



State-Specific Examination Information Bulletin

PUBLISHED September 2, 2014

VALID September-October

This edition supersedes all previous bulletin editions,
and is valid only through the dates noted above.

This bulletin answers most questions raised by examination candidates. Please read it carefully. You will find it a useful reference throughout your registration and examination process.

PLEASE NOTE:

Beginning January 1, 2014, changes will be made to the candidate appeals process. A mandatory fee will be required when filing a formal challenge and the initial challenge must take place within 30 days of receipt of exam results. Refer to the Appeals Process section of this bulletin for complete details.

International Code Council
Certification and Testing Department
Birmingham District Office
900 Montclair Road
Birmingham, AL 35213

1-888-ICC-SAFE (422-7233), ext. 5524

<http://www.iccsafe.org>

SUMMARY OF BULLETIN CHANGES

Date of Change	Section Affected	Revision
July 1, 2013	State-Specific Examinations	Language edits
September 1, 2013	Front cover	Revised valid-through date
November 1, 2013	Front cover	Revised valid-through date
November 1, 2013	Appeals process	Updated extension of Candidate Services
January 1, 2014	Front cover	Revised valid-through date
January 1, 2014	State-Specific Examinations	All California exams updated to 2013 code
January 1, 2014	State-Specific Examinations	Updated Store ID and rate for California references
January 1, 2014	Test Site Regulations	Added section on exam site comments
January 1, 2014	Feedback and Appeals section	Revised appeals process
June 3, 2014	Front cover	Revised valid-through date
July 28, 2014	State Specific Certification	Updated California specific information
July 30, 2014	Appeals Process	Updated links to challenge form
September 1, 2014	Front cover	Revised valid-through date

Use the checklists and information summaries in this bulletin to familiarize yourself with the testing process. Be sure to completely read this bulletin before scheduling your examination.

You are responsible for following all policies and regulations found in this document. Not reading this bulletin does not release your responsibility for following these procedures.

How do I...

- schedule an exam? Visit www.pearsonvue.com/icc or call Pearson VUE at 1-800-275-8301
- change my name or address? Fax or mail ICC a letter containing your name, old and new addresses, contact phone number, **and signature**; ICC will advise if additional documentation is needed
- renew my certification? Visit www.iccsafe.org/renewals to enter CEUs and complete the renewal process online
- request a wall certificate (new)? Visit www.iccsafe.org/inspector for a request application
- request a duplicate wallet card or wall certificate? Visit www.iccsafe.org/inspector for a request application
- review an exam I failed? See page 15 for more information on the exam feedback and appeals process
- request special testing accommodations? Call Pearson VUE at 1-800-466-0450 and ask for special arrangements
- make comments about an exam I took? See page 15 for more information on the exam feedback and appeals process
- reschedule an exam? Call Pearson VUE at 1-800-275-8301 prior to your scheduled exam—see page 23 for deadlines
- cancel an exam? Call Pearson VUE at 1-800-275-8301 prior to your scheduled exam—see page 23 for deadlines
- find my exam code (ID)? See pages 25-31 for the exam outline listings in this bulletin
- know what I can take into the exam? See page 18 for the Test Site Regulations section
- obtain the books for my exam? Most references can be purchased at www.iccsafe.org/store; more information is found in the exam outline listings starting on page 25
- transition from one exam to another? Transition forms and instructions are available at www.iccsafe.org/specialty
- access my certification information on ICC's website? Log into www.iccsafe.org with your e-mail address and zip code currently on record with ICC—see page 14 for more details
- make comments about the testing environment? See page 15 for information on how to comment on test site conditions, both favorable or unfavorable.

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International Code Council Vision

Protecting the health, safety, and welfare of people
by creating better buildings and safer communities.

International Code Council Mission

Providing the highest quality codes, standards, products, and services
for all concerned with the safety and performance of the built environment.

Information contained in this bulletin is deemed accurate as of the time of printing.

Contents are subject to change at any time.

For the most updated information, visit www.iccsafe.org/certification/pages/default.aspx.

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Note: Certification and examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on Code Council certification and examinations, go to www.iccsafe.org/certification/pages/default.aspx or call 1-888-ICC-SAFE (422-7233). For fastest service, for general questions, dial 0; for specific information on your certification, dial ext. 5524.

About Code Council Certification

The Code Council certification program is the oldest, largest, and most prestigious credentialing program for construction code administration and enforcement professionals in the United States. Code Council certification examinations are maintained to the highest standards and include continuous review by committees of experienced professionals.

Becoming Code Council-certified is a significant personal and professional accomplishment, and is a key step toward enhanced professional stature. Code Council certificate holders demonstrate a confirmed commitment to protect the public health, safety, and welfare.

Many building departments and state agencies that regulate code enforcement personnel recognize Code Council certification. However, the Code Council cannot guarantee that a specific governmental agency will accept or recognize a Code Council certification. You should first contact the applicable agency regarding specific licensing and employment requirements.

Certification and examination information, including registration/scheduling requirements, dates, locations, fees, and references, are subject to change. **Candidates should make sure they have the most current information before registering for/scheduling a Code Council examination by going to www.iccsafe.org/certification/pages/default.aspx.**

Code of Ethics

It is the policy of the Board that each active certificate holder shall agree in writing to comply with the following Code of Ethics; and shall agree that failure to comply shall subject their certification to suspension or revocation by the Board:

The protection of the health, safety and welfare of the public by creating safe buildings and communities is the solemn responsibility of the International Code Council (Code Council) and all who participate in Code Council activities. Recognizing this, the Code Council advocates commitment to a standard of professional behavior that exemplifies the highest ideals and principles of ethical conduct. The governing concepts embodied in this philosophy are characterized herein, for the benefit and guidance of those so engaged, and for the enlightenment of the public so served.

