



CREDENTIALING

## Administrative Rules and Policies

The information contained in this document highlights **certain** administrative rules and policies applicable to specific steps in the credentialing journey. Candidates are expected to adhere to **all** ICC Council Policies and ICC and ICC Credentialing rules and policies.



## What to Know Before Purchasing the Exam

# Candidate

- Provide accurate and complete information and abide by all International Code Council, Inc. (hereinafter “ICC”) policies and procedures, and I understand that failure to do so will constitute grounds for rejection of my certification test application.
- I will not release confidential exam materials.
- I will not participate in fraudulent test-taking practices.

## ICC Candidate Agreement

Before purchasing or scheduling an ICC examination, the candidate is required to read, understand, and agree to the ICC Candidate Agreement.

# Certified Individual

- Comply with the [certification requirements](#), including the ICC Code of Ethics and renewal requirements, and notify the ICC Certification Department promptly if I am unable to comply with the requirements.
- Make appropriate claims regarding the scope for which certification has been granted.
- Not use the certification in such a manner as to bring the ICC into disrepute.
- Not make any statement regarding certification that ICC considers misleading or unauthorized.
- Not use the ICC certificate, ID card or logos or marks in a misleading or unauthorized manner.
- Discontinue the use of all claims to certification that contain any reference to ICC or the specific certification earned upon suspension, revocation or voluntary withdrawal of certification.
- Destroy or return any certificate or ID card issued by ICC upon revocation or voluntary withdrawal of certification.
- Allow ICC to release confidential certificant information if required by law. Certificant shall be notified as to what information will be released, unless such notification is prohibited by law.



ICC is dedicated to strengthening the Certification program to meet the needs of code officials, members, and stakeholders in building safety. This is accomplished through the establishment of the Professional Development Council (PDC), which is comprised of the Education Committee (EC) and Certification Committee (CC).

The mission of the Certification Committee is to promote professionalism of individuals in the built environment by providing professional examinations and certification services worldwide.

The CC has sole authority over the rules and procedures of the ICC Certification Program, including such topics as the renewals process, examination security policies, and disciplinary action.

[Click here for the CC Rules of Procedure.](#)

[Click here for more information on the PDC.](#)

#### **The Code Council complies with all provisions of the Americans with Disabilities Act (ADA).**

If you have a disability that prohibits you from taking the examination under standard conditions, you may request special arrangements.

- Pronto Administrations: Complete and submit the ADA Accommodation Request Form.
- PearsonVUE Administrations: Call 1-800-466-0450 or send an email to [accommodationspearsonvue@pearsonvue.com](mailto:accommodationspearsonvue@pearsonvue.com) requesting special testing services.

[Click here for the PRONTO ADA Accommodation Request Form.](#)



### Testing Accommodations



All candidates are required to verify their equipment meets the minimum requirements and perform a system check prior to booking their examination.

[Click here to check your system!](#)



## What to Expect on Exam Day

## What is Allowed?

- Reference material(s) - please make sure the reference(s):
  - Are bound (either original bound book, three-ring binder, or stapled). Photocopies of copyrighted materials are not allowed.
  - All notes are written in ink or highlighted
  - Any tabs are permanently attached (tabs that can't be removed without destroying the page)
- Magnifying glass
- Eyeglasses, if necessary
- Architects' scale or ruler
- Foreign language/English translation dictionaries
- Battery-operated calculator that is:
  - Nonprogrammable
  - Not capable of storing examination information
  - No ribbon or paper printing capabilities

## What is **not** Allowed?

- No food or drink (unless approved through [testing accommodations](#))
  - Any kind of writing instruments, writing paper, or briefcases
- Note:** PRONTO candidates utilize an on screen “Global Notepad” during their examination. PearsonVUE candidates are supplied with a small whiteboard and a marker. This marker can ONLY be used to write on the white board. Candidates using the marker/pen to write in their reference materials are subject to disciplinary action by the CC.
- Personal items such as purses, wallets, or watches
  - Calculators with print capability and/or that store formulas
  - Copying, recording, or photo devices
  - No electronic devices other than the device utilized for the examination (unless approved through [testing accommodations](#))

Prior to launching the examination, candidates are required to read and agree to follow all ICC rules, policies, and procedures.

This includes the following:

- [Candidate Agreement](#)
- [Certification Program Rules of Procedure](#)
- [ICC Code of Ethics](#)



Agree to ICC Rules



## Identity Verification

**All candidates are required to present a government-issued photo identification.**

The identification must:

- Have the same legal first and last name that matches the exam record,
- Be original (no photocopies)
- Must be valid (not expired)
- Contain a signature

**Temporary licenses are not acceptable forms of identification**

**Note:** Proxy testing is a violation of the ICC administrative rules. Candidates who participate in proxy testing may be permanently banned from testing and subject to legal action.

