

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

**July 22, 2014**

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 P.M. on Tuesday, July 22, 2014 at the Board's office at 322 Chapanoke Road in Raleigh, NC.

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

Hayden Lutterloh	Brenda Lyerly	Valoree Eikinas	Richard Morris
Bill Thunberg	Tracy McPherson	Ray Rice	Mark Hicks
Chris Noles	Ken Stafford	Stephen Terry	

Members absent:

Richard Blackburn	Andy Matthews	Taher Abu-Lebdeh
Richard Ducker	Sherrill Smith	Jerry Jones
Allen Kelly	Harry Schrum	Dean Barbour

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
Suzanne Taylor Cliff Isaac	Department of Insurance	Raleigh, NC
Natalie Pollard	Department of Insurance	Raleigh, NC
Jennifer Hollyfield	Department of Insurance	Raleigh, NC
Terri Tart	Department of Insurance	Raleigh, NC
Barry Gupton	Department of Insurance	Raleigh, NC
Cliff Isaac	Department of Insurance	Raleigh, NC
Robert Croom	Department of Justice	Raleigh, NC
David Boone	Department of Justice	Raleigh, NC
Brent Leurs	Department of Justice	Raleigh, NC
David & Shelly Parulis	Complainants against Lacey	
Henry Gorham	Attorney for Lacey	

**Preliminary Matters**

Chairman Hayden Lutterloh presided over the meeting and welcomed guests.

**Item 1a: New Member Introduction**

Chairman Lutterloh introduced new member Richard Morris. Morris is the Governor's County Manager appointee to the Board representing Stokes County. Morris fills the position previously held by Charlie Horne.

**Item 1b: Committee Appointments, Member Introduction and Roll Call**

Chairman Lutterloh appointed Brenda Lyerly to the Qualifications and Evaluation Committee and Richard Morris to the Education and Research Committee. Chairman Lutterloh asked each member of the Board to introduce themselves.

**Item 1c: Conflict of Interest Reminder and Requests**

Chairman Lutterloh asked each member of the Board to state whether they had actual or potential conflicts of interest that needed to be made known or for any items on the agenda.

**Item 2: Approval of the April 22, 2014 Minutes**

Bill Thunberg made a motion to approve the minutes of the April 22, 2014 Board meeting. Valoree Eikinas seconded the motion. The motion was voted on and approved unanimously.

**Item 3: Approval of New Standard Certificate Holders**

Ray Rice made a motion that the Board award Standard Inspection Certificates to those applicants presented to the board who have met the Board's education, experience, and examination requirements. Bill Thunberg 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**

The Board recognized and congratulated the following Code Enforcement Officials (CEOs) on receiving their fifth Level III certificate.

- Joe Rotchford, New Hanover County Inspection Dept.
- Marvin Weathers, Wake Forest Inspection Dept.
- Allen Cooley, Wake Forest Inspection Dept.

The current number of active Code Enforcement Officials (CEOs) who hold Level III certificates in all five (5) disciplines is 160. The total number of code enforcement officials who have ever achieved this level of certification is 232.

**Item 5: Committee Reports:**

Executive Committee: Chairman Lutterloh stated the committee had not met and had no report.

Policies and Procedures Committee: Richard Ducker was absent and made no report.

Education and Research Committee: Tracy McPherson reported on the joint committee meeting held at 10:00 AM prior to the Board meeting with members of the Qualification and Evaluation Committee. McPherson discussed the staff research provided, in response to Board direction, on the pros and cons of approving standalone Law and Administration courses for Continuing Education credit. McPherson also discussed the pros

and cons of mandating periodic Standard course refresher training in Law and Administration. McPherson made a motion that the committees continue to work with staff on this issue. Valoree Eikinas seconded the motion. The motion was voted on and approved unanimously. Staff research is Attachment C to the minutes.

Qualification and Evaluation Committee: Bill Thunberg made no report.

## **Item 6: Staff Reports**

### Director

Mike Hejduk stated that some staff would be attending the quadrennial meeting of the Council of Code Officials (COCO) in Wilmington August 4 – 6, 2014. Hejduk discussed highlighted sections in the staff report portion of the Board notebooks including the development and administration of 15 exams by PSI Services, LLC; the staff research memo on Law and Administration courses; the establishment of an email LISTSERVE capability serving over 3,200 Code Officials; use of a strategic planning worksheet, and; proposed provisions of Senate Bill 734 that would affect General Statutes governing the Board.

Hejduk stated Session Law 2013-413, House Bill 74, Section 10.(a) authorized the Joint Legislative Program Evaluation Oversight Committee to include a study in the 2013-2014 Work Plan for the Program Evaluation Division (PED) to evaluate the structure, organization and operation of various independent occupational licensing boards. Hejduk stated the study survey warranted input from the Board by the July 31, 2014 deadline. Hejduk noted the next regular quarterly meeting of the Board would be in January 2015 after scheduled release of the report.

To address a previous concern about multi-trade inspectors and recent legislation regarding a single permit, Hejduk discussed the implications of Rule 11 NCAC 08.0602(b) that limits probationary certificates valid for two years. Some CEOs have stated that they did not have sufficient opportunity during this time to gain experience necessary in order to qualify for the technical area exam. Hejduk noted that Table 104.1 of the Administrative Code requires NC Dept. of Insurance, Engineering Division document approval for certain new construction and additions and that it may be possible to make the list of projects available to CEOs to facility gaining the needed experience.

Hejduk discussed the distribution among local jurisdictions of CEOs holding all five Level III certificates. 40% of the 100 counties and 10% of the 400 cities and towns have one or more CEOs with five Level IIIs. 18 counties have no city or towns that perform code enforcement. Of these, only 6 employ one or more CEOs who hold all five Level III certificates.

Hejduk stated an automated report from the database showed 77 jurisdictions out of compliance and that staff will research the factors, correct discrepancies and notify jurisdictions. Chris Noles stated that, as an example, the Town of Seaboard was recently found to have no inspection department and no approved inter local agreement with the county to perform inspections on the town's behalf. The Town resolved this issue by approving an agreement with the county.

Hejduk concluded his presentation noting the implications of jurisdictions that are responsible for building and/or fire inspections that do not have qualified persons to perform code enforcement duties as required by General Statutes.

Bill Thunberg made a motion to let Chairman Lutterloh and Director Hejduk to complete the PED survey on behalf of the Board. Valoree Eikinas seconded the motion. The motion was subsequently amended to have members communicate comments by July 25 to staff.

