



BOARD OF BUILDING STANDARDS

APPLICATION FOR TRAINEE CERTIFICATION OF BUILDING DEPARTMENT PERSONNEL

This application is submitted to the Board of Building Standards as specified in the provisions of Section 3781.10 of the Ohio Revised Code and 4101:7-3-01 of the Ohio Administrative Code.

Applicant Information

Name:		BBS Certification ID:	
Home Address:			
City:	County, State:		ZIP:
E-Mail:		Phone:	
Department/Firm:			

To apply for trainee certification:

- ___ Complete this application and sign in front of a notary.
- ___ Include all Trainee forms, signed by Building Official and Supervisor
- ___ **Include one set of supervisor/sponsor forms per trainee certification**
- ___ Include non-refundable application fee of **\$50.00 per certification** payable to **Treasurer, State of Ohio/BBS (Check or Money Order ONLY)**
- ___ Submit this complete application with fee at least 10 days before next Board meeting

Approval process:

- ___ Certification Committee considers each individual application and make recommendations to the Board of Building Standards
- ___ You will receive notice of the Board’s action within 7-10 business days of the meeting by US mail

If Trainee certification is granted:

- ___ **You must comply with all Trainee rules and requirements for education, supervision and training.** See attached Matrix of Experience and Examinations
- ___ You must complete the Ohio Building Code Academy (OBCA).

If you fail to complete the OBCA and/or required examinations by the expiration of the trainee certification, you will not be able to work as a certified code enforcement professional under this trainee certification. No extensions of trainee certifications will be granted.

The Ohio Board of Building Standards is a public entity and any information provided to BBS may constitute a public record, available to anyone who requests it. Please do not include any personally identifiable information beyond this page

Last Name

First Name

BBS Certification ID

SECTION 1: CHECK TRAINEE CERTIFICATION(S) BEING REQUESTED

<input type="checkbox"/> Building Official	<input type="checkbox"/> Master Plans Examiner	<input type="checkbox"/> Building Inspector	<input type="checkbox"/> Electrical Safety Inspector	<input type="checkbox"/> Fire Protection Inspector
<input type="checkbox"/> Building Plans Examiner	<input type="checkbox"/> Plumbing Plans Examiner	<input type="checkbox"/> Mechanical Plans Examiner	<input type="checkbox"/> Electrical Plans Examiner	<input type="checkbox"/> Fire Protection Plans Examiner
	<input type="checkbox"/> Plumbing Inspector	<input type="checkbox"/> Mechanical Inspector	<input type="checkbox"/> Non-Residential Industrial Unit Inspector	

<input type="checkbox"/> Res. Building Official	<input type="checkbox"/> Res. Plans Examiner	<input type="checkbox"/> Res. Building Inspector
	<input type="checkbox"/> Res. Industrial Unit Inspector	<input type="checkbox"/> Res. Mechanical Inspector

SECTION 2: LIST ANY OHIO LICENSE, CERTIFICATE, OR REGISTRATION HELD

(Mark "T" If Trainee)

Description		Certificate Number	Date Received
Architectural Registration			
P.E. Registration			
Res	Non-Res		
<input type="checkbox"/>	<input type="checkbox"/>	Building Official Certification	
<input type="checkbox"/>	<input type="checkbox"/>	Plans Examiner Certification	
<input type="checkbox"/>	<input type="checkbox"/>	Building Inspector Certification	
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Inspector Certification	
Building Plans Examiner Certification			
Mechanical Plans Examiner Certification			
Fire Protection Plans Examiner Certification			
Electrical Plans Examiner Certification			
Plumbing Plans Examiner Certification			
Fire Protection Inspector Certification			
Electrical Safety Inspector Certification			
Plumbing Inspector Certification			
Fire Safety Inspector Certification			
Fire Protection System Designer Certification			
Medical Gas Piping Inspector Certification			

Section 3: Employment/Education

a. Formal Education	Date Graduated

Last Name

First Name

BBS Certification ID

b. Related Vocational or Technical Training	Years' Experience
c. U.S. Military construction experience (MOS or other designation):	Years' Experience
d. Place of Employment:	Years' Employed

SECTION 4: OBC/RCO BUILDING INSPECTION EXPERIENCE PERFORMED FOR A BBS CERTIFIED BUILDING DEPARTMENT

BBS Certified Building Department	BBS Certified Position/Title	Duties	Date of Service, Length of Time (MM/DD/YY)

SECTION 5: EXPERIENCE (DO NOT SUBSTITUTE WITH OTHER RESUMES).