Each individual participating in a Code Council activity shall:

- *Support the mission of the Code Council to provide the highest quality codes, standards, products and services for all concerned with the safety and performance of the built environment.*
- *At all times, act in an ethical manner, comply with the ethical rules and regulations related to his or her profession, and avoid conflicts of interest.*
- *Demonstrate integrity, honesty, and fairness while participating in Code Council activities.*
- *For Code Council certified individuals, maintain professional competence in all areas of employment responsibility and encourage the same for colleagues and associates.*
- *Act in accordance with the Bylaws and Policies of the International Code Council, including this Code of Ethics.*

State-specific Certification

The Legacy and State Certification Program was established to provide a mechanism for:

1. individuals to demonstrate their knowledge of construction codes, standards and practices in specific states, and
2. jurisdictions to partially evaluate individuals for knowledge of various construction codes, standards and practices.

The program is based on voluntary participation. There is no guarantee that the certifications will be accepted or recognized by a governmental jurisdiction or for any employment purposes. Candidates should contact their local jurisdiction for information on local requirements.

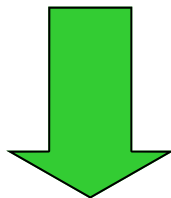
The California Certification Program meets the intent of Assembly Bill No. 717, which requires certification and training of construction inspectors, plans examiners, and building officials. It was designed for those jurisdictions requiring knowledge and application of the California Codes, and is deemed substantially equivalent to the corresponding Code Council certifications.

Similarly, the Minnesota plumbing inspector exams were designed to be substantially equivalent to the Code Council certifications. Successful candidates can apply for Code Council certificates in the equivalent Minnesota plumbing inspector categories. No reciprocal agreement is currently in effect for transition to the Minnesota certifications from corresponding Code Council certifications.

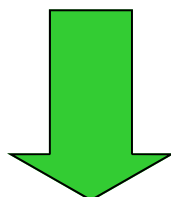
The Louisiana plumbing inspector exams were developed to meet requirements for the state of Louisiana. These exams are not currently equivalent to Code Council certifications.

Steps to Achieving Code Council Certification

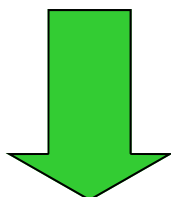
Read and understand the bulletin, which contains all of the information you'll need throughout the pre- and post-exam process



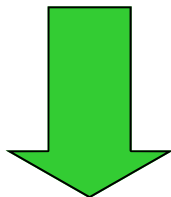
Determine which exam you want to take



Follow the registration requirements beginning on page 21



Obtain the approved references for the exam, and study these references well in advance of the exam

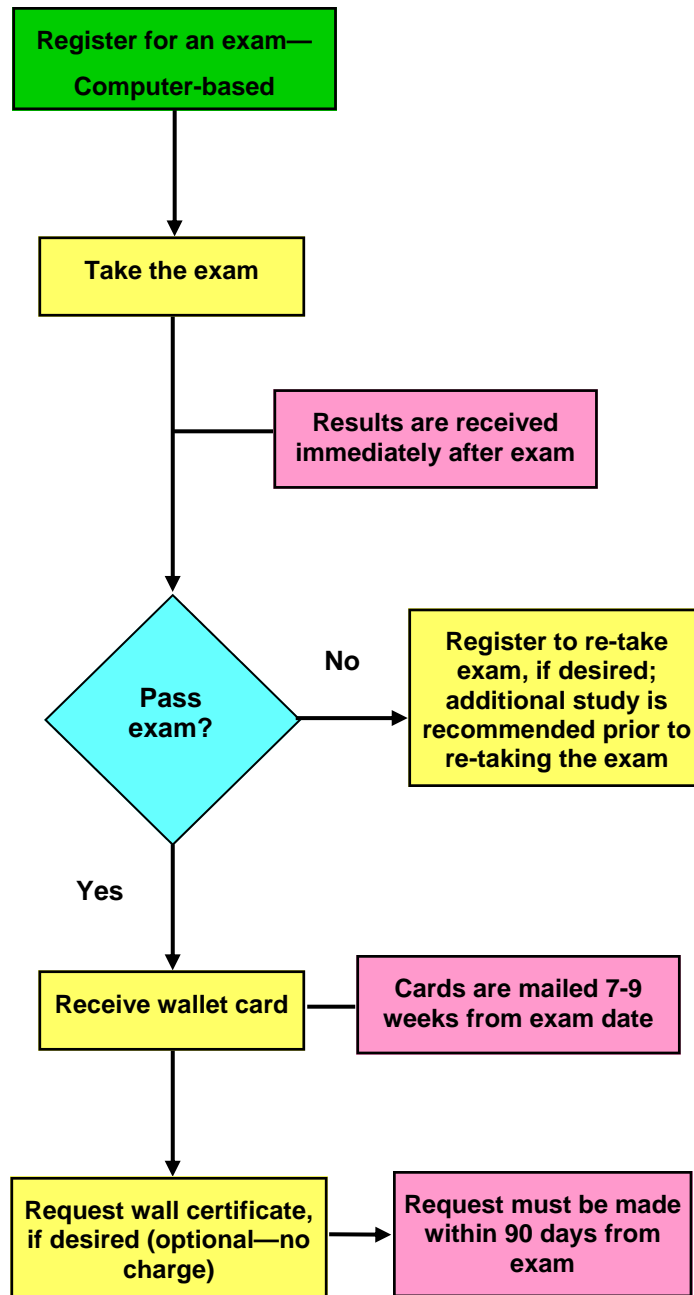


Pass the exam and meet any additional requirements, if applicable

Some certification categories may have additional requirements that include, but are not limited to, passing multiple examinations, education/work experience, submitting affidavits, and/or additional fees. Please be sure to thoroughly read the detailed information on those examinations you elect to take. For the most up-to-date requirements and detailed information on Code Council certification examinations, go to www.iccsafe.org/certification/pages/default.aspx.

Certification Examination Timeline

The timeline below will give you a general idea of how long it will take to achieve certification in most categories. Please remember that your experience may be shorter or longer than that below, dependent on individual circumstances.



Certification Categories

Below are State certification categories currently available, required examinations, and corresponding exam IDs.

