

<p style="text-align: center;">Building Officials Association of Florida TRAINING PROGRAM</p>
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DESCRIPTION

GOAL

To provide an acceptable, practical alternative training program for examination qualification pursuant to 468.609(2)(c)4, F.S.

OBJECTIVES

The Certification Committee of the Building Officials Association of Florida proposed approval by the BCAIB of a training program developed and administered by the BOAF Certification Committee. Such training program will provide for practical training and qualification through relevant, recognized classroom education and on-the-job training (OJT) consistent with the original goals of the BCAIB when proposing the statutory amendment (468.609 (2)(c)4) in 1998. This training program may allow cities and counties to utilize existing personnel resources as trainers while preparing other current employees for broader responsibilities and, at the same time, maintain accountability to the BCAIB.

OUTLINE

The BOAF Certification Committee has established training criteria for each inspector and plans examiner category, comprised of appropriate classroom education and OJT, for individuals seeking to improve their professional qualifications through BCAIB certification exams and who meet all other requirements of s.s. 468.609(2)(c)4. The Certification Committee recognized the varying levels of complexity in each category and established training requirements exceeding 200 hours. **Classroom and on-the-job training for any category must be completed within the thirty-six (36) months immediately preceding the submittal date of an application to the BOAF Certification Committee.** Training criteria consists of:

- Completion of ICC or equivalent preparatory coursework in the exam category sought.
- Field training (OJT) which must be under the supervision of and substantiated by the trainer (an Active, Standard licensee in the appropriate category whose **primary duty is** practice in that category) with required documentation. The trainer's supervising Building Official, properly licensed and designated as such, shall by application of his/her signature attest said documentation.
- Submittal of a statement by that person properly licensed and designated as the Building Official (in the jurisdiction providing the OJT) that the applicant is reasonably qualified to take the BCAIB examination and assume responsibility for work in that category upon passing the exam.
- Submittal of an application with required documentation and an application fee of \$250.00 to the BOAF Certification Committee for review and recommendation to the BCAIB.

The BOAF Certification Committee will review the application for compliance with these requirements, confirm the information contained therein, reject each insufficient submittal with written explanation, or approve and return it to the applicant for inclusion with his/her exam application to the BCAIB as proof of having met these requirements. The fee for resubmittal of an application rejected for any reason is \$100.00.

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APPLICATION

This application packet includes:

- Program Description
- Application Form
- Classroom Training Requirements
- OJT Checklist (**only this BOAF checklist may be used**)
- Inspector's/Plans Examiner's Training Report Form (only this BOAF report may be used)
- Trainer and Building Official Verification Form
- Pre-submittal Checklist

Please print or type

Applicant's Name _____ D O B / /
 Home Address _____
 City _____ State _____ Zip Code _____ P h o n e ()
 Employer _____ P h o n e ()
 Address _____
 City _____ State _____ Zip Code _____ Fax ()

Please list the active Standard certifications you currently hold (including discipline, ie; mechanical, plumbing, etc.) and attach photocopies to application. _____

Please "X" the new certification category you are seeking.

Inspector: Building Electrical Mechanical Plumbing 1&2 Family Dwelling
 Plans Examiner: Building Electrical Mechanical Plumbing

Pursuant to rule 61G19-7, FAC, "Board Approved Training Programs as Alternative Eligibility Requirements for Examination":

- 1) Applicants currently holding a Standard certificate as a building, 1&2 family dwelling, electrical, mechanical, or plumbing inspector and seeking an additional category of inspector certification shall satisfactorily complete an inspector training program of not less than 200 hours in the certification category sought.
- 2) Applicants currently holding a Standard certificate as a building, electrical, mechanical, or plumbing plans examiner and seeking an additional certification in one of these categories shall satisfactorily complete a plans examiner training program of not less than 200 hours in the certification category sought.
- 3) Applicants currently holding a Standard certificate as a building, electrical, mechanical, or plumbing inspector and seeking certification as a 1&2 family dwelling inspector shall satisfactorily complete a 1&2 family dwelling training program of not less than 500 hours.

