Florida DBPR Examination Information Bulletin

PRONTO and Computer Based Testing

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This edition supersedes all previous bulletin editions.

**International Code Council
Assessment Center
Eastern Regional Office
900 Montclair Road
Birmingham, AL 35213**

1-888-ICC-SAFE (422-7233), ext. 5524
customersuccess@iccsafe.org

www.iccsafe.org/inspector

About this bulletin:
Please read and understand this bulletin in its entirety prior to registering for an exam.
The answers to most questions raised by candidates can be found in this document.
This bulletin is a useful reference throughout your registration and examination process.

SUMMARY OF BULLETIN CHANGES

Date of Change	Section Affected	Revision
January 21, 2016	National Certification Examinations Based on 2012 International Codes	Removed 2009-based exams
March 20, 2017	National Certification Examinations Based on 2012 International Codes	Corrected references for 3E and FR exams
March 20, 2017	Certification Categories	Updated list with note on retired ML & MT exams
January 04, 2018	National Certification Examinations Based on 2015 International Codes	Removed 2012-based exams
February 2, 2018	National Certification Examinations	Added note and updated references: Florida DBPR candidates can take in either the 2012 or 2015 I-Codes and 2011 or 2014 NEC; updated ME exam reference to allow 2002 OR 2017 LACA reference
April 16, 2018	National Certification Examinations	Corrected duration and number of questions for 2P and 3P exams; removed store information
August 17, 2018	National Certification Examinations	Removed 2012-based I-code and 2011 NEC references
August 17, 2018	FLDBPR Examination Information Bulletin	Updated information on where to print wall certificates and how to request wallet cards and pass letters
September 12, 2018	Feedback and Appeals (now Technical Challenges)	Revised process to reflect new ICC policy
October 29, 2018	NEW SECTION: PRONTO for FLDBPR	Added section on PRONTO procedures
October 29, 2018	Computer-based Testing	Revised "how to register" section to reflect registration from myICC account
October 29, 2018	National Certification Examinations	Updated FEMA 55 reference for 1C exam
October 29, 2018	National Certification Examinations	Updated A Budgeting Guide for Local Government reference for MN Module; Updated SIM for FB Module.
July 10, 2020	National Certification Examinations	Reference Update - Florida Modular Building Examinations
January 23, 2023	FLDBPR Examination Information Bulletin	Notice: Effective June 1, 2023, the National Certification exams will be referenced to the 2018 I-Codes. All FL DBPR exams will only be available on the PRONTO testing platform.

EFFECTIVE JUNE 1, 2023

The National Certification exams will be referenced to the 2018 I-Codes.

FL DBPR exams will only be available for testing on the PRONTO testing platform.

How do I . . .

• schedule an exam?	For CBT administrations through Pearson VUE: Call the DBPR reservation hotline at 1-877-224- 0231 or visit www.pearsonvue.com For PRONTO administrations, visit www.iccsafe.org/pronto-administration
• change my name or address?	Please notify the Department in writing at the address listed on p. 19. Please also notify the Code Council by completing a Change of Address form.
• renew my ICC certification?	Visit www.iccsafe.org/renewals to review CEU Activity options and complete the online renewal process.
• print a wall certificate?	Log in to my.iccsafe.org to access your account and print your wall certificate.
• request special testing accommodations?	Visit the Florida DBPR Bureau of Education and Testing's website for information Complete this form for PRONTO testing accommodations
• make comments about an exam I took?	See page 11 for more information on the technical challenge process
• reschedule an exam?	For CBT administrations: Call the DBPR reservation hotline at 1-877-224-0231 prior to your scheduled exam—see page 14 for deadlines Since PRONTO exams can be taken at any time, 24/7, 365 days a year, you will not need to re- schedule your PRONTO exam.
• Cancel/withdraw an exam?	Call the DBPR reservation hotline at 1-877-224- 0231 prior to your scheduled exam—see page 14 for deadlines. To withdraw/cancel a scheduled PRONTO exam, you may do so **before** the exam start time. Select the "Withdraw from this booking" on the exam confirmation page.
• find my exam code (ID)?	See pages 20-27 for the exam outline listings in this bulletin
• know what I can take into the exam?	See page 12 for the beginning of the PRONTO and CBT sections
• obtain the books for my exam?	Most references can be purchased at shop.iccsafe.org; more information is found in the exam outline listings starting on page 20

Use the checklists and information summaries in this bulletin to familiarize yourself with the testing process but be sure to read this bulletin in its entirety prior to scheduling your examination.

You are responsible for following all policies and regulations found in this document. Not reading this bulletin does not relieve your responsibility for following these procedures.

Attention: Florida DBPR Candidates

This examination bulletin and information contained herein is intended for use by **pre-authorized Florida DBPR candidates only.**

Florida DBPR candidates that would like to receive pre-authorization should contact DBPR at 850-487-1395.

Pre-authorized Florida DBPR candidates must pass both the ICC technical examination and the Building Code Administrators and Inspectors Florida Principles and Practice Licensure Examination before being issued a Florida license.

To make a reservation to take the Florida Principles and Practice Licensure Examination, pre-authorized candidates should call Pearson VUE at 1-888-204-6230.