State Certification Categories

Exam ID	Certification/Examination	Page
L1	Louisiana Residential Plumbing Inspector	25
L2	Louisiana Commercial Plumbing Inspector	25
L3	Louisiana Plumbing Plans Examiner	26
MR	Minnesota Residential Plumbing Inspector	27
MC	Minnesota Commercial Plumbing Inspector	27
J1	California Residential Building Inspector	28
J2	California Residential Electrical Inspector	28
J3	California Residential Plumbing Inspector	28
J4	California Residential Mechanical Inspector	29
I1	California Commercial Building Inspector	29
I2	California Commercial Electrical Inspector	29
I3	California Commercial Plumbing Inspector	30
I4	California Commercial Mechanical Inspector	30
I6	California Building Plans Examiner	30
CG	CALGreen Inspector	31
CX	CALGreen Plans Examiner	31

Administrative Rules and Procedures

How often can I take an exam?

During any six (6) month period and for any one certification category, you may take the exam a total of two (2) times. You will be responsible for payment of the exam fee for every exam you take. For example, a candidate takes the Residential Building Inspector exam on January 1 and fails, then re-tests on March 1 and fails. The candidate cannot retake this exam until six months from January 1 (July 1).

Taking the examination in one category has no effect on testing for the six-month period for another category. For example, if you take the Mechanical Inspector UMC examination and fail it, you would be allowed to take a Plumbing Inspector UPC without regard to the six-month period for your Mechanical Inspector UMC examination.

How is my exam scored?

What is a passing score?

A passing score is the score set by the ICC and/or with the Exam Development Committee as the minimum score needed to pass the exam. This score is technically called a scale score and is often set at 75 for the State-specific exams.

How is a passing score set?

A passing score is set as part of the process at the Exam Development Committee. This part of the process involves setting item-level cut-scores, using the expert judgment of the Subject Matter Experts (SMEs) who are at the EDC. These experts determine what the minimum is that the candidate needs to know in order to obtain the certificate, and a passing score.

What is a scale score?

A scaled score transforms a raw test score (the number of test questions answered correctly) into other measurement units, called a scale score. However, please know that **a scale score is not the number of questions answered correctly, nor the percentage of questions answered correctly.**

Is the current test more or less difficult than prior tests, or future tests?

There are multiple forms of the ICC examinations. While these forms were developed from the same set of content specifications, the levels of difficulty of the forms will vary because different exam questions appear on different forms. Some of these questions by their nature (and designated in the cut-score) are more difficult than others, even though they pertain to the same section of the exam. It would be unfair to require a candidate taking a collection (form) of somewhat more difficult questions to answer as many questions correctly as a candidate who took an easier form. So, we use a statistical procedure known as scaling to correct for differences in test form difficulty.

Think of it this way. Let's say an elementary school hired the ICC to create an exam to test for knowledge of aspects of mathematics. Further, let's say the exam was called "Addition and Subtraction," and the Exam Information Bulletin states it is a 100-item exam.

Look at these the first ten questions of two different exam forms, both of which measure the concept of "Addition and Subtraction":

Question	Exam Form 1	Question	Exam Form 2
1.	$2 + 4 =$	1.	$6 + 9 =$
2.	$6 + 4 =$	2.	$16 + 26 =$
3.	$7 - 3 =$	3.	$18 - 16 =$
4.	$18 + 15 =$	4.	$23 + 99 =$
5.	$16 - 4 =$	5.	$86 - 44 =$
6.	$8 + 8 =$	6.	$5 + 1 =$
7.	$4 + 9 =$	7.	$29 + 88 =$
8.	$20 - 17 =$	8.	$74 - 67 =$
9.	$4 + 15 =$	9.	$48 + 96 =$
10.	$7 - 4 =$	10.	$55 + 38 =$

As you can see, the questions on Form 2 are a bit harder than the questions on Form 1. If these were both 100-item exam forms with such a continuing mix of items, it would be unfair to require the students who were administered Exam Form 2 to answer the same number of questions correctly in order to pass.

Why scale the scores?

If we simply reported the total number of questions answered correctly (the raw score), there would be a different passing score for each form of the test (because of those differences in difficulty). This would be confusing to candidates. So, we convert these raw scores to a constant scale such that, say, the designated 75 continues as the minimum score required to pass regardless of the form administered, knowing the number of correct answers needed to pass varies from form to form and from year to year.

What is reported?

Scaled scores of 75 or above are reported as PASS. The ICC does not report the numeric score; the score report simply indicates a passing score by saying PASS. Those who fail the exam are provided the numeric scaled score, along with diagnostic information of their performance on major content areas. This information is for self-evaluation only.

Can my exam score be cancelled?

The Code Council reserves the right to revoke or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)
- Attempting to, or removing examination materials or questions from the testing center.

In cases of examination irregularities which are suspected at testing centers, the scores of the individual(s) involved will not be released unless approved by the Code Council. Additional sanctions may be authorized by the Board, which may include restrictions on retesting for up to three (3) years.

Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials or mistiming. These situations will be investigated; when such occurrences result in cancellation of an examinee's scores, the Code Council will arrange for a makeup examination for the examinees concerned.

Does the Code Council require a candidate to have a certain level of experience or education before taking an examination?

No. Most Code Council examinations are open to all individuals with no prerequisite for experience or education. Code Council certification should be used as one of several measures of an individual's qualifications when screening applicants for a position. Inspectors should possess the right mix of technical knowledge, education, and related experience. Because proper weighting of the relative importance of these three qualifications is a subjective decision, determining the emphasis of Code Council certification is most appropriately performed at the local level by the building official. For this reason, the Code Council does not specify education or experience requirements for certification applicants for most categories.

Which exam(s) should I take?

As requirements for employment differ from jurisdiction to jurisdiction, the Code Council cannot recommend specific certifications to you. We strongly encourage you to contact the jurisdiction in which you wish to work for more information on their specific needs, and couple this information with the exam-specific listings in this bulletin.

Is a Code Council certification the same as a license?

A license is a permit to work in a particular occupation, issued as a result of state or local legislation. Code Council certifications are voluntary certifications. Many jurisdictions require Code Council certification in their administrative regulations. Check with your state or local agency to find out if your state recognizes Code Council certifications.

What is the best way to prepare for an examination?

