



*Creating New Partnerships  
& United For Safer Buildings*

# ICC Upper Great Plains Region III *Educational Institute*

February 3-7, 2020  
Trade show: Wednesday, February 5, 2020

Oak Ridge Hotel & Conference Center, Chaska, MN  
[www.iccsafe.org/RegionIII](http://www.iccsafe.org/RegionIII)  
1-888-ICC-SAFE (422-7233), ext. 33821



**ICC** INTERNATIONAL CODE COUNCIL®  
**ICC Certification Exams Available Onsite**

**ICC**  
**PREFERRED EDUCATION PROVIDER**



## Welcome to the 2020 Upper Great Plains Educational Institute! Check out the Highlights of the Week.

### Welcome Institute Attendees!

Welcome! This is the 16th year that AMBO, Region III, and ICC collaborate on organizing this mid-winter educational event. This week-long institute is held at the well-appointed Oak Ridge Hotel and Conference Center in Chaska, Minnesota, just 30 minutes from the Minneapolis-Saint Paul International Airport. The classrooms and meeting rooms at Oak Ridge comfortably host the educational sessions. You'll find refreshments available throughout the day in kiosk areas and an outstanding variety of lunch options available in the award-winning Seasons restaurant. Enjoy the convenience of hotel rooms and classrooms under one roof. At the end of your daily session, enjoy Oak Ridge amenities: the fitness center; basketball, volleyball, and racquetball courts; the Lakeview cocktail lounge; and hiking trails. We look forward to seeing new faces and renewing past acquaintances at this unique, networking and training opportunity. Oh, and by the way, the food is fabulous. Don't miss out!

### A Full Week of Diversified, Engaging Programs!

This year's schedule has nearly **50 class days** of relevant and timely training in eight tracks **featuring over 60 program titles to choose from**. There are sessions for both residential and commercial building codes. Look for familiar presenters such as Linda Pieczynski, Steve Burger, Russell Thornburg, Kelvin Beene and Marcus Kellum, as well as new faces offering a wide variety of specialized training opportunities. **ICC featured instructors include** Jerry Flanik, John Gibson, Cecilia Sevilla, Steve Thomas, Doug Thornburg, and Jay Woodward. Gil Rossmiller and Steve Thomas will present for Colorado Code Consulting. Permit Technicians will see a full week of focused education as will Housing Inspectors, Fire Inspectors, and Plumbing/Mechanical Inspectors.

### Location

Oak Ridge Hotel and Conference Center  
One Oak Ridge Drive  
Chaska, Minnesota 55318

- Free Onsite Parking
- Telephone: 952.368.3100
- Website: [www.oakridgeminneapolis.com](http://www.oakridgeminneapolis.com)

### Hotel Guestroom Reservations

To reserve your room contact the Oak Ridge Hotel at 877.874.6772. Be sure to mention **Region III** when calling. To reserve online, visit [www.oakridgeminneapolis.com](http://www.oakridgeminneapolis.com). Enter the **Group Code: Region III**. The discounted rate is \$121 (plus tax) per room. Deadline to book is January 11, 2020.

### Institute Registration Information

#### **General Registration Information**

Register **Online**: [www.iccsafe.org/RegionIII](http://www.iccsafe.org/RegionIII)

Register by **Fax**: 1.708.799.2651

Register by **Mail**: ICC Central Regional Office, 4051 Flossmoor Road, Country Club Hills, Illinois 60478

**Walk-In**: Limited Availability

## **Registration Rates**

Daily registration rates include instruction, lunch and refreshments. Popular sessions fill quickly and close early, so register today!

**Early-Bird Rate:** Register on or before Friday, January 3, 2020, for the discounted rate of \$160 per day.

**Regular Registration Rate:** Register after January 3, 2020, with a daily rate of \$170.

**Multiple Day Discount:** After the early bird deadline, you can still register for the multi-day discount. Register for four or five days at \$165.00 per day.

## **Cancellation Policy**

Written requests for refunds must be received by ICC on or before Friday, January 17, 2020. Submit by fax to 1.708.799.2651 or by email to [Ichagolla@iccsafe.org](mailto:Ichagolla@iccsafe.org).

## **Chapter President's Special**

ICC Chapter Presidents may take advantage of a complimentary day of attendance at the Institute. Contact Jim Williamette, AMBO Chair, at [james.williamette@ci.stpaul.mn.us](mailto:james.williamette@ci.stpaul.mn.us) for details.

## **Continuing Education**

Qualifying continuing education is available for each day of attendance. Courses will be submitted for continuing education approval to the State of Wisconsin and to the Minnesota Department of Labor and Industry. ICC courses are also submitted to the American Institute of Architects.

## **New This Year**

The Minnesota Department of Labor and Industry, Construction Codes and Licensing Division and the Minnesota State Fire Marshal Division of the Minnesota Department of Public Safety join with the Association of Minnesota Building Officials (AMBO) in presenting the Minnesota "State of the State." This 90-minute session will be held Monday at 8:00 a.m. and is paired with multiple sessions. To attend the State of the State, register for one of the various Monday sessions that includes the State of the State. Please note that **partial continuing education credit is not provided**; for education credit, attendees must attend a full session.

## **Chapter Meetings and Special Events**

### **Bookstore**

The ICC Bookstore will be on-site throughout the day on Wednesday with a wide assortment of code books, references and ICC merchandise.

### **Trade Show**

Wednesday is "Trade Show Day." Vendors from throughout the area will showcase their products and provide timely and relevant information. Be sure to visit participating vendors and welcome them to the Institute.

### **ICC Certification Testing**

ICC Certification Exams are offered on Friday. A separate registration through ICC is required. Additional information on ICC Exams is found on page 21 or by visiting <https://www.iccsafe.org/certification-exam-catalog/>.

### **Dinner Outing**

Everyone is invited to join the annual dinner outing at 6:00 p.m. Tuesday following the AMBO Membership Meeting. Bus transportation is provided to and from a local establishment for dinner and socializing.

### **AMBO Board Meeting**

The AMBO Board of Directors will meet at 6:00 p.m. on Monday.

### **AMBO ICC Chapter Membership Meeting**

The AMBO General Membership Meeting will be Tuesday, beginning promptly at 4:35 p.m.

### **Region III Chapter Meeting**

The Region III Chapter of ICC will hold a meeting Wednesday at 12:00 noon.

### **MAHCO Chapter Meeting**

The MAHCO will hold a Chapter Meeting Wednesday at 12:00 noon. **Separate registration required.**



# 2020 ICC Upper Great Plains Region III Educational Institute Session Descriptions



7 a.m. Sign In • 8 a.m. Sessions Begin • 12 p.m. – 1 p.m. Lunch • 4:30 p.m. Conclusion

## PROFESSIONAL DEVELOPMENT FOR CODE ADMINISTRATION & THE CONSTRUCTION INDUSTRY

**MONDAY 2/3/2020**

**AM Marketing Your Division/Simplifying Your Presentations Session 11**  
Marketing is everything you do that creates a perception within your community and among peers of who you are, what you do, and what you stand for. You can help create an impression of yourself in the minds of others by engaging in activities aligned with the attributes you want others to associate with you. This course will help attendees understand simple marketing concepts such as marketing their code enforcement program, believing in what they are selling and understanding their target audience. Have you ever had to explain what it is that you do to someone in a way they can understand and appreciate? Simplifying your response helps you better communicate your message. This course will discuss how to use storytelling and visualizations to better engage citizen groups aimed at educating people about the importance of code enforcement and the importance of maintaining and enhancing communities. This course was designed to help participants better hone their message.