To schedule to take the ICC technical examination, pre-authorized Florida DBPR candidates should read through the information contained in this bulletin and then follow the instructions starting on page 12. You may either call the reservation hotline at 1-877-224-0231 or follow the directions to schedule online.

EFFECTIVE JUNE 1, 2023

The National Certification exams will be referenced to the 2018 I-Codes.

FL DBPR exams will only be available for testing on the PRONTO testing platform.

Table of Contents

PLEASE NOTE: ICC National Certification examinations are based on the first printing of the *International Codes*, unless otherwise noted.

International Code Council Vision
Protecting the health, safety, and welfare of people
by creating better buildings and safer communities.

International Code Council Mission
Providing the highest quality codes, standards, products, and services
for all concerned with the safety and performance of the built environment.

Information contained in this bulletin is deemed accurate as of the time of printing.
Contents are subject to change at any time.
For the most updated information, visit www.iccsafe.org/certification-exam-catalog.
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Note: Certification and examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on Code Council certification and examinations, go to www.iccsafe.org/certification-exam-catalog or call 1-888-ICC-SAFE (422-7233), ext. 5524. For fastest service for general questions, dial 0; for specific information on your certification(s), dial ext. 5524.

About Code Council Certification

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 Code Council-certified is a significant personal and professional accomplishment and is a key step toward enhanced professional stature. Code Council certificate holders demonstrate a confirmed commitment to protect the public health, safety, and welfare.

Many building departments and state agencies that regulate code enforcement personnel recognize Code Council certification. However, the Code Council cannot guarantee that a specific governmental agency will accept or recognize a Code Council certification. You should first contact the applicable agency regarding specific licensing and employment requirements.

Certification and examination information, including registration/scheduling requirements, dates, locations, fees, and references, are subject to change.

Candidates should make sure they have the most current information before registering for/scheduling a Code Council examination by going to www.iccsafe.org/certification-exam-catalog.

Certification Categories

Below are Code Council national certification categories currently available, required examinations, and corresponding exam IDs.

Residential Inspector Categories

Exam ID	Certification/Examination	Page
1B	Residential Building Inspector	20
1E	Residential Electrical Inspector	20
1M	Residential Mechanical Inspector	21
1P	Residential Plumbing Inspector	21

Commercial Inspector Categories

Exam ID	Certification/Examination	Page
2B	Commercial Building Inspector	21
2E	Commercial Electrical Inspector	22
2M	Commercial Mechanical Inspector	22
2P	Commercial Plumbing Inspector	22

General Plans Examiner Categories

Exam ID	Certification/Examination	Page
3B	Building Plans Examiner	23
3E	Electrical Plans Examiner	23
3M	Mechanical Plans Examiner	23
3P	Plumbing Plans Examiner	24

Code Enforcement Category

Exam ID	Certification/Examination	Page
1C	Coastal and Floodplain Construction Inspector ***	24

*** This examination has prerequisites or additional requirements to achieve certification. Please refer to the page noted above for more information.

Certified Building Official (CBO) Categories

Exam ID	Certification/Examination	Page
MN	Management Module	25
ME	Legal Module	25
FB	Building Codes and Standards Module	25

Florida Examinations based on FL Codes

Exam ID	Certification/Examination	Page
FR	Florida Roofing Inspector	26
FL	Florida Modular Building Inspector	26
FP	Florida Modular Building Plans Examiner	26

Administrative Rules and Procedures

How often can I take an exam?

In any six (6) month period, you may take an exam up to four (4) times, if necessary, to pass. Each applicant who is not employed by a local government agency will be responsible for payment of the exam fee for every exam taken.

Taking the examination in one category has no effect on testing for the six-month period for another category. For example, if you take the Residential Building Inspector examination and fail it, you would be allowed to take a Commercial Building Inspector or, for example, one of the Plumbing Inspector examinations, without regard to the six-month period for your Residential Building Inspector examination.

How is my exam scored?

What is a passing score? A passing score is the score set by the ICC and/or/with the Exam Development Committee (EDC) as the minimum score needed to pass the exam. This score is technically called a scale score and is often set at 70 or 75.

How is a passing score set? A passing score is set as part of the process at the Exam Development Committee. This part of the process involves setting item-level cut-scores, using the expert judgment of the Subject Matter Experts (SMEs) who are at the EDC. These experts determine what the minimum is that the candidate needs to know in order to obtain the certificate, and a passing score.

What is a scale score? A scaled score transforms a raw test score (the number of test questions answered correctly) into other measurement units, called a scale score. However, please know that a **scale score is not the number of questions answered correctly, nor the percentage of questions answered correctly**.

Is the current test more or less difficult than prior tests, or future tests? There are multiple forms of the ICC examinations. While these forms were developed from the same set of content specifications, the levels of difficulty of the forms will vary because different exam questions appear on different forms. Some of these questions by their nature (and designated in the cut-score) are more difficult than others, even though they pertain to the same section of the exam. It would be unfair to require a candidate taking a collection (form) of somewhat more difficult questions to answer as many questions correctly as a candidate who took an easier form. So, we use a statistical procedure known as scaling to correct for differences in test form difficulty.

