

## WSAPT Certification Training

Washington State Association of Permit Technicians is committed to providing certification training on a yearly basis for our members. It is our hope that every member within our association will obtain Permit Technician Certification. This certification not only confirms your knowledge, it shows your commitment as a code professional. WSAPT recognizes this accomplishment during our membership meetings, newsletter publications and website postings.

We contract with qualified instructors from ICC trainers, local building officials, chapter leaders and experts in the code field to ensure your training experience is informative, educational and productive.



Our association also offers advanced training throughout the year for those interested in obtaining additional ICC Certifications in areas of:

- Inspection
- Plan Review
- Zoning
- Code Enforcement



## Certification Scholarship Awards

WSAPT offers two scholarships yearly for certification testing fee reimbursement for those members who successfully pass the certification test and are not reimbursed by an employer.

Advanced study scholarships are awarded yearly on behalf of the Paula K. Strutzel Memorial Fund. For more scholarship information visit: [www.wsapt.org/scholarship](http://www.wsapt.org/scholarship)

## Frequently Asked Questions

**Q:** How do I begin the process for certification?

**A:** The first step is to obtain a current copy of the Candidate Bulletin. You can download the pamphlet at ICC/Candidate Bulletin or for a paper copy, call ICC at 1-888-ICC-SAFE.

**Q:** How do I sign up to take the exam?

**A:** Before registering for an exam, be sure to review the Candidate Bulletin. Computer based format exams are scheduled by calling the Pearson VUE at 1-800-275-8301 (Pearson VUE is a professional testing agency that administers test(s) for ICC). See the Candidates Bulletin for full information on exam payment, cancellation policy, and location & date availability. Pencil and paper format exams can be scheduled online.

**Q:** When can I take the exam?

**A:** Pearson VUE offers the computer based format exam at various sites located throughout Washington State, Tuesday through Saturday. ICC offers paper/pencil format, currently available only in Bellevue, WA.

**Q:** Can I reschedule or cancel my exam?

**A:** Refer to the Candidate Bulletin for Computer based exam and Paper/Pencil exam cancellation/rescheduling information. Refunds differ, be sure to read the bulletin!

**Q:** Can I get my results over the phone?

**A:** No. Due to a Student Privacy Act, ICC cannot release any results over the phone.

**Q:** When do I receive my results?

**A:** All paper/pencil results are mailed within 4 weeks of the test date. Computer exam results are given immediately on site.

**Q:** Are there any practice exams or courses to study for the exam?

**A:** Yes, ICC Campus Online offers a Permit Technician online study course. Check the website for up-to-date fees and course information @ [www.icc.org/training/campus](http://www.icc.org/training/campus)

**Q:** How often can I take the exam?

**A:** During any six (6) month period and for any one certification category, you may take the exam using the CBT method a total of two (2) times, if necessary, to pass the exam. Taking the examination in one category has no effect on testing for the six-month period for another category. Candidates who choose the paper and pencil administration method may take the same exam at each administration, if they so choose.

## A Permit Technician's Exam Advice

The exam was designed to be "self-study". This is something you can study for and achieve without a structured class. Since the exam is open book, just learn where and how to find the information, and you will do fine. Go with the answer that is most correct. The answers may be tweaked to be almost right, except for a word or two. If the answer says "may require" and the code says "shall require", whichever best fits "shall" would be correct. The codes were written such that people shall comply with the code.

Good luck on the test!



Washington State  
Association of  
Permit Technicians

Permit Technician  
Certification  
"Where Do You Start"



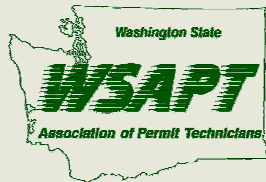
The Code Council certification program is the oldest, largest, and most prestigious credentialing program for construction code administration and enforcement professionals in the United States. Code Council certification examinations are maintained to the highest standards and include continuous review by committees of experienced professionals.

Becoming an ICC certified Permit Technician is a significant personal and professional accomplishment. If you have the drive, ability, and dedication it takes to earn this certification, you will join a select group of professionals who have attained a high level of excellence and achievement validated through the certification process. Permit Technician certification is the key to enhanced professional stature.

### **Benefits of Obtaining Certification**

- Verification of personal and professional accomplishment
- Validation of technical expertise
- Recognition on a national level
- Increase in potential career opportunities
- Expanded knowledge
- Confirmed commitment to protect the public health, safety, and welfare
- Commitment to raising the awareness of the Permit Technician profession.

