

NCPCCI

National Certification Program for Construction Code Inspectors

Candidate Information Bulletin

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Providing Examinations for the NCPCCI

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Introduction

About the NCPCCI exams

The National Certification Program for Construction Code Inspectors (NCPCCI) exams have been developed by a national model code organization, national code enforcement organization, and representatives of state and municipal code enforcement jurisdictions in collaboration with Prometric Inc. (Prometric). These groups joined together to establish a testing program that provides nationally recognized evidence of competence and professionalism in construction code knowledge.

The purpose of the exams is to provide a basis for assessing competency in technical code knowledge of a Construction Code Inspector or Plan Reviewer. The test results should not be used for employment ranking.

At a glance

Follow these main steps if you are interested in taking an NCPCCI exam and obtaining licensure or certification through a code organization.



To take an NCPCCI exam

- 1** Submit your exam registration form (found on Page 27) and the (\$130) exam fee to Prometric at the address below.
Once your registration form has been processed, schedule an exam appointment—Page 3.
- 2** Prepare for your exam, using this bulletin and other materials—Page 8.
- 3** Present your required identification and take your exam—Page 4.



To obtain your license or certification

After you have successfully completed your exam, contact the appropriate state or code organization regarding your license or certificate.



To get answers not provided in this bulletin

Direct all questions and requests for information about exams to:

Prometric
 ATTN: NCPCCI Program
 1260 Energy Lane
 St. Paul, MN 55108
 Phone: 800.864.5309
 Fax: 800.347.9242
 Visit our Web site at www.prometric.com/ncpcci

Direct all questions about certification requirements to your individual state or code organization. A “State and Organization partners” contact list can be found in this bulletin on Page 18.

Registering and scheduling exams

Your exam will be given by computer at a Prometric test center. You may test at any Prometric test center in the United States. A complete list of test centers is available online at www.prometric.com/ncpcci.

Holidays. Testing generally does not occur on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional state holidays may be observed in the state where you schedule your exam appointment.

Registering and scheduling an exam

To register for an NCPCCI exam, you must complete the following steps:

- 1** Register for your exam by phone, fax or mail.
- 2** Pay the exam fee (\$130).
- 3** Schedule an appointment to take your exam.

Accommodations. If you require ADA accommodation, see "Special test considerations" on Page 4 before registering.

Unique Identification Number. As part of the registration process, you will be assigned a unique identification number. This number will be used for this administration and for all future test administrations. Once you receive your identification number, keep it in a safe place.

By phone—a one-step process

You may register and schedule your exam by calling 800.864.5309 between 7 a.m. and 8 p.m. (Central Time), Monday through Friday. Please have your exam registration form and your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

By fax or mail—a two-step process

You can register by fax or mail in two steps: (1) register and pay your exam fee and (2) schedule your exam appointment.

You may fax your completed exam registration form (Page 27) to Prometric at 800.347.9242. You must include the Visa or MasterCard number and the cardholder's signature on the fax. Faxed registrations are processed within 24 hours, or one business day, of receipt.

You may mail your completed exam registration form (Page 27) and the appropriate exam fee to Prometric. When registering by mail, you may pay the exam fee by including a Visa or MasterCard number, company check, cashier's check or money order. **Personal checks and cash are not accepted.** Assume four to eight days for delivery of mailed registrations and then 48 hours for processing.

Scheduling. Once your faxed or mailed registration has been processed, you must schedule an exam appointment by:

- 1 Going online at www.prometric.com/ncpcci and clicking on **Schedule your test.**
- 2 Calling 800.864.5309. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.



Note Your exam registration remains valid for one year after it has been processed and will expire without further notice at that time. **Fees are not refundable or transferable.**

Rescheduling your appointment

To avoid an additional fee, you must contact Prometric at least **three full business days** (does not include weekends and holidays) before the day of your originally scheduled appointment. You may reschedule online at www.prometric.com/ncpcci or by calling 800.864.5309.

Rescheduling fees will apply as follows:

- **No fee** if you reschedule on the fourth business day or sooner prior to your appointment date.
- **\$40 fee** if you reschedule one to three business days or sooner prior to your appointment date.
- **Another full exam fee** if you reschedule on or after your appointment date.

Refer to the following table to determine the **last day** you may reschedule without paying an additional fee.

Last day to reschedule with no fee

| If your exam is on: | Contact Prometric by 8 p.m. (Central time) the previous: |
|----------------------------|---|
| Monday | Tuesday |
| Tuesday | Wednesday |
| Wednesday | Thursday |
| Thursday | Friday |
| Friday | Monday |

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

Retake information

If you do not pass the exam, you must re-register using another exam registration form and schedule another examination appointment by following the procedures outlined on Page 2. Another exam registration fee is required.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you must pay another full exam fee before choosing another appointment.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for testing, your fee will be forfeited and you will need to pay another full exam fee.

Special test considerations

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Candidates should submit professional documentation of the disability with their form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Taking your exam

Knowing what to expect when taking your exam may help you prepare for it. This section:

- Lists what required identification you must bring with you on exam day.
- Gives a brief overview of the testing process.
- Indicates regulations that will be enforced at the test center.
- Explains exam results.
- Describes the appeals process.

Arrival. You should arrive at least **30 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification and supporting materials.

Required identification

Identification required. You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card or military identification card).
- Contain **both** a current photo and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



Important Failure to provide appropriate identification at the time of the exam is considered a missed appointment. As a result, you must pay another exam fee and reschedule your appointment.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

The computer testing process

Your exam will be given by computer at a Prometric test center using Prometric’s user-friendly, Microsoft Windows®-based, computerized testing system. Before you start the exam, you will receive a personalized tutorial to the testing system.

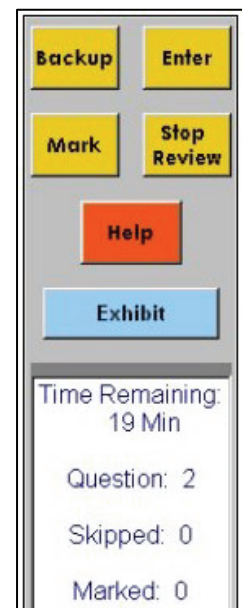
The tutorial features:

- Samples of how test questions are displayed on the computer screen during the exam.
- Directions on how to move the mouse and use the mouse to select answers.
- How to submit a test for scoring.

Computer screen timer. While you are taking your exam, the “Time Remaining” appears in a box on the right-hand side of the page. The screen shot shown to the right is a sample of what you will see while you are taking your exam. While you are answering a question, the time does not change. Once you move on to the next question, the “Time Remaining” will update.

For example, as you move to a new question, you see the “Time Remaining” says “19 Min.” You spend three minutes reading the question and choosing your answer. When you move to the next question, you see that the “Time Remaining” now reads “16 Min.”

Once you complete the last question of the exam, if you have time remaining, you will be able to review any unanswered questions. However, once you exit the exam, it will immediately be scored and you will not be able to re-enter it under any condition.



Test center regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center. Failure to follow any of these security procedures may result in disqualification of your examination. Prometric reserves the right to audiotape and videotape any examination session.

References

- Only approved references are allowed during the exam. Handwritten or additional notes (letters, words, diagrams, etc.), and highlighting and permanent tabbing are allowed in the reference books if done prior to the exam. Post-it® notes are not considered permanent tabbing and will not be allowed. Sharing reference materials is not allowed. Any reference materials that have been written in during the exam will be confiscated.
- **NCPCCI Exhibit Booklet.** You will receive an NCPCCI Exhibit Booklet before beginning your exam. If needed, an exam question may refer you to a plan/figure in the Booklet. You will be permitted to keep the Booklet at your workstation while you complete the exam. However, the Booklet **must** be returned to the test center administrator at the end of the session.