Why scale the scores? If we simply reported the total number of questions answered correctly (the raw score), there would be a different passing score for each form of the test (because of those differences in difficulty). This would be confusing to candidates. So, we convert these raw scores to a constant scale such that, say, the designated 70 or 75 continues as the minimum score required to pass regardless of the form administered, knowing the number of correct answers needed to pass varies from form to form and from year to year.

What is reported? Scaled scores of (typically) 70 or 75 or above are reported as PASS. The ICC does not report the numeric score; the score report simply indicates a passing score by saying PASS. Those who fail the exam are provided the numeric scaled score.

Think of it this way. Let's say an elementary school hired the ICC to create an exam to test for knowledge of aspects of mathematics. Further, let's say the exam was called "Addition and Subtraction," and the Exam Information Bulletin states it is a 100-item exam.

Look at the first ten questions of two different exam forms, both of which measure the concept of " Addition and Subtraction":

Question	Exam Form 1	Question	Exam Form 2
1.	2 + 4 =	1.	6 + 9 =
2.	6 + 4 =	2.	16 + 26 =
3.	7 – 3 =	3.	18 – 16 =
4.	18 + 15 =	4.	23 + 99 =
5.	16 – 4 =	5.	86 – 44 =
6.	8 + 8 =	6.	5 + 1 =
7.	4 + 9 =	7.	29 + 88 =
8.	20 – 17 =	8.	74 – 67 =
9.	4 + 15 =	9.	48 + 96 =
10.	7 – 4 =	10.	55 + 38 =

As you can see, the questions on Form 2 are a bit harder than the questions on Form 1. If these were both 100-item exam forms with such a continuing mix of items, it would be unfair to require the students who were administered Exam Form 2 to answer the same number of questions correctly in order to pass.

Can my exam score be cancelled?

The Code Council reserves the right to revoke or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)
- Attempting to or removing examination materials or questions from the testing center.

In cases of examination irregularities which are suspected at testing centers, the scores of the individual(s) involved will not be released unless approved by the Code Council. Additional sanctions may be authorized by the Board, which may include restrictions on retesting for up to three (3) years.

Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials or mistiming. These situations will be investigated; when such occurrences result in cancellation of an examinee's scores, the Code Council will arrange for a makeup ex- amination for the examinees concerned.

Does the Code Council require a candidate to have a certain level of experience or education before taking an examination?

No. Most Code Council examinations are open to all individuals with no prerequisite for experience or education. Code Council certification should be used as one of several measures of an individual's qualifications when screening applicants for a position. Inspectors should possess the right mix of technical knowledge, education, and related experience. Because proper weighting of the relative importance of these three qualifications is a subjective decision, determining the emphasis of Code Council certification is most appropriately performed at the local level by the building official. For this reason, the Code Council does not specify education or experience requirements for certification applicants for most categories. However, the Reinforced Concrete Special Inspector has additional

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requirements after passing the certification exam.

Which exam(s) should I take?

As requirements for employment differ from jurisdiction to jurisdiction, the Code Council cannot recommend specific certifications to you. We strongly encourage you to contact the jurisdiction in which you wish to work for more information on their specific needs and couple this information with the exam- specific listings in this bulletin.

Is a Code Council certification the same as a license?

A license is a permit to work in a particular occupation, issued as a result of state or local legislation. Code Council certifications are voluntary certifications. Many jurisdictions require Code Council certification in their administrative regulations. Check with your state or local agency to find out if your state recognizes Code Council certifications.

What is the best way to prepare for an examination?

The first step to prepare for an examination is by first obtaining the Examination Content Outlines found in this bulletin. With this information, you can supplement your studying with Code Council seminars, self-study workbooks, and textbooks.

When can I test?

Computer-testing is administered frequently at over 350 sites across the nation. To get the most up-dated information, go to www.iccsafe.org/exams. **PRONTO** testing is immediately available—24 hours a day, 7 days a week, 365 days a year.

When will I receive my results?

Results for examinations taken electronically are available immediately after completion of the examination. For most certification categories, candidates will automatically receive a Code Council wallet card within seven to nine weeks after they pass the examination. Some categories have additional requirements prior to receiving the full certification.

What type of question format will be included in the examination?

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used by the Code Council in exam development, questions do not follow patterns (e.g., "the most common answer is 'B'").

Are the examinations open book?

Yes, most exams are open book. To get the most updated information on examinations, go to www.iccsafe.org/certification-exam-catalog.

Can't I just look up all of the answers in the books?

Because of the time constraints, you will not have time to look up all of the answers. For those answers you must look up, you must be VERY familiar with the references to avoid wasting time searching for information. First impressions are often the most accurate, but you may change your answers if time allows.

How long are the examinations?

The length and allowed times vary depending upon the subject matter. To get the most updated information on examinations, go to www.iccsafe.org/certification-exam-catalog.

How many examinations can I take at one administration?

For computer-based exams, in most cases you may take two exams in one day, as long as each examination is only two hours in length. For PRONTO exams, you may take as many exams in one day as you wish, if you still have authorizations available.

Should I guess if I don't know the answer to a question?

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

How do I renew my ICC certification?

In most cases, you will need to have a certain number of continuing education credits (CEUs) to renew your certification. For more information on keeping your certification current, go to www.iccsafe.org/renewals.

If I pass one CBO examination but fail the other, do I need to retake both exams?