Refer to Experience Requirements Listed in O.A.C. 4101:7-3-01 and O.R.C. 3783

Below, list the specific projects you worked on, and the specific work you performed, your typical duties for each project, and dates of this work. You **must** demonstrate that you have the required number of months (years) of actual, practical experience for the certification requested (see matrix).

Provide letters from certified inspectors, employers, or contractors verifying your experience. Submit copies of any certificates, diplomas, or licenses. Remove all personal information.

List Each Construction Project <u>AND</u> Specific Type of Work Performed	Name of Employer, Contact, Address, Telephone Number	Project Time: From_ To _ (MM/YY)
<i>Example: Children's Hospital, Toledo Structural steel work on addition</i>	<i>Homer Steel and Trade 125 Anytown Street My City, OH, 45454 (419)555-1212</i>	<i>July 2013-May 2014 (10 months)</i>
Total Experience on This Page (In Months):		

Last Name

First Name

BBS Certification ID

SECTION 5 CONT.: EXPERIENCE

List Each Construction Project <u>AND</u> Specific Type of Work Performed	Name of Employer, Contact, Address, Telephone Number	Project Time: From_ To _ (MM/YY)
Total Experience on This Page (In Months):		

Last Name

First Name

BBS Certification ID

SECTION 6: PERSONAL HISTORY

1. Have you ever been convicted of any felony, or any crime involving moral turpitude?

If you answered "Yes" please explain below:

Yes No

2. Have you served in the U.S. armed services? (If No, skip question 3)

Yes No

3. If YES, were you discharged under honorable conditions?

Yes No

If you answered "No" please explain below:

SECTION 7: CERTIFICATION

I certify the information contained in this application is true and complete, and I understand that providing false information may be grounds for not granting certification or for immediate termination of certification at any point in the future, if granted. I authorize the investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing the same to Ohio Board of Building Standards. Falsification is a violation of section 2921.13 of the Ohio Revised Code and is punishable as a misdemeanor of the first degree.

Signature of Applicant: _____

Subscribed and duly sworn before me according to law, by the above named applicant this day ____ of _____ in the year 20____ at _____, County of _____ and State of _____.

Notary Public: _____

SEAL

Last Name

First Name

BBS Certification ID

SUPERVISOR CERTIFICATION OF TRAINEE

Please complete this certification and return it with the BBS Application for Trainee Certification.

Application for participation in a BBS trainee program is being made to the Board of Building Standards. I, _____, trainee supervisor for the political subdivision of _____, (Municipality, Township, County) hold certification as a _____, Certification ID# _____, effective until _____, and hereby consent and agree to supervise the work of _____ (Applicant) as a Building Department Trainee pursuant to section 4101:7-3-01(F)(5)(b) of the Ohio Administrative Code.

Number of Trainees presently supervised (including this applicant):

_____ One

_____ Two

Signature: _____ Date: _____

Last Name

First Name

BBS Certification ID

**BUILDING OFFICIAL CERTIFICATION OF
TRAINEE AND SUPERVISOR**

Please complete this certification and return it with the BBS Application for Trainee Certification

Application for participation in a BBS Trainee program is being made to the Board of Building Standards. I, _____, Building Official for the political subdivision of _____ (Municipality, Township, County) do hereby acknowledge that the applicant, _____, and the assigned supervisor, _____ are full-time employees of the above mentioned political subdivision.

Signature: _____ Date: _____

OBC TRAINEE REQUIREMENTS FOR NON-RESIDENTIAL BUILDING DEPARTMENT PERSONNEL
(4101:7-3-01 Ohio Administrative Code)