TEST CENTER REGULATIONS

- Calculators**
- Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be available at the test center.
- Personal items**
- Electronic equipment is not permitted in the testing room and must be powered off while stored in a locker. This includes cell phones, cameras, recording devices, PDAs, pagers, etc.
 - Other personal items—watches, hats, outerwear that are not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.
 - Pocket items (keys, wallet), jewelry, and clothing that are allowed into the test room must remain on your person at all times. Removed clothing or jewelry must be stored in a locker during testing.
 - You are allowed to bring soft ear plugs or center-supplied tissues into the test room.
- Food and Beverages**
- You may not eat, drink, or use tobacco products during the test administration.
- Breaks**
- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
 - Repeated or lengthy departures from the test room for unscheduled breaks will be reported.
 - If you need to access an item stored in a locker during a break, such as food or medicine, you must inform the test center administrator **before** you retrieve the item.
- Visitors**
- Persons not scheduled to take a test are not permitted to wait in the test center.
- Confidentiality**
- To protect the privacy of all candidates, test center staff can neither confirm nor deny if any particular individual is present or scheduled at the test center.
- Misconduct or disruptive behavior**
- You must conduct yourself in a civil manner at all times when on the premises of the test center. You are not allowed to talk to other candidates or refer to their computer screens. Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, sharing supplies, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.
 - Any abusive behavior exhibited toward any test center staff member may result in criminal prosecution.
- Weapons**
- Weapons are not allowed at the test center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the exam, you should answer the question to the best of your ability.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

Your exam results

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. The report indicates whether you passed or failed.

Passing score. Numerical total score and diagnostic information is not reported to passing candidates to avoid the potential for misuse. If you pass the exam, please contact the appropriate state or code organization for information about obtaining your license or certification.

Retake information. If you did not pass the exam, the score report will indicate your overall score and number of questions answered correctly on each major section of the exam. These section scores are shown to guide you about areas requiring additional preparation before retesting. If you do not pass, you will need to re-register for the exam following the registration instructions outlined on Page 2.



Note There is no limit to the number of times you may take an exam, however, it is recommended that you spend some time studying between attempts.

Release of information. It is the NCPCCI's policy that information about an individual can be released only with that person's written consent. Your signature on the registration form you submit constitutes written authorization to release your score to the appropriate jurisdiction or model code group. In some jurisdictions, the names of failing candidates appearing on rosters transmitted to state agencies are considered to be part of the categories of state records available to the public.

Duplicate score report. You may call or write to Prometric to request a duplicate of your score report for a period of one year after an exam. You will be charged a \$15 processing fee per report.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Our personnel will review your comments, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and your unique identification number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
 1260 Energy Lane
 St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted** because an original signature is required.

Exam content

Overview of exams

Each exam consists of 50 multiple-choice questions. You will have two hours to complete an exam. A score of 70 or higher is required to pass each exam.

Practice questions for each exam begin on Page 12. You may want to review these samples for the type of questions that may appear on the exam.

The Code(s) that you will use in answering examination questions may differ to some extent from the Code(s) that you use on the job. There are at least two reasons for this:

- 1 Each model Code is updated periodically (for example, the city, county or state employing a given inspector revises its construction codes as required; inspectors move from an agency enforcing Code X to one enforcing Code Y). Consequently, one of the major abilities measured by this certification examination is whether the inspector candidate can learn to use a specified Code, and then whether he or she can adapt to code changes.
- 2 The government agencies responsible for prescribing Code requirements for their jurisdiction frequently set up different requirements.

The model Code groups have published a One- and Two- Family Dwellings Code that presents a recognized frame of reference for measuring a candidate's ability to read and apply one- and two-family dwelling construction, mechanical, and plumbing requirements. The emphasis in the one- and two-family dwelling examinations is on inspection and basic plan review functions.

The general inspection examinations cover structures/installations other than one- and two-family structures/installations. The emphasis is on the major occupancy/use/installation problems in one- to four-story structures. Some basic high-rise-specific problems are covered as well.

The plan review examinations are mainly concerned with the ability to identify design errors, to perform required calculations accurately, and to verify that the proposed installations, systems, devices, or materials meet code requirements. Emphasis is on the occupancy/use/hazard classifications and problems that are most frequently encountered.

In a few of the examinations, you are presented with a set of plans or an installation layout, and you are asked to identify any design or installation errors. You must then answer questions about the errors.

Exam references. A list of reference materials that you may use during the exams is located on Page 11. Some of the exam questions will be based on field experience and knowledge of the basic trade practices. Therefore, the references listed may **not** contain all the information needed to be competent in the trade or to pass the examinations.

Individual outlines

The following outlines are the basis of the NCPCCI exams. Each exam will contain questions about the subjects in its outline.

The percentages indicate the relative weight assigned to each section of the exam and the question column lists the number of questions from each section that will appear on the exam.

1A Building Inspector One- and Two-Family Dwellings

| Topic | Questions | Percent |
|------------------------------------|-----------|---------|
| Footing and Foundation Inspections | 14 | 28% |
| Framing Inspections | 24 | 48% |
| Final Inspections | 12 | 24% |

1B Building Inspector General

| Topic | Questions | Percent |
|------------------------------------|-----------|---------|
| Footing and Foundation Inspections | 12 | 24% |
| Structural Inspections | 12 | 24% |
| Life Safety Inspections | 13 | 26% |
| Fire Safety Inspections | 13 | 26% |

1C Building Inspector Plan Review

| Topic | Questions | Percent |
|---------------------------------------|-----------|---------|
| Building Classification and Structure | 13 | 26% |
| Life Safety | 18 | 36% |
| Fire Safety | 19 | 38% |

2A Electrical Inspector One- and Two-Family Dwellings

| Topic | Questions | Percent |
|---|-----------|---------|
| Wiring Methods | 9 | 18% |
| Cabinets, Panelboards, Switchboards, Boxes and Conduit Bodies | 6 | 12% |
| Conductors and Overcurrent Protection on the Load Side of the Service | 8 | 16% |
| Service Equipment and Conductors on the Supply Side of the Service | 9 | 18% |
| Switches, Disconnects and Controllers | 3 | 6% |
| Lighting and Utilization Equipment | 6 | 12% |
| Calculations of Load | 2 | 4% |
| Calculations of Wire Size | 2 | 4% |
| Special Installations or Constructions | 5 | 10% |

2B Electrical General

Scope – The electrical general inspection examination covers structures/installations other than one- and two-family structure/installations. The emphasis is on the major occupancy/use/installation problems in one- to four-story structures. Some basic high-rise-specific problems are covered.

| Topic | Questions | Percent |
|---|-----------|---------|
| Wiring Methods | 5 | 10% |
| Cabinets, Panelboards, Switchboards, Boxes and Conduit Bodies | 4 | 8% |
| Conductors and Overcurrent Protection on the Load Side of the Service | 4 | 8% |
| Service Equipment and Conductors on the Supply Side of the Service | 5 | 10% |
| Switches, Disconnects and Controllers | 3 | 6% |
| Motors other than Dwellings | 5 | 10% |
| Generators other than Dwellings | 1 | 2% |
| Lighting and Utilization Equipment | 4 | 8% |
| Calculations of Load | 3 | 6% |
| Calculations of Wire Size | 3 | 6% |
| Special Occupancies | 5 | 10% |
| Special Installations or Constructions | 8 | 16% |

2C Electrical Plan Review

Scope – The plan review examination is mainly concerned with the ability to identify design errors, to perform required calculations accurately, and to verify that the proposed installation, systems, devices, or material meet code requirements. Emphasis is on the occupancy/use/ hazard classifications and problems that are most frequently encountered.

| Topic | Questions | Percent |
|---|-----------|---------|
| Wiring Methods | 3 | 6% |
| Cabinets, Panelboards, Switchboards, Boxes and Conduit Bodies | 4 | 8% |
| Conductors and Overcurrent Protection on the Load Side of the Service | 4 | 8% |

INDIVIDUAL OUTLINES

| Topic | Questions | Percent |
|--|-----------|---------|
| Service Equipment and Conductors on the Supply Side of the Service | 6 | 12% |
| Switches, Disconnects and Controllers | 4 | 8% |
| Motors other than Dwellings | 4 | 8% |
| Generators other than Dwellings | 1 | 2% |
| Lighting and Utilization Equipment | 4 | 8% |
| Calculations of Load | 6 | 12% |
| Calculations of Wire Size | 3 | 6% |
| Special Occupancies | 4 | 8% |
| Special Installations or Constructions | 7 | 14% |

| 3B Fire Protection General | | |
|----------------------------|-----------|---------|
| Topic | Questions | Percent |
| Building Structure | 25 | 50% |
| Fire Protection Systems | 25 | 50% |

| 3C Fire Protection Plan Review | | |
|--------------------------------|-----------|---------|
| Topic | Questions | Percent |
| Building Structure | 20 | 40% |
| Fire Protection Systems | 30 | 60% |

| 4A Mechanical Inspector One- and Two-Family Dwellings | | |
|---|-----------|---------|
| Topic | Questions | Percent |
| Appliances, Equipment and Distribution Systems | 20 | 40% |
| Chimneys, Vents and Combustion Air | 17 | 34% |
| Fuel Systems | 13 | 26% |

