



**International Code Council**  
500 New Jersey Avenue, NW  
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Washington, DC 20001  
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## Steps for Technical High Schools to Establish the ICC Certificate of Achievement Program High School ICC Membership Application Form

1. Assess the potential benefits that will be derived by establishing the ICC High School Technical Training program at your school, either integrated with the existing curriculum, or as a new program. Consider the value of the ICC National Certificate(s) of Achievement to your students. Determine which of the four parts of the program will be implemented, i.e.; only one part repeated in successive years, two or more parts concurrently each year, or four parts alternating over four years as examples.
2. Contact your local building officials and determine their interest in the program and the potential for a collaborative effort. Some of the pilot schools have integrated the coursework with existing student construction projects such as working with Habitat for Humanity building a home or other methods of hands-on learning experience.
3. Apply for an ICC Technical High School Membership. The membership is a required element of the program and enables ICC to extend the services that will be needed including the final exams, individual Certificates of Achievement along with special discounted pricing for the code books necessary for the instructor(s) and students. Once the membership application has been received and processed, your school will receive a new member welcome packet which will include the ICC Member Number for the school. This ICC Member Number will then be used to purchase the specially discounted IRC code books and the IRC Study Companions at member pricing as detailed under “Course Textbooks” on the previous page. When applying for the school’s membership, please determine who will act as the single point of contact with ICC and enter that person’s name on the school’s application. Most of the time, this is an instructor. Include the school’s mailing address as the shipping address to insure proper delivery of the books and other materials. The annual membership fee is \$150.00. [Click here to access the Membership Application Form](#)
4. Students are not required to join ICC as Student Members to participate in the program. Nor are participating schools required to provide any student information to ICC except to facilitate printing of the Certificate of Achievement for each student who passes a final exam as noted below. As part of this program, ICC is extending a special Technical High School ICC Student Membership offer to those Students who are enrolled in this program. This is strictly at the student’s/parent’s/guardian’s choice with no obligation or responsibility associated to the student’s school. The details of this offer are explained in Module III of this tool kit.
5. Course textbooks can be ordered anytime after receiving the ICC Member Number. Determine how many 2012 IRC code books and 2012 IRC Study Companions will be required. A school may elect to share textbooks, assign them to students for the duration of the course, collecting them afterwards for reuse, or issue them to students to retain permanently.
6. Two weeks before the student(s) are scheduled to take a final exam for one or more of the four parts of the course, the instructor or other designated contact person will contact Jim Ellwood at [jellwood@iccsafe.org](mailto:jellwood@iccsafe.org) to send an original copy of the specified final exam(s), i.e.; building, plumbing, electrical or HVAC. The school will receive one copy of each exam specified, and will then make the number of copies needed. The separate, final exams associated with the four construction disciplines are open-book tests with the IRC code book permitted to be used. Each of the exams above should be administered only once to a student during a school year. Students that score 70% or better will receive the designated ICC Certificate of Achievement.



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7. Forward the names of the students, indicating which exam(s) was passed, to [jellwood@iccsafe.org](mailto:jellwood@iccsafe.org) to receive the certificates. All certificates will be sent to the instructor or single point of contact as recorded with the school's ICC membership record. This point of contact information can be updated with ICC Member Services as required.

We have tried to keep this program user friendly, and our goal is to provide your students with the opportunity to explore career opportunities related to the building codes while developing the ability to navigate and understand the workings of the various code books associated with the construction trades. ICC looks forward to a partnership with your technical high school to help achieve this very meaningful goal.

Sincerely,

Sara Yerkes  
Senior Vice President  
Government Relations  
International Code Council