**PM Case Documentation and Report Writing**  
Documentation and report writing are essential when a point of non-compliance is reached. Escalating a case or collecting evidence from previous property interactions are key to having judicial bodies listen to your case and to obtaining positive results. Documentation and a well-written report communicate your knowledge of regulations and is crucial to case resolution. This course is designed to teach you the importance and the simple elements of report writing, evidence gathering, and documenting. Additionally, this course will help you understand why a report is important, teach you how to properly prepare a complete report, and discuss field note taking. Please note, this course will not assist in spelling or grammatical improvements, but it will assist you in preparing a case, including how, why, when, and where case escalation began.  
**Instructor:** Pete Roque, City of Garden Grove

**TUESDAY 2/4/2020**

**AM Why Measures Matter Session 12**  
This course demonstrates the importance of gathering data to determine the effectiveness of the department, the impact you have in your community, and the impact to your budgeting process and staffing. It gives both managers and inspectors the ability to discern why data collection is vitally important.

**PM Code Leadership Advancement**  
This course assists code officers in the preparation of promotion in the field of code enforcement. Some of the critical aspects of this course are having an action plan and what steps officers can take to make them more promotable. It also details the required qualities of managerial and supervisory leadership.  
**Instructor:** Kelvin Beene

## WEDNESDAY 2/5/2020

**AM**      **Millennials in Enforcement**      **Session 13**  
This course demonstrates strategies that blend differing age disparities in enforcement. It also explains generational occupational tendencies that may affect continuity in the workplace and how changes in managerial skills can support the varying needs of the staff.  
**Instructor:** Kelvin Beene

**PM**      **Legal, Ethical, & Moral Code Enforcement**  
Ethics and morals relate to “right” and “wrong” conduct. While they are sometimes used interchangeably, they are different. Is following the rules the safest option? This course is designed to explore the world of these concepts in a regulatory environment and to help officers and inspectors develop practices to stay abreast of the right and wrong things to do during their workday.  
**Instructor:** Marcus Kellum, Metric One Training & Consulting

## THURSDAY 2/6/2020

**Planning, Zoning, & Land Development for Code Officials**      **Session 14**  
This course was developed to provide code officials with the general processes and procedures that guide the issuance of permits and business licenses within a municipality and to familiarize attendees with zoning concepts.  
**Instructor:** Marcus Kellum, Metric One Training & Consulting

## FRIDAY 2/7/2020

**AM**      **Dealing With Difficult People**      **Session 15**  
Code enforcement officers and regulatory officials need to understand the personalities of the people they encounter in the field (customers) in order to deal with them appropriately and to resolve problems efficiently. This course will explore the four primary personality types and discuss how to deal with the attitudes of difficult residents you may come face-to-face with. As a regulator, you need to provide service in a manner that will work well with your customer’s personality type. This can sometimes be difficult, but it’s necessary. No matter how good you are at your job, you’re going to encounter difficult customers from time-to-time. Attendees will learn the key to using the appropriate approach. With the right approach, even the most frustrating individual can be served with a minimal amount of stress.

**PM**      **Leading a Winning Code Enforcement Team**  
A good leader is hard to find at any level of your municipality. However, a good code enforcement leader is a special treat. These leaders exhibit a unique blend of charisma, vision, and character traits that attracts people to follow them. They are the people that other people want to follow - even choose to follow given the opportunity. This course is designed to help directors, managers, supervisors, and others in leadership positions of regulatory teams develop a winning outcome  
**Instructor:** Marcus Kellum, Metric One Training & Consulting

## CODE ENFORCEMENT, HOUSING AND ZONING

**MONDAY 2/3/2020**

- AM      Officer Safety – Surviving Enforcement Dangers      Session 21**  
This course teaches officers how to observe factors that can cause them harm while performing their duties. It details behaviors and situations from customers that will give officers various options on how to proceed safely.
- PM      Rental Registration Programs**  
Discover the effectiveness that rental registration programs can have in your communities. These programs offer solutions to everyday rental property issues that will benefit every city.  
**Instructor:** Kelvin Beene

**WEDNESDAY 2/5/2020**

- Officer Safety Procedures: Compliance Inspections, Drug Awareness & Mental Illness      Session 23**  
Officer safety in the field is imperative and today's world is more complicated than ever! It is vital to know when to call for assistance and what protocols should be used. This course will give an overview of how to safely approach properties while conducting enforcement inspections. Topics will include drug trends and what to look for to prevent exposure to dangerous substances while conducting field inspections, hazardous conditions related to dangerous substances, mental health tactics to ensure safety in the field, as well as mental health tactics for the Code Enforcement Officer. This course is essential to implementing procedures to keep code enforcement officers safe as they carry out their responsibilities out in the field.  
**Instructor:** Cecilia Sevilla, ICC Instructor

**THURSDAY 2/6/2020**

- Officer Safety Procedures: HazMat, Hoarding & Joint Enforcement Safety      Session 24**  
It is vital to know when to call for assistance and what protocols should be used. This course will give an overview of how to safely approach properties while conducting enforcement inspections. Discussion will include how to properly conduct inspections in situations where hoarding has created a hazard that affects not just the occupant and the public, but also the inspector performing the inspection and the role of the code enforcement officer when conducting joint enforcement inspections with other departments such as police, fire, building, Adult/Child Protective Services as well as any other enforcement agency. Discussion will also include how to assess if joint enforcement is needed and how to successfully plan for joint enforcement (Agency Assist).  
**Instructor:** Cecilia Sevilla, ICC Instructor

**FRIDAY 2/7/2020**

- AM      Electrical Inspections for Existing Housing      Session 25**  
This course will provide rental housing inspectors the training necessary to spot both common and often overlooked electrical violations during inspections. The instructor will provide insight into basic electrical knowledge, understanding electrical equipment, and recognizing inspection violations -- all aimed at educating the layman. Attendees will be encouraged to interact throughout the course.

PM

### **Housing Inspections 101 With Virtual Walk-Thru**

This course will provide the attendees with an overview of the creation and implementation of a rental inspection program within their jurisdiction and how to conduct housing inspections. Referencing the 2018 International Property Maintenance Code® (IPMC®), the instructor will cover the basics of how to create an inspection program, how to interpret and enforce code requirements, and walk through the inspection process using photos of actual violations. The attendees will interact with the presentation and the instructor by identifying code violations and applying the correct code section from the IPMC®.

**Instructor:** Sohn Wehler (AM) /Greg Smith (PM) GMS Presentations & Training

## **PERMIT TECHNICIANS**

**MONDAY 2/3/2020**

### **MN State of the State (90 min session) DLI/AMBO**

**Session 31**

This session will address important issues that affect building officials, building inspectors, plans examiners, permit technicians, fire officials, code enforcement personnel, and other construction and inspection industry professionals in Minnesota.

### **Permit Techs: From Techs to Specs**

Thinking about moving to another branch of code enforcement? This course will be your guide as you transition from permit tech to your new role in building codes by outlining several steps to follow in becoming a residential plans examiner, field inspector, etc.

**Instructor:** Russell Thornburg, Thornburg Code Services

**TUESDAY 2/4/2020 & WEDNESDAY 2/5/2020 (2-DAY COURSE)**

### **The Complete Permit Technician**

**Session 32**

This two-day course is intended to provide essential information in the areas of code administration and history, legal aspects, customer service, basic construction, inspection process, zoning requirements, permit fee calculations, basic occupancy and construction types, basic means of egress, and dealing with difficult customers. The course is recommended for front counter personnel, other Building Department staff, and those who may be interested in preparing for the ICC Permit Technician certification exam.