| 4B Mechanical Inspector General | | |
|---|-----------|---------|
| Topic | Questions | Percent |
| Venting Systems, Combustion Air, Fuel Systems | 21 | 42% |
| Air Distribution Systems, Piping Systems | 15 | 30% |
| Appliances and Equipment | 14 | 28% |

| 4C Mechanical Inspector Plan Review | | |
|---|-----------|---------|
| Topic | Questions | Percent |
| Air Distribution Systems, Piping Systems | 18 | 36% |
| Venting Systems, Combustion Air, Fuel Systems | 16 | 32% |

| Topic | Questions | Percent |
|--------------------------|-----------|---------|
| Appliances and Equipment | 16 | 32% |

| 5A Plumbing Inspector One- and Two-Family Dwellings | | |
|---|-----------|---------|
| Topic | Questions | Percent |
| Underground Piping Inspections | 14 | 28% |
| Rough-in Inspections | 24 | 48% |
| Final Inspections | 12 | 24% |

| 5B Plumbing Inspector General | | |
|--------------------------------|-----------|---------|
| Topic | Questions | Percent |
| Underground Piping Inspections | 17 | 34% |
| Rough-in Piping Inspections | 20 | 40% |
| Final Inspections | 13 | 26% |

| 5C Plumbing Inspector Plan Review | | |
|-----------------------------------|-----------|---------|
| Topic | Questions | Percent |
| DWV/Storm Systems | 19 | 38% |
| Water Service Distribution | 19 | 38% |
| Fixtures and Special Systems | 12 | 24% |

| 6B Elevator General | | |
|--|-----------|---------|
| Topic | Questions | Percent |
| Periodic and/or Acceptance Tests, Elevators, Escalators, Moving Walks and Other Equipment | 20 | 40% |
| Periodic Inspections, Elevators, Escalators, Moving Walks, Other Equipment, Alterations, Reading Plans and Specs | 20 | 40% |
| General Requirements and Reading Construction Documents | 10 | 20% |

**ADDITIONAL EXAM
New Jersey Hotel and Multiple Dwelling Inspector**

The New Jersey Hotel and Multiple Dwelling Inspector test provides an evaluation of minimum competency of inspectors of hotels and multiple dwellings. The test is based on the New Jersey Hotel and Multiple Dwelling statute and rules and the New Jersey Uniform Fire Code. It is available for other jurisdictions that might want to use it. In the event that other jurisdictions are interested in this test, rules and regulations used in those jurisdictions could be included in future test revisions.

Candidates interested in taking this exam should call 800.280.3926 for a registration form. This exam is administered via paper-and-pencil in the state of New Jersey.

Reference materials

The following chart lists reference materials that may be used during the exams.

| Certification Test | | Reference Materials | Purchase Resource |
|--------------------|--|--|---|
| 1A | Building Inspector One- and Two-Family Dwellings | <i>ICC International Residential Code for One- and Two-Family Dwellings</i> , 2009 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org . |
| 1B | Building Inspector General | <i>ICC International Building Code</i> , 2009 Edition and <i>Building Code Requirements for Structural Cement</i> , 2009. | IAPMO, 800.85.IAPMO, www.iapmo.org ; and American Concrete Institute (ACI), www.concrete.org . |
| 1C | Building Inspector Plan Review | <i>ICC International Building Code</i> , 2009 Edition and <i>Building Code Requirements for Structural Cement</i> , 2009. | IAPMO, 800.85.IAPMO, www.iapmo.org ; and American Concrete Institute (ACI), www.concrete.org . |
| 2A | Electrical Inspector One- and Two-Family Dwellings | <i>ICC International Residential Code for One- and Two-Family Dwellings</i> , 2009 Edition and <i>NFPA 70 – National Electrical Code</i> , 2008 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org ; and NFPA, 617.770.3000, www.nfpa.org . |
| 2B | Electrical General | <i>NFPA 70 – National Electrical Code</i> , 2008 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org ; NFPA, 617.770.3000, www.nfpa.org . |
| 2C | Electrical Plan Review | <i>NFPA 70 – National Electrical Code</i> , 2008 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org ; NFPA, 617.770.3000, www.nfpa.org . |
| 3B | Fire Protection General | <i>ICC International Building Code</i> , 2009 Edition; <i>NFPA 13 – Installation of Sprinkler Systems</i> , 2007 Edition; and <i>NFPA 72 – National Fire Alarm Code</i> , 2007 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org ; and NFPA, 617.770.3000, www.nfpa.org . |
| 3C | Fire Protection Plan Review | <i>ICC International Building Code</i> , 2009 Edition; <i>NFPA 13 – Installation of Sprinkler Systems</i> , 2007 Edition; and <i>NFPA 72 – National Fire Alarm Code</i> , 2007 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org ; and NFPA, 617.770.3000, www.nfpa.org . |
| 4A | Mechanical Inspector One- and Two-Family Dwellings | <i>ICC International Residential Code for One- and Two-Family Dwellings</i> , 2009 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org . |
| 4B | Mechanical Inspector General | <i>ICC International Mechanical Code</i> , 2009 Edition; and <i>International Fuel Gas Code</i> , 2009 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org . |
| 4C | Mechanical Inspector Plan Review | <i>ICC International Mechanical Code</i> , 2009 Edition; and <i>International Fuel Gas Code</i> , 2009 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org . |
| 5A | Plumbing Inspector One- and Two-Family Dwellings | <i>ICC International Residential Code for One- and Two-Family Dwellings</i> , 2009 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org . |
| 5B | Plumbing Inspector General | <i>ICC International Plumbing Code</i> 2009 Edition and <i>ANSI A117.1 – Accessible and Usable Buildings and Facilities</i> , 2003 Edition; or <i>National Standard Plumbing Code</i> , 2009 Edition and <i>ANSI A117.1 – Accessible and Usable Buildings and Facilities</i> , 2003 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org ; and PHCC, 800.533.7694, www.phccweb.org . |
| 5C | Plumbing Inspector Plan Review | <i>ICC International Plumbing Code</i> 2009 Edition and <i>ANSI A117.1 – Accessible and Usable Buildings and Facilities</i> , 2003 Edition; or <i>National Standard Plumbing Code</i> , 2009 Edition and <i>ANSI A117.1 – Accessible and Usable Buildings and Facilities</i> , 2003 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org ; and PHCC, 800.533.7694, www.phccweb.org . |
| 6B | Elevator General | <i>ASME A17.1, Safety Code for Elevators and Escalators</i> , 2004 Edition; <i>ASME A17.1S, 2005 Supplement to ASME A17.1 – 2004</i> ; <i>ASME A17.1A, 2005 Addenda to ASME A17.1 – 2004</i> ; <i>ASME A17.2-2004, Guide for Inspection of Elevators, Escalators, and Moving Walks</i> , 2004 Edition; <i>ASME A18.1, Safety Standard for Platform Lifts and Stairway Chairlifts</i> , 2003 Edition; and <i>NFPA 70 – National Electrical Code</i> , 2008 Edition. | IAPMO, 800.85.IAPMO, www.iapmo.org ; ASME, 212.591.8500, www.asme.org ; and NFPA, 617.770.3000, www.nfpa.org . |

Additional references allowed during the exam. During the test administration, you may use other legally adopted codes or standards, but you should be advised that such documents may not contain the correct responses. Some of the additional publications that may be brought into the exam room include:

1. *National Electrical Code Handbook Illustrated*, National Fire Protection Association, 617.770.3000, www.nfpa.org.
2. *ICC Commentaries, including IBC, IFC, IFGC, IRC, IPC, IMC and IPMC*, IAPMO, 800.85.IAPMO, www.iapmo.org.
3. *ICC Expandex*, July 1, 2005 Edition, IAPMO, 800.85.IAPMO, www.iapmo.org.
4. *NFPA 13 Handbook, Standard for the Installation of Sprinkler Systems*, National Fire Protection Association, 617.770.3000, www.nfpa.org.
5. *National Standard Plumbing Illustrated*, Plumbing-Heating-Cooling Contractors-National Association (PHCC), 800.533.7694, www.phccweb.org.

Practice questions

The questions that will appear on your licensing exam(s) are multiple-choice and you will have four options from which to choose your answer.