### Certification

Terri Tart made the Certification report to the Board noting the number of Probationary and Standard certificates issued and expired. Tart referred to the list of names included in the staff report.

### Examination

Kathy Williams made the Examination report to the Board.

Williams reported on testing for the period April 9, 2014 through July 17, 2014 represented in the table named Examination Grade Summary. The report provided the number taking, number passing, passing rate, and high and low scores for all exams by area and level.

Williams noted the end of exam administration by ICC Pearson-Vue on June 30 and start by PSI Services, LLC on July 1. Williams discussed the table named Exam Administration Summary that shows the number of exams scheduled and taken since July 1 offered through PSI Services, LLC.

Williams reported that staff had received four exam complaints during the past quarter, the nature of the complaint and resolution.

Williams briefed the Board on exam development activities that are now the responsibility of staff for all 15 exams because it is not included in the contract with the new exam administration vendor. Staff and subject matter experts spent one week in June reviewing each exam as a whole and each question individually. The process is to be repeated in August to develop a second form of the exam to allow retests with no less than 50% different questions. CEO participants were credited with six (6) hours of continuing education due to the nature and level of code involvement.

Williams provided an update on Gary Holland's appeal to the Board at the April 22, 2014 Board meeting requesting approval to take the Building II and Plumbing II state exams. Holland submitted additional documentation of the work experience he attained after the expiration of his probationary certificate. After review by Williams and Board attorney Robert Croom, Holland was approved for both exams.

### Education

Natalie Pollard made the Education report to the Board.

Pollard reported on the status and number of continuing education and standard courses for the period from April 9, 2014 through July 17, 2014.

Pollard reported that there was a sponsor workshop scheduled for July 10, 2014 but no one attended.

Pollard also reported that a standard code course Instructor certification workshop is scheduled for August 28, 2014 with four currently registered.

Pollard referred Education Issues related to Standard and Continuing Education Courses to Hejduk for further discussion.

Hejduk stated that the 2012 Standard Courses provided by ICC are being reviewed and enhanced by staff to correct deficiencies. All have been completed except for Building II, III and Electrical Courses. The DOI Public Information Officer (PIO) has released the corrected Plumbing I, II and III for posting to the website. The Standard Course worksheets prepared for the 2009 edition of the code need updating.

Hejduk stated the rules allow Sponsors to submit rosters and report CE earned within 15 days after the class. This may present a conflict if CEOs attend within two weeks before certificates become invalid on June 30 each year. Hejduk has directed the Information Technology (IT) Application Development Team (ADT) to simplify the computer code to make the effective dates of certificate suspension coincide with the requirements of Board Rule 11 NCAC 08.0715. If CE is not reported by June 30 (and renewal fee is not paid) the certificate is suspended. The 15 day "grace period" was creating problems in CE calculations for the following year. Course sponsors and students are advised that CE is typically credited based on the course end date. Online roster submission versus submission via the US Postal Service is intended to allow Sponsors, Instructors and Education Coordinators to upload rosters and other required documentation directly to the CEO record management system for CE credit as soon as the class is done.

### Investigations

Suzanne Taylor briefed the Board that Complaint #439 against Adams, had been received and that a site visit would be scheduled. Taylor presented Complaint #437 against Taylor, and summarized the investigation results as no basis in fact. Mark Hicks made a motion to accept the report as no basis. Ray Rice seconded the motion. During discussion, Chris Noles requested to recuse himself from a vote. Bill Thunberg made a motion to recuse Noles and the motion was seconded by Valoree Eikinas and passed.

Taylor briefed the Board that the investigation on Complaint #438 against Hanna determined there was basis in fact to support the allegations that a Certificate of Occupancy had been issued when bedroom windows did not meet egress and emergency rescue requirements of the Building Code and that a Voluntary Settlement Agreement (VSA) had been proposed that included sanctions to take and pass a Building I class, accept a Letter of Reprimand and six month probation. Thunberg made a motion to find basis in fact only due to the severity of life safety implications of the defects. Eikinas seconded the motion. During discussion, Noles recused himself from the vote. The Board discussed whether it was appropriate to present alternate terms and reject the VSA as written. The motion was voted on and passed. Thunberg then made a motion to decline the sanctions in the proposed VSA as written. Lyerly seconded the motion. During discussion, Noles recused himself from the vote. The motion was voted on and passed. Thunberg made the motion to set terms for sanctions in the VSA to include suspension of Hanna's Building II certificate for six months, and not to perform Building Level I inspection until completion of a Building I course within six months and then to apply for reactivation, and; reinstatement by letter is permitted provided all these requirements are met. Mark Hicks seconded the motion. After discussion, the motion was voted on and approved. Thunberg made a motion to allow Chairman Lutterloh to sign the VSA if the proposed sanctions were agreed upon by Hanna. Eikinas seconded the motion. The motion was voted on and approved.

Taylor presented an application for certification by Nathan Usategui with a felony conviction. Robert Croom, Board attorney, stated that a criminal conviction is a public record and that the Board may hear the presentation. Thunberg made a motion to hear the presentation. The motion was seconded by Noles. The motion was voted on and approved. Lyerly made a motion to approve the application contingent upon verification of all relevant criminal records. Noles seconded the motion. The motion was approved by a vote of nine Aye to one No vote. In light of requirements of recent legislation, Hejduk and Croom were assigned to research a procedure for addressing applications with felony convictions.

Cliff Isaac briefed the Board that his investigation of Complaint #436 against Lacey of Onslow County, follows two prior investigations by the Engineering Division staff performed by Suzanne Taylor and Samantha Ewens. Isaac determined there was no basis in fact to the allegations. Isaac concluded that because the permit remains open, the complainants (David and Shelly Parulis) may call for inspections once the work is completed by the contractor. Chairman Lutterloh stated that he was aware of a lot of communication on the subject of this complaint and invited the complainants to take 10 to 15 minutes to express their concerns to the Board but cautioned that such remarks were not the normal method to accept evidence. David and Shelly Parulis addressed the Board by stating that Lacey approved an alternate method by the engineer that did not reflect as-built

conditions. Parulis characterized the construction of piers, girders, floor and uplift ties as constituting life safety issues that were not addressed at his home. Henry Gorham then spoke as attorney for George Lacey the Code Official who is the subject of the complaint and a lawsuit filed by Parulis. Gorham read from response letters that the allegations against Lacey had no basis and that it constituted needless harassment. Gorham characterized Isaac's investigation as exhaustive. Thunberg summarized the investigation report by stating the repair permit is still open and that it appears to be an issue between the permit holder and the inspection department. Ken Stafford made a motion to accept the investigation report no basis recommendation. Thunberg seconded the motion. During discussion Noles requested to recuse himself from the vote. Thunberg made a motion to recuse Noles and Stephen Terry seconded the motion. The motions passed.