A candidate who passes one module has eighteen (18) months to pass the other(s) without retaking the passed exam. After eighteen (18) months, the candidate would need to retake and pass all currently required examination modules.

Who can see my candidate records?

All Code Council certification examination candidates have certain rights in relation to their educational records. To view the complete Certification Records Policy, visit the Code Council website at www.iccsafe.org/ac-forms-library/.

Technical Challenges

If you have concerns about the content of your exam, you may submit comments to ICC for review. Please complete this form.

For more information on the technical challenge process, please visit here.

What is PRONTO?

The International Code Council is proud to offer our proctored-remote online testing option (PRONTO) to the State of Florida. Through PRONTO, you can take your exam at your convenience on your home or office computer through a cloud-based testing system, offering secured online proctored exams. You will need a webcam and computer with working audio quality.

Effective **January 23, 2023**, PRONTO testing will begin operating on the Guardian Secure Proctoring Browser instead of a browser extension through Chrome or Firefox. Learn more here.

For more information on PRONTO, go to www.iccsafe.org/meetPRONTO.

PRONTO Quick Links

PRONTO Exam Administration: Please visit www.iccsafe.org/pronto-administration for more information on PRONTO exam administration such as:

♦ How to register for a PRONTO exam **(see below for registration instructions)**
♦ Exam Day Video
♦ Equipment Requirements
♦ Allowed/Prohibited Items
♦ Tips and tricks for your PRONTO exam
♦ ICC Administrative Rules and Policies

PRONTO System Requirements: Please utilize the TEST IT OUT feature to run a full system diagnostic test through the link provided.

What if I have special needs?

Please visit www.iccsafe.org/testing-accommodations to learn more on the process for PRONTO testing accommodations and to download the ADA accommodation request form.

How to register for a PRONTO exam:

♦ If you are taking a Florida DBPR exam, **you will not need to purchase the exam** via ICC's website, as you have already paid your exam fee.

♦ If you have been pre-authorized by Florida DBPR to take an exam, a myICC account has already been created for you.

♦ Log in to myICC with the email address you provided to Florida DBPR and request a new password.

♦ Once you receive and have reset your password, log in to your myICC account at my.iccsafe.org.

♦ Click on the Exams tab, then **"Contractors."**

♦ You will have the option to choose which testing method you wish: PRONTO or Pearson VUE, then click on the question mark under the "Action" button next to your exam.

♦ If you select a PRONTO exam, click on the "Take Action" button and follow the prompts.

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Computer-based Testing

How do I register for a computer-based test?

To register to take a Code Council computer-based certification exam, call the ICC DBPR Examination Reservation hotline at 1-877-224-0231 or log into your myICC account to register online. You must provide the EXAM ID and EXAM TITLE when registering.

♦   If you have been pre-authorized by Florida DBPR to take an exam, a myICC account has already been created for you. Simply log in to myICC with the email address you provided to Florida DBPR and request a new password.
♦   Once you receive and have reset your password, log in to your myICC account at my.iccsafe.org.
♦   Click on the Exams tab, then "Contractors."
♦   You will have the option to choose which testing method you wish: PRONTO or Pearson VUE, then click on the question mark under the "Action" button next to your exam.

♦   If you select a Pearson VUE exam, click on the "Schedule Exam" button and follow the prompts.

Customer care reservations and customer service lines are open Monday through Friday from 8:00 a.m. to 11:00 p.m. (Eastern Time), Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 10:00 a.m. to 4:00 p.m. When you call to make your examination reservation, a representative will help you select the optimal test date and location for your schedule, provide instructions and directions, and give your examination reporting time. Walk-in testing is not available.

You may make an exam reservation up to one business day prior to your desired exam date, depending on space availability at the test center.

You must have the following information available at the time you are registering for a Code Council computer-based certification examination:

1.   Your DBPR pre-authorization letter
2.   Your full name, address, and home and work telephone numbers
3.   The examination date and location of the area you desire to take the exam
4.   Exam ID and title
5.   Your score report, if you are retaking the examination (only for those candidates who originally tested via computer)

Please make sure that the name you use to register for your exam **exactly** matches your chosen form of identification, i.e., your driver's license, if that is the identification you will use when you take the exam. You will not be allowed to take the exam if your exam registration and identification do not match.

Where are the test sites?

To locate test sites in your area, visit the Pearson VUE website at www.pearsonvue.com for an updated listing of sites. Be aware that test sites are subject to change.

How do I pay for my exam?

Your DBPR authorization letter is all that is required to schedule an examination.

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Do I have to be a computer whiz?

Examinations are administered on a personal computer (PC). Candidates are not required to have any computer knowledge to take the examination on the PC. Before you begin your test, you may take up to 15 minutes to practice with the sample questions. Timing of the examination does not begin until you look at the first question of the actual examination. You will be allowed to change your answers, mark answers for review, go back to skipped questions and, time permitting, review your test.

When are exams available?

Code Council certification examinations are administered nationally, Tuesday through Saturday (exceptions noted below). Testing sessions are generally held at 8:00 a.m. and 1:00 p.m. Some test centers are open daily, while others are open on specific days of the week. In some locations, exams are administered on a monthly basis. Pearson VUE offices are closed in observance of the following holidays:

> New Year's Day
> Martin Luther King, Jr. Day
> Memorial Day
> Independence Day
> Labor Day
> Veterans' Day
> Thanksgiving (including Friday following holiday)
> Christmas day

What if the weather's bad?