The best way to prepare for an examination is through the study of codes and standards. Code Council seminars, self-study workbooks, code commentaries, and textbooks may be helpful. Practice examinations for many categories are available for a fee from the Code Council at www.icccampus.org. These may be useful to those candidates who need to refresh their skills in taking exams.

It is important to realize, though, that the difficulty level of the practice exams may not represent that of the actual Certification exam.

Sample questions are available for most exams at www.iccsafe.org/certification/pages/examcandidates.aspx under the "View certifications by category and register!" Section; these items are similar to those used on the exams, but will never appear on any exam form. However, nothing can substitute for studying the code and on-the-job experience of code use and application. You must devote the time needed to understand the code and master the ability to apply it.

When can I test?

Computer-testing is administered frequently at over 350 sites across the nation. To get the most updated information, go to www.pearsonvue.com/icc.

How often can I test?

There is no mandatory waiting period before retaking a failed exam. However, it is strongly recommended that you allow time to study the approved references before registering to test a second time.

When will I receive my results?

Results for examinations taken electronically are available immediately after completion of the examination.

For most certification categories, candidates will automatically receive a Code Council wallet card within seven to nine weeks after they pass the examination. Some categories have additional requirements prior to receiving the full certification. Wall certificates are available upon request.

I didn't receive my pass letter or wallet card. Can I have another mailed to me?

Yes, but the item must be requested within 90 days from the date of the passed examination to have another mailed without a fee. If a resend of a pass letter or wallet card is requested after 90 days from the exam, a fee will be charged. For fees and other optional services, go to www.iccsafe.org/certification/pages/examcandidates.aspx.

What type of question format will be included in the examination?

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used by the Code Council in exam development, questions do not follow patterns (e.g., "the most common answer is 'B'").

Are the examinations open book?

Some exams are open book. To get the most updated information on examinations, go to www.iccsafe.org/certification/pages/examcandidates.aspx.

Can't I just look up all of the answers in the books?

Because of the time constraints, you will not have time to look up all of the answers. For those answers you must look up, you must be VERY familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.

How long are the examinations?

The length and allowed time varies depending upon the subject matter. To get the most updated information on examinations, go to www.iccsafe.org/certification/pages/examcandidates.aspx.

How many examinations can I take at one administration?

For computer-based exams, in most cases you may take two exams in one day, as long as each examination is only two hours in length.

Should I guess if I don't know the answer to a question?

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

How do I renew my certification?

In most cases, you will need to have a certain number of continuing education credits (CEUs) to renew your certification. For more information on keeping your certification current, go to www.iccsafe.org/renewals.

How can I access my certification information on the ICC website?

Log into www.iccsafe.org with your e-mail address on record with ICC; your zip code on record is your password. Click on “My ICC” and then “My Certifications” on the navigation bar. Do not create a new account on the renewal site, as this new account will not link you to your existing information.

Who can see my candidate records?

All Code Council certification examination candidates have certain rights in relation to their educational records. To view the complete Certification Records Policy, visit the Code Council website at www.iccsafe.org.

Feedback and Appeals Process

ICC has developed a two-step process for test-takers to comment on or challenge the results of their exam. These are:

- 1) ICC Certification & Testing staff review, and
- 2) appeal to Exam Development Committee (EDC).

The form for providing feedback and starting the appeals process is available at the conclusion of your exam at Pearson VUE (if testing via computer) or on the ICC website at www.iccsafe.org/certification-comment-challenge-form.aspx.

If you re-take a failed exam on which you have submitted an appeal, you will forfeit your appeal oppor-

Step 1: ICC Certification & Testing Staff Review

Why: To have ICC Certification & Testing staff review comments or challenges on specific exams or exam items

How: You must submit a Comment / Challenge form to ICC with your original signature (form available at www.iccsafe.org/certification-comment-challenge-form.aspx or upon request after your exam at a Pearson VUE test site); this form must contain a separate and complete statement of each item upon which your comments are based, and must be mailed to the following address:

International Code Council
Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213
205-599-9897 Fax

Fee: \$100 (includes all additional steps of appeals process)

Deadline: You must submit the above form to ICC within 30 days of receiving your exam results

Response: You will be mailed a response from ICC staff within 15 business days from receipt of the form by ICC; a request for staff review is based solely upon the most recent examination taken.

Step 1 must be completed prior to Step 2.

Step 2: Appeal to Examination Development Committee (EDC)

Why:	To appeal the results of the ICC Certification & Testing staff review to the EDC; you can read more about the EDC and their function at www.iccsafe.org/Certification/Pages/default.aspx
How:	You must submit your request in writing to ICC, at the following address: International Code Council Candidate Services Coordinator 900 Montclair Road Birmingham, AL 35213
Fee:	No additional fee. Included in initial appeals fee
Deadline:	You must submit your written request within 30 days of the date of the ICC staff denial letter
Response:	A response will be provided to you in writing after the next available EDC meeting, which can take as long as 120 days; an appeal to EDC is based solely upon the most recent examination taken

Optional Services

Optional: Hand Score

Why:	To verify the accuracy of the candidate's reported score; please be aware that ICC and Pearson VUE follow very careful scoring procedures to ensure accuracy prior to issuance of score reports
How:	You must complete the Hand Score Request form (at www.iccsafe.org/certification/pages/default.aspx and submit this form with original signature and copy of your score report to ICC
Fee:	\$25.00
Deadline:	You must request a hand score within 90 days from your exam
Response:	You will be mailed the results of the hand score within 15 days from receipt of your request
Impact:	Please know that it is very rare that a score will be changed based on a hand score, as the automated scoring systems are very accurate; a request for hand score is

Optional: Review Session

Why: To review missed test questions; you must be within **ten (10)** points of passing score. This is not an opportunity to change answers, ask questions, or see the correct answers, but only to review those items scored as incorrect, along with the answers you marked, for use in completing a formal challenge if you wish. A review session is based solely upon the most recent examination taken.

How: You must contact Pearson VUE to set up a time for your review, and submit payment to Pearson VUE at time of registration

Fee: \$100.00 (without a challenge)
No Charge if a challenge is issued after the review session
NOTE: you do not need to complete a review session to challenge your exam.