TRAINEE CERTIFICATIONS	TRAINEE EXPERIENCE REQUIREMENTS 4101:7-3-01(F)(5)	EXAM MODULE REQUIREMENTS		PROFESSIONAL LICENSE REQ.
		NCPCCI	or ICC	
MASTER PLANS EXAMINER TRAINEE	Graduate Architect or Engineer from an NAAB, EAC-ABET, or similarly accredited university. Submit copy of degree.	Examination and Ohio Code Academy requirements for the related certification to be completed within the allotted time of the trainee program.		Ohio registration within the allotted time of the trainee program
BUILDING PLANS EXAMINER TRAINEE	1. Trainee applicants shall: (a) Be a graduate Architect or Engineer from an NAAB, EAC-ABET, or similarly accredited university. Submit copy of degree, or (b) Have at least one year of experience as: (i) A full-time building inspector, fire protection inspector, plumbing inspector, electrical safety inspector, or mechanical inspector in a certified non-residential building department, of the division of industrial compliance in the Ohio department of commerce, or of county boards of health; or (ii) A full-time residential building official, residential plans examiner, residential building inspector, or residential mechanical inspector in a certified residential building department; or (iii) A full-time designer working under the direct supervision of a design professional preparing construction documents of any discipline directly related to buildings or structures within the scope of groups regulated by the Ohio building codes. (c) Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of 4101:7-3-01.	Examination and Ohio Code Academy requirements for the related certification to be completed within the allotted time of the trainee program.		None Required
ELECTRICAL PLANS EXAMINER TRAINEE				
FIRE PROTECTION PLANS EXAMINER TRAINEE				
MECHANICAL PLANS EXAMINER TRAINEE				
PLUMBING PLANS EXAMINER TRAINEE				
BUILDING INSPECTOR TRAINEE	1. One year of experience as a skilled tradesman for work subject to inspection under a building code adopted for non-residential buildings within the scope of groups regulated by the rules of the Board 2. Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of 4101:7-3-01.	Examination and Ohio Code Academy requirements for the related certification to be completed within the allotted time of the trainee program.		None Required
MECHANICAL INSPECTOR TRAINEE				
ELECTRICAL SAFETY INSPECTOR TRAINEE	1. Two years of experience in the installation of electrical systems subject to inspection under a building code adopted for buildings within the scope of groups regulated by the rules of the Board 2. Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of 4101:7-3-01.	Examination and Ohio Code Academy requirements for the related certification to be completed within the allotted time of the trainee program.		None Required
PLUMBING INSPECTOR TRAINEE	1. Three years of experience in the installation of plumbing systems subject to inspection under a building code adopted for buildings within the scope of groups regulated by the rules of the Board 2. Submit evidence of eligibility to receive the education credit pursuant to paragraph (F)(6) of 4101:7-3-01.	Examination and Ohio Code Academy requirements for the related certification to be completed within the allotted time of the trainee program.		None Required

NOTE 1. Only experience directly related to buildings or structures within the scope of groups regulated by the Ohio Building Code is acceptable for any class certification. THIS DOES NOT INCLUDE ONE-, TWO-, OR THREE-FAMILY STRUCTURES.

NOTE 2. Trainee applicants may obtain credit for one year of the required experience through education pursuant to 4101:7-3-01(F)(6) OAC. documentation must be submitted with the application.

NOTE 3. Trainee applicants must be under the direct supervision of a person certified in the trainee's respective field. Sponsor and Supervisor forms must be signed by the Building Official and the certified supervisor, respectively. Submit with application.

NOTE 4. Enforcement, inspection, or plans examination experience must be performed (a) prior to 1984, for a non-residential building department certified by the board of building standards to exercise enforcement authority for buildings or structures within the scope of groups regulated by the rules of the board; (b) in an agency or jurisdiction outside the state of Ohio enforcing a model non-residential building code of a national model code organization or a code adopted for the respective buildings or structures of the types regulated by the rules of the board; or (c) certification by the department of commerce, division of industrial compliance, as a plumbing inspector when application is made for board certification as a plumbing inspector. **THIS DOES NOT INCLUDE ONE-, TWO-, OR THREE-FAMILY STRUCTURES.**

OBC TRAINEE REQUIREMENTS FOR NON-RESIDENTIAL BUILDING DEPARTMENT PERSONNEL

(4101:7-3-01 Ohio Administrative Code)

NOTE 5. Trainee applicants must complete the Ohio Building Code Academy during their initial trainee certification period.

Exceptions:

- (a) Medical gas piping inspectors pursuant to paragraph (E)(20) of 4101:7-3-01.
- (b) Industrialized unit inspectors.
- (c) Plumbing inspectors certified pursuant to Chapter 3703. of the Revised Code with five years of experience as full-time employees of the Division of Industrial Compliance in the Ohio Dept. of Commerce or of county boards of health who are seeking plumbing inspector certification.
- (d) Individuals who have completed the Ohio Building Code Academy within thirty-six months immediately preceding the date of receipt of initial certification may attend “Code Administration and Skills Training” provided by the Board in lieu of the Ohio Building Code Academy.

NOTE 6. For scheduling examinations, applicants may contact either: Prometric, 1360 Energy Lane, St. Paul MN 55108, (800) 864-5309, www.prometric.com for NCPCCI exams or, International Code Council, National Certification Services, 900 Montclair Road, Birmingham, AL 35213, (888) 422-7233, www.iccsafe.org.