*Items to bring to class: International Building Code® (2015 or 2018), International Zoning Code® (2018 or any edition), Legal Aspects of Code Administration, calculator and highlighter.*

**Instructor:** Steve Burger, Shums Coda Associates Code Consultants

**THURSDAY 2/6/2020**

### **Dirt to Doorknobs: Concepts for Permit Technicians - Application to Completion** **Session 34**

This course will be designed to walk attendees through construction project examples from start to finish. Common scenarios, which are encountered by Inspectors, Permit Technicians, Plans Examiners, and Building Officials, will be discussed. Project plans used for examples will include new single-family construction, interior remodeling, and perhaps a deck. This exercise will expose attendees to numerous code sections throughout the Minnesota Residential Code. Minor exposure to commercial projects is anticipated.

**Instructor:** Andy Schreder, Rum River

**FRIDAY 2/7/2020**

**Understanding Legal Aspects of Code Administration**

**Session 35**

The course will address the general legal issues that building officials, building inspectors, permit technicians, fire inspectors, property maintenance inspectors, and plan reviewers face in carrying out their duties. The course will focus on federal and state statutes, local ordinances, and relevant case law as they impact the administrative and enforcement duties of code officials.

**Instructor:** Linda Pieczynski

**BUILDING (RESIDENTIAL)**

**MONDAY 2/3/2020**

**MN State of the State (90 min session) DLI/AMBO**

**Session 41**

This session will address important issues that affect building officials, building inspectors, plans examiners, permit technicians, fire officials, code enforcement personnel, and other construction and inspection industry professionals in Minnesota.

**Deck Construction in the 2018 IRC®**

This course will focus on the 2018 International Residential Code® and the significantly-expanded Section R507 on decks. The session will cover in detail the new prescriptive requirements on materials, fasteners, connections, footings, posts, beams, joists, and lateral connections.

**Instructor:** Paul Swett, Minnesota Department of Labor & Industry

**MONDAY 2/3/2020**

**2018 IRC Transition from the 2012 IRC®**

**Session 46**

This course will assist participants in implementing the transition from the 2012 IRC® to the 2018 IRC®. It will include relevant changes in the 2015 IRC®. This interactive training will focus on the key changes presented in the participant material. Knowledge review questions will provide opportunity for participants to discuss and consider the changes. During this training, participants will be listening to lecture and engaging in class discussion and exercises.

**Instructor:** John Gibson, ICC Staff

**TUESDAY 2/4/2020**

**Building Blocks 2020**

**Session 42**

This course will be concentrating on code provisions and common practices related to water management and building durability. This will include roof design code criteria, exterior cladding with emphasis on manufacturer installation criteria, and water resistive barriers. How to handle manufacturer installation criteria of “should,” “shall,” and “must,” will be part of the conversation.

**Instructor:** Andy Schreder, Rum River

**TUESDAY 2/4/2020**

**AM**

**Alternate Materials & Tested Methods – IRC® and Referenced Standards**

**Session 47**

Setting the base for code-built environments saves all groups time and money. When the groundwork is laid, the project will have greater success in the office and in the field. This course will offer builders opportunities to use alternate materials that can set them apart from their competitors and allow the inspection department to document the intent of the code.



**PM**

**Engineered Products & Conventional Wood Framing**

This overview surveys the requirements of the International Residential Code®'s conventional wood framing provisions and the requirements associated with framing engineered designs for non-conventional construction. We will compare and contrast the prescriptive requirements with those of engineered designs. This course is appropriate for code enforcers, contractors, architects, and engineers.

**Instructor:** Russell Thornburg, Thornburg Code Services

**WEDNESDAY 2/5/2020**

**Framing Issues for Wood-Frame Structures**

**Session 43**

This course will address many of the common framing issues in new home construction, examine consequences of common errors, and provide practical solutions for avoiding them. It will also cover wood connection designs and specifications, common fastener types, common steel connectors, and other issues that affect construction of wood-framed structures.

**Instructor:** Ron Nuttall, APA-The Engineered Wood Association

**WEDNESDAY 2/5/2020**

**Moisture Intrusion: IRC® & IECC®**

**Session 48**

During this session, we will discuss the building science behind moisture intrusion in the residential environment in relation to building code requirements. This course will examine the concepts of sustainability, net zero energy, and durability design criteria in terms of providing fundamental information on the 2012 International Residential Code® (IRC®) exterior weather barrier provisions. Participants will learn through a detailed examination of the exterior wall envelope weather-barrier components, roof assembly components, and foundation elements how to avoid moisture intrusion problems and how to conform to the requirements of the 2012 IRC®. The class will be of interest to designers, general and sub-contractors, building inspectors, plans examiners, architects and engineers, and anyone working in the one-and-two-family dwelling environment.

**Instructor:** Russell Thornburg, Thornburg Code Services

**THURSDAY 2/6/2020**

**Dirt to Doorknobs: Concepts for Permit Technicians - Application to Completion**

**Session 34**

This course will be designed to walk attendees through construction project examples from start to finish. Common scenarios, which are encountered by Inspectors, Permit Technicians, Plans Examiners, and Building Officials, will be discussed. Project plans used for examples will include new single-family construction, interior remodeling, and perhaps a deck. This exercise will expose attendees to numerous code sections throughout the Minnesota Residential Code. Minor exposure to commercial projects is anticipated.

**Instructor:** Andy Schreder, Rum River

**THURSDAY 2/6/2020**

**2018 IRC® Building Safety Features**

**Session 49**

This course addresses the critical concepts of the 2018 IRC® regarding fire and life safety issues. These concepts provide a basis for the correct use of the code in building planning, fire-resistance, means of egress, emergency escape and rescue, safety glazing and other building safety provisions. Discussion relates to the design, plan review and inspection decisions necessary to ensure safe residential buildings complying with the IRC®.

**Instructor:** John Gibson, ICC Staff

**FRIDAY 2/7/2020**

**Minnesota Amendments to the 2018 IRC®**

**Session 45**

This course will focus on Minnesota Rules, Chapter 1309, and amendments to the 2018 International Residential Code®. The purpose and intent of these amendments will be covered so that jurisdictions are prepared for the new code provisions anticipated to be effective in March 2020.

**Instructor:** Rich Lockrem & Paul Swett, Minnesota Department of Labor & Industry

**FRIDAY 2/7/2020**

**Wall Bracing, Structural Composite Lumber and I-Joists**

**Session 40**

This session provides a comprehensive explanation of the 2018 IRC® wall bracing requirements, addresses rim boards in I-joint floor systems, and covers the correct use of blocking for I-joint floors, web stiffeners, squash blocks, and connectors. In addition, the course identifies the features of I-joints and explains UL fire testing that identified the fire performance failures of light frame floor assemblies.

**Instructor:** Ron Nuttall, APA-The Engineered Wood Association

**BUILDING (COMMERCIAL)**

**MONDAY 2/3/2020**

**MN State of the State (90 min session) DLI/AMBO**

**Session 51**

This session will address important issues that affect building officials, building inspectors, plans examiners, permit technicians, fire officials, code enforcement personnel, and other construction and inspection industry professionals in Minnesota.

**Combination Inspection of Small Commercial Structures**

This course provides commercial inspectors with basic techniques and a better understanding of conducting inspections of small commercial buildings. The discussion will include preparation, presentation, and inspection of the structural, plumbing, mechanical, and electrical portions of a building. This course will provide the steps, tools, and processes required to complete an inspection of a structure. It will also increase your awareness of the necessary requirements to ensure code compliance of the structures built in your jurisdiction.

