

**MINUTES OF THE
NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD**

April 26, 2016

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 P.M. on Tuesday, April 26, 2016 at the Board's office at 322 Chapanoke Road in Raleigh, NC.

The following members of the NC Code Officials Qualification Board were present:

Bill Thunberg	Richard Ducker	Chris Nuckolls	Ken Stafford
Chris Noles	Allen Kelly	Chris Raynor	Stephen Terry
Dan Brummitt	Brenda Lyerly	Ray Rice	Mark Smith

Members absent:

Hayden Lutterloh	Mack Summey	Jerry Jones	Harry Schrum
Taher Abu-Lebdeh	Andy Matthews	Richard Morris	

*note: The appointment role of Elected Official, County < 40,000 pop is vacant.

Others in attendance were as follows:

<u>Name</u>	<u>Affiliation</u>	<u>Location</u>
Mike Hejduk	Department of Insurance	Raleigh, NC
Kathy Williams	Department of Insurance	Raleigh, NC
Terri Tart	Department of Insurance	Raleigh, NC
Jessica Yelverton	Department of Insurance	Raleigh, NC
Sam Whittington	Department of Insurance	Raleigh, NC
Barry Gupton	Department of Insurance	Raleigh, NC
Robert Croom	Department of Justice	Raleigh, NC
Don Sheffield	City Of Greensboro	Greensboro, NC
Thomas Hosey	City of Raleigh	Raleigh, NC
Hamid Dolikhani	City Of Raleigh	Raleigh, NC
Leon Skinner	City Of Raleigh	Raleigh, NC
James Griffin	Forsyth County Fire Dept.	Winston Salem, NC
Melvin Baxley	Iredell County Inspections	Statesville, NC
Arlene Baxley	Iredell County	Statesville, NC

Preliminary Matters

Vice Chairman Bill Thunberg presided over the meeting and welcomed guests.

Item 1.A.: Roll Call/Conflict of Interest Reminder

Vice Chairman Thunberg asked each member of the Board to introduce themselves for the roll call. Mark Smith replaced Mark Hicks representing Licensed General Contractors. Vice Chairman Thunberg asked each member of the Board to state whether they had actual or potential conflicts of interest that needed to be made known for any items on the agenda. Chris Noles requested to recuse himself from the Miller investigation identified on the agenda. A motion was made by Chris Raynor to accept Noles' request and seconded by Stephen Terry. The motion was voted on and approved unanimously.

The State Ethics Commission has cited the potential for a conflict of interest for members of the Board who are serving in the following appointments.

- Code officials, because they serve on the Board that certifies them.
- Elected officials, because local government entities employ code officials.
- Licensed contractors, because their companies regularly work with code officials.
- UNC School of Government, because the school provides educational services for code officials who are subject to the jurisdiction of the Board.

Board members should exercise appropriate caution in the performance of their public duties should issues involving their certifications or that of any of their employees come before the Board. This would include recusing themselves to the extent that their interests would influence or could reasonably appear to influence their actions.

Item 2: Approval of the January 26, 2016 Minutes

Chris Nuckolls made a motion to approve the minutes of the January 26, 2016 Board meeting. Ray Rice seconded the motion. The motion was voted on and approved unanimously.

Item 2: Approval of the March 15, 2016 Minutes

Chris Noles requested to recuse himself from the special meeting minute approval. A motion was made by Brenda Lyerly to accept Noles' request and seconded by Ray Rice. The motion was voted on and approved unanimously. Chris Raynor made a motion to approve the minutes of the March 15, 2016 Board meeting. Stephen Terry seconded the motion. The motion was voted on and approved unanimously.

Item 3: Approval of New Standard Certificate Holders

Allen Kelly made a motion that the Board award Standard Inspection Certificates to those applicants presented to the Board who have met the education, experience, and examination requirements. Stephen Terry seconded the motion. The motion was voted on and approved unanimously. The list of applicants is Attachment A to the minutes.

Item 4: Recognition of Fifth Level III Standard Inspection Certificate

Vice Chairman Thunberg reported there was one code official receiving his fifth Level III certificate and invited him to meet and receive congratulations from the Board members;

- Melvin George Baxley of Iredell County Inspection Department

Item 5: Committee Reports:

Executive Committee:

Vice Chairman Thunberg stated the committee had not met and had no report.

Policies and Procedures Committee:

Ken Stafford stated the committee met on March 15, 2016 with Richard Ducker, Mark Hicks, Richard Morris, Hayden Lutterloh, Kathy Williams and Roni Jo Abdella from Safebuilt to discuss the board's approach to out of state applicant experience. The primary purpose was to discuss comity and reciprocity, relative to statutory authority. The March 15, 2016 Committee Meeting notes were provided to the board and are included in Attachment C of these minutes. ICC testing and certifications were analyzed along with other national certification entities and their tie in with national testing companies such as Pearson-VUE and Prometrics. North Carolina COQB statutory provisions do not provide for reciprocity. Where COQB certifies on a basis of levels of the size of the building, some states and ICC certify on residential or commercial and do not require either field experience prior to certification nor requirements for continuing education to maintain licensure. COQB does issue probationary certificates which are valid for two years. The committee concluded that staff analyzing each application on a case by case basis is sufficient to determine comity. The Committee directed Staff to have a conversation with ICC relative to direction they think licensure of building inspector trends for the future especially in the states of Florida and California. Noles posed the question of staff producing a prequalification matrix sheet available to the public, potentially reducing calls to staff. Stafford stated one online matrix used in the state of Virginia was addressed although it is fairly complex. Thunberg stated a matrix could be misinterpreted as a conclusive determination as opposed to an advisory document subject to approval by both CEO's and jurisdictions. Staff findings will be reported to the Qualification and Evaluation and Policies and Procedures committees who will bring the information back to the board.