The International Code Council (ICC) administers the Permit Technician Certification exam. For up to date testing and certification information log on to: [www.iccsafe.org](http://www.iccsafe.org), click on "Certification and Testing", "Code Professional", "ICC National Certification Information Bulletin".



### **Exam Basics**

- 1 examination
- Open book
- 2 hour limit
- 60 multiple choice questions



#### **General Administration - 23 questions, 39%**

##### **Customer Service**

Interview customers and determine their needs and assess the scope of their project and direct them. Communicate with customers and staff using the appropriate terminology. Educate customers. Employ organizational skills.

##### **Project Applications**

Verify that the project has all prerequisite approvals. Verify that application and the project information provided is complete and is acceptable. Verify professional and contractor licensing where necessary.

##### **Basic Building Concepts**

Review the basic building concepts on plans for content. Verify basic details, elements or components of plans for completeness.

##### **Permit Issuance and Fees**

Process documents for required approvals. Calculate and verify valuations and fees and accept financial guarantees. Issue permits.

##### **Inspections and Certificate of Occupancy**

Accept inspection requests. Verify that special inspections are performed where required. Track permit status. Coordinate approvals for and prepare the Certificate of Occupancy.

#### **Legal Aspects - 13 questions, 22%**

##### **Public Information and Legal**

For new and existing projects, answer questions about the need for approvals, permits and inspections, general code compliance of designs, procedures and materials. Address liability and public disclosure issues when necessary.

### **Records Management**

Verify that the necessary documents are retained for the period required and available as needed.

### **Record Research**

Research and document project history and code compliance.

### **Appeals and Revocation**

Process appeals and suspension or revocation of approvals, decisions and/or permits.

#### **Plans & Documents - 15 questions, 25%**

##### **Review Related Documents**

Verify content of plans, engineered construction drawings and/or specifications for submittal. Determine the need and/or level of review.

##### **Occupancy Group and Type of Construction**

Verify that the occupancy classifications and the types of construction are designated on the plans and/or permit documents.

##### **Read Maps**

Read and identify map and plat/tract specifications and components.

##### **Perform Calculations and Use Scales**

Use architectural and engineering scales to determine basic dimensions and calculate areas and percentages.

#### **Zoning & Site Development - 9 questions, 14%**

##### **Land Use**

Explain the site plan review process or developmental plan review and land use codes.

##### **Right-of-Way, Utilities and Easements**

Determine public right-of-way and private and public easements. Regulate construction in public right-of-way.

##### **Site Plan Review**

Verify structure location on the lot, zoning and engineering requirements. Verify required set back and percentage of lot coverage. Recognize the need for variances.

### **Reference Books**

2009 IBC (Chapters 1, 2, 3, 6, 12 & 34)

2009 International Zoning Code

2002 © Legal Aspects of Code Admin.

Basic Code Enforcement-8<sup>th</sup> printing or later

### **Purchasing Study Materials & Books**

The reference materials are available for purchase through ICC at: [www.iccsafe.org](http://www.iccsafe.org) (ICC Store) or the WABO Bookstore at: [www.wabo.org/codebooks](http://www.wabo.org/codebooks) ICC and WABO bookstores also offer the "Permit Technician Study Companion" as an informational study guide. "The Permit Technician Workbook" by Roxanne Michael is available through WABO or at: [roxpurple@comcast.net](mailto:roxpurple@comcast.net).

The WSAPT Lending Library offers several study materials and reference books to lend to members. Check out the WSAPT Website at: [www.wsapt.org/members/library](http://www.wsapt.org/members/library) for a current listing of materials.

### **Certification Cost**

Current examination cost: Computer based exam \$180 / Paper and Pencil exam \$180. Exam costs are subject to change, check the ICC website Exam Cost for up-to-date information.

### **Keeping your Certification Current**

In order to keep your certification current you will need to renew it every three years. Certifications must be renewed on or before the expiration date to qualify. A few months prior to the renewal you will be sent a notice along with a renewal application. If you do not receive this notice, you may obtain an application from the ICC website. The renewal application also comes with an affidavit for CEU credits. You must have at least 1.5 CEU credits per 3 year period to renew your Permit Technician certification. If you have multiple certifications, you must include enough CEU credits for each type of certification renewal. Check the ICC website for information on CEU credit requirements.