**Instructor:** Gil Rossmiller, Colorado Code Consulting

**TUESDAY 2/4/2020**

**2018 IBC® Advanced Means of Egress**

**Session 52**

An advanced look at the means of egress requirements included in Chapter 10 of the International Building Code®. The course will include detailed discussions on the design and review of the means of egress in unusual occupancies. Subjects included in the course are malls, assembly occupancies, special egress components, smoke-proof enclosures, horizontal exits, and exit passageways. Practical examples will be used to illustrate code requirements. This course is designed for those students that have a basic understanding of how the means of egress is designed and reviewed.

**Instructor:** Steve Thomas, Colorado Code Consulting

## TUESDAY 2/4/2020

### **2018 IBC® Transition from the 2012 IBC®**

**Session 57**

This course will assist participants in implementing the transition from the 2012 IBC® to the 2018 IBC®. It will include relevant changes in the 2015 IBC®. This interactive training will focus on the key changes presented in the participant material. Knowledge review questions will provide opportunity for participants to discuss and consider the changes. During this training, participants will be listening to lecture and engaging in class discussion and exercises.

**Instructor:** Jay Woodward, ICC Staff

## WEDNESDAY 2/5/2020

### **2018 Commercial Plan Review**

**Session 53**

This course explains the process of conducting a plan review for small-to-medium sized commercial projects. It will cover the 2018 International Building Code® requirements for commercial projects. The course will provide students with formats, process, and understanding of how to conduct a commercial plan review.

**Instructor:** Steve Thomas, Colorado Code Consulting

## WEDNESDAY 2/5/2020

### **Extreme Buildings and Alternate Design**

**Session 58**

The majority of structures a building official is called to review and inspect fall under conventional provisions of the International Building Code® and the International Residential Code®. What happens when there is a one-off, unique, or just plain strange structure? This session deals with just such buildings ranging from the largest atrium in the world to the tallest giant Ferris wheel. The session also looks at structural and fire considerations and their challenges as they applied to arenas and showrooms. Finally, how do we address failures, which may be rare, but can occur at any time? A brief introduction of the performance code is included to assist in providing a tool for performance-based evaluations.

**Instructor:** Ron Lynn

## THURSDAY 2/6/2020

### **2018 International Energy Conservation Code® Overview**

**Session 54**

This course is designed to provide an overview of the commercial energy requirements of the 2018 International Energy Conservation Code®. Topics covered will include climate zones, thermal envelope, mechanical systems, lighting controls and loads, compliance path, prescriptive path, assembly U-factor, C-factor, or F-factor-based methods, component performance alternative, and the performance option.

**Instructor:** Gil Rossmiller, Colorado Code Consulting

## THURSDAY 2/6/2020

### **2018 IBC® Fire and Life Safety Principles**

**Session 59**

This course addresses the critical concepts of the 2018 IBC® regarding fire and life safety issues. These concepts provide a basis for the correct use of the code in building planning, classification of buildings and occupancies, fire-resistance-rated construction, fire protection systems and means of egress. The content addresses issues that are necessary for many designs and plan review decisions. During this training, participants will be listening to lecture and viewing examples, as well as discussing sections of the IBC® that pertain to fire and life safety principles in buildings.

**Instructor:** Doug Thornburg, ICC Staff

2020 Region III	Monday February 3, 2020	Tuesday February 4, 2020
Professional Development for Code Administration & the Construction Industry	AM: Marketing Your Division/ Simplifying Your Presentations PM: Case Documentation and Report Writing <b>Session 11</b>	AM: Why Measures Matter PM: Code Leadership Advancement <b>Session 12</b>
Code Enforcement, Housing and Zoning	AM: Officer Safety-Surviving Enforcement Dangers PM: Rental Registration Programs <b>Session 21</b>	
Permit Technicians	MN State of the State DLI/AMBO Permit Techs: From Techs to Specs <b>Session 31</b>	The Complete Permit Technician (Day 1 of 2) <b>Session 32</b>
Building (Residential)	MN State of the State DLI/AMBO Deck Construction in the 2018 IRC® <b>Session 41</b>	Building Blocks 2020 <b>Session 42</b>
	2018 IRC Transition from the 2012 IRC® <b>Session 46</b>	AM: Alternate Materials & Tested Methods PM: Engineered Products & Conventional Wood Framing <b>Session 47</b>
Building (Commercial)	MN State of the State DLI/AMBO Combination Inspection of Small Commercial Structures <b>Session 51</b>	2018 IBC® Advanced Means of Egress <b>Session 52</b>
		2018 IBC® Transition from the 2012 IBC® <b>Session 57</b>
Building (Special Topics)	MN State of the State DLI/AMBO Minnesota Amendments to the 2018 IBC <b>Session 61</b>	AM: SAC Forms/Fees PM: Zoning Regulations and Enforcement <b>Session 62</b>
	2018 IBC® Accessibility <b>Session 66</b>	AM: Fire-Retardant Treated Wood and the Building Code PM: Understanding Fire-Stopping Requirements & Engineered Judgements <b>Session 67</b>
Fire	MN State of the State DLI/AMBO Inspection of Existing Sprinkler Systems <b>Session 71</b>	AM: Fire-Retardant Treated Wood and the Building Code PM: Understanding Fire-Stopping Requirements & Engineered Judgements <b>Session 67</b>
Plumbing/ Mechanical	MN State of the State DLI/AMBO What Happens When You Ignore the Plumbing and Mechanical Codes (3/4 day) <b>Session 81</b>	AM: Basic Principles of Plumbing Inspections for Combination Inspectors PM: Basic Principles of Mechanical Inspections for Combination Inspectors <b>Session 82</b>
		AM: Commercial Kitchen Ventilation Safety and Acceptable Indoor Air Quality PM: Commercial Kitchen Ventilation Hood Systems <b>Session 87</b>
Certification Exams		
Special Events	6 PM - AMBO Board Meeting	4:35 PM - AMBO Membership Mtg 6 PM - Evening Dinner Outing

<b>Wednesday</b> February 5, 2020	<b>Thursday</b> February 6, 2020	<b>Friday</b> February 7, 2020
AM: Millennials in Enforcement PM: Legal, Ethical, & Moral Code Enforcement <b>Session 13</b>	Planning, Zoning, & Land Development for Code Officials <b>Session 14</b>	AM: Dealing with Difficult People PM: Leading a Winning Code Enforcement Team <b>Session 15</b>
Officer Safety Procedures: Compliance Inspections, Drug Awareness & Mental Illness <b>Session 23</b>	Officer Safety Procedures: Hazmat, Hoarding & Joint Enforcement Safety <b>Session 24</b>	AM: Electrical Inspections for Existing Housing PM: Housing Inspections 101 with Virtual Walk-Thru <b>Session 25</b>
The Complete Permit Technician (Day 2 of 2) <b>Session 32</b>	Dirt to Doorknobs: Concepts for Permit Technicians - Application to Completion <b>Session 34</b>	Understanding Legal Aspects of Code Administration <b>Session 35</b>
Framing Issues for Wood- Frame Structures <b>Session 43</b>	Dirt to Doorknobs: Concepts for Permit Technicians - Application to Completion <b>Session 34</b>	Minnesota Amendments to the 2018 IRC® <b>Session 45</b>
Moisture Intrusion: IRC® & IECC® <b>Session 48</b>	2018 IRC® Building Safety Features <b>Session 49</b>	Wall Bracing, Structural Composite Lumber, and I-Joists <b>Session 40</b>
2018 Commercial Plan Review <b>Session 53</b>	2018 International Energy Conservation Code® Overview <b>Session 54</b>	AM: 2018 IBC® Mixed Occupancies PM: 2018 IBC® Assembly Means of Egress <b>Session 55</b>
Extreme Buildings and Alternate Design <b>Session 58</b>	2018 IBC® Fire and Life Safety Principles <b>Session 59</b>	
2018 Existing Buildings <b>Session 63</b>	Marijuana & the Building Code <b>Session 64</b>	AM: 2018 IBC® Type of Construction Classification and Application PM: 2018 IBC® Interior Finishes & Foam Plastics <b>Session 65</b>
Mass Timber Buildings – Big Changes in the Building Code <b>Session 68</b>	Who is Watching You? And Why? Understanding Ethics <b>Session 69</b>	Understanding Legal Aspects of Code Administration <b>Session 35</b>
Mass Timber Buildings – Big Changes in the Building Code <b>Session 68</b>	AM: Inspection of Existing Buildings PM: Locks & Latches: Getting People Out of Buildings or Keeping People In <b>Session 74</b>	AM: 2018 IBC® Type of Construction Classification and Application PM: 2018 IBC® Interior Finishes & Foam Plastics <b>Session 65</b>
2018 UPC Design, Plan Review & Inspections <b>Session 83</b>	2018 IMC® Mechanical Plan Review & Inspection <b>Session 84</b>	2018 IFGC® Design, Installation & Inspection Principles <b>Session 85</b>
AM: Testing, Balancing and Commissioning of HVAC Systems PM: Fire/Smoke Damper Installation and Applications <b>Session 88</b>		
		ICC Certification Exams
All Day: TRADE SHOW Region III Board Meeting MAHCO Chapter Meeting		