Education and Research Committee:

Vice Chairman Thunberg stated the committee had not met and had no report.

Qualification and Evaluation Committee:

Vice Chairman Thunberg stated the committee had not met and has no report.

Item 6: Unfinished Business:

Vice Chairman Thunberg stated there was no unfinished business.

Item 7: Staff Reports

Director

Mike Hejduk stated there was a 14% increase in the number of active CEO's in the past six months despite the relatively higher number of retirements. Hejduk stated that 30% of all applications submitted to the department are incomplete, forcing staff to place them on hold until all information have been submitted. An initiative by staff and NCDOT computer Applications Development Team (ADT) is to create a "smart" interface for the user during the application process for the purpose of providing Board rule-related responses. Hejduk stated the intent is to provide the applicant with real-time feedback indicating possible pre-qualification levels based upon the information the applicant provides. This interface will provide more information to the applicant on the front end by referencing rules that can be coded within the online application, though equivalency of education and experience will have to be individually evaluated. A disclaimer may be needed stating that an evaluation will still

be required to be performed and the Qualifications board will still have to officially issue each certificate. This should improve management of call volume, incomplete applications and applicant questions about trade level eligibility. Brummitt questioned when pre-qualification from the interface would be validated by qualification staff manually. It was discussed how most jurisdictions desire multi-trade inspectors and that the two year probationary period might not be sufficient to produce Building and Electrical inspectors. A motion was made by Chris Noles and seconded by Richard Ducker for a memo to summarize the previous board meeting discussion concerning the review of comity on a case by case basis.

Certification

Terri Tart stated there were 142 standard certificates approved at this meeting and that there are now 172 CEOs holding active Level 3 certificates in all 5 trades. Tart reported there were a total of 16 pre-qualifications awaiting issue after employment with a jurisdiction and 87 expired probationary certificates this quarter. Attention was drawn to the 82% increase in probationary applications from January 2015 through January 2016 and the overall 44% increase in all applications received in that same time period. Tart stated that she and Kathy Williams traveled to Dare County, at the invitation of a retired Chief Building Official and former Chairman of the NC Home Inspector Licensure Board, to observe both building and home inspections to gain a better understanding of the scope of the inspector's daily responsibilities and workload.

Examination

Kathy Williams reported exam scores for all trades and levels. Williams stated that a large number of tests are being administered due to hiring and promotions by jurisdictions and that without the current online, internet based application and review process, board staff would not be able to keep up. Williams noted that there was a large increase in electrical applications to test before the move to the 2014 NEC effective April 1 and only 50 exams have been administered to date on the 2014 NEC. Building, Electrical and Fire Level 1 still have a high percentage of failure but the grades of the exams were relatively high. Plumbing and Mechanical trades continue to have a high passing rate. 246 exams were administered and 150 received a passing score for an overall passing rate of 61%. Williams reported the numbers of exams and the breakdown by trade and the amount of reviewed exams. Williams analyzed the number of exams administered, their cost and the total amount of revenue generated for PSI Services LLC to date since July 1, 2014 as \$167,000. Williams explained the exam question review and challenge process and reported she received a number of complaints in reference to contacting PSI to schedule an exam or review. Williams stated she discussed these issues in a teleconference with four members of PSI Services LLC to try to remedy the issue. PSI Services LLC stated twenty (20) more schedulers were added and a suggestion was made to call at low call volume times after 2:00 PM Pacific Standard Time (PST). PSI Services LLC reported the average wait time has been cut in half and Williams has not received additional complaints concerning scheduling since the teleconference. Williams reported an incident at the Raleigh location with a 20 minute check-in procedure where the newly allowed accumulative amendments were questioned by the PSI Services LLC staff who received confirmation of validity after a phone call and the examinee was allowed to test. Williams also noted that there are still questions in regards to tabs.

Education

Jessica Yelverton reported on the status and number of continuing education (CE) and standard courses approved, scheduled, etc. for the quarter and year to date. All Inspector Association workshops submitted continuing education courses for approval. The standard course instructor workshop for February resulted in two additional standard instructors with the next workshop scheduled for May. Yelverton noted that while there are 30 instructors approved to teach electrical standard courses, only five or six typically schedule and teach. Yelverton reported her visits with the Electrical Institute, NC Fire Prevention School, Rowan-Cabarrus Community College and the Public Relations and Publicity Committee of the Ellis Cannady chapter of IAEL. Yelverton has updated all levels of the Standard Electrical course to the 2014 NEC which is available online. All levels of the electrical instructor manuals and worksheets have been updated and are available online. Yelverton created a new informational section detailing the standard course, examination and certification processes. This section was placed into all standard courses and all standard instructors were notified of the changes to the presentations.

Yelverton discussed her initiative to create “instructor boxes” for standard course instructors with electrical components donated by industry partners to provide “hands-on” training for students.