When: You must schedule your review session within 30 days from your exam

Response: You will not receive a response based solely on the review session; instead, you will be provided a response to any items on which you submit comments during your review session

Note: Reviews are completed at a Pearson VUE test site. If you are eligible for a review session and wish to schedule one, call Pearson VUE at 1-800-275-8301.

Review sessions are limited to one half of the original examination time. For a two-part examination, reviews are limited to one half of the original time for the portion of the examination which was failed. Candidates may bring in any of the texts listed in the Examination Information Bulletin as required references for the examination review.

Submit completed forms, fees, etc. to:

International Code Council
ATTN: Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213
(205) 599-9884 (facsimile)

Test Site Regulations

The rules and procedures below are strictly enforced at all Code Council examinations. Following these rules guarantees the security of examination materials, provides reliable test results, and increases the public's trust of certified professionals.

What should I bring to the test site?

For electronic examinations, examinees must provide their testing confirmation number (that was provided by the Pearson VUE representative at the time of exam registration) at the testing site on the exam day in order to be admitted to take the exam.

Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a governmental agency, e.g., a driver's license, passport, etc.

For electronic examinations, **the name on the exam reservation must match the name on the ID provided. If it does not, you will not be allowed to test, and will forfeit your exam fee. Neither ICC nor Pearson VUE can make an exception to this policy.** If you are unable to present identification as required by the ICC and Pearson VUE, or have questions about what will be allowed, you must call Pearson VUE prior to your scheduled exam to make other arrangements.

Examinees may bring the following items to the examination:

- Reference(s) for the appropriate exam that are listed in this Examination Information Bulletin—**no other reference material will be allowed into the testing center:**
Please make sure the reference(s):
 - ◇ Are bound (either original bound book, three-ring binder, or stapled). **Photocopies of copyrighted materials are not allowed.**
 - ◇ Have notes written in ink or highlighted in code sections only
 - ◇ Have permanently attached tabs (tabs that can't be removed without destroying the page).
- Magnifying glass
- Eyeglasses, if necessary
- Architects' scale or rule
- Battery-operated calculator that is:
 - Nonprogrammable
 - Not capable of storing examination information
 - No ribbon or paper printing capabilities
- Foreign language/English translation dictionaries, if needed

What should I leave at home?

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, pencils, highlighters, writing paper, or briefcases
2. Personal items such as purses, wallets, or watches—lockers are available at Pearson VUE for small items, but will not accommodate laptops, briefcases, or large purses or bags
3. Calculators with print capability and/or that store formulas
4. Copying, recording, or photo devices
5. Cell phones, beepers, radios, MP3 players, and/or PDAs

What are test proctors and what do they do?

The test proctors have two main jobs: they give the examinations and make sure the exam materials at the test site are protected. Proctors are well-trained and treat candidates with respect, and in turn, expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at *any* time may be considered a criminal offense and punishable by law. In addition, proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate's test and ask the individual to leave the building if the candidate:

- Gives or receives help during the examination
- Attempts to remove exam materials or notes from the room
- Creates a disturbance
- Copies or attempts to copy examination questions or answers
- Is found to have prohibited materials (cell phone, recorder, etc.) during the exam

If a candidate is asked to leave the test site for any reason, the candidate will not receive a refund, may jeopardize their right to take a Code Council examination in the future, and may face possible prosecution.

What if I have problems at the examination site?

Code Council testing procedures are designed to minimize negative conditions at the examination site such as bad lighting, excessive noise, or uncomfortable temperature conditions. In unlikely cases where such conditions may occur, the required passing score will not be changed. Should you feel your exam experience or conditions at the test site to be unfavorable, notify the proctor. If you would like to file a complaint, you must ensure that an Incident Report (IR) is created by the test personnel, and then follow up using the appeals process. In order for the Code Council to investigate and respond to your complaint, an IR must be filed before you leave the test site. Once the investigation is completed, you will receive a letter of determination from the Code Council.

General comments regarding the exam experience are encouraged. Please forward your comments to candidateservices@iccsafe.org.

Please note all comments will be read; however, you will not receive a written response.

What does the Code Council expect of me?

Please arrive at the exam site on the proper date, at the proper time, and with proper identification. Determine in advance the exact location of the test site, how to get there, and how much time it will take you to get to the site. Examinations will be given only on the date and time scheduled.

Please arrive at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the examination outlines found in this bulletin. References for examinations are not supplied by the Code Council or the testing center.

Examinees must know, understand, and adhere to all of the regulations governing Code Council examinations as listed in this bulletin.

What can I expect at the test site?

The examination proctor will check your identification, have you sign in, and may assign you a seat. The examination proctor will explain the procedures for taking the examination; answer questions related to taking the exam and provide notification to begin the examination.

Before the Exam

Metal detectors may be randomly used to search examinees entering and/or leaving the exam room. You will be asked to empty all of your pockets and place personal items in a locker. Proctors may inspect all materials an examinee carries into and from the exam room. If your reference materials do not meet test site regulations (relating to tabs, pencil notes, etc.), **you will not be allowed to take these references into the exam room.** You will still be allowed to test, but without these materials.

The Code Council randomly videotapes examination sessions.

You are not allowed to write or mark in or on your reference books during the examination.

While the examination is being administered, you are not allowed to leave the building and return to the exam room. If you wish to leave the exam room for any reason, you must receive permission from the proctor and turn in all of your examination materials and references to the proctor. Only one examinee at a time is allowed outside the exam room, and you are not allowed additional test time for time spent outside the exam room. The exam countdown clock **will not stop** during any absence from your seat.

During the Exam

You are not allowed to communicate, verbally or nonverbally, with other candidates during the examination, and you may not share references.

It is **highly recommended** that if you are taking a computer-based exam, especially for the first time, you carefully watch the tutorial available to you at the beginning of your exam. The time spent on the tutorial does not count against your exam time. You will receive important information about how to keep track of your time remaining, how to mark items for review, where to find the number of the question you are on, and more.

For electronically administered examinations, there is an optional clock on the computer that counts down to display the time remaining. (Information on turning on the clock is available in the tutorial prior to the exam.) When the time limit is up for the examination, the computer will end the test.