### **Item 7: Other Business from Board Members**

Chris Noles stated that owing to recent rule changes by the Building Code Council, the 2012 Building Code would have a six year cycle and the next new edition would not be issued until 2018. This time period would include two "3 year" no repeat cycles for CE courses. Noles also noted the provisions of House Bill 120 limiting inspections and Senate Bill 734 proposed language that would redefine will misconduct for code officials. Noles asked if the Board wanted him to convey anything at the upcoming COCO meeting.

Ray Rice stated that plumbers were authorized to install residential sprinklers and that perhaps the panel of technical experts could address questions related to Residential Code requirements compared to Chapter 9 of the Building and Fire Codes.

Noles commented on the idea of establishing an investigator advisory committee for the Board with an engineer serving that could consider technical aspects of code enforcement. Mark Hicks stated support for the idea.

Chairman Lutterloh recognized the departure of Charlie Horne from the Board by reading the letter of appreciation noting Horne's 20 years dedicated service.

### **Item 8: Annual Election of Chairman and Officers**

Chairman Lutterloh opened nominations for Board Chairman. Bill Thunberg made a motion to nominate Hayden Lutterloh for another term. The motion was seconded by Mark Hicks. Bill Thunberg moved to close the nominations by acclamation. The motion carried.

Chairman Lutterloh opened nominations for Board Vice-Chairman. Mark Hicks made a motion to nominate Bill Thunberg for another term. The motion was seconded by Valoree Eikinas. Brenda Lyerly moved to close the nominations by acclamation. The motion carried.

Chairman Lutterloh opened nominations for Board Secretary. Bill Thunberg made a motion to nominate Chris Noles for another term. The motion was seconded by Mark Hicks. Brenda Lyerly moved to close the nominations by acclamation. The motion carried.

Following the annual election of officers, the next item was the election of chairmen of the three standing committees. Mark Hicks made a motion to retain the current chairs for all the committees. Valoree Eikinas seconded the motion. The motion carried by acclamation.

### **Adjournment**

There being no further business, Mr. Thunberg made a motion to adjourn the meeting. Mr. Horne seconded the motion. The motion was approved unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Chris Noles", with a date "7/22/14" written to the right.

Chris Noles  
Secretary,  
North Carolina Code Officials Qualification Board

Attachments:

- Attachment A List of New Standard Certificates Awarded
- Attachment B Staff Report

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 CERTIFICATES ISSUED****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**

<b><u>Exam Date</u></b>	
06/30/2014	Lawrence Alley, II
06/28/2014	Jacob Allman
06/19/2014	Jon Barrett
06/13/2014	William Brown
04/29/2014	Melissa Lockamy
05/06/2014	Oliver Lockamy
05/10/2014	Michael Mclamb
06/13/2014	John Miller
04/29/2014	Timothy Parnell
04/14/2014	Kevin Rachels
06/12/2014	Joseph Sandridge

**Building Level II**

04/09/2014	Richard Crouse
06/05/2014	Phillip DeLoatch
06/03/2014	Robbie Foxx
04/22/2014	Grant Miller

**Building Level III**

07/17/2014	Allen Cooley
06/10/2014	Kelly Harwood
06/20/2014	Kimberly Levi

**Electrical Level I**

04/16/2014	Christopher Boyd
04/30/2014	Joseph Cunningham
04/11/2014	Jason Everage
05/13/2014	Todd McMillen
04/17/2014	David Scarce

**Electrical Level II**

06/28/2014	Pamela Ball
05/27/2014	Rocco Ferrusi
06/24/2014	Roland Hinson
07/09/2014	Seth Langdon
07/17/2014	Michael Slate

**Electrical Level III**

05/27/2014	David Bell
06/17/2014	Walter Blackman
06/25/2014	Brian Campbell
06/17/2014	Travis Dalton
07/14/2014	Samuel Huskins
06/04/2014	Jeffrey Maready

**Fire Level I**

<b><u>Exam Date</u></b>	
04/29/2014	Travis Avent
06/20/2014	Michael Basilone
06/30/2014	Michael Bowman
06/27/2014	Anthony Burr
06/21/2014	Channing Collins
05/23/2014	Eric Cook
07/17/2014	Ryan Downs
06/10/2014	Sean Dunham
06/12/2014	Andrew Ebersold
06/19/2014	Arthur Evans
04/17/2014	Donald Gardner
05/30/2014	Dimitri Genetti
04/30/2014	Justin Hunt
05/08/2014	Jason Isler
04/26/2014	Ernest Johnson
05/09/2014	Wesley Keith
04/15/2014	Donald Locklear, Jr.
05/06/2014	Thomas Lowman
05/20/2014	Donald Matthews
06/27/2014	Jay Mebane
05/28/2014	Ronald Miller
06/28/2014	Roger Morgan, Jr.
05/08/2014	Christopher Murray
05/14/2014	Brian Pearce
06/02/2014	Anna Pigman
05/20/2014	Robert Plummer
05/13/2014	Barnaby Raikes
06/03/2014	John Robertson
06/06/2014	Christopher Sauls
05/09/2014	Matthew Swain
05/06/2014	Kenneth Terrell
05/29/2014	Jeffrey Turner
04/12/2014	Christopher West
05/07/2014	Seth Yarborough
04/17/2014	Evan Zadd

**Fire Level II**

06/28/2014	Dykeman Baily, IV
05/01/2014	Jonathan Butler
05/05/2014	Samuel Flowers
05/29/2014	Isaac Garland
05/30/2014	Kevin Hubbard
06/05/2014	John Johnston
06/25/2014	Kevin Lowther
06/24/2014	Fletcher Madgar



Dwight Smith

06/04/2014

**Fire Level II (Cont.) Exam Date**

Jeffrey Maready	05/19/2014
Kenneth Muse	04/15/2014
Lynn Niblock	06/10/2014
Lonnie Propst	06/10/2014
Stephen Stafford	06/21/2014
Christopher Toler	04/15/2014

**Fire Level III**

Robert Gottesman	06/30/2014
Therman Griffin	07/08/2014
Daniel Nightingale	07/09/2014
Joe Rotchford	04/24/2014
Marvin Weathers	06/05/2014
Robert Williams	05/30/2014