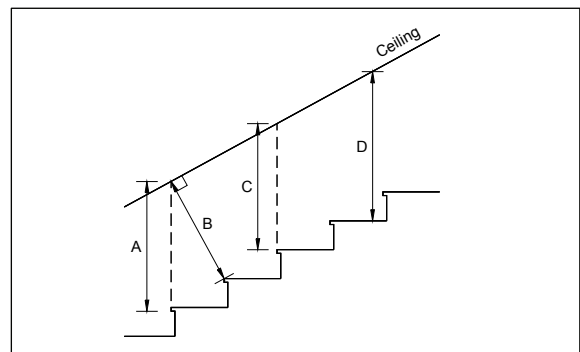
Below are practice versions of the 50-question regular exams. When you have completed a practice test, compare your answers with those listed on Page 17.

**Building Inspector
One- and Two-Family Dwellings (1A)**

- Which of the following statements is true about the minimum compressive strength of concrete used in single-family dwelling construction where the weathering potential is severe?
 - If used in an interior pier footing, it shall be 2,500 psi.
 - If used in the unreinforced slab of a basement floor, it shall be 3,000 psi.
 - If used in a basement wall, it shall be 3,500 psi.
 - If used in exterior porch steps, it shall be 2,000 psi.
- The maximum allowable spacing between nails attaching 1/2" gypsum wallboard to ceiling supporting members without adhesive is
 - 7"
 - 8"
 - 12"
 - 16"
- A dwelling unit within a duplex has 432 square feet of living space. The living/dining room is 10 feet by 20 feet, the kitchen is 6 feet by 11 feet, the bedroom is 6 feet by 13 feet and the bath is 5 feet by 8 feet. The unit does NOT conform to the code for which of the following reasons?
 - The bathroom is too small.
 - The living/dining room is too small.
 - The kitchen is too narrow.
 - The bedroom is too narrow.
- An attic space with a clear height of 3 feet requires an access opening of at least
 - 22 in. by 24 in.
 - 22 in. by 28 in.
 - 22 in. by 30 in.
 - 24 in. by 24 in.
- What is the minimum allowable distance from exposed earth to the bottom of a sill if the sill is made of untreated pine and is resting on a concrete exterior wall?
 - 4 in.
 - 6 in.
 - 8 in.
 - 10 in.

Building Inspector General (1B)

- The maximum allowable height for a handrail above the leading edge (nosing) of a stairway tread is
 - 38 in.
 - 36 in.
 - 34 in.
 - 32 in.
- When reinforced concrete footings are cast against the earth, the clear cover on the reinforcement shall be a minimum of
 - 1/2 the depth of the footings.
 - 4 times the diameter of the bar.
 - 2 inches.
 - 3 inches.
- The minimum compressive strength for concrete for cast-in-place piles is
 - 5,000 psi.
 - 4,000 psi.
 - 3,000 psi.
 - 2,000 psi.
- Concrete construction joints shall meet all of the following requirements EXCEPT
 - Joints in floors shall be located within the middle third of the span of beams.
 - Joints in girders shall be offset a minimum of two times the width of intersecting beams.
 - Joints shall have crossing bars which are welded.
 - Joints shall be wetted immediately before new concrete is placed.



- Which of the measurements shown above is the one used to determine headroom?
 - A
 - B
 - C
 - D

Building Inspector Plan Review (1C)

- At a minimum, major new buildings in Milwaukee, Wisconsin shall be designed using an effective peak acceleration co-efficient (Aa) of
 - <0.05
 - 0.05
 - 0.06
 - >0.06
- The total required width of exit doors for an area is determined by all of the following EXCEPT the
 - use group classification.
 - size of the area.
 - maximum length of exit access travel.
 - use of a complete fire suppression system.
- All of the following uniformly distributed live loads are acceptable EXCEPT
 - 150 psf for a drill room.
 - 100 psf for an exterior balcony.
 - 90 psf for an office lobby.
 - 75 psf for a marquee.
- Which of the following characteristics determines the use group classification of buildings?
 - Location of the building on the property
 - Construction type
 - Occupancy
 - Height
- The fire-protective covering of structural members subject to impact damage shall be protected to a height of at least
 - 4 feet.
 - 5 feet.
 - 6 feet.
 - 7 feet.

Electrical Inspector One- and Two-Family Dwellings (2A)

- How many 8 AWG, Type THW conductors are permitted to be installed in a 3/4-inch flexible metal conduit?
 - 2
 - 3
 - 4
 - 5
- A branch circuit to a detached residential garage is 10/3 AWG with ground, Type UF, protected at 30 amps. If the supply voltage is 120/240V, the minimum depth at which the cable is permitted to be buried is
 - 24 in.
 - 18 in.
 - 12 in.
 - 6 in.

- A Type SO, 16-2, with-ground cord has an ampacity of
 - 7 amps.
 - 10 amps.
 - 13 amps.
 - 15 amps.
- A 14 AWG cable is pulled into a rigid nonmetallic conduit between a dwelling and an outdoor light post. If this raceway is underground, what is the minimum permitted burial depth?
 - 24 in.
 - 18 in.
 - 12 in.
 - 6 in.
- For a dwelling unit of 1,200 square feet, the minimum number of branch circuits required to supply lighting (at 15 amp), small appliances, laundry, and a gas-fired furnace with 1/4 HP motor is
 - 8
 - 7
 - 6
 - 5

Electrical General (2B)

- What is the maximum allowable amp rating of the primary overcurrent device for a 600V transformer with a rated primary current of 200 amps and no secondary overcurrent protection?
 - 200 amps
 - 225 amps
 - 250 amps
 - 300 amps
- What is the minimum size electrical metallic tubing in which the twenty-six conductors listed below may be installed?

Twelve 14 AWG, Type THHN
Six 14 AWG, Type TW
Eight 12 AWG, Type THHN

 - 3/4 in.
 - 1 in.
 - 1-1/4 in.
 - 1-1/2 in.
- Insulated bushings shall be used on all conduits entering cabinets that contain ungrounded conductors equal to or larger in size than which of the following?
 - 6 AWG
 - 4 AWG
 - 2 AWG
 - 1/0 AWG

PRACTICE QUESTIONS

- A location in which, under normal operating conditions, hazardous concentrations of flammable vapors exist intermittently is designated as
 - Class I, Division 1
 - Class I, Division 2
 - Class II, Division 1
 - Class II, Division 2
- All of the following are acceptable wiring methods for service-entrance conductors EXCEPT
 - Type AC cable.
 - Type MC cable.
 - rigid nonmetallic conduit.
 - busways.

Electrical Plan Review (2C)

- A mobile home park is to have 34 lots. The minimum allowable size of Type THW feeder conductors supplying these lots is
 - 1000 kcmil.
 - 1250 kcmil.
 - 1500 kcmil.
 - 2000 kcmil.
- The lighting for an auditorium consists of eighty-four 120-volt, 3.9-amp, mercury-vapor fixtures. How many 20-amp branch circuits are required?
 - 17
 - 19
 - 21
 - 23
- The lighting and small appliance demand load for a house is calculated to be 7800 VA. The range demand load is 8000 VA. If the service is 120/240 volts, what is the service neutral load?
 - 50 amps
 - 56 amps
 - 62 amps
 - 67 amps
- The minimum allowable operating clearance between the front of a 440V metal-clad switchgear and a concrete wall is
 - 2-1/2 feet.
 - 3 feet.
 - 3-1/2 feet.
 - 4 feet.
- For a 7200V circuit with a conductor temperature, 90°C and an ambient air temperature of 40°C, the allowable ampacity for a single 6 AWG copper conductor isolated in air is
 - 100 amps.
 - 110 amps.
 - 120 amps.
 - 130 amps.

Fire Protection General (3B)

- A heat detector that has been color-coded blue shall be installed where the maximum ceiling temperature is
 - 100°F.
 - 150°F.
 - 225°F.
 - 300°F.
- All of the following statements are true about the installation of baffles in an area containing sprinklers that are less than 6 feet apart EXCEPT:
 - The baffles shall be located midway between sprinklers.
 - The baffles may be made of sheet metal and may be about 8 in. wide and 6 in. high.
 - The top of the baffles shall extend 2 to 3 in. above the deflectors of upright sprinklers.
 - The bottom of the baffles shall extend 5 to 6 inches below the deflectors of upright sprinklers.
- The ASTM test standard for measuring the fire-resistance rating of a structural assembly is
 - D635
 - E84
 - E108
 - E119
- A fully sprinklered indoor basketball arena with two main entrances has a total occupant load of 20,160 persons. In this situation, how many 36-inch (clear-width) exit doors are required to accommodate the occupant load?
 - 74
 - 84
 - 112
 - 168
- Doors located in openings in corridor walls with a 1-hour fire resistance rating requirement shall have a fire resistance rating of how many minutes?
 - 20
 - 30
 - 45
 - 60

Fire Protection Plan Review (3C)

- The hydraulic approximation of the friction loss in a 2-1/2 inch, standard, 90 degree, black steel elbow in a dry sprinkler system is
 - 4.3 equivalent feet of pipe.
 - 5.2 equivalent feet of pipe.
 - 6.7 equivalent feet of pipe.
 - 7.6 equivalent feet of pipe.
- When a door is fully open in a corridor, it shall not project more than
 - 6 in. into the required width of the corridor.
 - 7 in. into the required width of the corridor.
 - 1/3 of the clear width of the corridor.
 - 1/2 of the clear width of the corridor.

