



BUILDING CODE ENFORCEMENT PRE-LICENSURE TRAINING PROGRAM WITH EXAMINATION

2017 APPLICATION

September 5, 2017—May 8, 2018

Tuesdays and Thursdays • 8:30 a.m.— 3:30 p.m.

Institute of Technology and Business Development
185 Main Street, New Britain, CT 06051



APPLICATION DEADLINE: AUGUST 2, 2017

The **Pre-Licensure Training Program with Examination** was developed to assist qualified candidates prepare for the State of Connecticut building code enforcement licensure examinations. Applicants must present documented proof that they meet

the qualifications established in statute and regulation in order to be considered for acceptance into the training program. Qualifications for each of the nine licensure types can be found on pages 8 and 9 of this application.

The completed **application form and supporting documentation** must be submitted to the Office of Education and Data Management (OEDM) by **August 2, 2017**. **Applications that are incomplete and do not have appropriate documentation will be not be accepted.** Class size is limited. Municipal employees meeting the requirements for building code enforcement licensure will be given preference for admittance into the pre-licensure program.

Send the signed Application Form with required documentation to:

Email:

OEDM@ct.gov

Subject: Pre-Licensure Application

Fax:

860-920-3093

Attention: Pre-Licensure Application

Mail:

Department of Administrative Services

Office of Education and Data Management

450 Columbus Boulevard—Suite 1306

Hartford, CT 06103

Attention: Pre-Licensure Application

There are no student fees for this training, but **students must purchase their own code books**. Applicants accepted into the program will receive a letter of acceptance from OEDM by August 14, 2017. This letter will include class dates, times, directions and required code books. Class notes will be provided in electronic format; students are responsible for printing their own class notes, or they have the option of bringing a laptop to class.

Training for the Pre-Licensure Training Program is paid for by the Code Training and Education Fund. Revenue for the fund comes from assessments on building permit construction values.

For questions regarding applications, please contact OEDM at 860.713.5522 or OEDM@ct.gov



2017 PRE-LICENSURE TRAINING PROGRAM APPLICATION

Please type or print clearly and **complete the application in its entirety. Incomplete applications will not be accepted.**

LICENSE SOUGHT

Check only one

BUILDING OFFICIAL

PROVISIONAL BUILDING OFFICIAL

CHECK HERE ONLY IF YOU ARE TO BE APPOINTED AS A PROVISIONAL BUILDING OFFICIAL. ATTACH A LETTER FROM THE APPOINTING AUTHORITY STATING THE DATE TO BE APPOINTED AS **PROVISIONAL BUILDING OFFICIAL**.

ASSISTANT BUILDING OFFICIAL

MECHANICAL INSPECTOR INCLUDES PLUMBING, HEATING & COOLING

RESIDENTIAL BUILDING INSPECTOR

PLUMBING INSPECTOR

PLAN REVIEW TECHNICIAN

HEATING AND COOLING INSPECTOR

ELECTRICAL INSPECTOR

CONSTRUCTION INSPECTOR

APPLICANT INFORMATION

Name _____
First Last Middle Initial

Address _____
City State Zip

Phone (____) (____) (____)
Cell Day Evening

Email _____ OEDM ID _____
First 3 letters of last name—last 4 digits of SS#

Section 1-217 of the Connecticut General Statutes exempts the residential addresses of a number of occupational categories from release to the public under the Freedom of Information Act. Such categories include, but are not limited to, police officers, firefighters and employees of the Department of Correction. If you believe that your residential address is exempt under this law, please check mark the box:

EDUCATION

HIGH SCHOOL

Name of School _____
City State Zip

Address _____

Dates Attended _____ Date of Diploma or Equivalent _____
From To

If Vocational or Technical School, Discipline of Diploma (Plumbing, Electrical, etc.) _____