Investigations

Sam Whittington noted there is currently an incomplete investigation, case #454 involving Morehead City. Whittington addressed complaint #444 involving Jeff Miller and the Town of Boone where Miller signed a final inspection without verifying that all items on the permit he had signed and issued were inspected leading to a finding of basis in fact. Whittington stated a Voluntary Settlement Agreement (VSA) has been agreed to and signed by inspector Miller wherein his Mechanical Level 3 certification is reduced to a Level 2 for a minimum of six (6) months and a requirement to attend and pass Law and Administration course within one (1) year. In order to have his Level 3 reinstated, Miller will have to also attend and pass a standard Mechanical Level 2 course due to the structure in question being a Level 2 hotel. Neither course will count towards his continuing education requirements. The complaint relates to inspections of a gas pool heater and deaths attributed to carbon monoxide poisoning at the hotel. Board members discussed the various actions the board could take in response to the VSA presented as: 1) Accept or reject the proposed VSA, 2) Propose modifications to the VSA, or 3) Schedule a hearing in the matter. Dan Brummitt asked if the VSA was consistent with other agreements. A motion was made by Ken Stafford to accept the voluntary settlement agreement as presented and was seconded by Richard Ducker. The board voted unanimously to accept the VSA as proposed.

Item 8: New Business from Board Members

- A. Chris Noles stated the National Electrical Code remains on a three year cycle while all other codes remain on a six (6) year cycle.
- B. Chris Noles stated that OSFM will be relocated to the Albemarle building in downtown Raleigh in February 2017.
- C. Chris Noles stated that the NC General Assembly Program Evaluation Division (PED) study for licensure is still in discussion while the legislature is in session but it should not have an effect on the Qualification Board.
- D. Chris Noles stated that currently CE courses do not expire and questioned if a rule or policy created for the termination of courses not based on the currently enforced code. Bobby Croom stated that it should be a rule and not a policy and to follow the process of General Statute 150B. There are other outstanding rule changes that are needed. Mike Hejduk stated that all rules in Section .08 have to be reviewed by the Rules Review Commission by a November 2017 deadline. Noles suggested that the Executive Committee should meet and take under advisement the possibility of any additional rules that are necessary should be discussed.

Public Comments

There were no public comments presented to the board.

Adjournment

There being no further business, Chris Raynor made a motion to adjourn the meeting. Allen Kelly seconded the motion. The motion was approved unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris Noles". The signature is written in a cursive, flowing style.

Chris Noles,
Secretary, NC Code Officials Qualification Board

Attachments:

- Attachment A List of New Standard Certificates Awarded
- Attachment B Staff Report
- Attachment C Policies and Procedures Committee minutes

Note: This meeting has been recorded on CD. Anyone desiring copies should contact the NC Department of Insurance, Engineering Division, Qualification Assurance Section, for reproduction costs.

NEW STANDARD INSPECTION CERTIFICATE APPLICANTS

Active City, County, and State Code Enforcement Officials

By Area and Level

The following individuals have met the certification requirements of GS 143-151.13(a). These individuals have Certificates of Employment (COEs) filed with City, County, or State inspection departments. Their certificates will become valid as of today.

Building Level I

Davis, Jerry Wayne
Deer, John Joseph
Edwards, Terry Scott
Jones, Kenneth Earl
Judy, Russell Lee
Lowther, Kevin Paul
Pruss, Daniel Edward
Ray, Cameron Clarke
Wesdyk, Jeffrey Alan

Building Level II

Kiger, Keith David
Perry, Martin Ross
Spencer, Phillip Scott

Building Level III

Foxx, Robbie Derick
Fulk, Todd Dereck
Kirk, William Howard
Lyda, Crystal Gail
McCaleb, Edward Vernon
Norman, Michael Todd
Ornelas, Paul
Santiago Medina, Natalia
Williams, Thomas Allen

Electrical Level I

Bowers, Jody Ray
Carey, Stacey Wayne
Meares, Bobby Ray
Newton, Rodney Lamar
Outlaw, Nicholas Bryan
White, Clinton Michael

Electrical Level II

Keith, Wesley Emerson
Kluttz, James L.
Vaughan, Timothy Glenn

Electrical Level III

Arambula, Jesse Raul
Church, Robert Allan
Duhadaway, Brian Henry
Ferrusi, Rocco A.
Honeycutt, Bradley Flay
McClure, Michael Andrew

Electrical Level III

Moran, Patrick Joseph
Naylor, Michael Wade
Schoolfield, Roy Wayne
Taylor, Ralph Winstead

Fire Level I

Baldwin, Gregory Michael
Barnhill, John Thomas
Bernath, William Robert
Brittain, Derek Rian
Burton, Jonathan Grant
Davis, Brandon Jerrod
Douek, Edan H.
Ferrell, William Eron
Foisy, Paul Pierre
Griffin, Hayne Preston
Hartsburg, Amber Elizabeth
Johnson, William Douglas
Laxton, Christopher David
Miller, Jarrett Luther
Ricks, Darius Eugene
Snead, Marvin Cary

Fire Level II

Bergeron, Richard Victor
Faucette, Christopher Shane
Hopkins, Matthew Yow
Hyman, John Andrew
Myrick, Perry L.
Pearce, Brian Merkle
Price, John Christopher
Queen, Stanley Josh

Fire Level III

Baxley, Melvin George
Begert, Curt Richard
Bell, Lee Roy
Bolick, Robert Charles
Boyd, Leslie David
Fletcher, Jennifer Laws
Graves, Marni Gay
Green, Thomas Wayne
Hale, William Weston
Horton, Brandy Mechelle
Houser, Clint Keith