3. In unobstructed construction in a light hazard occupancy with a pipe scheduled system, the maximum protection area permitted for each sprinkler is how many square feet?
 - (A) 100
 - (B) 130
 - (C) 200
 - (D) 225
4. An interior finish with a flame spread rating of 150 and a smoke development rating of 300 would be classed as which of the following?
 - (A) Class I
 - (B) Class II
 - (C) Class III
 - (D) Nonclassified
5. If the primary power supply fails, a storage battery used as a secondary power supply shall have sufficient capacity to operate a local or proprietary fire alarm system for a minimum of how many hours?
 - (A) 12
 - (B) 24
 - (C) 48
 - (D) 60

**Mechanical Inspector
One- and Two-Family Dwellings (4A)**

1. The minimum allowable earth cover for the underground iron piping supplying exterior gas lamps is
 - (A) 6 in.
 - (B) 12 in.
 - (C) 18 in. or frost line, whichever is greater.
 - (D) 24 in. or frost line, whichever is greater.
2. On a system with a gas pressure of 6-inch water column and a pressure drop of 1-inch water column, the minimum size gas pipe permitted for a 30,000 Btu/h input water heater 40 feet from the regulator is
 - (A) 3/8 in.
 - (B) 1/2 in.
 - (C) 3/4 in.
 - (D) 1 in.
3. All of the following may be used to join sections of a clothes dryer exhaust duct EXCEPT
 - (A) tapes.
 - (B) screws.
 - (C) gaskets.
 - (D) spot welds.
4. A vent connector with a horizontal run of 12 feet shall have a minimum vertical rise of how many inches?
 - (A) 1
 - (B) 2
 - (C) 3
 - (D) 4
5. A gas-fired furnace with an input rating of 180,000 Btu/h and a gas-fired water heater with an input rating of 40,000 Btu/h are installed in an unconfined basement. The dimensions of the basement are 22 feet by 50 feet. To avoid the introduction of outside air for combustion, the minimum allowable ceiling height of the basement shall be
 - (A) 7 ft. 6 in.
 - (B) 8 ft. 0 in.
 - (C) 8 ft. 6 in.
 - (D) 10 ft. 0 in.

Mechanical Inspector General (4B)

1. Which of the following is NOT permitted in a non-combustible air ceiling plenum?
 - (A) Steel gas piping
 - (B) A metal electrical conduit
 - (C) An insulated PVC rain conductor
 - (D) A sheet-metal duct
2. If a gas furnace located in a 6-foot by 6-foot by 8-foot utility room draws combustion air from adjacent spaces, the minimum number of combustion air openings necessary is
 - (A) zero.
 - (B) one.
 - (C) two.
 - (D) four.
3. Which of the following are permitted to provide a fuel-burning appliance with combustion air?
 - I. Inside air
 - II. Outside air
 - III. Air provided by mechanical ventilation
 - (A) I and II only
 - (B) I and III only
 - (C) II and III only
 - (D) I, II and III
4. When used as an exhaust in a spray painting booth, ductwork shall be constructed of
 - (A) anodized aluminum.
 - (B) galvanized sheet steel.
 - (C) labeled nonmetallic material.
 - (D) stainless steel.
5. In a hydronic piping system, shutoff valves shall be installed in all of the following locations EXCEPT on
 - (A) connections to a diaphragm-type expansion tank.
 - (B) the connection to any pressure vessel.
 - (C) the supply and return sides of each heat.
 - (D) both sides of a pressure-reducing valve.

PRACTICE QUESTIONS

Mechanical Inspector Plan Review (4C)

- To accomplish natural ventilation, the minimum operable area to the outdoors shall be 4 percent of the
 - floor area of the room or space.
 - total wall area of the room or space.
 - area of the exposed outside wall.
 - area of the floor area and the exterior wall.
- Which of the following statements about ceiling dampers is true?
 - They shall be permanently labeled with 1/2-inch high letter coding ceiling dampers.
 - They may be replaced by fire dampers in all instances.
 - They shall be installed in a manner to ensure positive closing or opening.
 - Multiple dampers need not be framed.
- For a low heat appliance, the minimum allowable thickness for a 6-inch diameter chimney connector is
 - .022 in.
 - .028 in.
 - .034 in.
 - .064 in.
- A 2-ton split system condensing unit, roof mounted, that serves a computer room four floors below shall be
 - pitched to allow for proper condensate drainage.
 - uniquely, permanently marked to identify the area served.
 - supported by at least two approved supports.
 - installed in such a manner that a leakage refrigerant will be minimized.
- In a flexible duct, air temperature shall be less than
 - 100°F.
 - 150°F.
 - 200°F.
 - 250°F.

Plumbing Inspector One- and Two-Family Dwellings (5A)

- The minimum diameter of a floor drain waste outlet shall be
 - 1 inch.
 - 1-1/2 inches.
 - 2 inches.
 - 2-1/2 inches.
- The maximum allowable vertical distance between a kitchen-sink outlet and the trap weir is
 - 1 foot
 - 2 feet
 - 5 feet
 - 6 feet

- Which of the following shall NOT be used in a hot water distribution system?
 - Polybutylene
 - CPVC
 - PVC
 - Copper tubing
- A water heater that depends on the combustion of fuel is permitted in which of the following locations?
 - Bathroom
 - Vented clothes closet
 - Garage
 - Bedroom
- A relief valve shall be set to open at what minimum psi above the system pressure?
 - 25 psi
 - 50 psi
 - 100 psi
 - 150 psi

Plumbing Inspector General (5B)

- A building drain that runs horizontally changes 90° in direction, and still runs horizontally. This change of direction is permitted to be made with
 - two 1/8 bends.
 - one 1/4 bend.
 - a sanitary tee.
 - three 1/16 bends.
- A trap seal shall be able to withstand which of the following pneumatic pressure differentials?
 - 1 foot water column
 - 1 inch water column
 - 1 psi
 - 1 fps
- What is the smallest water-service pipe size that is permitted to be used in a small one-room office building with a minimum number of plumbing fixtures?
 - 1/2 inch
 - 5/8 inch
 - 3/4 inch
 - 1 inch
- The minimum allowable center-to-center distance between conventional water closets is
 - 15 inches.
 - 24 inches.
 - 30 inches.
 - 36 inches.
- When inspecting a trap, the inspector needs to check all of the following EXCEPT the
 - vertical distance from the fixture outlet to the trap weir.
 - distance between the trap and the vent.
 - distance between the trap and the building drain.
 - size of the trap.

Plumbing Inspector Plan Review (5C)

1. All of the following are requirements for sterilizer equipment EXCEPT
 - (A) the minimum allowable vent size for an instrument sterilizer is 1-1/2 inches.
 - (B) all piping shall be accessible for inspection and maintenance.
 - (C) exhaust vapors of a pressure sterilizer shall be cooled.
 - (D) the maximum allowable distance between the drain of a battery of four sterilizers and the receptor is 8 feet.
2. Which of the following is the EXCEPTION to the requirement for a separate trap?
 - (A) A dishwasher discharging into a sink tailpiece
 - (B) A washing machine discharge and a kitchen sink
 - (C) A four-compartment sink
 - (D) Two floor drains in the same room
3. A relief vent is required in a waste stack if the stack has how many branch intervals?
 - (A) 5
 - (B) 7
 - (C) 9
 - (D) 11
4. A plan shows 415 fixture units connected to a building sewer that is graded at 1/4 inch per foot. The minimum pipe size acceptable for this sewer is
 - (A) 4 inches.
 - (B) 5 inches.
 - (C) 6 inches.
 - (D) 8 inches.
5. The minimum grade in inches per foot required for a 2-inch building drain is
 - (A) 1/16 inch.
 - (B) 1/8 inch.
 - (C) 1/4 inch.
 - (D) 1/2 inch.