After the Exam

If you pass your examination, you cannot retake the examination you passed. If you do not pass your examination and wish to comment on your experience, please see the section of this bulletin titled "Feedback and Appeals Process."

Computer-based Testing

How do I register for a computer-based test?

Computer-based certification examinations are administered for the Code Council by Pearson VUE (formerly Promissor), a professional test administration company. **To register to take a Code Council computer-based certification exam, visit Pearson VUE's website at www.pearsonvue.com/icc or call Pearson VUE at 1-800-275-8301 (only for non-DBPR candidates). You must provide the EXAM ID and EXAM TITLE, whether registering online or by telephone.**

Online reservations are available 24 hours a day, 7 days a week. The Code Council encourages candidates to register online, for your convenience. You must provide an e-mail address to schedule an exam online, and Pearson VUE will e-mail you a confirmation letter containing the date and time of your exam, along with test day instructions. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

Pearson VUE's customer care reservations and customer service lines are open Monday through Friday from 8:00 a.m. to 11:00 p.m. (Eastern Time), Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 10:00 a.m. to 4:00 p.m. When you call to make your examination reservation, a representative will help you select the optimal test date and location for your schedule, provide instructions and directions, and give your examination reporting time. Walk-in testing is not available.

You may make an exam reservation up to one business day prior to your desired exam date, depending on space availability at the test center.

You must have the following information available at the time you are registering for a Code Council computer-based certification examination:

1. Exam ID and title. Exam IDs and titles can be found in this bulletin
2. Your full name, address, and home and work telephone numbers
3. Selected examination date and location of the area you desire to take the exam
4. Your score report, if you are retaking the examination (only for those candidates who originally tested through Pearson VUE)
5. Your credit card or payment information

What if I need to register more than one person?

If you need to schedule four or more individuals for exams, you can do so through group scheduling at Pearson VUE. Call Pearson VUE at 1-800-275-8301, and tell the call center representative at the beginning of the call how many candidates that need to be scheduled for exams. You must have the following when you call: candidate demographics (name, address, and home and work telephone numbers), exam ID and titles of the exams for which you're registering, and payment information. You may also email this information to pvgrouppreservations@pearson.com.

Where are the test sites?

To locate test sites in your area, visit the Pearson VUE website at www.pearsonvue.com/icc for an updated listing of sites. Be aware that test sites are subject to change.

How do I pay for my exam?

Examination fees must be paid by credit card, debit card (issued through VISA or MasterCard) or electronic check at the time a reservation is made, NOT at the test center. Candidates who do not have or do not wish to use a credit card, debit card, or personal checking account may choose to prepay their examination fees using a voucher. Vouchers can be purchased online at www.pearsonvue.com/vouchers/pricelist/icc-cert.asp by credit card, either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate “voucher” as the payment method and provide the voucher number. **All vouchers are pre-paid, non-refundable, and non-returnable.** Vouchers expire twelve (12) months from the date they are issued, and voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

Do I have to be a computer whiz?

Examinations are administered on a personal computer (PC). Candidates are not required to have any computer knowledge to take the examination on the PC. Before you begin your test, you may take up to 15 minutes to practice with the sample questions. Timing of the examination does not begin until you look at the first question of the actual examination. You may change your answers, mark answers for review, go back to skipped questions and review your test, if you have time remaining.

When are exams available?

Code Council certification examinations are administered nationally, Tuesday through Saturday (exceptions noted below). Testing sessions are generally held at 8:00 a.m. and 1:00 p.m. Some test centers are open daily, while others are open on specific days of the week. In some locations, exams are administered on a monthly basis. Pearson VUE offices are closed in observance of the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (including Friday following holiday)
- Christmas Day and the day after Christmas

Test administrations will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be canceled. Call Pearson VUE at 1-800-274-2615 to check weather or other emergency delays.

What if the weather's bad?

To change or cancel your reservation without monetary penalty, you must notify Pearson VUE two business days before the time and date of your scheduled examination. When this is done, the fee from your first appointment will be applied to your new test date. If you call Pearson VUE less than two business days before your scheduled examination, you will be charged the full examination fee. The fee from your first appointment will be owed in addition to the fee for the new test date.

How do I cancel or reschedule my test?

There are no refunds for examinations not taken. All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE within 14 days of the original examination date. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence. If, on the day you are scheduled to test, you are unable to attend the examination for which you were scheduled, you may be excused without monetary penalty for the following reasons:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

What if I can't make it to my test?

Written verification and supporting documentation for excused absences must be submitted to the Pearson VUE Program Coordinator via fax or mail within fourteen (14) days of the original examination date.

Pearson VUE
c/o Candidate Services
P.O. Box 8588
Philadelphia, PA 19101
Fax: 888-204-6291

If you are absent from an examination that you were scheduled to attend, and you did not reschedule or cancel according to the policy, you will owe Pearson VUE the full examination fee for that missed examination.

When do I get my test results?

After completing the test, candidates will raise their hands and the assessment center manager will retrieve the unit for immediate scoring. Failing candidates will be provided with diagnostic information on their performance on major content areas of each examination taken. This information is not used to determine whether a candidate passes or fails; it is for self-evaluation only. Candidates who pass will be notified with the word "PASS." Refer to Examination Scoring on page 10.

What if I have special needs?

Pearson VUE certifies that it shall comply with the provisions of the Americans with Disabilities Act (ADA). If you need special arrangements for testing, please call 1-800-466-0450 to request special testing services. This telephone number is available for reservations Monday through Friday, 7:00 a.m. to 6:00 p.m. CST.

All examination sites have access for candidates with disabilities. For complete information on Pearson VUE ADA accommodations, visit www.pearsonvue.com/accommodations. Select the test program (International Code Council) for complete instructions, including the Guidelines for Candidates and required documentation.

Pearson VUE will provide auxiliary aids and services, except where it may fundamentally alter the examination or results. It is recommended that you submit a written request for special test arrangements and services approximately two to three weeks in advance of your desired test date. In addition, candidates should indicate when registering for re-examination that special arrangements were

made or services used for the prior test administration, and that these services will be needed again for the upcoming test date. Supporting documentation can be faxed to 610-617-9397.