Test administrations will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be canceled. Call Pearson VUE at 1-800-274-2615 to check weather or other emergency delays.

How do I cancel or reschedule my test?

To change or cancel your reservation, you must call the ICC DBPR examination reservation hotline at 1-877-224-0231 at least two business days before your scheduled examination.

What if I can't make it to my test?

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to the Code Council within 14 days of the original examination date. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence. If, on the day you are scheduled to test, you are unable to attend the examination for which you were scheduled, you may be excused for the following reasons:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

When do I get my test results?

After completing the test, candidates will raise their hands and the assessment center manager will retrieve the unit for immediate scoring. Failing candidates will be provided with diagnostic information on their performance on major content areas of each examination taken. This information is not used to determine whether a candidate passes or fails; it is for self-evaluation only. Candidates who pass will be notified with the word "PASS." Refer to Examination Scoring on page 8.

You must pass both the ICC certification and the Florida Principles and Practice examination to be eligible for licensure. Your license will be issued by DBPR in approximately 30 days. Once your license has been issued or an additional category has been added to your existing license, you can verify this on the website for the Florida Department of Business and Professional Regulations, www.myfloridalicense.com/dbpr. You may begin to work under your new license or category. You are not required to wait until you receive your actual license to work.

Rule 61G19-6.085 F.A.C. states, "An applicant for licensure under this part shall satisfactorily complete the Florida laws and rules (Principles and Practice) exam with a passing grade of 70% or higher. An applicant shall not have to take the exam again provided the applicant has maintained continuous employment in one of the licensure categories of Chapter 468, Part XII, Florida Statutes, or Chapter 471 or 481, Florida Statutes, active licensure and continuing education."

If you have not taken or passed the Florida Principles and Practice examination, please contact Pearson VUE at 1-888-204-6230.

What if I have special needs?

The Code Council complies with the provisions of the Americans with Disabilities Act (ADA). If you need special arrangements for testing, please visit the Florida DBPR Bureau of Education and Testing's website for more information on special testing services. All examination sites have access for candidates with disabilities. The Code Council will make sure candidates are provided auxiliary aids and services, except where it may fundamentally alter the examination or results.

TDD (Telecommunications Devices for the Deaf) equipment is available to assist deaf and hearing-impaired candidates. TDD calling is available during standard business hours through a special Code Council toll-free number at 1-800-274-2617. This phone number is for express use by candidates with compatible TDD equipment.

Specially arranged examinations will be confirmed directly with the candidate. In some cases, there may be an additional fee for special arrangements.

In the event that an examination is offered only on Saturdays, candidates who cannot take the examination for religious reasons may request a non-Saturday test administration. Such a request must be put in writing on official stationery by your religious advisor and sent via fax machine or mailed to the Code Council. Non-Saturday testing for this circumstance is done only on a prearranged basis.

Test Site Regulations—Computer-based Testing

The rules and procedures below are strictly enforced at all Code Council examinations. Following these rules guarantees the security of examination materials, provides reliable test results, and increases the public's trust of certified professionals.

What should I bring to the test site?

For electronic examinations, examinees must provide their testing confirmation number (that was provided by the Pearson VUE representative at the time of exam registration) at the testing site on the exam day in order to be admitted to take the exam.

Examinees must possess and present a valid (unexpired) photo ID with signature, issued by a governmental agency, e.g., a driver's license, passport, etc.

The name on the exam reservation must match the name on the ID provided. If it does not, you will not be allowed to test, and will forfeit your exam fee. Neither ICC nor Pearson VUE can make an exception to this policy. If you are unable to present identification as required by the ICC and Pearson VUE, or have questions about what will be allowed, you must call Pearson VUE prior to your scheduled exam to make other arrangements.

Examinees may bring the following items to the examination:

- Reference(s) for the appropriate exam that are listed in this Examination Information Bulletin—**no other reference material will be allowed into the testing center**:
  Please make sure the reference(s):
  - Are bound (either original bound book, three-ring binder, or stapled). **Photocopies of copyrighted materials are not allowed**.
  - Have notes written in ink or highlighted in code sections
  - Have permanently attached tabs (tabs that can't be removed without destroying the page).
- Magnifying glass
- Eyeglasses, if necessary
- Architects' scale or rule
- Battery-operated calculator that is:
  - Nonprogrammable
  - Not capable of storing examination information
  - No ribbon or paper printing capabilities
- Foreign language/English translation dictionaries, if needed

What should I leave at home?

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, colored pencils, highlighters, writing paper, or briefcases
2. Personal items such as purses, wallets, or watches—lockers are available at Pearson VUE for small items, but will not accommodate laptops, briefcases, or large purses or bags
3. Calculators with print capability and/or that store formulas
4. Copying, recording, or photo devices
5. any electronic, electrical, or battery-operated device

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What are test proctors and what do they do?

