



# Code Enforcement Professional Certification Application

| <u>Level of Certification Applying for (check one only)</u> |   | <u>Minimum Points Required</u> |
|---|---|--------------------------------|
| <input type="checkbox"/>                                    | Technician Level    Inspector Technician/Apprentice             | 25                             |
| <input type="checkbox"/>                                    | Level I    Inspector/Permit Tech (check only one trade below)   | 70                             |
|   | <input type="checkbox"/> Building                               |                                |
|   | <input type="checkbox"/> Mechanical                             |                                |
|   | <input type="checkbox"/> Electrical                             |                                |
|   | <input type="checkbox"/> Plumbing                               |                                |
|   | <input type="checkbox"/> Permit Tech                            |                                |
| <input type="checkbox"/>                                    | Level II    Chief Inspector (check only one trade below)        | 80                             |
|   | <input type="checkbox"/> Building                               |                                |
|   | <input type="checkbox"/> Mechanical                             |                                |
|   | <input type="checkbox"/> Electrical                             |                                |
|   | <input type="checkbox"/> Plumbing                               |                                |
| <input type="checkbox"/>                                    | Level III    Combination Chief Inspector (check all that apply) | 90                             |
|   | <input type="checkbox"/> Building                               |                                |
|   | <input type="checkbox"/> Mechanical                             |                                |
|   | <input type="checkbox"/> Electrical                             |                                |
|   | <input type="checkbox"/> Plumbing                               |                                |
| <input type="checkbox"/>                                    | Level IV    Plans Examiner                                      | 90                             |
| <input type="checkbox"/>                                    | Level V    Professional Building Official                       | 100                            |

| Points Earned | Points Description - Work Related Experience  |
|---------------|---|
|               | 5 points per year for a maximum of 50 points for the following: Building Official, Building Code Administrator, Plans Examiner, Chief Inspector responsible for code enforcement at city, county, or state level.   |
|               | 10 points for work experience and professional registration as an architect or engineer registered in the State of Georgia <b>(submit copy of registration or seal)</b>   |
|               | 2 points per year for a maximum of 10 points for a position having administrative responsibilities as determined by the committee <b>(submit summary of job description)</b>  |
|               | 5 points per year for a maximum of 25 points for construction experience as a supervisor, superintendent or foreman <b>(submit summary of previous experience)</b>  |
|               | 3 points per year for a maximum of 15 points for serving in an approved accredited apprenticeship program in construction or inspections <b>(submit summary of program)</b>   |
|               | 10 points for each certification obtained by an accredited testing agency (ICC, IAEL or other agency approved by certification committee) <b>(submit summary of certifications)</b>   |
|               | 10 points for holder of state license from the Georgia State Construction Licensing Board as a building, mechanical, electrical or plumbing contractor or any other license issued by same related to construction technology <b>(submit copy of state license)</b> |
|               | 30 points for certification as a Certified Building Official by ICC <b>(submit copy of certification)</b>   |
|               | 15 points for military service with honorable discharge <b>(submit summary)</b>   |
|               | 5 points for participation in Habitat for Humanity build or similar as approved by certification committee <b>(submit summary of service)</b>   |
|               | <b>Total Points - Work Related Experience</b>   |

| Points Earned | Points Description – Committee Service/Membership to Professional Organization   |
|---------------|--|
|               | 2 points per committee to a maximum of 10 points for participation or service to a national, state, or regional organization related to code enforcement, ex. ICC, DCA, BOAG, etc. <b>(submit summary of service)</b>  |
|               | 1 point to a maximum of 5 points for publication in a recognized journal or newsletter approved by BOAG <b>(submit copy of each publication)</b>   |
|               | 1 point each to a maximum of 5 points for service as an officer, director or committee chairperson of a professional code organization (BOAG, IAEI, DCA, ICC or BOAG Chapter). Points listed above as committee service not included. <b>(submit summary of service)</b> |
|               | 2 points each to a maximum of 10 points for participation or service in a local chapter <b>(submit summary of service)</b>   |
|               | <b>Total Points - Committee Service/Membership to Professional Organization</b>  |

| Points Earned | Points Description – Continuing Education  |
|---------------|--|
|               | 2 points each for a maximum of 10 points for annual conference attendance for BOAG, ICC, or IAEI <b>(submit summary of conferences attended)</b>   |
|               | 2 points each to a maximum of 10 points for completion of correspondence course in construction related technology. Committee will approve course <b>(submit certificate of completion or diploma for each course taken)</b> |
|               | 5 points per course to a maximum of 25 points for instruction of code enforcement or construction related course as approved by certification committee <b>(submit summary of courses taught)</b>                            |
|               | <b>Total Points - Continuing Education</b>   |