**FRIDAY 2/7/2020**

**AM**

**2018 IBC® Mixed Occupancies**

**Session 55**

This course is based on the provisions of the 2018 IBC® Section 508, this course addresses those special requirements applicable to buildings containing two or more occupancy classifications. The three mixed-occupancy options are presented along with examples and exercises that illustrate the proper application of the provisions.

**PM**

**2018 IBC® Assembly Means of Egress**

This course will address the 2018 International Building Code® requirements applicable to design and construction of assembly spaces. It will address the differences between the various Group A occupancies and how assembly uses may also fit within the business or educational occupancy classifications. The course will cover the unique aspects of the code related to assembly uses including the stage and platform requirements of Section 410, the ICC 300 Standard for Bleachers, Folding and Telescopic Seating, and Grandstands, the special egress provisions of Section 1028, along with the special amusement building and motion picture projection room requirements from Chapter 4. International Fire Code® provisions related to places of assembly such as requirements for a fire watch, limitations on open flames, combustibles and finishes will also be addressed.

**Instructor:** Doug Thornburg, ICC Staff

**BUILDING (SPECIAL TOPICS)**

**MONDAY 2/3/2020**

**MN State of the State (90 min session) DLI/AMBO**

**Session 61**

This session will address important issues that affect building officials, building inspectors, plans examiners, permit technicians, fire officials, code enforcement personnel, and other construction and inspection industry professionals in Minnesota.

**Minnesota Amendments to the 2018 IBC®**

This course will focus on the Minnesota amendments to the 2018 International Building Code® (IBC®), including many of the significant changes from the 2012 IBC®. The purpose and intent of these amendments will be covered so that jurisdictions are prepared for the new code provisions anticipated to be effective in March 2020.

**Instructor:** Greg Metz, Minnesota Department of Labor & Industry

**MONDAY 2/3/2020**

**2018 IBC® Accessibility**

**Session 66**

This course focuses on the minimum requirements for new or existing construction of accessible commercial buildings and residential facilities for compliance with the 2018 International Building Code® (IBC®) and ICC A117.1 Accessible and Usable Buildings and Facilities. It addresses the design, plan review and inspection of residential buildings and facilities to ensure that people with physical impairments, visual impairments and hearing impairments can use the facilities. Attendees will participate in activities that involve questions and answers, discussion and a case study.

**Instructor:** Jay Woodward, ICC Staff

## TUESDAY 2/4/2020

- AM SAC Sewer Availability Charge Session 62**  
This course is designed for Twin Cities governmental officials who deal regularly with SAC charges. It is presented by the Met Council director and manager with an additional segment by a former task force member. It is an overview of SAC, task force history, what SAC revenue is used for, and the major changes within the newest rules. The final segment will touch on the former task force member's perspective, the value of historical SAC record keeping, possible SAC credits, and how to find and verify them with real-life examples.
- PM Zoning Regulations and Enforcement**  
Ordinance Enforcement: Cleaning Up Junk Properties. Now that we have our ordinances in place, how do we enforce them? A discussion of enforcement options for various types of municipal ordinances. -Variances, Conditional Use Permits, and Interim Use Permits. A review of the basic requirements to grant variances, CUPs and IUPs along with some examples of different variance requests and a discussion of how these variances might be treated. -Developer's Agreements. What are they, why do we use them, and what do they accomplish for the zoning authority?  
**Instructor:** Met Council (AM)/ Couri & Ruppe (PM)

## TUESDAY 2/4/2020

- AM Fire-Retardant Treated Wood and the Building Code Session 67**  
Using the International Building Code® as the basis, this session will provide information on wood use. The session begins with an overview of the types of construction, occupancy classifications, height and area, and allowable increases for open space and sprinklers. Fire-retardant treated wood (FRTW) and why it is allowed in noncombustible construction will be explained. Also addressed will be what products are available, how to identify FRTW, product labeling, and uses allowed by the building code.
- PM Understanding Fire-Stopping Requirements & Engineered Judgements**  
This course provides an overview of fire-stop systems and their role in saving lives and property. There will be discussion of testing, technologies, and products that help prevent the spread of fire, smoke, and toxic gases.  
**Instructor:** Jim Gogolski, Hoover Treated Woods Products (AM)/ 3M Staff (PM)

## WEDNESDAY 2/5/2020

- 2018 Existing Buildings Session 63**  
This course addresses the relationship of the 2018 International Existing Building Code® to existing buildings. The course focuses on the fundamental requirements on an existing structure that undergoes repair work, alteration, renovation activity, or construction of an addition, and the effect of a change in the building's occupancy classification. Discussion will also include the "Performance Compliance Alternatives" method of evaluating a building.  
**Instructor:** Gil Rossmiller, Colorado Code Consulting

## WEDNESDAY 2/5/2020

### **Mass Timber Buildings – Big Changes in the Building Code**

**Session 68**

In 2018, ICC approved significant code changes introducing new heavy timber construction types into the code. This course tells the whole “mass timber” story. Topics include how provisions for cross laminated timber evolved, an overview of mass timber basics, activities of the ICC Ad Hoc Committee on Tall Wood Buildings, descriptions and requirements for the new mass timber construction types (IV-A, IV-B, IV-C), fire resistance design principles, and special topics such as fire safety during construction, special inspections, and the protection of connections.

**Instructor:** Jim Smith, American Wood Council

## THURSDAY 2/6/2020

### **Marijuana & the Building Code**

**Session 64**

This course will be a full exploration of the multitude of building uses and mixed uses related to the burgeoning marijuana industry, and how the codes may apply. A further examination of how the industry is reacting and adjusting to the maze of state and local regulations and becoming efficient will be addressed. This course is conducted in a forum style with opportunities for the attendees to ask questions, compare notes, and share the solutions discovered.

**Instructor:** Steve Thomas, ICC Instructor

## THURSDAY 2/6/2020

### **Who is Watching You? And Why? Understanding Ethics**

**Session 69**

This course is presented by the co-author of the International Code Council Ethics Policy and the chairman and co-author of the Southern Nevada Chapter of the International Code Council Ethics Policy. The course will make use of real-life scenarios, provide a practical discussion of the ethical issues, and delve into individual concerns. This may include conducting internal investigations, establishing training programs, installing whistle-blowing systems, and generally exercising due diligence in the pursuit of an ethical regulatory program.