Fire Level III

Moore, David Gordon

ATTACHMENT A

Moseman, James Dennis
Nelms, Jacob Darrell
Page, Robert Wayne
Panagiotopoulos, Ted G.
Pesce, Daniel Anthony
Townsend, Michael Lawrence
Woodard, Larry Regdon
Wrenn, David Brent

Mechanical Level I

Elkins, David Ray
Hargett, Richard Dean
Nottingham, Mark Austin
Rhyne, Harold Douglas
Skora, Mark
Tine, Timothy W.
Triplett, Zachary Aaron
Walter, William Kim

Mechanical Level II

Cable, Steven Klaxton
Hagen, Erik John
Hepler, Kenneth Brian
Vandiford, Wade Alexander

Mechanical Level III

Boswell, Matthew David
Gibson, Graham Caldwell
Ivey, David Dwayne
Lambert, Timothy Joseph
Mallon, Michael Patrick
Moran, Patrick Joseph

Mechanical Level III

Rayfield, Kwai Fong
Simpson, Debra Catherine
Stamey, Gary Lee
Vaughan, Timothy Glenn

Plumbing Level I

Allred, Richard Floyd
Bowman, Austin R.
Bumb, Christopher William
Cannon, Timothy James
Lassiter, Derwood Gregg
McGowan, Edward Michael
Miller, Stacey Lee
Newton, Rodney Lamar
Riggelman, Andrew Availen
Triplett, Zachary Aaron
Walter, William Kim

Plumbing Level II

Hales, Dana Juanita
Holzbach, Jeffrey Alan
Hyman, John Andrew
Keith, Wesley Emerson

Plumbing Level III

Gray, Randal Lee
Harris, Ward Vincent
Houser, Clint Keith
Moran, Patrick Joseph
Richardson, Michael Ray

PRE-QUALIFICATION APPLICANTS MEETING THE STANDARD CERTIFICATION REQUIREMENTS

The following applicants have met all the requirements to receive their Standard certificates except being employed by a city, county, or State inspection department and being assigned the responsibility of enforcing the State Building Code. Their certificates will be issued when they are so employed.

Budge, Peter Robert	Building I
Simmons, Chadwick Lee	Electrical II
Wilson, Daniel Wayne	Electrical III
Booth, Joshua Taylor	Fire I
Hutchinson, Seth Steven	Fire I
Morgan, Lamont Shauan	Fire I
Murray, Nicholas Larkin	Fire I
Ray, Bradley Steven	Fire I
Rouse, Michael Jared	Fire I
Stanfield, Brian Douglas	Fire I
Vitale, Ralph Raymond	Fire I
Wetmore, Zachary Patrick	Fire I
Wiggins, Casey Paul	Fire I
Simmons, Chadwick Lee	Fire II
Simmons, Chadwick Lee	Plumbing II
Daniels, Gerald Arthur	Plumbing III

DIRECTOR

Mission Statement: Protect lives and property through code compliance.

NCDOL, OSFM, Engineering and Codes Division staff administer the Board’s North Carolina Code Officials Qualification program. As authorized by N.C. General Statutes the program provides a consistent, uniform state level framework for certification of code enforcement officials employed by more than 500 local authorities having jurisdiction (AHJs). From a strategic planning and performance management system perspective the above mission is pursued by focusing on specific program results called “outcomes.” One desired outcome is to have a sufficient supply (quantity) of code officials needed to assure code compliance. Another desired outcome is to have competent (quality) code officials enforcing the code. At times challenges are presented when emphasis on one outcome such as quantity may be at the expense of another such as quality.

The current resurgence in the economy is driving demand for qualified code officials nationwide. Jurisdictions that cut back on permitting and inspections staff during the recession are now scrambling to hire personnel in order to address an increased workload in a timely manner. To complicate matters, the number of code officials nearing retirement age is significant. Consequently the number of applications being processed by board staff are at record levels reminiscent of the housing boom of 2007. Development activity is so high in some jurisdictions, there are reports of “poaching” inspectors between jurisdictions. Who knew we were an endangered species? Several jurisdictions recently petitioned the Board to reconsider the way the existing statute and rules on comity [a one-way version of reciprocity] are applied to code officials with ICC certifications in other states. At the January Board meeting this issue was referred to the Policies and Procedures Committee for further discussion.

But how does one go about assessing the degree of competence or quality of officials? We might argue that the score attained on the state exam provides an objective measure of competence. But state exams are only designed to establish the *minimum* level of competence necessary for *newly* certified officials. And, inspectors certified by comity are exempt from the North Carolina State exam. We might also note that the compulsory board-developed standard pre-service education courses conclude with a mandatory exam and that increasing levels of competence are demonstrated by Level I, II and III certifications needed to inspect various occupancies, areas, heights and complexity of buildings and service systems.

In practice, assuring the competence of code officials results from successful execution of the following six *processes* established in the Board rules typical of many certification agencies:

Application, Evaluation, Examination, Certification, Education and Investigation

If a flowchart were drawn, each *process* would have an *input* and an *output*. For example, once a completed application is submitted online, it becomes an input for the staff evaluation process. The output of the evaluation process is either approval (meaning a determination of eligibility to register for the state exam), a request for additional supporting documentation or denial. The process is *effective* when qualified applicants are approved for the appropriate type and level certificate and unqualified applicants are denied. The process is *efficient* when applications are not placed on hold awaiting supporting documentation and are processed quickly to allow examination and issuance of a certificate at the next regular quarterly board meeting.

