
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<td>Building Design and Systems</td>
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<tr>
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Please visit [www.iccsafe.org/exams](http://www.iccsafe.org/exams) for expanded content outlines and the most up-to-date information. Outlines are subject to change.

Most examination references listed in this bulletin are available from the ICC Store, unless noted otherwise. More information on references, including product IDs and pricing, can be found following the exam listings. Pricing listed is for ICC Members (M) and non-members (N), and is subject to change without notice. Call 1-800-786-4452 or go to [www.iccsafe.org/store](http://www.iccsafe.org/store) to order references.
Paper-and-Pencil Certification Examination Application
EXAMS BASED ON 2009, 2012 or 2015 CODE CYCLE

STEP 1: Enter your name, address, and other candidate information.

[Exam Candidate Information—PRINT LEGIBLY]

**Full Legal Name:** ___________________________________________________________________________________________________________

**Mailing Address:** ___________________________________________  City: __________________________  State: ______  ZIP: _________

(____)  ___________________________________________      (____)  ___________________________  (____)  _________________________ ___

**Primary Telephone Number:** _____ Home _____ Work                  **Secondary Number (optional)**                          **Fax Number (optional)**

**E-mail:** ___________________________________________________________________________________________________________________

————— Both pages of this application must be completed to process. ————

STEP 2: Select your exam date and site at which you wish to test.

**ICC NATIONAL CERTIFICATION EXAMINATION SITES AND CORRESPONDING EXAMINATION DATES**
(Sites are subject to change)

<table>
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<th>EXAM DATES</th>
<th>DEADLINE TO REGISTER</th>
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</table>

STEP 3: Select the code year on which you wish to test. (Select only one.)

- □ 2009 CODE YEAR
- □ 2012 CODE YEAR
- □ 2015 CODE YEAR

**Note:** Not all exams are available on all code years. See the National Certification Exam Information Bulletin—P&P for exceptions.

STEP 4: Read the Important Notes section.

**Important Notes**
- Applications may be submitted by U.S. mail, courier, fax, or online at www.iccsafe.org/exams.
- Applications must be postmarked by the deadline date. Late applications must be pre-approved by the Code Council and submitted with full payment, including the additional $85.00 late fee.
- Examination fees are non-refundable. Exceptions are outlined in the Information Bulletin.
- A photo identification, such as a driver’s license, will be required for admittance to the examination.
- References needed for taking the exams can be purchased from the Code Council by calling 1-800-786-4452 or at www.iccsafe.org/store.
- A letter will be forwarded to you confirming this registration approximately two weeks prior to the examination administration date.
- If you have a physical disability that prohibits you from taking an examination under standard conditions, you may request special arrangements. Your letter of request must accompany this application, along with a completed special accommodations form. This form may be obtained by telephoning us at 1-888-422-7233. The request must be submitted and approved by the Code Council 3 months prior to the desired test/administration date.

Both pages of this application must be completed to process.

Return this completed application in its entirety along with the appropriate fees to:
International Code Council
Certification & Testing Department
900 Montclair Road
Birmingham, Alabama 35213-1206
Fax: 205-599-9884

OFFICE USE ONLY

| Candidate ID: __________________________ | Requirements met: _________ | Date processed: __________________________ | Initials: __________ |
STEP 5: Select the exam(s) you wish to take.

Starting Time 8:00 a.m.

SELECT ONLY ONE
☐ B1 Residential Building Inspector $199
☐ R3 Residential Plans Examiner $199
☐ E1 Residential Electrical Inspector $199
☐ M2 Commercial Mechanical Inspector $199
☐ M3 Mechanical Plans Examiner $199
☐ P1 Residential Plumbing Inspector $199
☐ P3 Plumbing Plans Examiner $199
☐ 66 Fire Inspector I $205
☐ FM Certified Fire Marshal $199
☐ FE Cert Portable Fire Extinguisher Technician $199
☐ RF Residential Fire Sprinkler Inspector $199
☐ 79 Residential Energy Inspector/Plans Examiner $199
☐ D4 Property Maintenance and Housing Inspector $199
☐ C1 Coastal and Floodplain Construction Inspector $199
☐ GC IgCC Inspector/Plans Examiner w/ASHRAE 189 $199
☐ CE Commercial Energy Inspector/Plans Examiner w/ASHRAE 90.1 $199
☐ CA Commercial Fire Alarm Inspector I $199
☐ CN Commercial Fire Alarm Plans Examiner I $199
☐ O1 Legal/Management Module $130
☐ CS Code Specialist $130
☐ MM Management Module $130
☐ FC Fire Codes and Standards $130
☐ BC Building Codes and Standards $130
☐ G1 Green Building—Residential Examiner $199

Starting Time 10:30 a.m.

SELECT ONLY ONE
☐ B2 Commercial Building Inspector $199
☐ R4 Building Plans Examiner $199
☐ E2 Commercial Electrical Inspector $199
☐ M3 Electrical Plans Examiner $199
☐ M1 Residential Mechanical Inspector $199
☐ P2 Commercial Plumbing Inspector $199
☐ FG Fuel Gas Inspector $199
☐ 67 Fire Inspector II $205
☐ F3 Fire Plans Examiner $199
☐ FK Pre-engineered Kitchen Fire Extinguishing System Tech $199
☐ FN Pre-engineered Industrial Fire Extinguishing System Tech $199
☐ 02 Technology Module $130
☐ 77 Commercial Energy Inspector $199
☐ 14 Permit Technician $199
☐ 76 Commercial Energy Plans Examiner $199
☐ 01 Accessibility Inspector $199
☐ 75 Zoning Inspector $199
☐ CR Commercial Fire Alarm Plans Examiner II $199
☐ CF Commercial Fire Sprinkler Inspector $199
☐ CP Commercial Fire Sprinkler Plans Examiner $199
☐ MG Legal Module $130

STEP 6: Enter your billing information.

Billing Information
Name: ____________________________________________________________________________________________
Mailing Address: ______________________________________________________________________________________
City: ____________________________ State: _________ ZIP: ____________________________
(____) ____________________________ (____) ____________________________
Business Telephone Number Fax Number

Full payment must be submitted with all applications. Total Amount:: $_______________

Method of Payment Provided: ☐ Check/Money Order ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Bill to ICC account number: #

Name as it appears on credit card: __________________________________________________________________________
Signature: __________________________________________________________________________________________

Credit Card Number Expiration Date: Month Year

STEP 7: Sign your application, attesting all information entered is true.

I have a copy of the current ICC National Certification Examination Information Bulletin. (If you do not have a copy of the Bulletin, go to www.iccsafe.org/certification or call: 1-888-422-7233, ext. 5524.)

I hereby certify that I am the person indicated above, that all the information I have given herein is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

I acknowledge receipt of the Code Council Certification Code of Ethics (located in the Information Bulletin and at www.iccsafe.org/certification) and agree to comply with these professional standards for the term of my active certification. I agree that failure to comply with these standards may be cause for suspension or revocation of my certification.

I further certify that I understand the secure and confidential nature of the examination, and will not reveal the contents of the examination to anyone. I hereby affirm that I will abide by the rules of the examination that are found in the Code Council National Examination Information Bulletin.

Signature: __________________________________________________________________________ Date: __________________________

Printed Name: ______________________________________________________________________________________
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**NOTES on abbreviations:**
- S = soft-cover; L = loose-leaf; H = hard-cover; D = download
- (M) = Member pricing; (N) non-Member pricing
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**NOTES on abbreviations:**
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