**Instructor:** Ron Lynn

## FRIDAY 2/7/2020

**AM**

### **2018 IBC® Type of Construction Classification and Application**

**Session 65**

Together with occupancy classification, one of the most critical steps in analyzing a building for code compliance is classifying it for type of construction purposes. This course will address the two distinct aspects of construction type: 1) determination of the appropriate types of construction based on building occupancy, height and area, and 2) identification of the construction and fire-resistance-rated features associated with the nine individual construction types. The permissible use of combustible materials in Type I and II noncombustible buildings will also be addressed.

**PM**

### **2018 IBC® Interior Finishes & Foam Plastics**

Focused primarily on Chapter 8, this course addresses the allowances and limitations of various finish materials of floors, walls and ceilings. In addition, the provisions dealing with the use of foam plastic insulation are examined in detail. The discussion includes the review of a number of test standards applicable to various finish conditions.

**Instructor:** John Gibson, ICC Staff



**FRIDAY 2/7/2020**

**Understanding Legal Aspects of Code Administration**

**Session 35**

The course will address the general legal issues that building officials, building inspectors, permit technicians, fire inspectors, property maintenance inspectors, and plan reviewers face in carrying out their duties. The course will focus on federal and state statutes, local ordinances, and relevant case law as they impact the administrative and enforcement duties of code officials.

**Instructor:** Linda Pieczynski

**FIRE (SPECIAL TOPICS)**

**MONDAY 2/3/2020**

**MN State of the State (90min) DLI/AMBO**

**Session 71**

This is an update from the State Building and Fire Officials along with the AMBO legislative update.

**Inspection of Existing Fire Sprinkler Systems**

This course highlights the provisions for inspecting existing fire sprinkler systems. This course covers NFPA 25, 14, and the MSFC.

**Instructor:** John Nisja, State Fire Marshal's Office

**TUESDAY 2/4/2020**

**AM**

**Fire-Retardant Treated Wood and the Building Code**

**Session 67**

Using the International Building Code® as the basis, this session will provide information on wood use. The session begins with an overview of the types of construction, occupancy classifications, height and area, and allowable increases for open space and sprinklers. Fire-retardant treated wood (FRTW) and why it is allowed in noncombustible construction will be explained. Also addressed will be what products are available, how to identify FRTW, product labeling, and uses allowed by the building code.

**Instructor:** Jim Gogolski, Hoover Treated Woods Products

**PM**

**Understanding Fire-Stopping Requirements & Engineered Judgements**

This class provides an overview of fire-stop systems and their role in saving lives and property. There will be discussion of testing, technologies, and products that help prevent the spread of fire, smoke, and toxic gases.

**Instructor:** 3M Staff

**WEDNESDAY 2/5/2020**

**Mass Timber Buildings – Big Changes in the Building Code**

**Session 68**

In 2018, ICC approved significant code changes introducing new heavy timber construction types into the code. This course tells the whole “mass timber” story. Topics include how provisions for cross laminated timber evolved, an overview of mass timber basics, activities of the ICC Ad Hoc Committee on Tall Wood Buildings, descriptions and requirements for the new mass timber construction types (IV-A, IV-B, IV-C), fire resistance design principles, and special topics such as fire safety during construction, special inspections, and the protection of connections.

**Instructor:** Jim Smith, American Wood Council

## THURSDAY 2/6/2020

- AM**      **Inspection of Existing Buildings**      **Session 74**  
This course highlights the applicable provisions of the Minnesota State Fire Code for existing buildings and occupancies. After going over general authority and concepts the course will focus on the exiting provisions of the MSFC.  
**Instructor:** John Nisja, State Fire Marshal's Office
- PM**      **Locks & Latches: Getting People Out of Buildings or Keeping People In**  
This course reviews the Minnesota State Fire Code requirements for door locking arrangements using demonstrations and interactive questions.  
**Instructor:** Forrest Williams, State Fire Marshal's Office

## FRIDAY 2/7/2020

- AM**      **2018 IBC® Type of Construction Classification and Application**      **Session 65**  
Together with occupancy classification, one of the most critical steps in analyzing a building for code compliance is classifying it for type of construction purposes. This course will address the two distinct aspects of construction type: 1) determination of the appropriate types of construction based on building occupancy, height and area, and 2) identification of the construction and fire-resistance-rated features associated with the nine individual construction types. The permissible use of combustible materials in Type I and II noncombustible buildings will also be addressed.
- PM**      **2018 IBC® Interior Finishes & Foam Plastics**  
Focused primarily on Chapter 8, this course addresses the allowances and limitations of various finish materials of floors, walls and ceilings. In addition, the provisions dealing with the use of foam plastic insulation are examined in detail. The discussion includes the review of a number of test standards applicable to various finish conditions.  
**Instructor:** John Gibson, ICC Staff

## PLUMBING/MECHANICAL

### MONDAY 2/3/2020

- MN State of the State (90 min session) DLI/AMBO**      **Session 81**  
This session will address important issues that affect building officials, building inspectors, plans examiners, permit technicians, fire officials, code enforcement personnel, and other construction and inspection industry professionals in Minnesota.
- What Happens When You Ignore the Plumbing & Mechanical Codes**  
This session will address issues that develop in buildings when equipment, materials, and systems are not installed according to code, or when design and construction principles are ignored. Real-world deficiencies and failures will be analyzed in detail including the repairs for these situations and what can be done to prevent problems from occurring in the future.  
**Instructor:** Andy Thielen, Crane Engineering

### TUESDAY 2/4/2020

- AM**      **Basic Principles of Plumbing Inspections for Combination Inspectors**      **Session 82**  
The basic principles of plumbing inspections will be addressed in this session that is intended for all types of inspectors that perform plumbing inspections. The course is based on the Uniform Plumbing Code and will apply to both new construction and existing buildings.  
**Instructors:** Scott Eggen, City of Minneapolis

**PM**      **Basic Principles of Mechanical Inspections for Combination Inspectors**  
The basic principles of mechanical/HVAC inspections will be addressed in this session that is intended for all types of inspectors that perform residential mechanical inspections. The course is based on the International Mechanical Code® and the International Fuel Gas Code® and will also address energy code issues that pertain to these inspections.  
**Instructor:** Chris Rosival, Minnesota Department of Labor & Industry

**TUESDAY 2/4/2020**

**AM**      **Commercial Kitchen Ventilation Safety and Acceptable Indoor Air Quality**      **Session 87**  
This course examines ventilation issues in a typical commercial kitchen environment and will address different methods of cooking foods, including conduction, induction, convection, impingement, radiant, and microwave. The key concepts of NFPA 96, NFPA 101, and ASHRAE 154 that pertain to commercial kitchen ventilation issues will be covered. The Session will also explain systems properly listed for ventless operations and cover equipment that may provide false and misleading compliance information.  
**Instructor:** Tom Johnson, JDP

**PM**      **Commercial Kitchen Ventilation Hood Systems**  
This course will address key commercial kitchen ventilation provisions contained in the 2018 International Mechanical Code® and NFPA 96. It will also address design and application strategies from the perspective of an equipment manufacturer so that those fundamental concepts can be incorporated into the real-world scenarios that regulatory authorities deal with.  
**Instructor:** Matthew Ystad, Accurex

**WEDNESDAY 2/5/2020**

**2018 UPC Design, Plan Review and Inspections**      **Session 83**  
This course reviews and analyzes selected requirements for residential and commercial design, plan review, and inspection of plumbing systems. The course will provide participants with a thorough understanding of key areas of the Uniform Plumbing Code and related standards.  
**Instructors:** Jerry Flanik, Associated Consulting Solutions