COLLEGE

Name of School _____

Address _____
City State Zip

Dates Attended _____ Degree Earned _____ Major _____
From To

GRADUATE SCHOOL

Name of School _____

Address _____

City State Zip

Dates Attended _____ Degree Earned _____ Major _____
From To

CODE AND/OR CONSTRUCTION TRAINING CERTIFICATIONS

Name of School _____

Address _____

City State Zip

Dates Attended _____ Certificate Earned _____
From To

PROFESSIONAL AND TRADE LICENSES AND CERTIFICATIONS

Complete this section if you hold a credential from the Office of Education and Data Management, or as an Architect, Engineer, Contractor or Journeyman in Electrical, HVAC, Plumbing, etc. **You must enter the date first issued, and submit a copy of your license(s), certification(s) and/or registration with your application.**

1. Name of License/Certificate/Registration _____

State _____ Date First Issued _____ License/Certificate/Registration Number _____

Has credential ever been Suspended or Revoked? If Yes, Date of Suspension/Revocation _____

Yes No Reason: _____

2. Name of License/Certificate/Registration _____

State _____ Date First Issued _____ License/Certificate/Registration Number _____

Has credential ever been Suspended or Revoked? If Yes, Date of Suspension/Revocation _____

Yes No Reason: _____

TECHNICAL EXPERIENCE

Your application is evaluated based on your ability to demonstrate that you meet the requirements set forth in the Connecticut General Statutes (C.G.S) or Regulations of Connecticut State Agencies (R.C.S.A) for the license that you seek. Starting on the next page, make sure when you complete the **Describe Job Duties and Responsibilities In Detail** section for each relevant job

you've held, that you include details that **link the specific criteria listed on pages 8 and 9 with your construction, supervisory, project management and design experience. You may use additional sheets of paper or add attachments, including resume, project summaries, job specifications, etc.** Also note if the job was residential or commercial construction.

TECHNICAL EXPERIENCE

JOB 1

Job Title _____ Dates of Employment _____
Mo/Yr to Mo/Yr

Name of Employer _____ Hours worked per week _____

Employer Address _____
City State Zip

Employer Phone __ (____) _____ Type of Business _____

Name and Title of Immediate Supervisor _____

Supervisor Phone __ (____) _____ Supervisor Email _____

Describe Job Duties and Responsibilities in Detail. Remember to relate your experiences to the required criteria on pages 8 and 9.

TECHNICAL EXPERIENCE

JOB 2

Job Title _____ Dates of Employment _____
Mo/Yr to Mo/Yr

Name of Employer _____ Hours worked per week _____

Employer Address _____
City State Zip

Employer Phone __ (____) _____ Type of Business _____

Name and Title of Immediate Supervisor _____

Supervisor Phone __ (____) _____ Supervisor Email _____

Describe Job Duties and Responsibilities in Detail. Remember to relate your experiences to the required criteria on pages 8 and 9.

TECHNICAL EXPERIENCE

JOB 3

Job Title _____ Dates of Employment _____
Mo/Yr to Mo/Yr

Name of Employer _____ Hours worked per week _____

Employer Address _____
City State Zip

Employer Phone __ (____) _____ Type of Business _____

Name and Title of Immediate Supervisor _____

Supervisor Phone __ (____) _____ Supervisor Email _____

Describe Job Duties and Responsibilities in Detail. Remember to relate your experiences to the required criteria on pages 8 and 9.

TECHNICAL EXPERIENCE

JOB 4

Job Title _____ Dates of Employment _____
Mo/Yr to Mo/Yr

Name of Employer _____ Hours worked per week _____

Employer Address _____
City State Zip

Employer Phone __ (____) _____ Type of Business _____

Name and Title of Immediate Supervisor _____

Supervisor Phone __ (____) _____ Supervisor Email _____

Describe Job Duties and Responsibilities in Detail. Remember to relate your experiences to the required criteria on pages 8 and 9.

BUILDING CONSTRUCTION-RELATED AFFILIATIONS

List organizations, committees, associations, etc., in which you have participated.