Elevator General (6B)

1. The maximum distance between the face of the car gate and the hoistway face of the landing door in a residence elevator is
 - (A) 3 inches.
 - (B) 4 inches.
 - (C) 5 inches.
 - (D) 6 inches.
2. The maximum allowable relief-pressure setting for a hydraulic elevator with a known working pressure of 400 psi is
 - (A) 400 psi.
 - (B) 425 psi.
 - (C) 450 psi.
 - (D) 500 psi.

3. Which of the following devices will hold a hydraulic elevator with a rated load if the pump stops?
 - (A) Constant pressure switch
 - (B) Bypass valve
 - (C) Shutoff valve
 - (D) Check valve
4. Which of the following would NOT be a safety device on an escalator?
 - (A) Stop switch in the machinery spaces
 - (B) Speed governor
 - (C) Main drive shaft brake
 - (D) Step demarcation lights
5. Which of the following is an acceptable minimum pitch diameter for sheaves using 1/2 inch suspension ropes?
 - (A) 1 foot, 7 inches
 - (B) 1 foot, 11 inches
 - (C) 2 feet, 1 inch
 - (D) 2 feet, 5 inches

| Test | Answer Key |
|------|-------------------------|
| 1A | 1-A; 2-A; 3-D; 4-C; 5-C |
| 1B | 1-A; 2-D; 3-D; 4-C; 5-C |
| 1C | 1-A; 2-C; 3-C; 4-C; 5-B |
| 2A | 1-C; 2-A; 3-C; 4-B; 5-B |
| 2B | 1-C; 2-B; 3-B; 4-B; 5-A |
| 2C | 1-A; 2-C; 3-B; 4-C; 5-B |
| 3B | 1-C; 2-D; 3-D; 4-B; 5-A |
| 3C | 1-A; 2-B; 3-C; 4-C; 5-B |
| 4A | 1-B; 2-A; 3-B; 4-C; 5-D |
| 4B | 1-C; 2-C; 3-D; 4-B; 5-A |
| 4C | 1-A; 2-C; 3-B; 4-B; 5-D |
| 5A | 1-C; 2-B; 3-C; 4-C; 5-A |
| 5B | 1-A; 2-B; 3-C; 4-C; 5-C |
| 5C | 1-D; 2-A; 3-D; 4-B; 5-C |
| 6B | 1-C; 2-D; 3-D; 4-C; 5-B |

State and Organization partners

Overview

The following states and/or organizations are working with Prometric to administer the NCPCCI examinations and recognize the results of the individual exams toward certification and licensing.

Candidates may contact the following states or organizations for information regarding licensing and certification rules and regulations:

| State Partners | State Partners |
|--|---|
| Indiana Department of Homeland Security, Fire & Building Safety Division 302 West Washington Street, Room E241 Indianapolis, IN 46204 317.232.1407 | Commonwealth of Kentucky Dept. of Housing, Buildings and Construction 101 Sea Hero Road, Suite 100 Frankfort, KY 40601-5405 502.573.0365 |
| Commonwealth of Massachusetts Board of Building Regulations and Standards One Ashburton Place, Room 1301 Boston, MA 02108-1618 617.727.7532 | New Jersey Department of Community Affairs 101 South Broad Street, P.O. Box 816 Trenton, NJ 08625-0816 609.984.7834 |
| Ohio Board of Building Standards 6606 Tussing Road Reynoldsburg, OH 43068-9009 614.644.2613 | Oklahoma Construction Industries Board Office 2401 N.W. 23rd Street, Suite 5 Oklahoma City, OK 73107 405.271.5217 |
| Virginia Department of Housing & Community Development Training & Certification Office Main Street Centre 600 East Main Street, Suite 300 Richmond, VA 23219 804.371.7180 | |
| Organization Partners | Organization Partners |
| International Association of Plumbing and Mechanical Officials IAPMO World Headquarters 5001 East Philadelphia Street Ontario, CA 91761-2816 877.IAPMO-01 | International Association of Electrical Inspectors 901 Waterfall Way, Suite 602 Richardson, TX 75080-7702 972.235.1455 |

More information about individual certification and licensing programs can be found on the following pages.

- Indiana Department of Fire and Building Services—Page 19.
- Commonwealth of Kentucky—Page 20.
- Commonwealth of Massachusetts—Page 21.
- New Jersey Department of Community Affairs—Page 22.
- Ohio Board of Building Standards Office—Page 23.
- Oklahoma State Construction Industries Board Office—Page 24.
- Commonwealth of Virginia—Page 25.
- IAPMO—Page 26.

Indiana



**State of Indiana
Department of Homeland Security
Fire and Building Safety Division**

Indiana Government Center South
302 West Washington Street, Room E241
Indianapolis, IN 46204
Phone: 317.232.1407
Fax: 317.233.0307
Web site: www.in.gov/dhs

The Fire and Building Safety Division (FBSD) contains several agencies, including the Office of the State Building Commissioner and the Office of the State Fire Marshal. These two offices are charged with building safety and fire prevention. Also the Division of Technical Services/Research (TSR) and the Division of Education and Information (E&I) are a part of FBSD. TSR is responsible for all code adoption statewide; E&I is responsible for providing education for building and fire officials, both state and local.

Current Indiana law does not mandate certification for fire and building inspectors.

Indiana has a Grant Program to reimburse approved local departments for education. This fund is supported from fees collected from applications for State Design Releases. The Division of Education and Information has introduced a new program, which is supported by Grant Funds, to encourage the national certification of inspectors. The program materials include code books, commentaries, and workbooks. Upon completion, the jurisdiction is reimbursed the total cost of the materials. The inspector is encouraged to become certified. The cost of the certification exam may be reimbursed in full or part, depending on availability of funds.

Voluntary NCPCCI certifications are as follows:

| Voluntary Certification Classifications | Examinations Required |
|---|------------------------------|
| Building Inspector - Class 1 Structures | 1B, 2B, 4B, 5B |
| Building Inspector - Class 2 Structures (One- and Two-Family Dwellings) | 1A, 2A, 4A, 5A |
| Structural Inspector | 1A, 1B, 1C |
| Plan Review | 1C, 2C, 3C, 4C, 5C |
| Electrical Inspector | 2A, 2B, 2C |
| Fire Inspector/Plan Review | 3B, 3C |
| Mechanical Inspector | 4A, 4B, 4C |
| Plumbing Inspector | 5A, 5B, 5C |
| Elevator Inspector | 6B |

Kentucky

**Commonwealth of Kentucky
Department of Housing, Buildings and Construction**

101 Sea Hero Road, Suite 100
Frankfort, KY 40601-5405
Phone: 502.573.0365
Web site: www.ohbc.ky.gov/

The certification of building inspectors in the state of Kentucky is mandated by KRS 198B.090(1)(a), which was created and designed to ensure uniform statewide enforcement of applicable state building codes. This administrative regulation establishes the testing, training, and continuing education requirements for qualifying persons to become inspectors for the enforcement of the Kentucky Building Code and to identify the level of their responsibilities for this enforcement.

An applicant seeking certification in the Kentucky Certified Building Inspectors Program shall submit a completed HBC BC/CP-1, Initial Application Form, a \$50 application fee, and written proof that the applicant has met the education/ experience requirements.

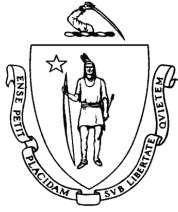
An applicant shall have: Graduated from high school or earned a general education diploma; **and** three years experience in a responsible, directly related construction position, such as a foreman, which required the ability to effectively read and interpret building plans and specifications; **or** three years experience in an architect’s or engineer’s office performing building design or drafting duties; graduated from a college or university with an associate degree in a design, building technology or construction-related subject; **or** graduated from a college or university with a bachelor’s degree in architecture, engineering, fire science, or building technology. An applicant shall pass an exam and furnish a copy of the certification for the appropriate test module as issued by Prometric.

Upon achieving the desired or required level of certification, applicants shall attend orientation training provided or approved by the Department. Once certified, inspectors and trainees shall annually complete 12 hours of continuing education training programs approved by the Department. An inspector shall provide the Department with verification of the required continuing education on form HBC BC/CE-1, Continuing Education Verification Form. A certified inspector or trainee shall be required to pay an annual renewal fee of \$50 no later than June 30 of each year in order to maintain certification and continue to be registered.