**WEDNESDAY 2/5/2020**

**AM**      **Testing, Balancing, and Commissioning of HVAC Systems**      **Session 88**  
This course will cover practical applications of testing, adjusting, and balancing HVAC systems and will include a demonstration of flow hoods and airflow measurement. It will also address commissioning and re-commissioning of HVAC systems in existing buildings.  
**Instructor:** Bob Monohan, Metro Area Sheet Metal JATC

**PM**      **Fire/Smoke Damper Installation and Applications**  
The installation and application of fire and smoke dampers will be addressed in this course from the perspective of an installer. It will also cover code requirements from the building and mechanical codes, including fire-rated wall, floor and shaft assemblies, and actuation of fire and life-safety components. Final acceptance testing and maintenance of life safety dampers will also be included to ensure that inspectors understand the importance of these devices throughout the life of a building.  
**Instructor:** Rich Campanaro, Metro Area Sheet Metal JATC

**THURSDAY 2/6/2020**

**2018 IMC® Mechanical Plan Review & Inspection**

**Session 84**

This course reviews and analyzes selected requirements for commercial design and plan review of mechanical systems. The course will provide participants with a thorough understanding of key areas of the 2018 International Mechanical Code® (IMC®) and related standards.

**Instructors:** Jerry Flanik, ICC Instructor

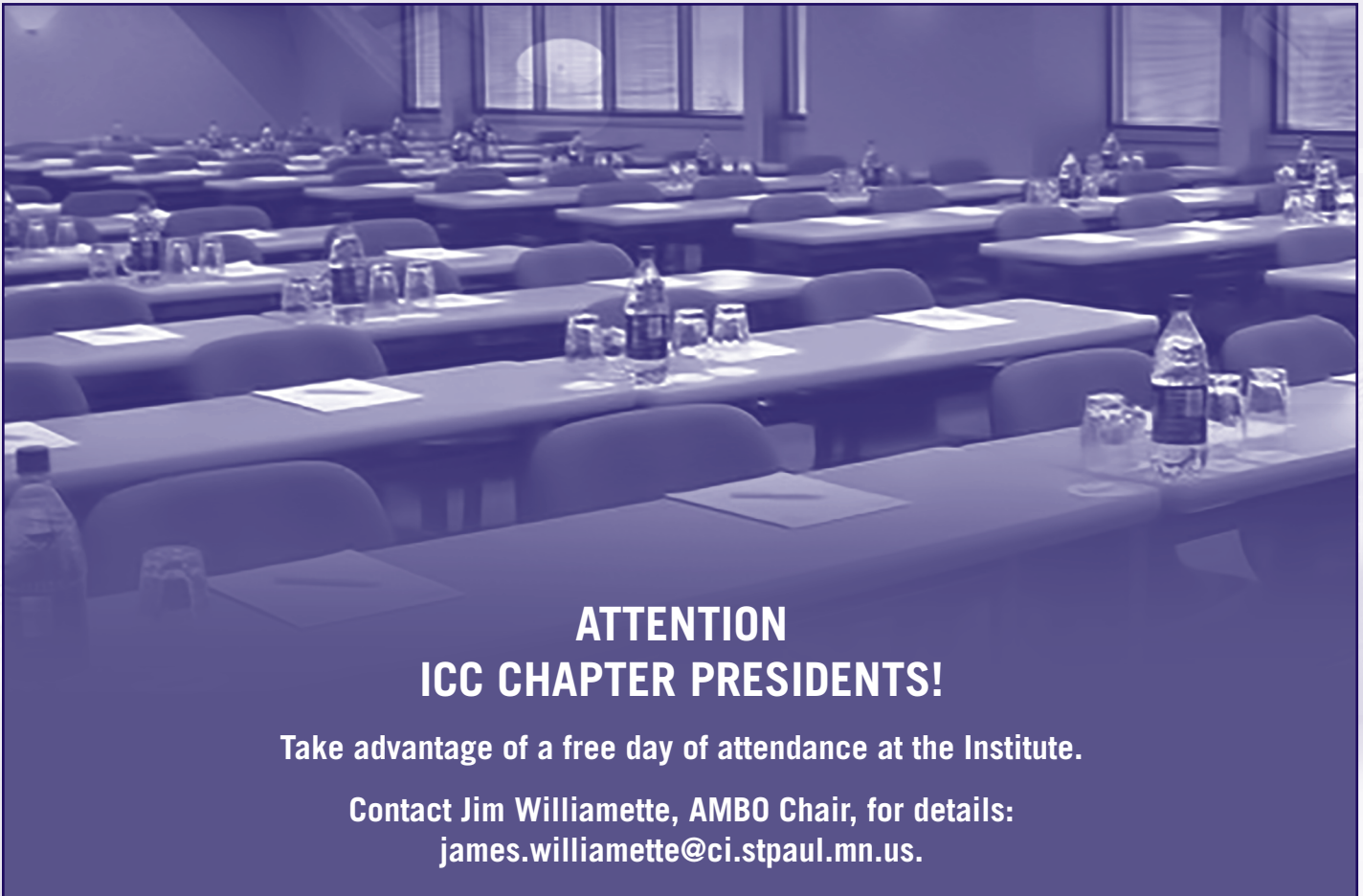
**FRIDAY 2/7/2020**

**2018 IFGC® Design, Installation & Inspection Principles**

**Session 85**

Participants will be better able to discuss critical concepts of the 2018 International Fuel Gas Code® (IFGC®). This course will provide a basis for the correct use of the code in the design, plan review, inspection, and analysis of projects. It will provide a clear understanding and correct use of the requirements identified by basic code provisions, tables and topics. This course allows code users the knowledge to apply the code in clear-cut situations and helps to build their understanding of the intent of the code when asked to make code compliance decisions.

**Instructors:** Jerry Flanik, ICC Instructor



**ATTENTION  
ICC CHAPTER PRESIDENTS!**

Take advantage of a free day of attendance at the Institute.

Contact Jim Williamette, AMBO Chair, for details:  
[james.williamette@ci.stpaul.mn.us](mailto:james.williamette@ci.stpaul.mn.us).



## Region III Educational Institute

### Bring Your Own Device (BYOD) PRONTO Exam Administration Application

**Testing Address:**  
Oak Ridge Hotel and Conference Center  
Room TBD  
One Oakridge Drive  
Chaska, MN 55318

**EXAM DATE: FEBRUARY 7, 2020**  
**Deadline to register: January 17, 2020**

**IMPORTANT:**  
You must create a [myICC](http://www.iccsafe.org) account prior to completing this application.  
Please visit [www.iccsafe.org/pronto-byod](http://www.iccsafe.org/pronto-byod) for instructions

**Exam Candidate Information—PRINT LEGIBLY**

**ALL FIELDS BELOW REQUIRED EXCEPT AS NOTED.**

Full Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

ICC Record Number\*: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*see attached instructions to create a [myICC](http://www.iccsafe.org) account

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Primary Telephone Number: \_\_\_\_ Home \_\_\_\_ Work      Secondary Number (optional)

**Important Notes**

- Applications must be received by the deadline date. Applications may be submitted by U.S. mail, courier, or via email at [byod@iccsafe.org](mailto:byod@iccsafe.org).
- Examination fees are non-refundable.
- Testing is limited to **20 candidates** per session.
- You will have a live proctor for your examination. You must bring your own device. See attached packet for information.
- For information on the examinations to be administered, go to [www.iccsafe.org/certification-exam-catalog](http://www.iccsafe.org/certification-exam-catalog). This catalog contains information on the testing process as well as specific examination information, including reference materials, length of testing, and content outlines.
- Examinations are open-book. Candidates are responsible for bringing their own reference materials to the exam. See the Exam Catalog page for information on these materials by going to [www.iccsafe.org/certification-exam-catalog](http://www.iccsafe.org/certification-exam-catalog). References needed for taking the exams can be purchased from ICC by calling 1-888-422-7233 or going to [shop.iccsafe.org](http://shop.iccsafe.org).
- A photo identification, such as a driver's license, will be required for admittance to the examination.
- If you have a physical disability that prohibits you from taking an examination under standard conditions, you may request special arrangements. Your letter of request must accompany this application, along with a completed special accommodations form. This form may be obtained by going to [www.iccsafe.org/ac-forms-library](http://www.iccsafe.org/ac-forms-library) or by calling us at 1-888-422-7233. The request must be submitted and approved by the Code Council no later than January 17, 2020.
- Please visit [iccsafe.org/pronto-administration](http://iccsafe.org/pronto-administration) to get more information on PRONTO.