| Points Earned | Points Description – Education   |
|---------------|--|
|               | 30 Points for bachelor’s level degree in architecture, engineering, public administration, construction technology or related field <b>(submit documentation or copy of diploma)</b>   |
|               | 15 Points for associate’s level degree in architecture, engineering, public administration, construction technology or related field <b>(submit documentation or copy of diploma)</b>  |
|               | 10 Points for high school diploma, 15 Points for enrollment in technical college or tech school or 20 points for technical education diploma – one time points credit only <b>(Submit proof of enrollment/diploma) **applicable to Technician level only</b> |
|               | <b>Total Points - Education</b>  |

|  |                                    |
|--|------------------------------------|
|  | <b>Total Points - All Sections</b> |
|--|------------------------------------|

## Definitions

**Technician Level - Inspector Technician:** An entry level position responsible for the inspection of residential and commercial sites for compliance with erosion, building, structural, HVAC, plumbing, electrical, and other applicable codes and reviews applicable plans under the supervision of an ICC or BOAG certified Building Official, or senior inspector. **25 points minimum required**

**Level I - Inspector/Permit Tech:** An employee or contract employee of a municipal, county or state agency with code enforcement responsibilities who conducts inspections for construction projects requiring permits for compliance with structural, electrical, plumbing, energy, accessibility or other codes as required by state law, municipal or and local ordinance. **70 points minimum required**

**Level II – Chief Inspector:** An employee or contract employee of a municipal, county or state agency with code enforcement responsibilities who conducts inspections for construction projects requiring permits for compliance with structural, electrical, plumbing, energy, accessibility or other codes as required by state law, municipal or and local ordinance and has supervisory responsibilities for inspectors in their trades. **80 points minimum required**

**Level III – Combination Inspector:** An employee or contract employee of a municipal, county or state agency with code enforcement responsibilities and is certified in more than one trade (residential building, commercial building, electrical, plumbing, mechanical, etc.) and who conducts inspections in more than one of the trades for which he/she is certified. **90 points minimum required**

**Level IV – Plans Examiner:** An employee or contract employee of a municipal, county or state agency who is qualified to determine if plans submitted to obtain building or other permits comply with the commercial, residential, electrical, mechanical, fuel gas, plumbing, energy, accessibility codes and other applicable laws and ordinances. This person has general knowledge of all codes as they relate to the built environment. **90 points minimum required**

**Level V – Professional Building Official:** An employee or contract employee of a municipal, county or state agency with building construction regulation responsibilities. This person is directly responsible for the administration and supervision of plan review, enforcement and inspections of new and existing buildings to ensure compliance with Georgia Minimum Standard Codes, Accessibility Codes, and all other construction codes as required by the state and other county and municipal ordinances. The Professional Building Official shall be authorized to perform plan review or inspection for which certification is required. **100 points minimum required**

## Affidavit

I accept and agree to adhere to the Building Officials Association of Georgia's (BOAG) Code of Ethics. I certify that the information contained in this application is complete and correct to the best of my knowledge. I agree to release to BOAG any information requested relevant to my certification renewal. I further understand that if any of the information provided by me herein is later determined to be false or fraudulent, BOAG reserves the right to revoke any certification granted on the basis hereof. I understand that BOAG certification does not certify or guarantee in any way the quality of my work performance as a BOAG certified professional. I therefore agree to indemnify and hold harmless BOAG, its officers, directors and staff from any claims due to negligence, omission or faulty advice that I may give to any person as a BOAG certified professional. I understand that BOAG is not responsible for any actions or damages from any person arising from my work as a BOAG certified professional.

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Printed Name of Applicant

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Signature of Applicant

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Date

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Last Four Digits of SS#

**Please return signed document to Joel Rodriguez, Certification Committee Chairman at  
BOAG  
P.O. box 697  
Snellville, GA 30078  
[joel.rodriguez@gwinnettcountry.com](mailto:joel.rodriguez@gwinnettcountry.com)**

**\$75 certification fee. Can be paid online at [www.boagonline.com](http://www.boagonline.com) or via check to the address above.**

**POINTS DOCUMENTATION SUMMARY EXPLANATION**

**WORK RELATED EXPERIENCE SUMMARY DESCRIPTION**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## **COMMITTEE SERVICE/MEMBERSHIP TO PROFESSIONAL ORGANIZATION DOCUMENTATION SUMMARY**

1.

2.

3.

4.

## **CONTINUING EDUCATION DOCUMENTATION SUMMARY**

1.

2.

3.

## **EDUCATION SECTION DOCUMENTATION SUMMARY**

1.

2.

3.