The test proctors have two main jobs: they give the examinations and make sure the exam materials at the test site are protected. Proctors are well-trained and treat candidates with respect, and in turn, expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at *any* time may be considered a criminal offense and punishable by law. In addition, proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate's test and ask the individual to leave the building if the candidate:

- Gives or receives help during the examination
- Attempts to remove exam materials or notes from the room
- Creates a disturbance
- Copies or attempts to copy examination questions or answers
- Is found to have prohibited materials (cell phone, recorder, etc.) during the exam

If a candidate is asked to leave the test site for any reason, the candidate will not receive a refund, may jeopardize their right to take a Code Council examination in the future, and may face possible prosecution.

What if I have problems at the examination site?

Code Council testing procedures are designed to minimize negative conditions at the examination site such as bad lighting, excessive noise, or uncomfortable temperature conditions. In unlikely cases where such conditions may occur, the required passing score will not be changed. Should you feel your exam experience or conditions at the test site to be unfavorable, notify the proctor. If you would like to file a complaint, you must ensure that an Incident Report (IR) is created by the test personnel, and then follow up using the appeals process. In order for the Code Council to investigate and respond to your complaint, an IR must be filed <u>before you leave the test site</u>. Once the investigation is completed, you will receive a letter of determination from the Code Council.

General comments regarding the exam experience are encouraged. Please forward your comments to appeals@iccsafe.org

Please note all comments will be read; however, you will not receive a written response.

What does the Code Council expect of me?

Examinees are responsible for arriving at the exam site on the proper date, at the proper time, and with proper identification. You should determine in advance the exact location of the test site, how to get there, and how much time it will take you to get to the site. Examinations will be given only on the date and time scheduled. <u>Please note: if you are taking a computer-based exam, your Pearson VUE confirmation letter automatically adds 30 minutes to the actual exam time (as noted in this bulletin) for you to complete the tutorial and exit surveys.</u>

Please arrive at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the examination outlines found in this bulletin. References for examinations are not supplied by the Code Council or the testing center.

Examinees must know, understand, and adhere to all of the regulations governing Code Council examinations as listed in this bulletin.

Arrive at the exam site at least **30 minutes** before the examination is scheduled to begin. Remember, it is your responsibility to already be familiar with the regulations governing Code Council examinations.

What can I expect at the test site?

Watch the short video What to expect in a Pearson VUE test center on the Pearson VUE website.

Before the Exam

The examination proctor will check your identification, have you sign in, and may assign you a seat. The examination proctor will explain the procedures for taking the examination; answer questions related to taking the exam and provide notification to begin the examination.

Metal detectors may be randomly used to search examinees entering and/or leaving the exam room. You will be asked to empty all of your pockets and place personal items in a locker. Proctors may inspect all materials an examinee carries into and from the exam room. If your reference materials do not meet test site regulations (relating to tabs, pencil notes, etc.), **you will not be allowed to take these references into the exam room**. You will still be allowed to test, but without these materials.

The Code Council randomly videotapes examination sessions.

You are not allowed to write or mark in or on your reference books during the examination. The proctor will give you a whiteboard and markers for use during the exam.

While the examination is being administered, you are not allowed to leave the building and return to the exam room. If you wish to leave the exam room for any reason, you must receive permission from the proctor and turn in all of your examination materials and references to the proctor. Only one examinee at a time is allowed outside the exam room, and you are not allowed additional test time for time spent outside the exam room. The exam countdown clock **will not stop** during any absence from your seat.

During the Exam

You are not allowed to communicate, verbally or nonverbally, with other candidates during the examination, and you may not share references.

It is **highly recommended** that if you are taking a computer-based exam, especially for the first time, you complete the tutorial available to you at the be- ginning of your exam. The time spent on the tutorial does not count against your exam time. You will receive important information about how to keep track of your time remaining, how to mark items for review, where to find the number of the question you are on, and more.

For electronically administered examinations, there is an optional clock on the computer that counts down to display the time remaining. (Information on turning on the clock is available in the tutorial prior to the exam.) When the time limit is up for the examination, the computer will end the test.

After the Exam

If you pass your examination, you cannot retake the examination you passed except as necessary for recertification. If you do not pass your examination and wish to comment on your experience, please see the section of this bulletin titled "Technical Challenges

Re-examination Instructions

Below are re-examination instructions for candidates that fail a pre-authorized examination:

- Employees of governmental agencies (city/county) employees shall pay NO additional fee. To re-schedule a pre-authorized CBT examination, call the Code Council reservation hotline at 1-877-224-0231.

- Non-governmental applicants are required to pay a fee of $25.00 per examination. A re-examination application should be mailed to the Department with a check or money order, payable to DBPR, at the address listed below. This application is available at www.myfloridalicense.com/dbpr.

Department of Business and Professional Regulation Board of Building Code Administrators and Inspectors
2601 Blair Stone Road
Tallahassee, FL 32399-0791

For candidates with address changes:
Please notify the Department in writing at the address listed above. Please also notify the Code Council by completing a Change of Address form.

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National Certification Examinations
Based on 2015 International Codes (2014 NEC)

EFFECTIVE JUNE 1, 2023

The National Certification exams will be referenced to the 2018 I-Codes.

FL DBPR exams will only be available for testing on the PRONTO testing platform.