	10/15	01/16	04/16
○ # Certificates	7,450	7,565	7,829...+ 379 (5%)
○ # CEOs	3,383	3,757	3,861...+ 478 (14%)
○ # Certificates / CEO	2.20 /	2.01 /	2.02

Recent legislation passed by the General Assembly clarifies misconduct related to inconsistent enforcement. An obvious implication is the broadening of the potential basis for complaints against code officials. Complaints are inputs to the investigation process. Board disciplinary actions may be viewed as outputs of the investigation process and may be considered a potential negative indicator of competence

APPLICATION, EVALUATION, CERTIFICATION**Probationary Certificates**

Probationary certificates are available to code enforcement officials (CEOs) who are newly employed or those who need to achieve a higher level of certification. The purpose of the probationary certificate is to allow code enforcement officials the ability to perform code enforcement while receiving on-the-job training, taking required standard courses and passing the state examination. Probationary certificates are valid for a period of two years and not renewable.

Notices of expiration are sent to each inspector and his or her City or County Manager. 87 probationary certificates expired this quarter and are listed below with their corresponding jurisdiction.

<u>Inspector</u>	<u>Jurisdiction</u>	<u>Area/Level</u>	<u>Inspector</u>	<u>Jurisdiction</u>	<u>Area/Level</u>
Aaron, Scott Tyler	Stokes Co. (J385)	F 1	McMahon, Joseph Kirk	Charlotte (J86)	P 1
Barefoot, Joshua L.	Dunn (J118)	F 1	Moeller, William Howard	Engineering Div. (J139)	M 3
Barton, Edmond G.	Catawba Co. (J78)	B 1	Morris, Travis Scott	Lexington (J241)	F 1
Bell, Lee Roy	Tarboro (J465)	F 3	Muse, Kenneth E.	Havelock (J188)	M 3
Best, Kelly Ingram	Goldsboro (J164)	B 1	Muse, Kenneth E.	Havelock (J188)	P 3
Bissette, Douglas B.	Washington (J416)	F 3	Myrick, Perry L.	Rocky Mount (J346)	F 2
Boyd, Christopher D.	Raleigh (Housing) (J606)	B 2	Naylor, Christopher Lee	Salisbury (J354)	F 1
Boyd, Leslie David	Tarboro (J465)	F 3	Nichols, Jody Monroe	Waynesville (J422)	F 2
Burris, Melvin Eugene	Gastonia Fire Dept.(J160)	F 3	Oxentine, Darin Charles	Iredell Co. (J213)	B 1
Carlisle, Ashley B.	Tarboro (J465)	F 1	Ozment, Gary Brent	New Hanover Co. (J290)	B 2
Cates, Clifford Fuller	Morrisville (J278)	F 1	Parrott, Daniel Chase	Oxford (J305)	F 1
Clark, Kenneth Talbot	Bladen Co. (J40)	F 3	Patterson, Clayton S.	Winston-Salem (J440)	F 2
Cline, Morris Rickman	Iredell Co. (J213)	F 1	Podlaski, Mark Ellis	Winston-Salem (J440)	F 1
Davis, Glenn Paul		M 2	Powell, Arthur Bentley	Smithfield (J370)	F 1
Doub, Michael J.	Winston-Salem (J440)	F 2	Prevette, Richard Turner	Davidson Co. (J112)	M 2
Farnsworth, William E.	Mecklenburg Co. (J263)	M 3	Pridgen, John Campbell	Fuquay-Varina (J155)	B 2
Freck, Thomas R	Asheville Fire Department (J19)	F 2	Privette, David Marcellus	Weaverville (J424)	F 1
Gardner, Donald G.	Franklin Co. (J152)	B 2	Pruitt, Cody Ryan	Mount Airy (J280)	F 1
Gardner, Donald G.	Franklin Co. (J152)	E 2	Pulliam, Thomas Ray	Caswell Co. (J77)	M 3
Gay, Willie Lee	Winterville (J648)	B 1	Rapp, Franklin William	Asheville (J18)	B 2
Gay, Willie Lee	Winterville (J648)	E 1	Ricks, David Eugene	Cherokee Co. (J89)	E 2
Gay, Willie Lee	Winterville (J648)	M 1	Sandefur, Stafford Eugene	Guilford Co. (J182)	F 2
Griffin, Mark Joseph	Charlotte (J86)	P 1	Slate, Michael Joseph	Davidson Co. (J112)	F 2
Hepler, Kenneth Brian	Davidson Co. (J112)	F 1	Smith, Bryan Benjamin	Wake Forest (J412)	P 1
Heyward, Dwayne A.	Mecklenburg Co. (J263)	F 1	Smith, Kimberlie Marie	Brunswick Co. (J49)	B 1
Hill, Donald Howard	Belmont (J32)	F 1	Spencer, Phillip Scott	Wake Co. (J410)	B 2
Hill-Alston, Dawn E.	City of Durham NIS (J604)	B 1	Stamey, Gary Lee	Asheville (J18)	M 3
Hinson, William Don	Montgomery Co. (J268)	P 2	Taylor, Ralph W.	State Const.Office (J381)	E 3
Hoffer, Noah Christian	Surf City (J473)	F 1	Tickle, Theresa Linda	Oak Island Fire &Rescue (J607)	F 1
Hoffman, Donald D.	Asheville (J18)	B 1	Tomlinson, Ronald R.	Mecklenburg Co. (J263)	M 1
Holland, David Samuel	Jacksonville (J216)	P 3	Triplett, Zachary Aaron	Asheville (J18)	B 1
Holzbach, Jeffrey Alan	New Bern (J288)	B 2	Triplett, Zachary Aaron	Asheville (J18)	M 1
Holzbach, Jeffrey Alan	New Bern (J288)	E 2	Triplett, Zachary Aaron	Asheville (J18)	P 1
Holzbach, Jeffrey Alan	New Bern (J288)	M 2	Tysinger, Michael Wayne	Winston-Salem (J440)	F 2
Holzbach, Jeffrey Alan	New Bern (J288)	P 2	Van Housen, Keith Adam	Oak Island Fire & Rescue (J607)	F 1
Isenhour, Jeffrey Lamar	Brunswick Co. (J49)	B 1	Vaughn, Michael Douglas	City of Durham NIS (J604)	B 2
Johnson, David A.	Lumberton (J250)	F 2	Weissinger, Brett Alan	Dunn (J118)	F 1
Johnson, Jeremy L.	Johnston Co. (J218)	F 1	Whitaker, Jeffrey William	Stokes Co. (J385)	F 3
Jones, Marcus Wayne	Lexington (J241)	F 1	Whitt, Joseph Michael	Greensboro (J176)	M 1
Keel, Danny Earl	Goldsboro (J164)	B 3	Wilkinson, Robby Max	Iredell Co. (J213)	F 1
Keel, Danny Earl	Goldsboro (J164)	E 3	Will, Robert Howard	Havelock (J188)	M 1
Linton, Wesley Warren	Winston-Salem (J440)	F 1	Will, Robert Howard	Havelock (J188)	P 1
Long, Jody Parker	Kill Devil Hills (J222)	F 2			
McIntosh, Jeffrey James	Brunswick Co. (J49)	E 1			
McKinney, Charles Neil	Reidsville (J334)	E 1			