**I agree to the following terms:**

I understand and agree that my failure to provide accurate and complete information or abide by ICC's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that ICC reserves the right to verify any information in this application or in connection with my certification.

I consent to ICC's release of any information regarding this application and my examination administration to third parties, consistent with ICC's Records policy. I also agree to be bound by all ICC policies and procedures, as they may be amended from time to time, including without limitation those posted at [iccsafe.org](http://iccsafe.org).

I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to ICC immediately and agree to cooperate with any subsequent investigation regarding such matters.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Return this completed application in its entirety along with the appropriate fees to:**  
International Code Council  
Assessment Center  
900 Montclair Road  
Birmingham, Alabama 35213-1206  
[byod@iccsafe.org](mailto:byod@iccsafe.org)

\_\_\_\_\_ **Both pages of this application must be completed to process.** \_\_\_\_\_

PLEASE NOTE:  
You must create a [myICC](#) account prior to completing this application.  
See attached packet for instructions.

**All BYOD exam Titles are under the 2017/2018 Code Year**

**NOTE:** Testing is limited to **20 candidates** per session

Session 1 — 8:00 AM       **2018 CODE YEAR**

Session 2 — 1:00 PM       **2018 CODE YEAR**

**Payment Information:**

For your security, the Assessment Center elects to collect credit card information via telephone. Upon receipt of your application, a member of the Assessment Center will reach out to obtain payment information.

**Register Now and Save!**

**Exam Prices will increase on January 1, 2020.**

- |  |  |
|--|--|
| <input type="checkbox"/> B1 Residential Building Inspector   | <input type="checkbox"/> M1 Residential Mechanical Inspector           |
| <input type="checkbox"/> B2 Commercial Building Inspector    | <input type="checkbox"/> M2 Commercial Mechanical Inspector            |
| <input type="checkbox"/> B3 Building Plans Examiner          | <input type="checkbox"/> M3 Mechanical Plans Examiner                  |
| <input type="checkbox"/> R3 Residential Plans Examiner       | <input type="checkbox"/> P1 Residential Plumbing Inspector             |
| <input type="checkbox"/> F3 Fire Plans Examiner              | <input type="checkbox"/> P2 Commercial Plumbing Inspector              |
| <input type="checkbox"/> E1 Residential Electrical Inspector | <input type="checkbox"/> P3 Plumbing Plans Examiner                    |
| <input type="checkbox"/> E2 Commercial Electrical Inspector  | <input type="checkbox"/> 21 Accessibility Inspector/Plans Examiner     |
| <input type="checkbox"/> E3 Electrical Plans Examiner        | <input type="checkbox"/> 64 Property Maintenance and Housing Inspector |
| <input type="checkbox"/> 14 Permit Technician                |  |

**OFFICE USE ONLY**

Candidate ID: \_\_\_\_\_ Requirements met: \_\_\_\_\_ Date processed: \_\_\_\_\_ Initials: \_\_\_\_\_

Last Updated: 2019.10.25      Version: 1.5



# 2020 ICC Upper Great Plains Region III Educational Institute Registration Form



7 a.m. Sign In • 8 a.m. Sessions Begin • 12 p.m. – 1 p.m. Lunch • 4:30 p.m. Conclusion

Complete ONE registration form per registrant. Registration form may be copied.

--	--

ICC Membership Number

Name for Badge

--	--	--

First Name/Given Name

MI

Last Name

--

Job Title

--

Jurisdiction/Organization

--

E-mail

--

Street Address

--	--	--	--	--

City

State

ZIP

--	--	--	--	--	--	--	--	--

Day Phone

Evening Phone

--	--	--	--	--	--	--	--	--

Fax

I give ICC permission to use my contact information for future mailings.

Please indicate if you have dietary restrictions or require special accessibility or accommodations: \_\_\_\_\_

## REGISTRATION OPTIONS

### Step 1: Select Courses (Put Session Number in Boxes)

MN LIC # 

--	--	--	--	--	--	--	--	--	--

Monday

Tuesday

Wednesday

Thursday

Friday

--	--

--	--

--	--

--	--

--	--

### Step 2: Select Payment

I am attending ALL 5 days—\$165.00 per day (Enter course choices in the corresponding boxes.) \$825 for 5 days \$ \_\_\_\_\_

I am attending 4 days—\$165.00 per day (Enter course choices in the corresponding boxes.) \$660 for 4 days \$ \_\_\_\_\_

I am attending less than 4 days (Enter course choices in the corresponding boxes.) \$170 per day, 1-3 days \$ \_\_\_\_\_

## PAYMENT OPTIONS

Bill my ICC Membership No.

Payment Enclosed (Checks payable to: ICC)

Purchase Order No. \_\_\_\_\_

Early-bird Discount: \$160 per day.  
Register by January 3, 2020.

Subtotal: \$ \_\_\_\_\_

\$ \_\_\_\_\_

Copy of authorized P. O. required

Total Due \$ \_\_\_\_\_

**REGISTER ONLINE** at: [www.iccsafe.org/RegionIII](http://www.iccsafe.org/RegionIII)

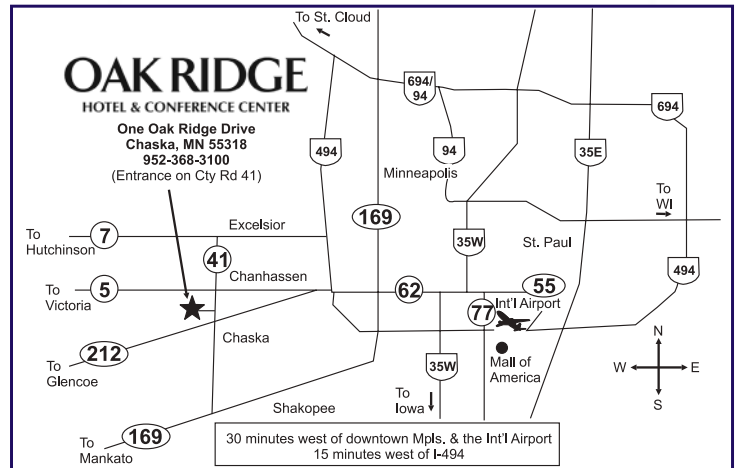
**FAX** 708-799-2651

**ONLINE** [www.iccsafe.org/RegionIII](http://www.iccsafe.org/RegionIII)

**MAIL** 4051 Flossmoor Road • Country Club Hills, IL 60478

If you need assistance or more information: 1-888-ICC-SAFE (422-7233), ext. 33821.

Jesse Szykulki  
10160 46th St. NE  
St. Michael, MN 55376



**Don't delay. The most popular sessions fill up quickly and close early!**  
**For the most up-to-date information, go to**  
**[www.iccsafe.org/RegionIII](http://www.iccsafe.org/RegionIII)**