



CERTIFICATION COMMITTEE  
CERTIFICATION PROGRAM RULES OF PROCEDURE

1. PURPOSE

The International Code Council, Inc. ("ICC") Certification Committee (the "Committee") *Rules of Procedure* define rules for the governance and administration of the ICC Certification Program, including duties and responsibilities of the Committee in performance of their obligations under Council Policy #45-14.

2. POLICIES

The Committee shall be responsible for maintaining policies for each of the following:

- a. Identification of adopted legal and professional standards
- b. Certification categories
- c. Granting of certifications
- d. Certification maintenance and renewals
- e. Scope of examinations and certifications
- f. Certification maintenance and surveillance
- g. Publication of the International Registry of ICC Certified Professionals
- h. Financial resources, staffing and conflicts of interest
- i. Recognition of external examination and certification programs
- j. Public information
- k. Conflict of interests
- l. Complaint resolution process

3. ADMINISTRATION

The Committee shall be responsible for the following:

- a. Rules and procedures for the administration of the Committee
- b. Appointment of Examination Development Committee (EDC) members
- c. Acceptance of minutes from meetings of the EDCs
- d. Review and decision on EDC recommendations on the following:
  - Job analysis and test specifications
  - Development and approval of test items
  - Examination technical references and standards of practice
  - Examination pass/fail standards
  - Certification requirements
- e. Oversight of program quality through review of reports which are prepared by staff and third-party accreditation agencies
- f. Test administration frequency and availability

4. SCOPE OF PROGRAM

Certifications and related examinations shall be limited to construction code-administration professions which are approved by the Committee based on demonstrated benefit to the ICC and Certification Visions and Missions as listed on the ICC website. The scope of the ICC certification program shall comply with the following:

a. Prerequisites for Examination

The Committee shall publish any information on prerequisites for examinations, to include employment, training, education, or experience. Membership in ICC is not required to take a certification exam.

b. Certification Requirements

Certification shall require successful completion of an examination or series of examinations, and may also require verification of prior education, training, or experience. These requirements may only be waived for individuals who serve on EDCs for development of new certification categories which did not exist at the time of their appointment. EDC members are eligible to take the examination(s) once access to examination development items and testing forms have been revoked. Detailed certification requirements are listed on the ICC website.

c. Examination Attempts

Persons may attempt to pass a specific examination not more than six (6) times in a rolling six-month period. Any violation of this requirement shall be reported to the Committee and may be cause for any available administrative or legal action it may have against the applicant.

d. Effective Dates of Certification

Certifications shall be valid for three (3) years from the date the credential was initially obtained, or the date of renewal.

e. Employees Prohibited from Testing

ICC staff members who participate in the development or administration of ICC certification examinations shall not be eligible to take ICC examinations during their tenure at ICC and for a period of one (1) year afterward.

5. BASIS OF EXAMINATIONS

Examination development and validation shall follow best-practices and the ICC *Certification Standards*, and shall include each of the following:

a. Job Task Analysis

Examination specifications are based on job task analysis research. Examinations shall have demonstrated relevance to current practice through empirical job task analysis research based on consideration of three variables:

- i. Relevance to current professional practice;
- ii. Frequency (how often the knowledge is required)
- iii. Criticality (importance to protection of public health, safety and welfare)

A Job Task Analysis shall be performed every six (6) to eight (8) years.

- b. Standard-Setting  
Examination pass/fail standards shall be designed at a level which provides assurance that successful candidates have the knowledge of important construction codes and standards necessary for competent professional practice at the entry-level. This pass/fail standard shall be set by the Committee.
- c. Item Approval  
Each active examination item shall be approved by the assigned EDC, with documented correlation to a specific “task” identified by job task analysis research.
- d. Examination Format  
Examinations shall be 4-part multiple-choice with a maximum length of four (4) hours.
- e. Examination Administration
  - i. As applicable, retesting candidates shall be administered a different test form.
  - ii. Persons who are currently certified shall not retest in any category in which they are currently certified, except in accordance with certification renewal policy.
  - iii. Examination proctors shall meet all qualification standards as defined by the Assessment Center.