**Mechanical Level I**

Lawrence Alley, II	06/11/2014
Steven Botelho	05/14/2014
Russell Clevenger	05/05/2014
Mitchell Darroch	04/23/2014
Todd McMillen	04/15/2014
Charlie Norris	07/17/2014
Gary Palmirotto	04/30/2014
Donald Scoggins	04/18/2014
Joshua Woodall	05/08/2014

**Mechanical Level II**

Matthew Boswell	06/05/2014
Thomas Dunlow	04/18/2014
Eric Heunemann	06/24/2014
Seth Langdon	06/11/2014
Scotty Locklear	05/29/2014
Scott McInturf	05/10/2014
Gregory Parr	07/07/2014
William Potter	04/11/2014
Michael Slate	06/19/2014

**Mechanical Level III Exam Date**

Thomas Green	06/12/2014
Clifford Isaac	04/26/2014
Mark Matheny	04/09/2014
Daniel Pope	04/11/2014
Michael Ritter	06/28/2014

**Plumbing Level I**

Roger Allison	06/24/2014
Christopher Boyd	06/05/2014
Jeffrey Brown	06/12/2014
Stephen Mattingly	06/28/2014
Carlos Solis	06/24/2014

**Plumbing Level II**

Darin Allison	07/15/2014
Seth Langdon	06/04/2014
Gregory Parr	07/09/2014
Michael Slate	07/07/2014

**Plumbing Level III**

Michael Baird	05/08/2014
Jonathan Crist	05/07/2014
Travis Dalton	06/27/2014
Daniel Pope	05/16/2014
Laura Rooks	04/16/2014
Robbie Young, Jr.	04/11/2014

**RECIPROCITY GRANTED TO APPLICANTS  
MEETING THE STANDARD CERTIFICATION  
REQUIREMENTS**

The following applicant has met all the education and experience requirements to receive a Standard certificate as a code enforcement official based on certification obtained from an approved reciprocal certification agency.

Russell Mathew Ehrhart Plumbing III Florida

Russell Mathew Ehrhart Building III Florida

Russell Mathew Ehrhart Electrical III Florida

**DIRECTOR** (Mike Hejduk)

**NC Code Officials Qualification Board (COQB) STRATEGIC PLANNING GOALS for CEOs**

- **COMPETENCE**
  - Qualification – Application, Review, Approval, **Examination**, Renewal
  - Education – Standard Courses, Continuing Education, **Law and Administration**
  - Authority Having Jurisdiction (AHJ) - Local Government Department Administration
  
- **COMMUNICATION**
  - OSFM website; email; newsletters; educational curriculum; feedback
  - Jurisdictions (CEO & Managers) – 510 by email
  - CEOs – 4,157 active (3,485 w/ email; 672 w/out) requires LISTSERVE created 7/14/2014  
**NC.Code.Officials.Qualifications.Board@lists.ncmail.net**
  - Education – Standard Courses, Continuing Education, Sponsors, Instructors, Education Coordinators.
  - Industry Associations (inspectors, contractors, manufacturers)
    - NCBIA, NCMIA, NCPIA, NCIAEA (Ellis Canady Chapter)
  
- **CONSEQUENCES**
  - Benefits to public safety, risk management, insurance premiums
  - Inspections not performed or not performed by appropriately certified persons
  - Investigation – Qualifications, Permit, Plan Review, Field Inspection Reports
  - Disciplinary Action by Board
  
- **CONSISTENCY**
  - **Senate Bill 734** – Regulatory Reform Act of 2014 [6/30 Senate Ref to Com on Ways & Means]
    - Section 1.4 Occupational Licensing Board Reporting Amendments [annual reports]
    - Section 3.8(a) Compliance with Building Code Inspection Requirements [inspections]
    - Section 3.10 Building Code Study [local plan review]
    - Section 3.14 Building Code Alternate Approval Methods Study
    - Section 3.15(a) Clarify Official Misconduct for Code Officials
    - Section 3.15(b) Notify Code Officials of legislation provisions by Oct. 1, 2014

**PERFORMANCE MANAGEMENT** – Inputs, Processes, Outputs and Outcomes. Measurements, Benchmarks?

**Stats/Inputs (Resources)**

- 4,157 Inspectors – Active, Certificate of Employment (COE) on file with AHJ
- 6,428 Certificates [**Limited**, **Probationary**, **Standard**; *Building, Mechanical, Electrical, Plumbing, Fire*]
- 510 Jurisdictions; 100 Counties; 410 Cities and other (Building, Fire, Housing)
- 309 Sponsors; 685 Instructors;

**Processes**

- Online application, exam registration, certificate issuance and annual renewals
- Technical Course review and approval

**Tools**

- Web based database for *external* and *internal* users. Online transactions, payments, rosters, renewals (\$).
- NC Community College System for Standard Courses [traditional classroom & online?]
- OSFM technical expertise – Code books, Code Consultants/Interpretations, online education
- North Carolina State Building Code: Administrative Code and Policies (2012)
- NC General Statutes; NC Administrative Code (aka Board Rules)
- Other agencies

PROGRAM EVALUATION – QUESTION: Are we achieving our stated mission, goals and objectives?

- Is CE available and affordable?
  - availability and convenience of courses
- What factors promote an effective inspections department?
- What factors influence CEO “recruitment, migration, and retention?”

<b>COQB 2014</b>	<b>STRATEGIC PLANNING WORKSHEET</b>		
	<u>INTERNAL</u> ⇒	<u>STRENGTHS</u> . . . . . . .	<u>WEAKNESSES</u> . . . . . . .
<u>EXTERNAL</u> ⇓ <u>OPPORTUNITIES</u> . . . . . .			
<u>THREATS</u> . . . . . .			