Pearson VUE is equipped with TDD (Telecommunications Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available during standard business hours through a special Pearson VUE toll-free number, 1-800-274-2617. This phone number is for express use by candidates with compatible TDD equipment.

Pearson VUE will determine the time and place of specially arranged examinations and confirm these arrangements with the candidate directly. In some cases, there may be an additional fee for special arrangements.

In the event that an examination is offered only on Saturdays, candidates who cannot take the examination for religious reasons may request a non-Saturday test administration. Such a request must be put in writing on official stationery by your religious advisor and sent via fax machine, or mailed to Pearson VUE. Non-Saturday testing for this circumstance is done only on a prearranged basis.

State-specific Examinations

Please visit <http://www.iccsafe.org/Certification/Pages/default.aspx> for the most up-to-date information. Outlines are subject to change.

Most examination references listed in this bulletin are available from the ICC Store, unless noted otherwise; product IDs are listed with the references. Pricing listed is for ICC Members (M) and non-members (N). Call 1-800-786-4452 or go to www.iccsafe.org and click on Store to order references. Pricing is subject to change.

Louisiana Plumbing Examinations

L1 Louisiana Residential Plumbing Inspector

60 multiple-choice questions
Exam fee: \$160
Open book—2-hour time limit

Content Area	% of Total	Reference
General Requirements	14%	1. 2000 <i>Louisiana Plumbing Code</i>
Fixtures	8%	Store ID: (loose-leaf) 5421L00; (M) \$51.50; (N) \$64.25
Water Heaters	12%	
Water Supply and Distribution	21%	
Sanitary Drainage	23%	
Vents	22%	
Total	100%	

L2 Louisiana Commercial Plumbing Inspector

50 multiple-choice questions
Exam fee: \$180 (CBT)
Open book—2-hour time limit

Content Area	% of Total	References
General Requirements	15%	1. 2000 <i>Louisiana Plumbing Code</i>
Fixtures	3%	Store ID: (loose-leaf) 5421L00; (M) \$51.50; (N) \$64.25
Water Heaters	12%	
Water Supply and Distribution	18%	
Sanitary Drainage	19%	
Vents	11%	
Traps, Interceptors, Separators, Special Piping, and Storage Systems	10%	
Storm Drainage	4%	
Health Care Plumbing	8%	
Total	100%	

Sample questions are available for most examinations on our website: To get an idea of the style and format (not content) of questions on the examinations, to go <http://www.iccsafe.org/Certification/Pages/default.aspx>, then "View certifications by category and register," choose the category and then examination you wish to retrieve information on, then click on "Sample."

Louisiana Plumbing Examinations (continued)

L3 Louisiana Plumbing Plans Examiner 50 multiple-choice questions
Exam fee: \$180
Open book—2-hour time limit

Content Area	% of Total	References
General Requirements	4%	1. 2000 <i>Louisiana Plumbing Code</i>
Fixtures	11%	Store ID: (loose-leaf) 5421L00; (M) \$51.50; (N) \$64.25
Water Heaters	9%	
Water Supply and Distribution	20%	
Sanitary Drainage	16%	
Vents	14%	
Traps, Interceptors, Separators, Special Piping, and Storage Systems	10%	
Storm Drainage	8%	
Health Care Plumbing	8%	
Total	100%	

Minnesota Plumbing Examinations

MR Minnesota Residential Plumbing Inspector		60 multiple-choice questions Exam fee: \$160 Open book—2-hour time limit
Content Area	% of Total	Reference
General Requirements	13%	1. <i>Minnesota State Building Code</i> , Chapters 1341, 1346, & 4715
Fixtures	8%	
Water Heaters	12%	
Water Supply and Distribution	22%	
Sanitary Drainage	23%	
Vents	22%	
Total	100%	

MC Minnesota Commercial Plumbing Inspector		50 multiple-choice questions Exam fee: \$180 Open book—2-hour time limit
Content Area	% of Total	Reference
General Requirements	14%	1. <i>Minnesota State Building Code</i> , Chapters 1341, 1346, & 4715
Fixtures	4%	
Water Heaters	12%	
Water Supply and Distribution	18%	
Sanitary Drainage	18%	
Vents	12%	
Traps, Interceptors, Separators, Special Piping, and Storage Systems	10%	
Storm Drainage	4%	
Health Care Plumbing	8%	
Total	100%	

Please visit <http://www.iccsafe.org/Certification/Pages/default.aspx> for the most up-to-date information. Outlines are subject to change.

Most examination references listed in this bulletin are available from the ICC Store, unless noted otherwise; product IDs are listed with the references. Pricing listed is for ICC Members (M) and non-members (N). Call 1-800-786-4452 or go to www.iccsafe.org and click on Store to order references. Pricing is subject to change.

California Examinations—Residential Inspector

J1 California Residential Building Inspector		50 multiple-choice questions Exam fee: \$195 Open book—2-hour time limit
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Content Area	% of Total	Reference
Code Administration	4%	1. 2013 <i>California Residential Building Code</i> Store ID: (loose-leaf) 5525L13; (M) \$105; (N) \$131
Building Planning	8%	
Footings and Foundations	16%	
Floor Construction	14%	
Wall Construction and Coverings	27%	
Roof/Ceiling Construction and Penetrations	14%	
Public Safety	17%	
Total	100%	

J2 California Residential Electrical Inspector		60 multiple-choice questions Exam fee: \$195 Open book—2-hour time limit
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Content Area	% of Total	Reference
General Requirements	10%	1. 2013 <i>California Electrical Code</i> Store ID: (loose-leaf) 5530L13; (M) \$184; (N) \$204
Services	17%	
Branch Circuit and Feeder Requirements	28%	
Wiring Methods and Power & Distribution Systems	21%	
Devices, Lighting Fixtures, and Appliances	19%	
Swimming Pools and Similar Installations	5%	
Total	100%	

J3 California Residential Plumbing Inspector		60 multiple-choice questions Exam fee: \$195 Open book—2-hour time limit
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Content Area	% of Total	Reference
General Requirements	14%	1. 2013 <i>California Plumbing Code</i> Store ID: (loose-leaf) 5550L13; (M) \$149; (N) \$168
Fixtures	8%	
Water Heaters, Combustion Air, and Gas Piping	12%	
Water Supply and Distribution	21%	
Sanitary Drainage	23%	
Vents	22%	
Total	100%	

Most examination references listed in this bulletin are available from the ICC Store, unless noted otherwise. Call 1-800-786-4452 or go to www.iccsafe.org and click on Store.

