



CP #8-03 CERTIFICATION PROGRAM

Approved: 1/17/04

Revised: 3/21/09

This policy establishes the ICC Certification Program and sets forth its mission, objectives and organization.

1.0 Name: The program shall be known as the International Code Council Certification Program, hereinafter referred to as the "Program".

2.0 Mission and Objectives of the Program:

The mission of the program is to promote professionalism in construction-related occupations by providing professional examinations and certification services that enhance code administration or safety of the built environment worldwide.

Objectives of the program are the following:

2.1 Provide examinations that state and local jurisdictions, for employment or licensure purposes, can rely upon as evidence of an individual's knowledge of construction regulatory codes, standards, and practices that are necessary for competent professional practice.

2.2 Provide the means by which individuals can achieve certification in order to demonstrate their knowledge of various construction regulatory codes, standards, and practices.

2.3 Establish credentialing standards to include occupational job titles, detailed descriptions of each certification category, task lists, and knowledge, skills and abilities requirements.

2.4 Adhere to ICC's Certification Program Standards that govern test development, validation, test administration, and other activities, such as eligibility requirements and certification maintenance.

2.5 When appropriate, utilize third-party accreditation services to evaluate the quality of the program.

2.6 Establish, maintain and publish an International Registry of ICC Certified Professionals.

2.7 Promote international recognition of ICC Certifications.

3.0 Organization: ICC shall establish: (1) The Board for International Professional Standards; (2) Examination Development Committees; and (3) Examination Advisory User Groups.

4.0 The Board for International Professional Standards

- 4.1 Purpose:** The Board for International Professional Standards, hereinafter referred to as “BIPS,” shall advise staff and the ICC Board of Directors on all matters related to the Program; BIPS shall be responsible for direction and oversight of Examination Development Committees and Examination Advisory User Groups; and BIPS shall serve as a final Appeals Board on all challenges to the ICC Certification Program.

Procedures and Rules for Board for International Professional Standards:

- 4.1.1 Agenda:** Agenda items shall be addressed as necessary to meet the objectives of BIPS.
- 4.1.2 Officers:** The Chairman and Vice Chairman shall be elected by BIPS from the members of BIPS.
- 4.1.3 Quorum:** Two-thirds of the members shall constitute a quorum at any meeting.
- 4.1.4 Voting:** Each member shall be entitled to one vote. Any vote for approval shall require a simple majority of those members present and voting.
- 4.1.5 Membership:** Members shall be appointed by the ICC Board of Directors and shall consist of one member of the ICC Board of Directors and at least six additional members.
- 4.1.5.1 Terms of Office:** With the exception of the Board of Director position, members shall serve for a three-year term. No member shall serve more than two complete consecutive terms. Initial appointments shall be staggered.
- 4.1.6 Staff:** ICC shall provide the staff support necessary to assist in accomplishing the work of BIPS. Staff shall serve as ex-officio members of BIPS, without voting privileges.
- 4.1.7 Funding:** ICC shall fund travel expenses associated with required BIPS meetings.
- 4.1.8 Meetings:** Meetings will be of such length and frequency as necessary to accomplish the work required. Meeting dates and locations shall be subject to the approval of the ICC staff. Meetings or a portion of a meeting may be closed to persons not serving on the Board by a vote of the Board when sensitive matters are to be discussed. The BIPS may invite persons who are not members to attend portions, or all, of the closed meetings in an advisory capacity.
- 4.1.9 Reports and Minutes:** Approved reports and minutes shall be placed on the upcoming ICC Board of Directors meeting agenda.

4.1.10 Appeals: Appeal procedures shall be governed by the ICC Certification Program Standards.

5.0 Examination Development Committees

5.1 Purpose: Examination Development Committees shall be appointed by BIPS as necessary to accomplish its work. Examination Development Committees shall advise BIPS on all technical elements related to development, maintenance, and administration of ICC Certification Examinations; and shall serve as an initial Appeals Board on candidate challenges to the ICC Certification Program.

5.2 Procedure and Rules for Examination Development Committees:

5.2.1 Agenda: Committee meeting agendas shall be as directed by BIPS.

5.2.2 Officers: The Chairman and Vice Chairman shall be elected by each Committee from members of each Committee.

5.2.3 Quorum: Two-thirds of the Committee Members shall constitute a quorum at any meeting.

5.2.4 Voting: Each member shall be entitled to one vote. Any vote for approval shall require a simple majority of those members present and voting.

5.2.5 Membership: Members shall be appointed by BIPS for a three year term and may consist of persons who are recommended by Examination Advisory User Groups. No member shall serve more than two complete consecutive terms. Initial appointments shall be staggered. Committee membership shall be representative of the certified population, and shall consist of individuals with demonstrated professional experience in the profession of interest to the assigned Examination Development Committee. Whenever feasible, members shall hold current certification in the certification categories represented by the Committee. Examination Development Committees shall have a minimum of six members, and a maximum of nine members. The committee shall elect their chairman and vice chairman.

5.2.6 Staff: ICC shall provide the staff support necessary to assist the committees in accomplishing their work. Staff shall serve as ex-officio members of the committees, without voting privileges.

5.2.7 Funding: ICC shall fund travel expenses associated with committee meetings.

5.2.8 Meetings: Meetings will be of such length and frequency as necessary to accomplish the work required. Meeting dates and locations shall be subject to the approval of staff. Meetings or a portion of a meeting may be closed to persons not serving on a

Committee by a vote of the Committee where matters that are sensitive to the purpose of the Committee are to be discussed.

5.2.9 Reports and Minutes: Reports and minutes shall be placed on the upcoming BIPS meeting agenda.

5.2.10 Appeal Rules of Procedure: Appeal procedures shall be governed by the ICC Certification Program Standards.

6.0 Examination Advisory User Groups

6.1 Purpose: Examination Advisory User Groups shall be established by BIPS as necessary to advise BIPS on the relevance of the ICC Certification Program to the special needs of state licensure boards and other nonprofit certification agencies.

6.2 Procedure and Rules for Examination Advisory User Groups (hereinafter referred to as “User Groups”):

6.2.1 Agenda: Agenda items shall be directed by each User Group as necessary to meet each of their objectives.

6.2.2 Officers: The Chairman and Vice Chairman shall be elected from members who are appointed to each User Group.

6.2.3 Quorum: Two thirds of the User Group members shall constitute a quorum at any meeting.

6.2.4 Voting: Each member shall be entitled to one vote. Any vote for approval shall require a simple majority of those members present and voting.

6.2.5 Membership: Membership shall be limited to state licensing agencies and outside nonprofit certification agencies that have executed a Participation Agreement with ICC to recognize ICC certification or examinations as a requirement for licensure or certification. Each such agency may recommend one membership appointment, which shall be subject to confirmation by BIPS. Terms of membership appointments shall be one year and may be renewed by BIPS.

6.2.6 Staff: ICC shall provide the staff support necessary to assist the User Groups in accomplishing their work. Staff shall serve as ex-officio members of the User Groups, without voting privileges.

6.2.7 Funding: Funding of User Groups shall come from revenues generated by related programs or may rely in whole or in part on outside grants.

6.2.8 Meetings: Meetings will be of such length and frequency as necessary to accomplish the work required. Meeting dates and locations shall be approved by staff.

6.2.9 Minutes: Minutes shall be placed on the upcoming BIPS meeting agenda.