Application or registration information may be obtain from the Office.

| Certification Classifications | Examinations Required |
|--|--------------------------------|
| One- and Two-Family Dwelling Inspector | 1A, 4A |
| Building Inspector - Level I | 1A, 4A, 1B, 3B |
| Building Inspector - Level II | 1A, 4A, 1B, 3B, 4B |
| Building Inspector - Level III | 1A, 4A, 1B, 3B, 4B, 1C, 3C, 4C |
| Mechanical Inspector - One- and Two-Family Dwellings | 4A |
| Mechanical Inspector, General | 4B |
| Mechanical Inspector and Plan Reviewer | 4A, 4B, 4C |

Massachusetts



**Commonwealth of Massachusetts
Department of Public Safety**

Board of Building Regulations and Standards
One Ashburton Place, Room 1301
Boston, MA 02108-1618
Phone: 617.727.7532
Fax: 617.227.1754
Web site: www.mass.gov/dps

Massachusetts General Law (MGL) Chapter 143 § 3 establishes minimum qualifications for inspector of buildings, building commissioners and local inspectors recognized in the Commonwealth. The inspector of buildings/building commissioner is the lead person in a municipal building department. An inspector of buildings/building commissioner may appoint as many local inspectors as he/she deems necessary to fulfill inspection duties of the department. Each local inspector is required to meet minimum qualifications defined by the general law prior to appointment, and each is required to be certified (if not already) within a 12-month period following initial appointment.

A candidate for certification as a **Local Inspector** must attain passing scores in all examinations required for certification (see chart below) under the National Certification Program for Construction Code Inspector (NCPCCI). A candidate for certification as an **Inspector of Buildings/Building Commissioner** must attain passing scores in all examinations required for certification as a Local Inspector **and** additionally, he/she must attain passing scores in all examinations required for certification as a Certified Building Official under the Certified Building Officials Program of the International Code Council (ICC).

Examinations Required to Become Certified as a Local Inspector:

| Local Inspector | Examination Required |
|---|----------------------|
| One- and Two-Family Dwelling General Exam | 1A |
| Building General | 1B |
| Fire Protection General | 3B |

Examinations Required to Become Certified as an Inspector of Buildings/Building Commissioner:

| Inspectors of Buildings/Building Commissioners | Examination Required |
|---|----------------------|
| One- and Two-Family Dwelling General Exam | 1A |
| Building General | 1B |
| Fire Protection General | 3B |
| Certified Building Official Technology Module | Contact ICC |
| Certified Building Official Legal/Management Module | Contact ICC |

Once a candidate accomplishes these goals, he/she may apply to the Board of Building Regulations and Standards. Certification status must be maintained through continuing education.

New Jersey



**State of New Jersey
Department of Community Affairs**

Division of Codes and Standards
Bureau of Code Services
101 South Broad Street, P.O. Box 816
Trenton, New Jersey 08625-0816
Phone: 609.984.7834
Fax: 609.984.7972

Web site: www.state.nj.us/dca/codes/licensingunit/index.shtml
Email: codeslicensing@dca.state.nj.us

The Code Officials Licensing Unit within the Bureau of Code Services is responsible for the licensing and education of individuals as Uniform Construction Code (UCC) officials and inspectors. The unit coordinates training programs and distributes information concerning the requirements to be a licensed code official within the State of New Jersey.

A candidate for a license of any type issued pursuant to the UCC shall submit a licensing application to the Unit accompanied by the required nonrefundable application fee. The NCPCCI examination registration form should not be construed as any part of the license application, as examinations are just one element of the overall licensing process.

In general, an applicant for licensure must satisfy three elements: background experience in the area of licensure sought; an educational component; and the relevant examination(s). There are variables in the experience and educational requirements based upon a given applicant's background. Therefore, interested parties should contact the Unit directly for more detailed information concerning licensing as a construction code official.

The following is a list of examinations required for licensure by the State of New Jersey:

| New Jersey License | Examinations Required |
|--|------------------------------|
| Building Inspector RCS | 1A and 4A |
| Building Inspector ICS | 1B and 4B |
| Building Inspector HHS | 1C |
| Electrical Inspector ICS | 2A and 2B |
| Electrical Inspector HHS | 2C |
| Fire Protection Inspector ICS | 3B and 4A |
| Fire Protection Inspector HHS | 3C |
| Plumbing Inspector ICS | 4B and 5B |
| Plumbing Inspector HHS | 5C |
| Elevator Inspector HHS | 6B |
| Mechanical Inspector One- and Two-Family | 4A and 4B |
| Inplant Inspector | 1A, 2A, 4A and 5A |

Ohio**State of Ohio****Ohio Board of Building Standards**

6606 Tussing Road • P.O. Box 4009

Reynoldsburg, OH 43068-9009

Phone: 614.644.2613

Fax: 614.995.0080 • FaxBack: 614.728.1244

E-mail: dic.bbs@com.state.oh.us

Web Site: www.com.state.oh.us/dico/BBS.aspx

The certification of building department personnel in the State of Ohio is administered by the Ohio Board of Building Standards.

An applicant for certification must: complete experience requirements in the area of certification sought; complete the Ohio Building Code Academy; and pass the required examinations. In addition, an applicant for a plan examiner certification must also meet professional licensing requirements. For residential certification, attending the Ohio Building Code Academy is not required.

In accordance with Section 103.3.4 of the Ohio Building Code, an applicant for non-residential and residential building department personnel certification shall pass an examination and shall furnish a copy of the certification for the appropriate class as issued by a national model code organization, or by a certification testing agency approved by the Board. An applicant may take the required examinations prior to filing an application with the Board. Applicants for Electrical Safety Inspector must receive authorization from the Board prior to taking the required examinations. If an applicant for Electrical Safety Inspector fails the examination twice, the applicant must enter into the Electrical Safety Inspector Training Program.

A candidate for a building department personnel certification shall submit an Application for Certification of Building Department Personnel – Form B, to the Ohio Board of Building Standards, accompanied by the appropriate fee. Applications may be obtained on the BBS Web Site, by calling the Board, or by calling the Board's Fax Back Service and requesting document number 102 for non-residential or document number 152 for residential.

| Certification Classifications | NCPCCI Examinations Required |
|--------------------------------------|-------------------------------------|
| Master Plans Examiner | 1C, 2C, 3C, 4C, 5C |
| Building Inspector | 1A, 1B, 3B, 4B |
| Industrialized Unit Inspector | 1A, 1B, 3B, 4B |
| Mechanical Inspector | 4A, 4B |
| Fire Protection Inspector | 1B, 3B |
| Plumbing Inspector | 5A, 5B |
| Plumbing Plans Examiner | 5C |
| Electrical Safety Inspector | 2A, 2B |
| Electrical Plans Examiner | 2C |
| Residential Building Official | 1A, 4A and 2A or 5A |
| Residential Plans Examiner | 1A and 4A or 2A or 5A |
| Residential Building Inspector | 1A |
| Residential Plumbing Inspector | 5A |

Oklahoma



**State of Oklahoma
Oklahoma Construction Industries Board**

2401 N.W. 23rd Street, Suite 5
Oklahoma City, OK 73107
Phone: 405.271.5217
Web site: www.cib.state.ok.us

The licensing of municipal Building and Construction Inspectors in the State of Oklahoma is administered by the Construction Industries Board.

Applicants for certification and license shall:

- 1** Show proof of certification or licensing by a program or governmental entity approved by the Construction Industries Board and, if applying as a Plumbing or Electrical Inspector, must meet the experience provisions and trade licensure requirements of the applicable trade statutes; and/or
- 2** Have been certified by the Committee as having passed the required examination(s). The Board shall issue a license to any person who has met the requirements of paragraph 1 and/or 2 of this subsection and who has paid the fees required by the Oklahoma Inspectors Act and has otherwise complied with the applicable requirements of the Oklahoma Inspectors Act. Provided, the Board may issue a provisional license limited to two years to enable an applicant to meet the certification requirements of this subsection. Inspector licensing fee is \$35. Penalty fee for late renewal is \$70.

Examinations shall be uniform and shall be practical in nature but shall be sufficiently strict to test the qualifications and fitness of the applicant as a building and construction inspector. The examination shall be in whole or in part in writing and shall be administered by a national certification and testing organization as approved by the Committee of Inspector Examiners.