Standard Certificates by Area Earned This Quarter

Area	Active Inspectors	Pre- Qualification	Comity
	GS 143-151.13(a)	GS 143-151.13(a)	GS 143-151.14
Building	21	1	0
Electrical	19	2	0
Fire	44	11	0
Mechanical	22	0	0
Plumbing	<u>20</u>	<u>2</u>	<u>0</u>
Totals	126	16	0

Renewals and Reactivations for Standard and Limited Certificates

30 Standard late renewals have occurred since January 22, 2016.

Fifth Level III Standard Inspection Certificate

There is one Code Enforcement Officials receiving his fifth level III certificate today:

- Melvin George Baxley of the Iredell Insp. Dept.

The total number of code enforcement officials who have ever achieved this level of certification is 244.

The number of active code enforcement officials who have five level III certificates is 172.

The table below identifies the number of currently active certificates in all trades as of April 25, 2016.

Active Trades	All Levels	Probationary Certificates	Standard Certificates	Limited Certificates	Total
Building	I, II, & III	297	1,077	6	1,380
Electrical	I, II, & III	245	854	3	1,102
Mechanical	I, II, & III	262	937	5	1,204
Plumbing	I, II, & III	235	992	4	1,231
Fire	I, II, & III	539	2,420	31	2,990
Totals		1,578	6,280	49	7,907

Applications Processed

Staff processes three types of applications each day. An applicant can apply for a maximum of 5 trades per application. Below is the total number of applications processed during the last quarter as well as the 4th quarter. The increases indicate that jurisdictions are hiring new code enforcement officials who do not have any prior certifications to fill new positions or positions vacated by those who have retired.

Quarter/Year	Probationary Applications	Standard Applications	Pre-Qualification Applications	Total
April 2016	360	208	208	776
April 2015	197	172	169	538
Increase	82%	20%	23%	44%

EXAMINATION**STANDARD CERTIFICATE TESTING –January 22, 2016 – April 21, 2016**

The Board offers 15 different exams, one for each area and level and are administered by computer. Each exam contains 150 multiple choice questions and has a 3 ½ hour time period. Exams are open book. Examinees are allowed to use their own code books but are not allowed to bring in any supplemental materials.

Examination Grade Summary

<u>Area/Level</u>	<u>Number Taking</u>	<u>Number Passing</u>	<u>% Passing</u>	<u>High Score</u>	<u>Low Score</u>	<u>Average Score</u>
Building Inspector I	31	11	35.5	82.0	42.0	66.5
Building Inspector II	7	3	42.9	78.0	61.0	69.7
Building Inspector III	12	9	75.0	90.0	53.0	72.5
Electrical Inspector I	29	7	24.1	92.0	48.0	65.7
Electrical Inspector II	7	4	57.1	82.0	60.0	70.4
Electrical Inspector III	15	11	73.3	95.0	57.0	75.4
Fire Inspector I	52	31	59.6	93.0	36.0	70.5
Fire Inspector II	17	9	52.9	93.0	57.0	74.0
Fire Inspector III	21	19	90.5	91.0	68.0	76.9
Mechanical Inspector I	13	8	61.5	84.0	58.0	74.0
Mechanical Inspector II	4	4	100.0	81.0	71.0	74.0
Mechanical Inspector III	11	10	90.9	93.0	62.0	79.4
Plumbing Inspector I	16	13	81.3	93.0	54.0	80.9
Plumbing Inspector II	5	5	100	92.0	71.0	81.8
Plumbing Inspector III	6	6	100	94.0	72.0	84.3
Totals	246	150	48.8			

Exam Administration Summary

PSI began offering the state exams on July 1, 2014. The first state exam was administered July 5, 2014. As of April 21, 2015, PSI has conducted 1,338 exams. The number and type of exams taken are listed below. A total of 81 exams have been scheduled through July 16, 2016. Based on an exam fee of \$125.00 per exam, \$167,250 has been collected by PSI Services, LLC.