**Candidates are expected to remain professional at all times and treat the proctors with respect.**

Proctors have the right to end an examination administration at any time for examination anomalies including, but not limited to, the following behaviors:

- Gives or receives help during an examination
- Creating a disturbance
- Copying or attempts to copy examination questions or answers
- Is found to have prohibited materials (phones, recorders, loose papers, etc.) during the examination
- Talks during the examination
- Becomes belligerent or threatens the proctor, test site administration, or other candidates.



Candidate Behavior



## After the Exam Administration





## Feedback and Appeals

ICC offers a feedback and appeal service that allows you to comment on your testing experience or challenge the results of your exam.

Code Council Assessment Center staff will review comments or challenges on specific exams, exam items, or any issues encountered during your examination.

[Click here for more information!](#)

## What should I know?



## Exam Retake Rules

### **What are the rules for retaking an examination in which I received a passing score?**

Candidates cannot retake a passed examination unless retesting is required/preferred in lieu of meeting ICC CEU renewal requirements.

### **What are the rules for retaking an examination in which I did NOT receive a passing score?**

Candidates who do not pass the examination must follow the guidelines below:

#### **Certification Programs**

National Examinations – see CC Rules of Procedure Section 4c

You will have six exam attempts within a six-month period.

You are responsible for paying the exam fee at every attempt.

Once you have attempted an exam six times, you must wait six months from the first attempt to register again.

Jurisdiction Specific Examinations

A jurisdiction may have specific retesting requirements. Before you register to retake an exam you should refer to the applicable state or jurisdictional Examination Information Bulletin by going to the exam catalog.

#### **Contractor Programs**

National Examinations

You must wait ten days between each time you test before you will be allowed to test again, unless indicated otherwise by the applicable licensing board.

You may test as many times as needed until you pass the exam unless indicated otherwise by licensing board requirements.

You are responsible for paying the exam fee at every attempt.

Jurisdiction Specific Examinations

A licensing board may have specific retesting requirements. Before you register to retake an exam you should refer to the applicable state or jurisdictional Examination Information Bulletin by going to the exam catalog.

## Can my exam score be cancelled or certification suspended or revoked?

### **YES, examination scores can be cancelled.**

Denial of certifications or examination results shall be considered for irregularities which are suspected during examination administrations.

- 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), including causing a recorded disturbance at a test site
- Attempting to remove or removing examination materials or questions from the testing center
- Documented evidence of inappropriate behavior

**Note:** 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 Certification Committee, which may include restrictions on retesting for up to three (3) years.

### **YES, certifications may be suspended or revoked.**

Suspension or revocation of certifications for a period up to three (3) years shall be considered for the following ethics violations, as determined by action of the Committee, and shall follow the complaint resolution process.

- Falsifying score reports or ICC certificates
- Conviction on charges related to professional ethics
- Compromising the security of ICC's examinations through release of copyrighted examination items
- Other Code of Ethics violations which are documented and deemed proven

Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials or mistiming. In accordance with the Certification Committee Rules of Procedure, 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.

Candidates whose certification(s) have been revoked or suspended will be allowed to retest after their designated revocation/suspension period, and if all exam criteria are met, will be allowed to become an active holder of that certification(s) again.



## Records Maintenance

### **Candidate records are maintained and released per the ICC Records Policy.**

Candidates may request a release of their candidate records by submitting the required form found in the Forms Library.

[Click here for the Records Policy!](#)

### **Need to update your myICC contact information?**

To update your Primary Address, Phone Number or Email, login to your [myICC](#) Dashboard > Update Profile > Update Personal Information. Click [here](#) for additional information.

### **Have a legal name change?**

Click [here](#) to request a Legal Name Change.

### **Certified individuals are expected to maintain their certifications in accordance with the ICC Renewal Requirements.**

Note: Some certifications cannot be renewed with ICC. Please see the individual examination renewal requirements in the exam catalog or in the Renewal Requirements.

Certified individuals are required to comply with the Certified Individual requirements of the Candidate Agreement.

[Click here for Renewal Requirements.](#)



## Maintain/Renew Credentials



**Have additional questions? Visit the Support Portal or contact us at [customersuccess@iccsafe.org](mailto:customersuccess@iccsafe.org).**

[Click here for the Support Portal.](#)



Thank you for your commitment to public safety!