1. Name of Organization/Committee/Association _____

Dates of Participation _____ **Office(s) Held** _____
Mo/Yr to Mo/Yr

Principal Activities _____

2. Name of Organization/Committee/Association _____

Dates of Participation _____ **Office(s) Held** _____
Mo/Yr to Mo/Yr

Principal Activities _____

3. Name of Organization/Committee/Association _____

Dates of Participation _____ **Office(s) Held** _____
Mo/Yr to Mo/Yr

Principal Activities _____

REFERENCES

List three individuals associated with the construction industry who are familiar with your construction and code experience and or educational background (if applicable). These individuals cannot be related to you. Do not name a member of the Codes and Standards Committee or the State Building Inspector.

1. Name and Title _____ **Phone** (____) _____

Address _____
City State Zip

Email _____ **Relationship to Applicant** _____

2. Name and Title _____ **Phone** (____) _____

Address _____
City State Zip

Email _____ **Relationship to Applicant** _____

3. Name and Title _____ **Phone** (____) _____

Address _____
City State Zip

Email _____ **Relationship to Applicant** _____

I attest that the statements made within this application are true. _____
Applicant's Signature Date

STATUTORY AND REGULATORY REQUIREMENTS FOR CT BUILDING CODE ENFORCEMENT LICENSURE

C.G.S. 29-261. Qualifications of building official and assistant building officials.

Powers and duties. Return of building plans and specifications. (a) The building official, to be eligible for appointment, shall have had at least five years' experience in construction, design or supervision and assistant building officials shall have had at least three years' experience in construction, design or supervision, or equivalent experience as determined by the Commissioner of Administrative Services. They shall be generally informed on the quality and strength of building materials, on the accepted requirements of building construction, on the accepted requirements of design and construction relating to accessibility to and use of buildings by the physically disabled, on good practice in fire prevention, on the accepted requirements regarding light and ventilation, on the accepted requirements for safe exit facilities and on other items of equipment essential for the safety, comfort and convenience of occupants and shall be certified under the provisions of section 29-262. (b) The building official or assistant building official shall pass upon any question relative to the mode, manner of construction or materials to be used in the erection or alteration of buildings or structures, pursuant to applicable provisions of the State Building Code and in accordance with rules and regulations adopted by the Department of Administrative Services. They shall require compliance with the provisions of the State Building Code, of all rules lawfully adopted and promulgated thereunder and of laws relating to the construction, alteration, repair, removal, demolition and integral equipment and location, use, accessibility, occupancy and maintenance of buildings and structures, except as may be otherwise provided for.

R.C.S.A. 29-262-5b. Residential building inspector duties and minimum qualifications

(a) The residential building inspector performs the following duties under the direction of the building official or the assistant building official: (1) Reviews, analyzes and evaluates preliminary and final construction plans of one-and two-family detached dwellings and one-family townhouses and their accessory structures for compliance with applicable codes adopted as a portion of the State Building Code, referenced standards and other related regulations prior to the issuance of building permits; (2) Passes upon any question relative to the mode, manner of construction or materials to be used in the erection, repair, addition or alteration of one- and two-family detached dwellings and one-family townhouses and their accessory structures pursuant to the provisions of applicable codes adopted as a portion of the State Building Code and in accordance with regulations adopted by the Department of Public Safety; (3) Requires compliance with applicable codes adopted as a portion of the State Building Code; with all regulations lawfully adopted thereunder; and with laws relating to the construction, repair, addition, alteration, removal, demolition, integral equipment, location, use, occupancy and maintenance of one-and two-family detached dwellings and one-family townhouses and their accessory structures, except as may otherwise be provided; (4) Explains applicable codes and standards to contractors, architects, developers, engineers, property owners and other interested parties; and (5) Enforces the correction of violations of applicable codes and standards at the scene of the installation by dealing directly with building owners, agents and contractors to achieve compliance with such codes, referenced standards and other related regulations. (b) The minimum qualifications of a residential building inspector are as follows:

(1) Completion of high school, vocational school or the equivalent; (2) Possession of least five (5) years of experience in the construction, design or supervision of the construction of one- and two-family detached dwellings and one-family townhouses; (3) Be generally informed regarding the quality and strength of building materials, the accepted requirements of building construction, the accepted requirements for light and ventilation, the accepted requirements for safe exit facilities and other items of equipment essential for the safety, comfort and convenience of occupants of one-and two-family detached dwellings and one-family townhouses and their accessory structures; and (4) Demonstration of the following: (A) Ability to read and interpret plans and specifications of one-and two-family detached dwellings and one-family townhouses and their accessory structures; (B) Ability to recognize faulty construction and unsafe conditions in new and existing one- and two-family detached dwellings and one-family townhouses and their accessory structures; and (C) Ability to express oneself clearly and concisely both orally and in writing.

R.C.S.A. Sec. 29-262-6b. Plan review technician duties and minimum qualifications

(a) The plan review technician performs the following duties under the direction of the building official or the assistant building official: (1) Reviews, analyzes and evaluates preliminary and final construction plans for compliance with all applicable codes, referenced standards and other related regulations prior to the issuance of building permits; (2) Explains codes and standards to contractors, architects, developers, engineers, property owners and other interested parties; (3) Provides assistance to inspectors for correct interpretation of plans and codes of a difficult and complex nature; and (4) Prepares and maintains reports, records and correspondence relating to the review of plans. (b) The minimum qualifications of a plan review technician are as follows: (1) Completion of high school, vocational school or the equivalent; (2) Possession of three (3) years of experience in the fields of building construction or code interpretation or enforcement; and (3) Demonstration of the following: (A) Thorough knowledge of applicable codes, referenced standards and other regulations; (B) Ability to read and interpret plans and specifications; (C) Knowledge of building construction materials and the principles, practices and methods of building design; (D) Ability to examine and make recommendations on plans submitted for approval; and (E) Ability to express oneself clearly and concisely, both orally and in writing.

R.C.S.A. Sec. 29-262-7b. Mechanical inspector duties and minimum qualifications

(a) The mechanical inspector performs the following duties under the direction of the building official or the assistant building official: (1) Examines plumbing, heating, refrigeration, ventilation and air conditioning construction documents; (2) Inspects installations; and (3) Enforces correction of violations of plumbing and heating codes at the scene of the installation by dealing directly with building owners, agents and contractors to assure compliance with applicable codes, referenced standards and other related regulations. (b) The minimum qualifications of a mechanical inspector are as follows: (1) Completion of high school, vocational school or the equivalent; (2) Possession of either a valid P-1 "Unlimited Contractor" or P-2 "Unlimited Journeyman" license and either a valid S-1 "Unlimited Contractor" or S-2 "Unlimited Journeyman" license; (3) Maintenance or improve-

STATUTORY AND REGULATORY REQUIREMENTS FOR CT BUILDING CODE ENFORCEMENT LICENSURE

ment of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and (4) Demonstration of the following: (A) Thorough knowledge of materials and methods used in the installation of plumbing, heating, air conditioning and refrigeration installations; (B) Thorough knowledge of the applicable plumbing and mechanical codes, referenced standards and other regulations; (C) Ability to read and interpret plans and specifications; (D) Ability to diagnose violations, hazards, and unsafe or unsanitary conditions caused by faulty materials or poor workmanship in new or existing mechanical installations; and (E) Ability to express oneself clearly and concisely, both orally and in writing.