**Certification** (Terri Tart)

- *Emails needed for all CEOs?*  
*Staff responsible. LISTSERVE created, reduced from 800 to 672 where email null.*
- *Issue certificate upon passing exam and COE with AHJ rather than quarterly at Board meetings?*  
*Suggested action: Refer to **Policies and Procedures Committee***
- *Pros and Cons of multi-trade inspectors, Probationary Certificate 2 yr expiration, etc.*  
*Suggested action: Refer to **Qualification and Evaluation Committee***
- *Facilitate Probationary inspection experience among AHJs?*  
*Suggested action: Staff publish list of DOI review projects per Admin Code Table 104.1*
- *Consistency and Credibility of CEOs – Professional image? SB 734*  
*Suggested action: Refer to **Executive Committee***

**Examination** (Kathy Williams)

- *Exam development – Subject Matter Experts (SMEs) 15 initial exams created by PSI reviewed by SMEs*  
*Additional form required for retakes, 30-50% overlap of questions.*  
*Subsequent exams, import item bank into LXR-test?*
- *Exam reviews conducted by staff for Pearson-Vue examinees.*
- *Exam challenges now responsibility of staff with PSI.*

**Education** (Natalie Pollard) (Jennifer Hollyfield)

- *Standard Courses – Cancellations / Curriculum – Slides, Worksheets / Distance Education?*
- *Continuing Education Courses – availability, convenience, cost?*
- *Law and Administration Course – **Joint Committee meeting***
- *Content and Consistency of Educational program offerings?*
- *Board member training*

**Chapter 93B Occupational Licensing Boards****§ 93B-5 Compensation, employment, and training of board members.**

(g) Within 6 months of a board member's initial appointment to the board, and at least once within every two calendar years thereafter, a board member shall receive training, either from the board's staff, including its legal advisor, or from an outside educational institution such as the School of Government of UNC, on the statutes governing the board and rules adopted by the board, as well as the following State laws, in order to better understand the obligations and limitations of a State agency.

**Investigation** (Suzanne Taylor)

- *Complaint database, Investigator workload / other activities?*
- *Lessons Learned? Disciplinary Actions publicized?*
- *Create a new Standing Committee: Investigation Review Committee?*
- *Culture of Departments/Jurisdictions*

**What are the implications and meaning of what we are doing? Outcomes?**

**Probationary Certificates: Issue?**

Probationary Certificates are valid for 2 years and are not renewable. Some CEOs have stated they did not have sufficient opportunity during this time to gain the experience necessary in order to qualify for the technical area level exam.  
(i.e. Buildings or projects of insufficient size, occupancy)

**11 NCAC 08.0602**

(a) A probationary certificate may be issued, without examination, to any newly-employed or newly-promoted CEO who lacks a standard certificate that covers the new position. A probationary certificate shall be issued for two years only and may not be renewed. The official shall take whatever measures are necessary during the two year period to qualify for an appropriate standard certificate. A probationary certificate authorizes the official, during the effective period of the certificate, to hold the position of the type, level, and location specified....conditioned on...and meeting one f the following:

- (1) Working under supervision sufficient to protect the public health and safety;
- (2) Possessing a minimum of 2 years of design, construction, or inspection experience working under a certified inspector or under a licensed professional engineer, registered architect or licensed contractor.
- (3) Possessing one of the experience qualifications listed in 11 NCAC 08.0706 in each area of code enforcement for which the probationary certificate is issued; or
- (4) Successfully completing a probationary prequalification exam administered by the Board in each area of code enforcement for which the probationary certificate is issued.

(b) A probationary certificate shall be issued if the Board determines that the applicant may obtain the experience required by Paragraph (a)(3) of this Rule before the expiration of the probationary certificate.

**Concept:**

The Engineering Division maintains a list of projects submitted for review across the state. It may be possible to make this list available to CEOs to facilitate gaining such experience.

**ADMINISTRATIVE CODE**

**TABLE 104.1  
NORTH CAROLINA DEPARTMENT OF INSURANCE,  
ENGINEERING DIVISION DOCUMENT APPROVAL FOR  
NEW CONSTRUCTION AND ADDITIONS**

OCCUPANCY GROUP	BUILDING PLANS TO BE APPROVED
Section 403 – High Rise <sup>1</sup>	All buildings
Section 402 – Covered Mall Buildings <sup>1</sup>	All buildings
City/county owned	All buildings 20,000 sq. ft. or greater as required by G.S. §58-31-40
Group A <sup>1,2</sup>	Occupant load over 1,000
Group E <sup>1</sup>	Over 2 stories or over 20,000 sq. ft./story
Group H <sup>1</sup>	Occupant load over 100
Group I <sup>1</sup>	Over 3 stories or over 10,000 sq. ft./story
Group R <sup>1</sup>	Over 4 stories or over 100 units/building

For SI: 1 square foot = 0.0929 m<sup>2</sup>.

1. Plans and specifications are not required by the Engineering Division on buildings, except city/county owned, that are located in a city or county inspection jurisdiction approved to perform plans review.
2. Except temporary bleachers.

*Commentary: The square footage listed above refers to the footprint of a new building or building addition.*

*The occupant loads refer to a new building or building addition area only.*

*For the purpose of this table only, the occupant load for a church is based on the occupant load of the Occupant Group A-3 main meeting area. If the A-3 area is over 1,000 occupants, then DOI plan review is required unless exception 2 applies.*

*General Statute 58-31-40 indicates that such city/county-owned buildings must be greater than 20,000 square feet (1858 m<sup>2</sup>) of new or additional building footprint to require DOI review. The 20,000 square feet (1858 m<sup>2</sup>) applies to individual structures on the site and not the sum of the structures.*

**Fifth Level III Standard Inspection Certificates. What is the value of multi-trade inspectors?**

Staff has been routinely reporting the total number of code officials who have ever achieved this level of certification.

The April quarterly report stated the total was 229. The April report also included the number of active code enforcement officials who have five level III certificates as 157. The April report included a list of CEOs holding 5 level 3 certificates by jurisdiction rather than alphabetical. We might ask where these inspectors are located? Are they distributed throughout the state? Are they located in large cities, small towns or are they in counties covering rural areas?

Analysis of the list showed 40 counties out of 100 have CEOs with 5 level 3's (5x3): **40%**  
 43 cities or towns out of approximately 400 municipal jurisdictions have one or more (5x3): **1%**

Counties with multiple CEOs certified as (5x3) listed in order by the number employed are:

- |                          |    |
|--------------------------|----|
| 1. Johnston Co.          | 10 |
| 2. Mecklenburg Co.       | 8  |
| 3. Catawba Co.           | 6  |
| 4. <u>Franklin Co.</u>   | 4  |
| 5. Jackson Co.           | 4  |
| 6. Wake Co.              | 4  |
| 7. Vance. Co.            | 3  |
| 8. Caldwell Co.          | 2  |
| 9. Craven Co.            | 2  |
| 10. Edgecombe Co.        | 2  |
| 11. Iredell Co.          | 2  |
| 12. Lenoir Co.           | 2  |
| 13. Onslow Co.           | 2  |
| 14. Person Co.           | 2  |
| 15. Robeson Co.          | 2  |
| 16. Sampson Co.          | 2  |
| 17. Wayne Co.            | 2  |
| 18. Pitt Co.             | 1  |
| 19. Orange Co.           | 1  |
| 20. Pasquotank Co.       | 1  |
| 21. Lincoln Co.          | 1  |
| 22. Macon Co.            | 1  |
| 23. McDowell Co.         | 1  |
| 24. Granville Co.        | 1  |
| 25. <u>Currituck Co.</u> | 1  |
| 26. Carteret Co.         | 1  |
| 27. Davidson Co.         | 1  |
| 28. <u>Davie Co.</u>     | 1  |
| 29. <u>Ashe Co.</u>      | 1  |
| 30. <u>Alexander Co.</u> | 1  |
| 31. <u>Bertie Co.</u>    | 1  |
| 32. Burke Co.            | 1  |
| 33. Cabarrus Co.         | 1  |
| 34. Randolph Co.         | 1  |
| 35. Richmond Co.         | 1  |
| 36. Rockingham Co.       | 1  |
| 37. Rowan Co.            | 1  |
| 38. Rutherford Co.       | 1  |
| 39. Scotland Co.         | 1  |
| 40. Watagua Co.          | 1  |
| 41. Wilson Co.           | 1  |
| 42. Yadkin Co.           | 1  |

Counties with no City or Town Jurisdictions

NCGS § 160A-411 authorizes every city to create an inspection department in order to fulfill its duties and responsibilities under NCGS § 160A-412. The city may:

- i. Create its own inspection department.
- ii. Create a joint inspection department in cooperation with other units of local government.
- iii. Contract with another unit of local government.
- iv. Arrange for the county in which it is located to perform inspection services within the city’s jurisdiction.\*

Interlocal agreements between counties and municipalities typically include inspection services.

There are 18 counties (18%) in which there are no municipal jurisdictions employing CEOs. Of these, the 6 underlined counties (30%) employ one or more (5x3) as indicated.

- 1. Alleghany
- 2. Alexander 1
- 3. Ashe 1
- 4. Avery
- 5. Bertie 1
- 6. Caswell
- 7. Clay
- 8. Currituck 1
- 9. Davie 1
- 10. Franklin 4
- 11. Graham
- 12. Greene
- 13. Hyde
- 14. Jones
- 15. Madison
- 16. Montgomery
- 17. Mitchell
- 18. Swain

Jurisdictions are listed as an Employer Type in the COQB database by the inspection services they provide.

- Building only
- Fire only
- Both Building and Fire

A status field indicates whether jurisdictions are Active, Inactive or Out of Compliance based upon the Certificates of Employment (COEs) for the certificate area and level that are associated with the jurisdiction.

There appear to be 77 jurisdictions out of compliance currently, possibly due to the number of certificates suspended because they were not renewed on June 30<sup>th</sup>.

The implications are that plans may not be reviewed, permits may not be issued or inspections may not be conducted if there are insufficient qualified CEOs. Census reports state that in 2013 35,316 building permits were issued by the 100 counties. Building permits are issued for new construction, alterations, renovations, additions and demolition.

The Fire Prevention Code, Section 106 Inspections, requires periodic inspections for the purpose of identifying activities and conditions that pose dangers of fire, explosion or related hazards. The frequency of fire inspections (i.e. once every 1, 2 or 3 years) depends on the Occupancy Classification.

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2013

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SENATE BILL 734  
Agriculture/Environment/Natural Resources Committee Substitute Adopted 5/20/14  
Finance Committee Substitute Adopted 5/21/14  
Fourth Edition Engrossed 5/29/14  
House Committee Substitute Favorable 6/24/14  
Sixth Edition Engrossed 6/25/14

Short Title: Regulatory Reform Act of 2014. (Public)

Sponsors:

Referred

to:

May 15, 2014

1 A BILL TO BE ENTITLED  
2 AN ACT TO PROVIDE FURTHER REGULATORY RELIEF TO THE CITIZENS OF  
3 NORTH CAROLINA BY PROVIDING FOR VARIOUS ADMINISTRATIVE  
4 REFORMS, BY ELIMINATING CERTAIN UNNECESSARY OR OUTDATED  
5 STATUTES AND REGULATIONS AND MODERNIZING OR SIMPLIFYING  
6 CUMBERSOME OR OUTDATED REGULATIONS, AND BY MAKING VARIOUS  
7 OTHER STATUTORY CHANGES.

8 The General Assembly of North Carolina enacts:

9

29 OCCUPATIONAL LICENSING BOARD REPORTING AMENDMENTS

30 SECTION 1.4. G.S. 93B-2 reads as rewritten:

31 "§ 93B-2. Annual reports required; contents; open to inspection; sanction for failure to  
32 report.

33 (a) No later than October 31 of each year, each occupational licensing board shall file  
34 electronically with the Secretary of State, the Attorney General, and the Joint Regulatory  
35 ReformLegislative Administrative Procedure Oversight Committee an annual report containing  
36 all of the following information:

37 (1) The address of the board, and the names of its members and officers.

38 (1a) The total number of licensees supervised by the board.

39 (2) The number of persons who applied to the board for examination.

40 (3) The number who were refused examination.

41 (4) The number who took the examination.

42 (5) The number to whom initial licenses were issued.

43 (5a) The number who failed the examination.

44 (6) The number who applied for license by reciprocity or comity.

45 (7) The number who were granted licenses by reciprocity or comity.

46 (7a) The number of official complaints received involving licensed and  
47 unlicensed activities.

48 (7b) The number of disciplinary actions taken against licensees, or other actions  
49 taken against nonlicensees, including injunctive relief.



50 (8) The number of licenses suspended or revoked.

1 (9) The number of licenses terminated for any reason other than failure to pay 2  
the required renewal fee.

3 (10) The substance of any anticipated request by the occupational licensing board  
4 to the General Assembly to amend statutes related to the occupational  
5 licensing board.

6 (11) The substance of any anticipated change in rules adopted by the  
7 occupational licensing board or the substance of any anticipated adoption of  
8 new rules by the occupational licensing board.

9 (b) No later than October 31 of each year, each occupational licensing board shall file  
10 electronically with the Secretary of State, the Attorney General, the Office of State Budget and  
11 Management, and the Joint Regulatory Reform Legislative Administrative Procedure Oversight  
12 Committee a financial report that includes the source and amount of all funds credited to the  
13 occupational licensing board and the purpose and amount of all funds disbursed by the  
14 occupational licensing board during the previous fiscal year.

15 (c) The reports required by this section shall be open to public inspection.