Sample questions are available for most examinations on our website: To get an idea of the style and format (not content) of questions on the examinations, to go <http://www.iccsafe.org/Certification/Pages/default.aspx>, then “View certifications by category and register,” choose the category and then examination you wish to retrieve information on, then click on “Sample.”

California Examinations—Residential Inspector (continued)

J4 California Residential Mechanical Inspector 60 multiple-choice questions
Exam fee: \$195
Open book—2-hour time limit

Content Area	% of Total	Reference
General Administration	7%	1. 2013 <i>California Mechanical Code</i>
Heating and Cooling Equipment and Water Heaters	29%	Store ID: (loose-leaf) 5540L13; (M) \$149; (N) \$168
Exhaust Systems	6%	
Duct Systems	8%	
Combustion Air	19%	
Chimneys and Vents	20%	
Fuel Supply Systems	11%	
Total	100%	

California Examinations—Commercial Inspector

I1 California Commercial Building Inspector 80 multiple-choice questions
Exam fee: \$195
Open book—3-1/2-hour time limit

Content Area	% of Total	References
General Administration	6%	1. 2013 <i>California Building Code</i> , Volumes 1 and 2
Building Planning	21%	Store ID: (loose-leaf) 5520L13; (M) \$229; (N) \$287
Footings and Foundations	8%	2. 2009 ICC <i>Concrete Manual</i> OR ACI 318-08 <i>Building Code</i>
Floor Construction	7%	<i>Requirements for Structural Concrete and Commentary</i>
Wall Construction and Coverings	21%	Store ID: (Concrete Mnl) 9090S09; (M) \$69.50; (N) \$86.95
Roof/Ceiling Construction	6%	Store ID: (ACI 318-08) 9021S08; (M) \$139.50; (N) \$174.50
Public Safety and Special Construction	31%	
Total	100%	

I2 California Commercial Electrical Inspector 80 multiple-choice questions
Exam fee: \$195
Open book—3-1/2-hour time limit

Content Area	% of Total	Reference
General Requirements	10%	1. 2013 <i>California Electrical Code</i>
Services	17%	Store ID: (loose-leaf) 5530L13; (M) \$184; (N) \$204
Branch Circuit and Feeder Requirements	19%	
Wiring Methods and Distribution Systems	19%	
General Use Equipment	12%	
Special Occupancies	9%	
Special Equipment	7%	
Special Systems	7%	
Total	100%	

California Examinations—Commercial Inspector (continued)

I3 California Commercial Plumbing Inspector 50 multiple-choice questions
Exam fee: \$195
Open book—2-hour time limit

Content Area	% of Total	Reference
General Requirements	10%	1. 2013 <i>California Plumbing Code</i>
Fixtures	12%	Store ID: (loose-leaf) 5550L13; (M) \$149; (N) \$168
Water Heaters and Fuel Gas	14%	
Water Supply and Distribution	14%	
Sanitary Drainage	16%	
Vents	12%	
Traps, Interceptors, Separators, Special Piping, and Storage	10%	
Storm Drainage/Roof Drains	6%	
Health Care Plumbing	6%	
Total	100%	

I4 California Commercial Mechanical Inspector 50 multiple-choice questions
Exam fee: \$195
Open book—2-hour time limit

Content Area	% of Total	Reference
Administration	14%	1. 2013 <i>California Mechanical Code</i>
Heating and Cooling Equipment and Water Heaters	15%	Store ID: (loose-leaf) 5540L13; (M) \$149; (N) \$168
Exhaust and Ventilation Systems	20%	
Duct Systems	12%	
Combustion Air	14%	
Chimneys and Vents	14%	
Fuel Supply Systems	11%	
Total	100%	

I6 California Building Plans Examiner 80 multiple-choice questions
Exam fee: \$195
Open book—3-1/2-hour time limit

Content Area	% of Total	References
Administration	2%	1. 2013 <i>California Building Code</i> , Volumes 1 and 2
Building Planning and Accessibility	38%	Store ID: (loose-leaf) 5520L13; (M) \$229; (N) \$287
Footings and Foundations	8%	2. 2009 ICC <i>Concrete Manual</i> OR ACI 318-08 <i>Building Code Requirements for Structural Concrete and Commentary</i>
Floor Construction	4%	
Wall Construction and Coverings	9%	Store ID: (Concrete Mnl) 9090S09; (M) \$69.50; (N) \$86.95
Roof/Ceiling Construction	4%	Store ID: (ACI 318-08) 9021S08; (M) \$139.50; (N) \$174.50
Public Safety and Special Construction	35%	
Total	100%	

California Examinations—Green Building

CG CALGreen Inspector 50 multiple-choice questions
Exam fee: \$195
Open book—2-hour time limit

Content Area	% of Total	Reference
General Requirements	21%	1. 2013 <i>California Green Building Standards Code</i> , Title 24, Part 11 Store ID: (loose-leaf) 5570L13; (M) \$45.50; (N) \$57
Residential Building Systems	35%	
Non-residential Building Systems	44%	
Total	100%	

CX CALGreen Plans Examiner 50 multiple-choice questions
Exam fee: \$195
Open book—2-hour time limit

Content Area	% of Total	Reference
General Requirements	21%	1. 2013 <i>California Green Building Standards Code</i> , Title 24, Part 11 Store ID: (loose-leaf) 5570L13; (M) \$45.50; (N) \$57
Residential Building Systems	35%	
Non-residential Building Systems	44%	
Total	100%	

Please visit <http://www.iccsafe.org/Certification/Pages/default.aspx> for the most up-to-date information. Outlines are subject to change.

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