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CLASSROOM TRAINING REQUIREMENTS

Certificates of satisfactory completion of BCAIB approved classroom training in the certification category applied for, equivalent in content and hours to the ICC courses listed below, must be included with your completed application. For other than the ICC courses shown, course outlines must accompany the certificates to confirm equivalency.

Building Inspector (35 Hours)

Building Principles & Code Applications	21 hours
Fire Resistance and Egress for Building Inspectors	14 hours

Building Plans Examiner (85 Hours)

Applicants in this category must complete the classroom training for Building Inspector (above) and:

Use & Application of the IBC	28 hours
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Performing Nonstructural Plan Review	12 hours
Performing Residential Plan Review	10 hours

Electrical Inspector or Plans Examiner (34 Hours)

Residential Electrical Principles & Code Applications	17 hours
Commercial Electrical Principles & Code Applications	17 hours

Mechanical Inspector or Plans Examiner (21 Hours)

Mechanical Principles & Code Applications	21 hours
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Plumbing Inspector or Plans Examiner (21 Hours)

Plumbing Principles & Code Applications	21 hours
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1 & 2 Family Dwelling Inspector (Variable)

Applicants may omit the listed course that applies to the category of their current Standard certificate.

Building Principles & Code Applications	21 hours
Residential Electrical Principles & Code Applications	17 hours
Residential Mechanical Principles & Code Applications	21 hours
Residential Plumbing Principles & Code Applications	21 hours

Photocopies of certificates for completion of these courses must be attached to this application. Both the required classroom training and corresponding on-the-job training must be completed within the thirty-six (36) months immediately preceding the submittal date of this application.

Application Number _____ (office use only)

Date Received _____

TRAINER _____ LICENSE NUMBER _____

Application Number _____ (office use only)

Date Received _____

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VERIFICATION FORM

Please print or type

Applicant's Name _____

Training For (category) _____

Trainers

Trainers who supervise and substantiate on-the-job training must; (1) have an active Standard certificate in the appropriate training category, (2) practice, as their primary duty, in that category, and (3) initial the OJT checklist when each training segment has been completed and include the number of hours spent on that segment and date of completion.

Employer of trainers listed below _____

Trainer # 1 _____ DBPR License # _____ Initials _____

Trainer # 2 _____ DBPR License # _____ Initials _____

Trainer # 3 _____ DBPR License # _____ Initials _____

Trainer # 4 _____ DBPR License # _____ Initials _____

Photocopies of Trainers' certificates must be attached to this application.

Building Official

The Building Official who signs below must hold an active Standard Building Code Administrator's certificate and must be the designated Building Official in the jurisdiction providing the on-the-job training.

I certify that the applicant whose name appears above has completed the prescribed training program for the category shown and is reasonably qualified to take the BCAIB examination and assume responsibility for work in that category upon passing the examination.

Building Official's printed or typed name _____ BU _____

Employer _____ Work Phone # () _____

Building Official's Signature _____ Date _____

A photocopy of the Building Official's certificate must be attached to this application.

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PRE-SUBMITTAL CHECKLIST

Please be certain that this application packet is complete and contains all of the following:

- Completed Application form and photocopy of Standard certificate
- Photocopies of course certificates and course outlines, if required
- Completed OJT Checklist (**only this BOAF checklist may be used**)
- Completed Training Report form(s) (**use only this BOAF report**)
- Completed Verification Form and photocopies of Trainers' and Building Official's Standard certificates
- Payment of \$250.00 for initial application or \$100 for resubmittal of rejected application

Make checks payable to BOAF Training Program and submit to:

**Building Officials Association of Florida
3697 Lake Emma Road
Lake Mary, Florida 32746**

**BOAF Certification Committee
(407)804-1001 Fax: (407)804-0308**