Area/Level	Number of Exams Taken
B1	139
B2	38
B3	94
E1	106
E2	36
E3	78
F1	269
F2	131
F3	90
M1	100
M2	42
M3	51
P1	77
P2	39
P3	48
Total	1,338

Exam Reviews January 12, 2016 – April 15, 2016

25 exam reviews have been performed. 16 exam challenges were forwarded to code consultants for review. None of the challenges resulted in a status change. Exam reviews are available to those examinees who do not score at least 70 and are free. The review must be scheduled through PSI just as when scheduling an exam.

Area/Level	#of Exams Taken Since 1/12/2016	# of Exams Failed Since 4/15/2015	# of Exams Reviewed This Quarter	% of Failed Exams Reviewed This Quarter
B1	34	20	6	30.0
B2	7	4	3	75.0
B3	10	3	1	33.3
E1	32	23	5	21.7
E2	9	3	1	33.3
E3	16	5	2	40.0
F1	52	19	2	10.5
F2	16	8	2	25.0
F3	20	2	1	50.0
M1	13	4	2	50.0
M2	4	0	0	0.0
M3	12	1	1	100.0
P1	13	0	0	0.0
P2	5	0	0	0.0
P3	7	0	0	0.0
Total	250	92	26	

Exam Complaint/Comment Summary

Staff received several complaints concerning exams conducted this quarter. The types of complaints and comments are listed below:

Scheduling issues:

Staff received multiple complaints regarding the amount of time on the phone trying to schedule an exam or exam review. Due to the large volume of complaints regarding these issues, staff contacted PSI and scheduled a meeting to discuss these concern.

Staff met with four members of PSI who are directly involved in exam registration and administration by phone. PSI personnel involved: Shaun Snell, Regional Site Supervisor (Responsible for proctors on the east coast); Jason Weller, Network Manager (Responsible for regional site supervisors and physical issues at centers); Tony Shaw, Candidate Center Manager (Responsible for call centers, sites and regional supervisors); and Don Dudley, Director of Client Services: Licensure. NCDOI staff involved: Kathy Williams and Mike Hejduk. During this meeting staff and PSI discussed long wait times on the phone and the inability to schedule exam reviews. PSI stated they had hired 20 additional call staff members which should help alleviate phone wait time. They were able provide information regarding current call wait times which have decreased from 5:16 minutes to 2:37 minutes. They also stated the volume of calls greatly declines after 2:00 pm PST, so getting this information out may help code officials when contacting PSI.

Secondly, PSI stated they had found an IT software issue that had prevented schedulers from make appointments for exam reviews. This issue has been resolved and is no longer a problem.

ATTACHMENT B

Testing center issue:

Staff received one complaint regarding the check-in procedure at the Raleigh PSI Center. On April 11, 2016, a new set of exams were released which included the use of the Cumulative Amendment Package. The examinee had this information in his code books at the appropriate places and the proctor wasn't aware of the changes. She was not going to let him use this information. He was able to produce the memo from staff regarding the use of this material. We were able to view this check-in due to video provided by PSI. This individual will receive a comped exam if he has to retake the exam.

Comments:

- Staff has received a few comments and questions regarding the use of tabs and registration issues. Candidates are informed of the approved types of tabs and directed to the Candidate Information Bulletin which contains information regarding tabs and registration procedures.

PSI has offered the opportunity for the staff to attend an exam proctor training in June in Raleigh.

Exam Update

On April 1, 2016, a new form of all 15 exams was released. At this time, there have been no significant issues with the new release, but it is still early in the process. As part of this new release, the exams have been restructured so that all questions are grouped according to reference. However, the questions are not in code order within the grouping. The grouping is intended to improve the space at the test kiosk so that only one book is need at one time.

As a reminder, the current exam structure consists of five technical disciplines for building, electrical, mechanical, plumbing, and fire. There are three distinct levels within each discipline. Currently there is only one form for each exam. A second format of all exams will be available by June 1, 2016.

EDUCATION

Standard Code Courses – Statistics: January 26, 2016 to March 31, 2016*

Standard Courses Scheduled for Period	48
Law and Administration	7
Fire	15
Building	7
Electrical	6
Plumbing	6
Mechanical	7
Standard Courses Canceled for Period	7
Standard Courses Rosters Received for Period	37
Standard Course Rosters Pending for Period	11

Continuing Education Courses – January 26, 2016 to March 31, 2016

New Continuing Education Courses Approved for Period	44
New Continuing Education Courses Approved FY to Date	141
New Continuing Education Instructors Approved for Period	12
New Continuing Education Sponsors Approved for Period	4
Continuing Education Course Rosters Submitted for Period	144

Instructor Certification Workshop:

There were two new standard course instructors certified on February 18, 2016.