NOTE 7. Module description:

NCPCCI	ICC	
1A – Building 1-, 2 -Family Dwelling	MM – Management	M1 – Residential Mechanical Inspector
1B – Building General	MG – Legal	M2 – Commercial Mechanical Inspector
1C – Building Plan Review	BC – Building Codes and Standards	M3 – Mechanical Plan Examiner
2A – Electrical 1-, 2-Family Dwelling	CA – Commercial Fire Alarm Inspector	P1 – Residential Plumbing Inspector
2B – Electrical General	CF – Commercial Sprinkler Inspector	P2 – Commercial Plumbing Inspector
2C – Electrical Plan Review	CP – Commercial Fire Sprinkler Plans Examiner	P3 – Plumbing Plan Examiner
3B – Fire Protection General	B1 – Residential Building Inspector	
3C – Fire Protection Plan Review	B2 – Commercial Building Inspector	
4A – Mechanical 1-, 2-Family Dwelling	B3 – Building Plan Examiner	
4B – Mechanical General	E1 -- Residential Electrical Inspector	
4C – Mechanical Plan Review	E2 -- Commercial Electrical Inspector	
5A – Plumbing 1-, 2-Family Dwelling	E3 – Electrical Plan Examiner	
5B – Plumbing General		
5C – Plumbing Plan Review		

RCO TRAINEE REQUIREMENTS FOR RESIDENTIAL BUILDING DEPARTMENT PERSONNEL
(4101:7-3-01 Ohio Administrative Code)

TRAINEE CERTIFICATIONS	TRAINEE EXPERIENCE REQUIREMENTS 4101:7-3-01(F)(5)	EXAM MODULE REQUIREMENTS		PROFESSIONAL LICENSE REQ.
		NCPCCI	or ICC	
RESIDENTIAL PLANS EXAMINER TRAINEE	<ol style="list-style-type: none"> One year of experience as a full-time designer working under the direct supervision of a design professional preparing construction documents; One year of experience as a skilled tradesman for work subject to inspection under a residential or nonresidential code adopted for buildings or structures regulated by the rules of the Board. 	Examination and Ohio Code Academy requirements for the related certification must be completed within the allotted time of the trainee program.		None Required
BUILDING OR MECHANICAL INSPECTOR TRAINEE	<ol style="list-style-type: none"> One year of experience as a skilled tradesman for work subject to inspection under a residential or nonresidential code adopted for buildings or structures regulated by the rules of the Board. 	Examination and Ohio Code Academy requirements for the related certification must be completed within the allotted time of the trainee program.		None Required

NOTE 1. Only experience directly related to buildings or structures regulated by the rules of the Board shall be acceptable for any class certification.

NOTE 2. Trainee applicants for certification may obtain credit for one year of the required experience through education pursuant to Section 4101:7-3-01(F)(6) of the Ohio Administrative Code. Documentation must be submitted with the application.

NOTE 3. Trainee applicants must be under the direct supervision of a person certified in the trainee's respective field. Sponsor and Supervisor forms must be signed by the Building Official and the certified supervisor, respectively. Submit with application.

NOTE 4. Enforcement, inspection, or plans examination experience must be performed (a) prior to May 27th, 2006, for a residential building department exercising enforcement authority for buildings or structures regulated by an adopted model residential code, (b) for an agency or jurisdiction outside the state of Ohio enforcing a model residential code of a national model code organization for buildings or structures regulated by the Residential Code of Ohio, or (c) by an employee of a certified building department who is the holder of a BBS certification other than that for which application is being made.

NOTE 5. Trainee applicants must complete the Ohio Building Code Academy during their initial trainee certification period.

Exceptions:

- (a) Medical gas piping inspectors pursuant to paragraph (E)(20) of 4101:7-3-01.
- (b) Residential industrialized unit inspectors.
- (c) Plumbing inspectors certified pursuant to Chapter 3703. of the Revised Code with five years of experience as full-time employees of the Division of Industrial Compliance in the Ohio Dept. of Commerce or of county boards of health who are seeking plumbing inspector certification.
- (d) Individuals who have completed the Ohio Building Code Academy within thirty-six months immediately preceding the date of receipt of initial certification may attend "Code Administration and Skills Training" provided by the Board in lieu of the Ohio Building Code Academy.

NOTE 6. For scheduling examinations, applicants may contact either: Prometric, 1360 Energy Lane, St. Paul MN 55108, (800) 864-5309, www.prometric.com for NCPCCI exams or, International Code Council, National Certification Services, 900 Montclair Road, Birmingham, AL 35213, (888) 422-7233, www.iccsafe.org.

NOTE 7. Module description:

NCPCCI:	ICC:
1A – Building 1-, 2 -Family Dwelling	B1 – Residential Building Inspector
2A – Electrical 1-, 2-Family Dwelling	E1 – Residential Electrical Inspector
4A – Mechanical 1-, 2-Family Dwelling	M1 – Residential Mechanical Inspector
5A – Plumbing 1-, 2-Family Dwelling	P1 – Residential Plumbing Inspector