16 (d) The Joint Legislative Administrative Procedure Oversight Committee shall notify  
17 any board that fails to file the reports required by this section. Failure of a board to comply with  
18 the reporting requirements of this section by October 31 of each year shall result in a  
19 suspension of the board's authority to expend any funds until such time as the board files the  
20 required reports. Suspension of a board's authority to expend funds under this subsection shall  
21 not affect the board's duty to issue and renew licenses or the validity of any application or  
22 license for which fees have been tendered in accordance with law. Each board shall adopt rules  
23 establishing a procedure for implementing this subsection and shall maintain an escrow account  
24 into which any fees tendered during a board's period of suspension under this subsection shall  
25 be deposited."

#### 4 5 **COMPLIANCE WITH BUILDING CODE INSPECTION REQUIREMENTS**

6 **SECTION 3.8.(a)** G.S. 153A-360 reads as rewritten:

##### 7 "**§ 153A-360. Inspections of work in progress.**

8 As Subject to the provisions of G.S. 153A-352(b), as the work pursuant to a permit  
9 progresses, local inspectors shall make as many inspections of the work as may be necessary to  
10 satisfy them that it is being done according to the provisions of the applicable State and local  
11 laws and local ordinances and regulations and of the terms of the permit. In exercising this  
12 power, each member of the inspection department has a right, upon presentation of proper  
13 credentials, to enter on any premises within the territorial jurisdiction of the department at any  
14 reasonable hour for the purposes of inspection or other enforcement action. If a permit has been  
15 obtained by an owner exempt from licensure under G.S. 87-1(b)(2), no inspection shall be  
16 conducted without the owner being personally present, unless the plans for the building were  
17 drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes."

18 **SECTION 3.8.(b)** G.S. 160A-420 reads as rewritten:

##### 19 "**§ 160A-420. Inspections of work in progress.**

20 As Subject to the provisions of G.S. 160A-412(b), as the work pursuant to a permit  
21 progresses, local inspectors shall make as many inspections thereof as may be necessary to  
22 satisfy them that the work is being done according to the provisions of any applicable State and  
23 local laws and of the terms of the permit. In exercising this power, members of the inspection  
24 department shall have a right to enter on any premises within the jurisdiction of the department

25 at all reasonable hours for the purposes of inspection or other enforcement action, upon  
26 presentation of proper credentials. If a permit has been obtained by an owner exempt from  
27 licensure under G.S. 87-1(b)(2), no inspection shall be conducted without the owner being  
28 personally present, unless the plans for the building were drawn and sealed by an architect  
29 licensed pursuant to Chapter 83A of the General Statutes."

30  
38

39 **BUILDING CODE STUDY**

40 **SECTION 3.10.** The North Carolina Building Code Council shall undertake a  
41 study of the authority granted to local building inspectors in those counties and cities where  
42 building plans are reviewed and approved prior to the issuance of a building permit, pursuant to  
43 G.S. 153A-357, 153A-359, 153A-360, 153A-362, 153A-365, 160A-417, 160A-419, 160A-420,  
44 and any other statutes deemed relevant by the Council. The Council shall report to the 2015  
45 General Assembly on its findings and make recommendations on any statutory amendments  
46 that are necessary to ensure local field inspectors cannot disregard or independently require  
47 changes to any construction plans previously approved by a county or city.

48  
17

...

50 **BUILDING CODE ALTERNATE APPROVAL METHODS STUDY**

1 **SECTION 3.14.** The North Carolina Building Code Council (Council) shall study  
2 procedures and policies for the approval of alternative materials, designs, or methods. The  
3 study shall address at least the following elements:

- 4 (1) Required content for initial applications and supporting information to  
5 initiate and complete the approval process and to include specific project  
6 applications for the specific installation in question.
- 7 (2) Time lines for the full application process, including initial application  
8 submissions, Council review of applications and supporting information, and  
9 final Council approval or denial of submitted applications. Time lines shall  
10 allow for final determinations to be rendered on completed applications  
11 within 30 days of the date of submission of a completed application.
- 12 (3) Procedures for appeal of Council denials of applications.

13 In conducting the study, the Council may utilize support services of staff from the  
14 Engineering Division of the Department of Insurance. The Council shall report its findings and  
15 recommendations, including any proposed legislative changes, to the 2015 General Assembly  
16 on or before January 20, 2015.

17

18 **CLARIFY OFFICIAL MISCONDUCT FOR CODE OFFICIALS**

19 **SECTION 3.15.(a)** G.S. 143-151.8 reads as rewritten:

20 **"§ 143-151.8. Definitions.**

22 (c) \_\_\_\_\_ For purposes of this Article, "willful misconduct, gross negligence, or gross  
23 incompetence," in addition to the meaning of those terms under other provisions of the General

24 Statutes or at common law, shall include any of the following:

25 (1) The enforcement of a Code requirement applicable to a certain area or set of  
26 circumstances in other areas or circumstances not specified in the  
27 requirement.

28 (2) For an alternative design or construction method that has been appealed  
29 under G.S. 143-140.1 and found by the Department of Insurance to comply  
30 with the Code, to refuse to accept the decision by the Department to allow  
31 that alternative design or construction method under the conditions or  
32 circumstances set forth in the Department's decision for that appeal.

33 (3) For an alternative construction method currently included in the Building  
34 Code, to refuse to allow the alternative method under the conditions or  
35 circumstances set forth in the Code for that alternative method.

36 (4) The enforcement of a requirement when the Code-enforcement official has  
37 actual knowledge that the requirement is more stringent than or otherwise  
38 exceeds the Code requirement."

39 **SECTION 3.15.(b)** The North Carolina Code Officials Qualification Board shall,  
40 no later than October 1, 2014, notify all Code enforcement officials in the State of the  
41 clarification to the grounds for disciplinary action enacted by this section.  
42

**Standard Certificates by Area Earned This Quarter**

Area	Active Inspectors	Pre- Qualification	Reciprocity
	GS 143-151.13(a)	GS 143-151.13(a)	GS 143-151.14
Building	19	0	1
Electrical	16	0	1
Fire	56	0	0
Mechanical	23	0	0
Plumbing	16	0	1
Totals	129	0	3

**Standard and Limited Renewals**

Staff has renewed 5,466 Standard and 48 Limited certificates which is 87.1% of those active.

810 Standard and Limited certificates were suspended on July 18, 2014. A reminder email was sent to all jurisdictions on July 14, 2014.