R.C.S.A. Sec. 29-262-8b. Electrical inspector duties and minimum qualifications (a) The electrical inspector performs the following duties under the direction of the building official or assistant building official: (1) Examines electrical and telecommunications construction documents; (2) Inspects installations; and (3) Enforces the correction of violations of the electrical codes at the scene of the installation by dealing directly with building owners, agents, and contractors, to assure compliance with applicable codes, referenced standards and other related regulations. (b) The minimum qualifications of the electrical inspector are as follows: (1) Completion of high school, vocational school or the equivalent; (2) Possession of a valid E-1 "Unlimited Contractor" license or an E-2 "Unlimited Journeyman" license for not less than two (2) years; (3) Maintenance or improvement of the trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and (4) Demonstration of the following: (A) Thorough knowledge of the methods, materials and techniques of the electrical trade; (B) Thorough knowledge of applicable codes, referenced standards and other related regulations; (C) Ability to diagnose violations, unsafe conditions and hazards in new and existing electrical installations; (D) Ability to read and interpret plans and specifications; and (E) Ability to express oneself clearly and concisely, both orally and in writing.

R.C.S.A. Sec. 29-262-9b. Plumbing inspector duties and minimum qualifications (a) The plumbing inspector performs the following duties under the direction of the building official or assistant building official: (1) Examines plumbing, piping and fire suppression system construction documents; (2) Inspects installations; and (3) Enforces the correction of violations at the scene of the installation, by dealing directly with building owners, agents and contractors to assure compliance with applicable codes, referenced standards and other related regulations. (b) The minimum qualifications of a plumbing inspector are as follows: (1) Completion of high school, vocational school or the equivalent; (2) Possession of a valid P-1 "Unlimited Contractor" license or a P-2 "Unlimited Journeyman" license for a minimum of two (2) years; (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and (4) Demonstration of the following: (A) Thorough knowledge of applicable codes, referenced standards and other related regulations; (B) Thorough knowledge of methods, materials and techniques of

plumbing installations; (C) Ability to diagnose plumbing code violations, hazards, unsafe conditions and unsanitary conditions in new and existing plumbing installations; (D) Ability to read and interpret plans and specifications; and (E) Ability to express oneself clearly and concisely, both orally and in writing.

R.C.S.A. Sec. 29-262-10b. Heating and cooling inspector duties and minimum qualifications (a) The heating and cooling inspector performs the following duties under the direction of the building official or the assistant building official: (1) Examines heating, refrigeration, ventilation and air conditioning construction documents; (2) Inspects installations; and (3) Enforces the correction of violations of the heating codes at the scene of the installation by dealing directly with building owners, agents and contractors to assure compliance with applicable codes, referenced standards and other related regulations. (b) The minimum qualifications of a heating and cooling inspector are as follows: (1) Completion of high school, vocational school or the equivalent; (2) Possession of a valid S-1 "Unlimited Contractor" license or an S-2 "Unlimited Journeyman" license for a minimum of two (2) years; (3) Maintenance or improvement of the applicable trade license issued pursuant to Chapter 390 of the Connecticut General Statutes during his or her tenure in the position; and (4) Demonstration of the following: (A) Thorough knowledge of applicable codes, referenced standards and other related regulations; (B) Thorough knowledge of the methods and materials used in the installation of heating, refrigeration, ventilation and air conditioning systems; (C) Knowledge of steam fitting; (D) Ability to read and interpret plans and specifications; (E) Ability to diagnose violations, unsafe conditions, and hazards in new and existing heating and cooling installations; and (F) Ability to express oneself clearly and concisely, both orally and in writing.

R.C.S.A. Sec. 29-262-11b. Construction inspector duties and minimum qualifications (a) The construction inspector performs the following duties under the direction of the building official or the assistant building official: (1) Examines documents of building construction, alteration or repair (2) Inspects installations for compliance with applicable code requirements to ensure the safety of the occupants; (3) Investigates for compliance with structural safety requirements; and (4) Recommends to the building official corrective actions associated with the enforcement of unsafe conditions in new and existing installations, where warranted. (b) The minimum qualifications of a construction inspector are as follows: (1) Completion of high school, vocational school or the equivalent; (2) Possession of three (3) years of experience in building construction; and (3) Demonstration of the following: (A) Thorough knowledge of the materials, methods and techniques used in building construction; (B) Thorough knowledge of applicable codes, referenced standards and other related regulations; (C) Ability to read and interpret plans and specifications; (D) Ability to recognize faulty construction or hazardous and unsafe conditions in new and existing installations; and (E) Ability to express oneself clearly and concisely, both orally and in writing.