6. EXAMINATION SECURITY, PUBLIC INFORMATION

- a. Examination and Records Security  
Examinations, item banks, related documentation and applicant records shall be kept in a secure manner and shall not be accessible to unauthorized persons.
- b. Conflict of Interest  
Individuals involved in the preparation, development, validation or administration of examinations shall avoid actual or apparent conflicts of interest. EDC members, and other “affected persons” as defined in the Conflict of Interest statement (attached hereto as Exhibit A) shall review and agree to the Conflict of Interest Statement by written signature.
- c. Examination Scores  
Examination scores shall only be divulged in writing to failing examinees, except when otherwise authorized in writing by the examinee, upon a court-ordered subpoena, or if required by a certain contract. Examinees who pass an examination shall receive a written “pass” notice without a numerical score.
- d. International Registry of Certified Persons  
Information on individuals who are currently certified, their city and state of record, their certificate names, and date of expiration is a matter of public record.

Individuals may also elect to post their mailing address and/or telephone number in their myICC account. Information on this policy shall be included on the ICC website.

- e. Public Information  
Information about the certification program, testing requirements, and standardized testing shall be posted on the ICC website.

## 7. APPEALS

### **Scope**

The purpose of these Rules is to establish procedures for the appeal of certification decisions by the Certification Committee and to treat each appellant in a fair and unbiased manner.

A candidate or certificant may submit an appeal, in writing, in response to a decision made by the Committee that affects such candidate or certificant's certification status.

If an appellant retests or renews their certification prior to resolution of an appeal they filed, the appeal is considered null and void.

### **Definitions of Terms Used in Section 7**

*Appeal* – a request to the Certification Appeals Committee for a reversal of a decision made by the Certification Committee that affected the appellant's certification status

*Appellant* – a person who submits an appeal to the Certification Appeals Committee

*Candidate* – a person taking an ICC examination

*Certificant* – a person who has received an ICC-issued certification

*Certification Committee* – governing body having authority over the rules and procedures of the ICC Certification program

*Certification Appeals Committee* – body authorized by the Certification Committee to render binding decisions in the matter of properly submitted appeals

*Certification Status* – the current state (Active/Inactive/Expired) of the appellant's certification

### **Notification of Appeals process**

The right to appeal and the appeals process shall be listed on the ICC website. Appellants shall be informed of all steps in the appeals process.

### **Makeup of the Certification Appeals Committee**

The Certification Appeals Committee shall consist of the ICC Board Liaison to the Professional Development Council, who shall serve, ex-officio, nonvoting, as the Chair, and three (3) members appointed by the PDC Chair. The committee shall be appointed annually as needed, within 45 calendar days of receipt of an initial appeal. Members of the Certification Appeals Committee must not be actively involved in examination development. No more than one representative shall come from any one state, province, or territory. No more than two members of the Certification Appeals Committee shall be reappointed to the Committee in consecutive years and no member shall serve more than two consecutive terms.

### **Format of Appeals**

There shall be an appeal form available on the ICC website, which includes rules for certification related appeals. The appellant must submit a completed form with any applicable fee. Filing fees are nonrefundable. Appeals shall contain a separate and complete statement of each ground upon which the appeal is based. Appeals must be received by ICC no later than thirty (30) calendar days upon submission of notice of the Certification Committee's decision in order to be considered timely. Such notice will be submitted via email. If this deadline falls on a weekend, holiday, or other non-business day, the date shall be extended to the next regular business day. ICC shall forward

appeals, including staff analysis with a recommendation, to the Certification Appeals Committee within thirty (30) calendar days of receipt.

### **Certification Appeals Committee Hearing**

The Certification Appeals Committee shall, within forty-five (45) calendar days of receipt of the appeal, conduct a hearing to review all grounds for appeal raised by the appellant. The Certification Appeals Committee may also consider other issues or grounds for appeal that were not asserted by the appellant in their appeal documentation. Previous disciplinary actions for similar types of appeals will be given consideration. At the hearing, ICC and the appellant shall have the right to present additional documentation and provide oral testimony. The appellant shall also have the right to present witnesses in support of the appeal. At the conclusion of the hearing, the Certification Appeals Committee shall either uphold or overturn the decision of the Certification Committee. The decision of the Certification Appeals Committee is final and shall not be subject to further appeal. The Certification Appeals Committee shall enter a decision within seven (7) calendar days of the hearing. The appellant shall be provided the decision of the Certification Appeals Committee in writing or by e-mail within fourteen (14) calendar days of the hearing. Minutes shall be kept of all hearings, and the appellant shall be entitled to a copy thereof upon request.

## **8. COMPLAINTS AND CHALLENGES**

### **Scope**

The purpose of these Rules is to establish procedures for impartial, timely, and constructive resolution of complaints regarding certified individuals, where a response would reasonably be expected or to technical or operational challenges to the examination process.