The next Standard Code Course Instructor Certification Workshop is scheduled for May 18, 2016 with 5 approved to attend.

Meeting Attendance:

IAEI Ellis Cannady Chapter Public Relations & Publicity Committee Meeting February 4, 2016.

Rowan-Cabarrus Community College Continuing Education and Fire School coordinator meeting/ facility tour February 4, 2016.

Electrical Standards presentation update and review February 24, 2016.

NC Fire Prevention School March 14, 2016.

NC Electrical Institute April 5, 2016.

Educational Materials:

Electrical Standard Course Presentations updated to 2014 NEC completed and available online with notification sent via email to all approved Electrical Instructors.

Electrical Standards Instructor Manual and Student Worksheets updated to 2014 NEC and available online.

A new informational/administrative section was created detailing course, exam and certification processes. This addition was uploaded to all standard level courses and all approved standard course instructors were notified via email of the additions to the administrative section of the courses.

*To better reflect actual quarterly dates, this reporting period has been abbreviated.

INVESTIGATIONS

Investigations Begun – Not completed

4/21/16 454 Morehead City (Henderson)

Investigations – Completed

1

No Basis in Fact

None

Basis in Fact

444 Boone (Gardiner)

**North Carolina Code Officials Qualification Board
Policies and Procedures Committee**

Meeting Notes

Meeting Date: March 15, 2016 (10:00 a.m.)

Attending: Ken Stafford (chairman), Richard Ducker, Mark Hicks and Richard Morris, Hayden Lutterloh (board chairman), Kathy Williams (staff representative), and a representative of SafeBuilt, Roni Abdella (guest)

This committee meeting was called primarily to discuss items related to licensure of code officials who currently hold national certification or licensure in other states, and who wish to relocate to North Carolina and become licensed in this state. Specific items discussed:

1. Comity and Reciprocity.
2. Statutory Provisions North Carolina Statutes allow for licensure by comity for individuals licensed in other states, but make no provision for reciprocal licensure.
3. Methodology for Licensure by Comity for North Carolina. Applications for licensure by comity are considered on an individual, case-by-case basis. There are no blanket comity provisions for licensure in this state.
4. Methodology for Licensure in adjoining states (VA, SC, TN, GA). Licensing methods in adjoining states vary widely. Virginia has over 30 categories/levels of licensure, and recognizes ICC and/or NCPCCI certification as acceptable for meeting testing requirements. South Carolina recognizes ICC certification. Georgia does not have statewide inspection requirements, but leaves responsibility up to local jurisdictions. Georgia recognizes ICC, but also permits licensure of inspectors in certain areas to be permitted without further testing for individuals licensed in allied construction trades (for example, a licensed electrician may be employed to inspect electrical work, or a licensed plumber may inspect plumbing work).
5. Testing and Certification by ICC. The International Code Council has coursework and certification in over 30 categories. Certification is differentiated between residential and commercial inspectors. ICC has a separate legal module. ICC also has courses and certification for property maintenance and housing, zoning, energy, green buildings, and multiple categories of special inspectors. ICC also makes distinctions between inspectors, plans reviewers and code officials. ICC has developed state-specific exams for the states of California and Florida, and is in the process of implementing reciprocal arrangements between ICC and those states.
6. Other Certification Entities. ICC is not the only entity that provides certification of inspectors. Most prominent among other providers is the National Certification Program for Construction Code Inspectors (NCPCCI), which has specific tie-ins with the International Association of Plumbing and Mechanical Officials and the International Association of Electrical Inspectors, and eight primarily northern and Midwestern states, including Virginia. NCPCCI provides coursework and certification in all trades, with separate certification for commercial and residential inspectors and plans reviewers.

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7. Tie-in Between ICC and NCPCCI and the National Computerized Testing Companies. ICC has a relationship with Pearson Vue. NCPCCI is contracted with Prometic.
8. Costs. Costs for coursework and testing through the national certification entities, and North Carolina vary, but are comparable.

As noted previously, for inspectors licensed in other states and wishing to become licensed in North Carolina, licensure by comity is available on a limited and case-by-case basis. There are no provisions in the statutes permitting licensure by reciprocity or comity for individuals holding national certification but no state licensure. After much discussion, reasons were identified for continuing this approach:

- A. Statutory provisions do not allow for reciprocity.
- B. North Carolina has multi-level testing and licensure, with levels (I, II, III) based on project type and size. Most other states (and ICC) either make no such distinction, and when they do make distinctions, have separate licensure for Residential and Commercial Inspectors, and, in some cases, separate licensure for inspectors, plans reviewers and code officials.
- C. Many other states (and ICC) has less stringent or no requirements for field practice and experience before issuance of Standard Licenses or Certifications, or for continuing education for maintaining a license or certification.
- D. North Carolina's Administrative Code includes many components that are unique to our State. ICC does have coursework covering legal and administrative areas, but this course must be broad-based and generic, to cover all states.
- E. North Carolina's provision for 2-year Probationary Certificates allows time and methodology for inspectors licensed in other states to work in North Carolina while satisfying any deficiencies identified by Staff that are preventing immediate issuance of a Standard Certificate.

It was recommended that the full board ask staff to initiate some conversation with ICC relative to the direction they see licensure going in the future, especially given their efforts to establish reciprocal arrangements between themselves and the States of Florida and California.