2017-2018 BUILDING CODE ENFORCEMENT PRE-LICENSURE TRAINING SCHEDULE*

Residential Code Module		Number of Training Days for License								
2017 Dates	Course Title	BO	ABO	PRT	RBI	MI	EI	CI	PI	HCI
9/5—9/7	Introduction, State Building Code Administration	2	2	2	2	2	2	2	2	2
9/12—10/3	Building Planning and Construction	7	7	7	7			7		
10/5—10/17	Residential Mechanical Provisions	4	4	4	4	4				4
10/19—10/26	Residential Plumbing Provisions	3	3	3	3	3			3	
10/31 a.m.	Residential Standards and Code Appendices	.5	.5	.5	.5			.5		
11/2—11/9	Residential Electrical Provision of the IRC	3	3	3	3		3			
11/14—11/28	Residential Electrical Provisions of the NEC	4	4	4	4		4			
11/30—12/5	Residential Energy Conservation Provisions	2	2	2	2	2	2	2	2	2
12/7—12/12	Residential Plan Review	2	2	2	2			2		
12/14	ICC and NEC Code Review	1	1	1	1	1	1	1	1	1
12/19	Residential Section Exam	1	1	1	1	1	1	1	1	1
	Total Residential Code Section Training Days	29.5	29.5	29.5	29.5	13	13	15.5	9	10
Commercial Code Module		Number of Training Days for License								
2018 Dates	Course Title	BO	ABO	PRT	RBI	MI	EI	CI	PI	HCI
1/2—1/11	NEC for Commercial and Special Applications	4	4	4			4			
1/16—1/18	IECC Provisions	1.5	1.5	1.5		1.5	1.5	1.5	1.5	1.5
1/23	Administration	1	1	1		1	1	1	1	1
1/25	Building Types, Height and Area, Use and Occupancy	1	1	1				1		
1/30—2/1	Fire Protection Systems, Interior Finishes	2	2	2		2		2	2	
2/6—2/8	Means of Egress	2	2	2				2		
2/13—2/15	Accessibility and ICC A117.1	2	2	2				2		
2/20	Interior Environment, Exterior Walls	1	1	1				1		
2/22	Structural Design, Special Inspections and Tests, Roofs	1	1	1				1		
2/27	Soils and Foundations, Concrete	1	1	1				1		
3/1	Masonry, Steel and Wood, Encroachments	1	1	1				1		
3/6	Glazing, Gypsum Board and Plaster, Plastics	1	1	1				1		
3/8	Elevators, Special Construction	1	1	1				1		
3/13—3/15	Safeguards and Existing Structures	2	2	2				2		
3/20—3/22	Existing Structures and the IEBC	2	2	2				2		
3/27—4/3	IPC Provisions	3	3	3		3			3	
4/5—4/10	IMC Provisions	2	2	2		2				2
4/12—4/17	NFPA 54 and NFPA 58	1.5	1.5	1.5		1.5			1.5	1.5
4/19	Code Enforcement Practices	1	1							
4/24—4/26	Plan Review	2	2	2				2		
5/1—5/3	ICC and NEC Code Review	2	2	2		2	2	2	2	2
5/8	Final Licensure Examinations	1	1	1		1	1	1	1	1
	Total Commercial Code Section Training Days	36	36	35	0	14	9.5	24.5	12	9
	Total Program Days	65.5	65.5	64.5	29.5	27	22.5	40	21	19

*Dates subject to change based on weather delays/cancellations.