### **Definitions of Terms Used in Section 8**

*Candidate* – a person taking an ICC examination

*Certification Committee* - governing body having authority over the rules and procedures of the ICC Certification program

*Complainant* – a person who submits a complaint

*Complaint* – an objection to a certification related process or the activities of a Candidate, Certificant or Assessment Center staff that does not qualify as a Technical Challenge, Operational Challenge or Appeal

*Technical Challenge* – an objection to the validity of a certification exam question

*Operational Challenge* – an objection to a candidate's physical testing environment or experience

### **Complaints**

A candidate or certificant may submit a complaint about any certification related process conducted by the ICC. An individual or organization may submit a complaint about the certification related activities of a Candidate, Certificant, or Assessment Center staff. The right to complain shall be listed on the ICC website. Complaints must be submitted in writing. The complainant shall be apprised of the status of their complaint as is appropriate, including the end of the process.

Complaints related to certification activities of a Certificant or Candidate may be referred to the Certification Committee by Assessment Center staff. The Certification Committee may impose

disciplinary measures up to, and including, revocation of certification or prohibition against testing for a specified period of time.

Complaints related to Assessment Center staff shall be referred to the ICC Human Resources Department for resolution in accordance with ICC policies and procedures regarding staff conduct.

#### Technical/Operational Challenges

Technical and operational challenges shall be reviewed by Assessment Center staff on the basis of merit and documentation submitted in support of the challenge. Assessment Center staff may call upon other resources, such as the applicable EDC, testing vendors, or others, for more information.

a. Format of Technical/Operational Challenges

Technical and operational challenges shall be submitted on the appropriate form available on the ICC website, and shall contain a separate and complete statement of each ground upon which the challenge is based. Certification Committee rules related to technical and operational challenges, including candidate rights, shall be available on the ICC website. Technical and operational challenges must be received by ICC no later than thirty (30) calendar days following the date of the examination that is the subject of the challenge in order to be timely submitted. If this deadline falls on a weekend, holiday, or other non-business day, the date shall be extended to the next regular business day. If a technical or operational challenge is deemed to constitute an appeal (as defined in Section 7), the Certificant or Candidate shall be notified and instructed to submit additional information and/or applicable fee in accordance with Section 7.

b. Review of Technical/Operational Challenges

Review of technical and operational challenges shall be conducted by Assessment Center staff and processed within fifteen (15) business days of receipt by ICC. There shall be no hearing conducted by Assessment Center staff on a technical or operational challenge. All information related to a technical or operational challenge shall be kept confidential unless superseded by law.

Assessment Center staff response to technical and operational challenges shall be in accordance with Assessment Center policies and procedures. If a challenge is denied, the candidate shall be informed of the decision by Assessment Center staff.

Notification shall be provided through secure electronic transmission unless otherwise requested by the candidate.

## 9. CERTIFICATION MAINTENANCE AND SURVEILLANCE

Certificate holders are expected to maintain their competency through participation in professional development activities which are appropriate for their professional responsibilities.

- a. "Active" certifications shall be defined as those which were issued, or which were renewed within the previous three (3) years.
- b. "Inactive" certifications shall be defined as those which have not been renewed for up to six (6) years.
- c. "Expired" certifications shall be defined as those which were inactive for more than six (6) years.
- d. Certification is renewable every three (3) years.

- e. Certification renewal shall require completion of an affidavit verifying completion of the required professional development activities for each certificate held or shall require re-testing on current requirements for each certificate wished to be renewed.
- f. CEUs may be verified through a random audit performed by the Assessment Center. If proof of CEUs cannot be provided, the renewal will be voided, and the certifications will be reverted to their previous status; renewal fees are nonrefundable. Certificants will be allowed to renew once all CEUs are obtained.
- g. ICC staff shall notify the certification holder using the latest contact information supplied to the ICC by the certification holder at least six (6) months before the date of certification expiration; however, the certification holder is solely responsible for renewal of certifications whether or not this notification is issued or received.
- h. Failure to renew a certification by the renewal date shall result in the certification being designated as “inactive,” and shall be removed from the International Registry of active certifications.
- i. Inactive certifications may be reinstated to “active” status upon completion of current reinstatement requirements.

Specific certification renewal requirements are listed in Exhibit B.

#### 10. DENIAL, SUSPENSION AND REVOCATION OF CERTIFICATIONS

All certification and renewal applicants shall agree to abide by the Assessment Center Administrative Rules and Policies as listed on the ICC website.