Residential Inspector Examinations

1B Residential Building Inspector

60 multiple-choice questions
Open book—2-hour time limit

Content Area	% of Total	Reference
Code Administration	4%	2015 *International Residential Code*
Building Planning	8%	
Footings and Foundations	16%	
Floor Construction	14%	
Wall Construction and Coverings	27%	
Roof/Ceiling Construction and Penetrations	14%	
Public Safety	17%	

1E Residential Electrical Inspector

60 multiple-choice questions
Open book—2-hour time limit

Content Area	% of Total	References
General Requirements	10%	2015 *International Residential Code*
Services	17%	2014 *National Electrical Code*
Branch Circuit and Feeder Requirements	28%	
Wiring Methods and Power and Lighting Distribution	21%	
Devices, Lighting Fixtures, and Appliances	19%	
Swimming Pools and Similar Installations	5%	

1M Residential Mechanical Inspector

60 multiple-choice questions
Open book—2-hour time limit

Content Area	% of Total	Reference
General Administration	10%	2015 *International Residential Code*
Heating and Cooling Equipment and Water Heaters	21%	
Exhaust Systems	9%	
Duct Systems	8%	
Combustion Air	19%	
Chimneys and Vents	18%	
Fuel Supply Systems	15%	

1P Residential Plumbing Inspector

60 multiple-choice questions
Open book—2-hour time limit

Content Area	% of Total	Reference
General Requirements	14%	2015 *International Residential Code*
Fixtures	8%	
Water Heaters	11%	
Water Supply and Distribution	22%	
Sanitary Drainage	23%	
Vents	22%	

Commercial Inspector Examinations

2B Commercial Building Inspector

80 multiple-choice questions
Open book—3-1/2-hour time limit

Content Area	% of Total	References
General Administration	6%	2015 *International Building Code*
Building Planning	20%	*Building Code Requirements for Structural Concrete and Commentary* (2008, 2011, or 2014 edition)
Footings and Foundations	8%	
Floor Construction	8%	**OR** ICC *Concrete Manual* (2009, 2012, or 2015 edition)
Wall Construction and Coverings	21%	
Roof/Ceiling Construction	6%	
Public Safety and Special Construction	31%	

Most examination references listed in this bulletin are available from the ICC Store, unless noted otherwise.
Call 1-800-786-4452 or go to www.iccsafe.org and click on Store.

2E Commercial Electrical Inspector

80 multiple-choice questions
Open book—3-1/2-hour time limit

Content Area	% of Total	Reference
General Requirements	10%	2014 *National Electrical Code*
Services	17%	
Branch Circuit and Feeder Requirements	19%	
Wiring Methods and Distribution Systems	19%	
General Use Equipment	12%	
Special Occupancies	9%	
Special Equipment	7%	
Special Systems	7%	

2M Commercial Mechanical Inspector

50 multiple-choice questions
Open book—2-hour time limit

Content Area	% of Total	References
General Administration	18%	2015 *International Mechanical Code*
Heating and Cooling and Water Heaters	18%	2015 *International Fuel Gas Code*
Exhaust and Ventilation Systems	20%	
Duct Systems	12%	
Combustion Air	8%	
Chimneys and Vents	14%	
Fuel Supply Systems	10%	

2P Commercial Plumbing Inspector

60 multiple-choice questions
Open book—2-1/2-hour time limit

Content Area	% of Total	References
General Requirements	8%	2015 *International Plumbing Code*
Fixtures	15%	2015 *International Fuel Gas Code*
Water Heaters	12%	ICC/ANSI 117.1-2009 *Standard on Accessible and Usable*
Water Supply and Distribution	18%	*Buildings and Facilities*
Sanitary Drainage	13%	
Vents	15%	
Traps, Interceptors, Separators, Special Piping, and Storage Systems	9%	
Storm Drainage	5%	
Health Care Plumbing	5%	

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General Plans Examiner Examinations

3B Building Plans Examiner

80 multiple-choice questions
Open book—3-1/2-hour time limit

Content Area	% of Total	References
General Administration	5%	2015 *International Building Code*
Building Planning	21%	*Building Code Requirements for Structural Concrete and*
Footings and Foundations	8%	*Commentary* (ACI-14, ACI-11, or ACI-08) **OR**
Floor Construction	4%	ICC *Concrete Manual* (2009, 2012, or 2015 edition)
Wall Construction and Coverings	12%	
Roof/Ceiling Construction	4%	
Public Safety and Special Construction	46%	

3E Electrical Plans Examiner

70 multiple-choice questions
Open book—3-1/2-hour time limit

Content Area	% of Total	References
General Administration	2%	2014 *National Electrical Code*
Services	24%	*Ugly's Electrical References* (any edition)
Branch Circuit and Feeder Requirements	19%	
Wiring Methods and Distribution Systems	11%	
Equipment for General use	15%	
Special Occupancies	16%	
Special Equipment	7%	
Special Systems	6%	

3M Mechanical Plans Examiner

50 multiple-choice questions
Open book—2-hour time limit

Content Area	% of Total	References
General Administration	5%	2015 *International Mechanical Code*
Appliances and Equipment	18%	2015 *International Fuel Gas Code*
Exhaust and Ventilation Systems	25%	
Duct Systems	8%	
Combustion Air	18%	
Chimneys and Vents	17%	
Fuel Supply Systems	9%	

Most examination references listed in this bulletin are available from the ICC Store, unless noted otherwise.
Call 1-800-786-4452 or go to www.iccsafe.org and click on Store.