**STANDARD CERTIFICATE TESTING –April 9, 2014 – July 17, 2014**

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**

Area/Level	Number Taking	Number Passing	% Passing	High Score	Low Score
Building Inspector I	15	11	<b>73</b>	90	53
Building Inspector II	12	4	<b>33</b>	80	56
Building Inspector III	13	4	<b>31</b>	85	45
Electrical Inspector I	8	5	<b>63</b>	81	59
Electrical Inspector II	7	5	<b>71</b>	85	55
Electrical Inspector III	11	6	<b>55</b>	93	58
Fire Inspector I	50	36	<b>72</b>	100	49
Fire Inspector II	18	14	<b>78</b>	96	66
Fire Inspector III	14	6	<b>43</b>	87	56
Mechanical Inspector I	9	9	<b>100</b>	95	74
Mechanical Inspector II	10	9	<b>90</b>	89	68
Mechanical Inspector III	7	5	<b>71</b>	80	56
Plumbing Inspector I	6	5	<b>83</b>	94	69
Plumbing Inspector II	5	5	<b>100</b>	90	81
Plumbing Inspector III	6	6	<b>100</b>	89	74
Totals	191	130	<b>68</b>		

**Exam Administration Summary**

PSI began offering the state exams on July 1, 2014. Registration for exams was available as of June 16, 2014. The first state exam was administered July 5, 2014. In preparation for this transition, staff conducted a thorough review of all 15 state exams prior to any exam administration. As of July 17, 2014, PSI has conducted 22 exams. The number and type of exams taken is listed below. Also provided is a list of scheduled exams. A total of 42 exams have been scheduled through September 30, 2014.

Area/Level	Number of Exams Taken	Number of Exams Scheduled
B1	1	4
B2	0	4
B3	3	1
E1	0	1
E2	2	2
E3	1	1
F1	6	14
F2	0	3
F3	3	1
M1	1	3
M2	2	1
M3	0	5
P1	0	0
P2	3	0
P3	0	2
Total	22	42

**Exam Complaint Summary**

The staff received four complaints concerning exams conducted this quarter. The types of complaints are listed below:

Exam Challenge Result Letter: 1

- CEO didn't receive an exam challenge result letter. Once ICC was notified, the CEO was mailed the result letter.

Testing Center: 2

- One CEO experienced difficulties while going through the check-in process at a PSI testing center. The proctor observed marks within his Code books and would not allow the candidate to use his books during the test. He was given an unmarked book to use for the testing period.
- CEOs have requested the use of a side table during the exam period. Staff has made the PSI program management team aware of this request and we are waiting for a response.

Computer Issue: 1

- One CEO was checked in at the PSI testing center and assigned a computer desk. He attempted to load the exam but the exam was unable to launch. The candidate had to reschedule the test for another date.

All of the issues have been addressed by ICC or PSI.

**Exam Development Summary**

As of July 1, 2014, staff is responsible for the exam development of all 15 exams. Staff determined that each exam form should be reviewed to assure the exams were appropriate and no duplications existed. Staff worked with PSI to get access to Form 1 of each exam. Staff, NC DOI staff and other level III CEOs spent one week in June reviewing the all exams as a whole and then each question individually. Each group reviewed all three levels in one day.

This process will be repeated in August to get ready for the release of Form 2 as of September 1, 2014. Staff, NC DOI staff and other level III CEOs will review questions that are new in Form 2. This process should take less time since there will be some overlap of questions already vetted in the June review.

The participants were credited with 6 hours of continuing education due to the nature and level of code involvement. All committee members did a wonderful job reviewing and analyzing the intent of the questions and showed their knowledge and code proficiency.

**Gary Holland Update**

Mr. Gary Holland appeared at the April 22, 2014 meeting requesting approval to take the Building II and Plumbing II state exams, even though his experience occurred after the expiration of his probationary certificate. Mr. Croom reviewed the Board's administrative rules and felt that Mr. Holland should be eligible to qualify with appropriate documentation from the technical supervisors. Mr. Holland has submitted the letters as requested. Mr. Croom and Kathy Williams reviewed the letters and agree that the letters do meet the intent of the rules. Mr. Holland has been approved for the Building II and Plumbing II state exams. He is eligible to contact PSI at any time.

**EDUCATION****Standard Code Courses** – Statistics: April 9, 2014 to July 17, 2014

<b>Standard Courses Scheduled for Period</b>	53
<b>Building</b>	8
<b>Electrical</b>	7
<b>Fire</b>	12
<b>Mechanical</b>	3
<b>Plumbing</b>	5
<b>Law and Administration</b>	7
<b>Standard Courses Canceled for Period</b>	11
<b>Standard Courses Rosters Received for Period</b>	38
<b>Standard Course Rosters Pending for Period</b>	4

**Continuing Education Courses** – Statistics: April 9, 2014 to July 17, 2014

<b>New Continuing Education Courses Approved for Period</b>	35
<b>New Continuing Education Instructors Approved for Period</b>	2
<b>New Continuing Education Sponsors Approved for Period</b>	1
<b>Continuing Education Course Rosters Submitted for Period</b>	170

**Sponsor Workshop**

There was a sponsor workshop scheduled for July 10, 2014. No one attended.

**Instructor Certification Workshop**

A Standard Code Course Instructor Certification Workshop will be held August 28, 2014. Four are signed up to attend as of now.

**Education Issues****1. Standard Courses:** (Defer to Mike Hejduk for discussion).

Standard Courses are being enhanced by staff to correct ICC deficiencies. All have been reviewed and corrected except for Building II and III and the Electrical courses. PIO has only released the corrected Plumbing I, II, and III on the website thus far.

Standard Course Worksheets need updating. The most current ones we have are 2009.

**2. CE:** (Defer to Mike Hejduk for discussion).

Sponsor reporting requirements may conflict with the June 30 renewal deadline.

The contradiction is causing problems

- NCAC 08.0713(a) - CE Credits required by June 30 annually to be eligible to renew certificates.
- NCAC 08.0715 - If CE not reported, suspended.
- NCAC 08.0731(a) - 15 days allowed to submit rosters.

**3. IT:** Staff continues to work with IT to get education programming issues resolved.



**INVESTIGATIONS**

**Investigations Begun – Not Completed**

(439) Wegner vs. Adams - Filed Complaint on June 19, 2014

**Investigations - Completed**

**No Basis in Fact:**

(436) Parulis vs. Lacey  
(437) Winstead vs. Taylor

**Basis in Fact:**

(438) Trueman vs. Hanna – VSA

**Felony Applicants**

Nathan Usategui