- a. Denial of certifications or examination results shall be considered for irregularities which are suspected during an examination administration:
  - i. Giving or receiving assistance with answers during testing
  - ii. Using unauthorized materials during testing
  - iii. Failing to abide by the rules presented or directions from the proctor(s), including causing a recorded disturbance during an examination administration
  - iv. Attempting to remove or removing examination materials or questions during an examination administration
  - v. Documented evidence of inappropriate behavior

In cases of examination irregularities which are suspected during an examination administration, the examination scores of the individual(s) involved may not be released unless approved by staff. Additional sanctions may be authorized by the Committee, which may include restrictions on retesting for up to three (3) years.

- b. 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 listed on the ICC website.
  - i. Falsifying score reports or ICC certificates
  - ii. Conviction on charges related to professional ethics
  - iii. Compromising the security of ICC’s examinations through release of copyrighted examination items
  - iv. Other Code of Ethics violations which are documented and deemed proven

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.

- c. If a certification is suspended, revoked, or withdrawn, no representation can be made by the individual that this certification is current or in use.

11. USE OF CERTIFICATES AND LOGOS/MARKS

Individuals who hold active certification with ICC are authorized to advertise that they are ICC-certified, and to use ICC-registered Certification Marks. Certification marks are authorized only as per the current ICC Style Guide.

Certificants shall not use the ICC acronym or ICC owned logogram for any private or promotional benefit; to imply that they are affiliated or associated with ICC through virtue of their certification; or to imply that ICC certification provides any guarantee or warranty on their competence to practice.

12. MARKETING AND BUSINESS DEVELOPMENT

The Committee shall advise the Professional Development Council on business development and strategic planning, including the development of strategic partnerships with outside organizations.

13. QUALITY AND CUSTOMER SERVICE METRICS

The Committee will monitor overall quality of the Program through review of reports from third-party agencies when appropriate, and through review of internal staff reports.

LIST OF EXHIBITS

- A. Conflict of Interest Statement
- B. ICC Certification Renewal Bulletin



Exhibit A



CERTIFICATION EXAMINATION COMMITTEE MEMBER  
CONFLICT OF INTEREST POLICY STATEMENT

PURPOSE:

It is the policy of the International Code Council (ICC) to protect its voluntary certification examination security and to avoid actual or apparent conflicts of interest by those involved in the preparation, validation or administration of its examinations. The ICC therefore requires written concurrence with the following statements by all Certification Examination Committee members and other "affected persons" as defined herein.

POLICY:

1. All Certification Examination Committee members and other "affected persons" shall agree to and be subject to the following:
  - a. To not, in their personal capacity, teach, participate in, have any interest in, become associated with or permit their name to be used in conjunction with any seminar, course, program or other activity which has as its expressed or implied objective the preparation for any ICC Voluntary Certification Examination related to the subject matter of the examinations prepared by the Certification Examination Committee member.
  - b. To not personally register for or take any ICC Voluntary Certification Examination related to the subject matter of the examinations prepared by the Certification Examination Committee member, other than examinations necessary to maintain certifications obtained prior to the assumption of duties on the Certification Examination Committee, or involvement in the preparation, validation or administration of ICC Voluntary Certification Examinations. This requirement is waived for individuals who serve on Examination Development Committees for development of new certification categories which did not exist at the time of their appointment. Members are eligible to take the examination(s) once access to examination development items and testing forms have been revoked.
2. "Affected persons" shall include all members of the Certification Examination Committee and any other persons including, but not limited to proctors, monitors, and employees of ICC who assist in the preparation of examination questions or assist in providing test validation or administration.
3. As to Certification Examination Committee members, the restrictions set forth above in items 1(a) and (b) shall apply to all examinations which are either prepared, validated or administered during the period of the Certification Examination Committee member's service on the Certification Examination Committee, and for a period of one (1) year thereafter. As to all other "affected persons", these restrictions shall apply as to all examinations, prepared, validated or administered during the period of time in which they are performing their respective duties and for a period of one (1) year thereafter.
4. All Certification Examination Committee members or other affected persons must list the certification exam categories that are prepared, validated or administered during the period of their service on the Certification Examination Committee.

CONCURRENCE WITH POLICY STATEMENT

The acknowledgment of receipt of a copy of this Policy Statement and the written agreement by the Certification Examination Committee member and other "affected person" to comply with its provisions shall be a condition of their service on the Certification Examination Committee or performance of their duties in connection with test preparation, validation or administration, as the case may be.

The undersigned hereby acknowledges receipt of a copy of the foregoing policy statement and agrees to comply with its provisions.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

AFFECTED TEST CATEGORIES:

\_\_\_\_\_  
\_\_\_\_\_

Exhibit B

ICC Assessment Center Renewal Bulletin