3P Plumbing Plans Examiner

60 multiple-choice questions
Open book—2-1/2-hour time limit

Content Area	% of Total	References
General Requirements	5%	2015 *International Plumbing Code*
Fixtures	15%	2015 *International Fuel Gas Code*
Water Heaters	10%	ICC/ANSI 117.1-2009 *Standard on Accessible and Usable*
Water Supply and Distribution	19%	*Buildings and Facilities*
Sanitary Drainage	13%	
Vents	15%	
Traps, Interceptors, Separators, Special Piping, and Storage Systems	11%	
Storm Drainage	7%	
Health Care Plumbing	5%	

Code Enforcement Examination

1C Coastal and Floodplain Construction Inspector
Prerequisite Certification: B1/1B <u>and</u> B2/2B (must be current)

60 multiple-choice questions
Open book—2-hour time limit

Content Area	% of Total	References
General Construction Provisions	10%	2015 *International Building Code*
Special High Wind Provisions and Load Path Continuity	35%	2015 *International Residential Code*
Special Flood Hazard Areas	35%	SSTD 10-99 *Standard for Hurricane Resistant*
Detached and Attached Accessory Structures	10%	*Residential Construction*
Governmental Regulations	10%	2001 *Wood Frame Construction Manual for One– and*
		Two-Family Dwellings and Commentary to the WFCM
		FEMA 499 *Home Builder's Guide to Coastal Construction*
		Fact Sheets
		2011 FEMA 55 *Coastal Construction Manual*
		ASCE/SEI 24-05 *Flood Resistant Design and Construction*

Certified Building Official Examinations

MN Management Module

75 multiple-choice questions
Open book—2-hour time limit

Content Area	% of Total	References
Customer Service and Communication	30%	2015 *International Building Code*
Financial Management	22%	2015 *International Fire Code*
Personnel Management	30%	2012 Building Department Administration, 4th ed.
Record Management	18%	A Budgeting Guide for Local Government, 3rd ed OR A Budgeting Guide for Local Government, 4th ed.
		Human Resources Management for Public and Nonprofit Organizations: A Strategic Approach, 4th ed.
		Inspector Skills

ME Legal Module

75 multiple-choice questions
Open book—2-hour time limit

Content Area	% of Total	References
Legislative	11%	2015 *International Building Code*
Code Enforcement	50%	2015 *International Fire Code*
Human Resources	28%	2015 *International Property Maintenance Code*
Public Records	11%	2012 *Building Department Administration,* 4th ed
		2002 or 2017 *Legal Aspects of Code Administration*
		Human Resources Management for Public and Non-Profit Organizations: A Strategic Approach, 4th edition
		Special Inspection Manual, 2012 edition

FB Building Codes and Standards Module

80 multiple-choice questions
Open book—2-hour time limit

, Content Area	% of Total	References
Architectural Plan Review	31%	2015 *International Building Code*
Structural Plan Review	13%	2015 *International Fire Code*
Building Systems Plan Review	19%	2015 *International Mechanical Code*
Field Inspection	37%	2015 *International Plumbing Code*
		2015 *International Energy Conservation Code*
		2015 *International Residential Code*
		2014 *National Electrical Code*
		Special Inspection Manual, 2012 edition, **OR** *Special Inspection Manual*, 2018 edition,
		ICC/ANSI A117.1-2009 *Standard on Accessible and Usable Buildings and Facilities*

Florida Examinations
Based on Florida Codes

FR Florida Roofing Inspector

70 multiple-choice questions
Open book—3-hour time limit

Content Area	% of Total	References
Administration	6%	2014 *Florida Building Code*
Materials	4%	2014 *Florida Residential Code*
Fire Classifications	4%	
Roof Coverings	14%	
Roofing Installations	28%	
Re-roofing	12%	
High-Velocity Hurricane Zones	18%	
Roof Drainage	6%	
Rooftop Structures	8%	

Modular Building Inspector Examinations

FL Florida Modular Building Inspector

One-part exam—60 multiple-choice questions — Open book
3-hour time limit — Electronic Exhibits

Content Area	% of Total	References
Building	33%	2014 *National Electrical Code*
Florida Codes and Standards	17%	2017 *Florida Building Code*
Plumbing	20%	2017 *Florida Residential Code*
Electrical	22%	
Mechanical	8%	

FP Florida Modular Building Plans Examiner

One-part exam—60 multiple-choice questions — Open book
3-hour time limit — Electronic Exhibits

Content Area	% of Total	References
Building	20%	2014 *National Electrical Code*
Plumbing	13%	2017 *Florida Building Code*
Florida Codes and Standards	17%	2017 *Florida State Statute (SS) 553*
Mechanical	8%	2017 *Florida Accessibility Code*
Electrical	17%	2017 *Florida Plumbing Code*
Plan Analysis	25%	2017 *Florida Mechanical Code*
		2017 *Florida Fuel Gas Code*
		2017 *Florida Manufactured Buildings Act of 1979, 12th edition (FAC 61-41)*