Application forms are available by contacting the Board office or on the Board's Web site at www.cib.state.ok.us.

| Licensing Categories | Examinations Required |
|------------------------------------|-----------------------|
| Building Inspector – Unlimited | 1A, 1B, 3B |
| Building Inspector – Residential | 1A |
| Electrical Inspector – Unlimited | 2A, 2B |
| Electrical Inspector – Residential | 2A |
| Mechanical Inspector – Unlimited | 4A, 4B |
| Mechanical Inspector – Residential | 4A |
| Plumbing Inspector – Unlimited | 5A, 5B |
| Plumbing Inspector – Residential | 5A |



**Commonwealth of Virginia
Virginia Department of Housing & Community Development
Training & Certification Office**

Main Street Centre
600 East Main Street, Suite 300
Richmond, VA 23219
Phone: 804.371.7180
Fax: 804.371.7092
Web site: www.dhcd.virginia.gov

The Training and Certification Office is responsible for certification and training of Code Officials and technical assistants in accordance with the Virginia Uniform Statewide Building Code as approved by the Board of Housing and Community Development. All candidates seeking certification shall attend the Virginia Building Code Academy (Core Course), plus the applicable technical module, and provide proof of having passed the required examination(s).

Prospective and current code enforcement personnel, and others seeking certification can use the **Training and Certification Online System** to view the upcoming academy schedule and other related training offerings, apply for training, and view or print their individual training and certification records as well as download related forms and schedules.

Copies of the Virginia Uniform Statewide Building Code and Certification Standards may be obtained via our Web site or by contacting the Training and Certification Office at the above address or phone number. The Department of Housing and Community Development will issue the certification to candidates who have successfully met all requirements.

Following is a list of examinations required for certification in each discipline:

| Virginia Certification Classifications | NCPCCI Examinations Required |
|---|-------------------------------------|
| Residential Building Inspector | 1A |
| Commercial Building Inspector | 1B |
| Building Plans Examiner | 1C |
| Residential Electrical Inspector | 2A |
| Commercial Electrical Inspector | 2B |
| Electrical Plans Examiner | 2C |
| Fire Protection Inspector | 3B |
| Fire Protection Plans Examiner | 3C |
| Residential Mechanical Inspector | 4A |
| Commercial Mechanical Inspector | 4B |
| Mechanical Plans Examiner | 4C |
| Residential Plumbing Inspector | 5A |
| Commercial Plumbing Inspector | 5B |
| Plumbing Plans Examiner | 5C |
| Elevator Inspector | 6B |
| Combination Residential Inspector | 1A, 2A, 4A, 5A |
| Combination Commercial Inspector | 1B, 2B, 4B, 5B |

IAPMO



**IAPMO National Certification Program for
Inspectors, Plans Examiners and Code Officials**

5001 East Philadelphia Street
Ontario, CA 91761-2816
Web Site: www.iapmo.org

The International Association of Plumbing and Mechanical Officials (IAPMO) was founded in 1926, with the mandate “to advance the latest and most improved methods of sanitation; to promote the welfare of and harmony between the owner, the builder, and the craftsman; to accomplish a uniformity in the application of the provisions of the ordinances; and to promulgate the mutual benefit of the members.” Since the founding members first gathered to begin writing a model code to protect the health of the people they served, IAPMO has grown to be recognized the world over for its Uniform Codes.

Beginning December 31, 2008, IAPMO will issue national certifications based on the NCPCCI examinations. Professionals seeking personnel certification do not need to be members of IAPMO to obtain a certification from IAPMO. Use the chart below to identify, register and pass the NCPCCI exams required for each desired certification.

| Certification Categories | NCPCCI Exam |
|-----------------------------------|------------------------------------|
| Commercial Building Inspector | 1B, 3B |
| Commercial Electrical Inspector | 2B |
| Commercial Mechanical Inspector | 4B |
| Commercial Plumbing Inspector | 5B |
| Commercial Combination Inspector | 1B, 2B, 3B, 4B, 5B |
| Elevator Inspector | 6B |
| Residential Building Inspector | 1A |
| Residential Electrical Inspector | 2A |
| Residential Mechanical Inspector | 4A |
| Residential Plumbing Inspector | 5A |
| Residential Combination Inspector | 1A, 2A, 4A, 5A |
| Building Inspector | 1A, 1B, 3B |
| Electrical Inspector | 2A, 2B |
| Mechanical Inspector | 4A, 4B |
| Plumbing Inspector | 5A, 5B |
| Combination Inspector | 1A, 1B, 2A, 2B, 3B, 4A, 4B, 5A, 5B |
| Building Plans Examiner | 1B, 1C, 3B, 3C |
| Electrical Plans Examiner | 2B, 2C |
| Mechanical Plans Examiner | 4B, 4C |
| Plumbing Plans Examiner | 5B, 5C |
| Combination Plans Examiner | 1C, 2C, 3C, 4C, 5C |
| Building Code Official | 1A, 1B, 3B, 1C, 3C |
| Electrical Code Official | 2A, 2B, 2C |
| Mechanical Code Official | 4A, 4B, 4C |
| Plumbing Code Official | 5A, 5B, 5C |



Exam Registration Form

for NCPCCI Examinations

Candidate Information (Enter your name exactly as it appears on the photo-bearing identification that you will present at the test center.)

| | | | |
|--|---|--|---|
| Last Name | First Name | Middle Initial | Date of Birth |
| Residence Address (Your address of legal residence is required) | | | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| City | State | ZIP Code | Email Address: |
| Daytime Phone Number (including area code) () | Evening Phone Number (including area code) () | Fax Number (including area code) () | |
| Have you previously taken an NCPCCI computer-based exam? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Are you requesting special testing accommodations? <input type="checkbox"/> Yes. If, yes, forward the appropriate documentation with your registration form. | |

Exam Selection and Fees

| Exam Title | Exam Fee | Total |
|---|------------------|-------|
| 1A – Building Inspector One- and Two-Family Dwellings | \$130 | \$ |
| 1B – Building Inspector General | \$130 | \$ |
| 1C – Building Inspector Plan Review | \$130 | \$ |
| 2A – Electrical Inspector One- and Two-Family Dwellings | \$130 | \$ |
| 2B – Electrical General | \$130 | \$ |
| 2C – Electrical Plan Review | \$130 | \$ |
| 3B – Fire Protection General | \$130 | \$ |
| 3C – Fire Protection Plan Review | \$130 | \$ |
| 4A – Mechanical Inspector One- and Two-Family Dwellings | \$130 | \$ |
| 4B – Mechanical Inspector General | \$130 | \$ |
| 4C – Mechanical Inspector Plan Review | \$130 | \$ |
| 5A – Plumbing Inspector One- and Two-Family Dwellings | \$130 | \$ |
| 5B – Plumbing Inspector General | \$130 | \$ |
| 5C – Plumbing Inspector Plan Review | \$130 | \$ |
| 6B – Elevator General | \$130 | \$ |
| New Jersey Multiple Dwelling (administered in Springfield, NJ only) | \$96 | \$ |
| Optional Services | Fee | |
| Duplicate Score Report (exam title and date: _____) | \$15 | \$ |
| | Total Fee | \$ |

| | |
|--|---|
| Send My Exam Results To | |
| State: <input type="checkbox"/> IN <input type="checkbox"/> KY <input type="checkbox"/> MA <input type="checkbox"/> NJ <input type="checkbox"/> OH <input type="checkbox"/> OK <input type="checkbox"/> VA | Organization: <input type="checkbox"/> IAIEI <input type="checkbox"/> IAPMO |

Fee may be paid by cashier’s check, money order, MasterCard or Visa. Make checks payable to Prometric. Please put your full name on the check. **Personal checks and cash are not accepted. Fees are not refundable.** To pay by credit card, please complete the information below. To register: call 800.864.5309 or fax this completed form to 800.347.9242. To register by mail, send this completed form along with the appropriate fee to: Prometric, ATTN: NCPCCI Program, 1260 Energy Lane, St. Paul, MN 55108.

| | | |
|--|-------------|-------------------------|
| Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa | Card Number | Expiration Date |
| Name of Cardholder (Print) | | Signature of Cardholder |

By signing and submitting this form, I accept the conditions set forth in the Candidate Information Bulletin concerning the administration of the tests and the reporting of test scores. I am assuming full responsibility for exam selection and I understand that fees are not refundable or transferable. I also certify that I am the candidate named above and I agree to comply with all examination rules and regulations.

Signature: _____ Date: _____

(Keep a copy of this registration form for your records.)

PROMETRIC
1260 Energy Lane
St. Paul, MN 55108
800.864.5309

**FIRST
CLASS
MAIL**