

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

July 26, 2016

The quarterly meeting of the NC Code Officials Qualification Board was held at 1:00 P.M. on Tuesday, July 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:

Hayden Lutterloh	Richard Ducker	Brenda Lyerly	Ken Stafford
Taher Abu-Lebdeh	Jerry Jones	Chris Raynor	Stephen Terry
Mack Summey	Ray Rice	James Steele	Allen Kelly

Members absent:

Bill Thunberg	Mark Smith	Andy Matthews
Chris Noles	Dan Brummitt	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
Andy Miller	Department of Insurance	Raleigh, NC
Rodney Daughtry	Department of Insurance	Raleigh, NC
Ashley Searles	Department of Insurance	Raleigh, NC
Dan Dittman	Department of Insurance	Raleigh, NC
Robert Croom	Department of Justice	Raleigh, NC
David Prevette	Rowan County	Salisbury, NC

Preliminary Matters

Chairman Hayden Lutterloh presided over the meeting and welcomed guests.

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

Chairman Lutterloh asked each member of the Board to introduce themselves for the roll call. Chairman Lutterloh recognized the new member of the board in attendance, James Steele, who is replacing Harry Schrum representing NC Licensed Electrical Contractors. Chairman Lutterloh stated that he had been in contact with the Governor's office and has not yet received an appointment for the board vacancy.

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 for any items on the agenda. There were no affirmative responses.

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 April 26, 2016 Minutes

Brenda Lyerly made a motion to approve the minutes of the April 26, 2016 regular Board meeting. Jerry Jones seconded the motion. The motion was voted on and approved unanimously.

Item 2: Approval of the May 24, 2016 Minutes

Chris Raynor made a motion to approve the minutes of the May 24, 2016 special Board meeting. Jerry Jones seconded the motion. The motion was voted on and approved unanimously.

Item 3: Approval of New Standard Certificate Holders

Brenda Lyerly 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. Ray Rice 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

Chairman Lutterloh reported there were two code officials receiving their fifth Level III certificate and invited them to meet and receive congratulations from the Board members;

- Seth Garrett Langdon of the Johnston County Insp. Dept.
- David Michael Prevette of the Rowan County Insp. Dept.

Item 5: Committee Reports:

Executive Committee:

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

Policies and Procedures Committee:

Ken Stafford stated the committee had not met and had no report.

Education and Research Committee:

Mack Summey stated that the committee had not met and had no report.

Qualification and Evaluation Committee:

Chairman Lutterloh stated that he was advised by Vice-Chairman Thunberg that the committee had not met and had no report.

Item 6: Unfinished Business:

Chairman Lutterloh questioned if there was any unfinished business, which there was not.

Item 7: Staff Reports

Director

Mike Hejduk introduced two new Qualification Assurance Section (QAS) staff members: Qualification Board Investigator Andy Miller, PE and Pyrotechnic License Administrator Ashley Searles. Hejduk then introduced summer volunteer Eli Morgan, a rising high school sophomore interested in engineering. Hejduk stated that OSFM will vacate the Chapanoke Road building by September 30 and will be in the downtown Albemarle Building in February 2017. The location of the October board meeting is yet to be determined. Chris Raynor and Stephen Terry both offered assistance in finding space for the next quarterly meeting. Hejduk explained the new user interface being developed for the applications portion of the website. Currently there is no place for the applicant to view the criteria that staff uses to determine their trade level eligibility. Also, applicants may apply for any certificate at any time. There is no built-in logic to prevent duplicate applications or, for example, applications by non-employed persons for probationary or standard certificates when in fact they must apply for pre-qualification. The new process will help determine if an applicant already has a profile in the database and provides the rules at the time of application, so that the applicant can choose which rules apply to them and also leads the applicant on the correct progression path through the application process. Hejduk briefly discussed the change in the number of active certificates attributed largely to retirement and those who did not renew at the end of the Continuing Education (CE) cycle. Staff currently determines comity on a case by case basis and in cases where the applicant does not agree with staff's determination, Hejduk suggested the process for review go through the Qualifications and Evaluation Committee instead of directly to the board, as do cases involving applicants with criminal history. Chairman Lutterloh remarked it requires more manpower and increases review time to call the entire board for a hearing or review than it does to call together the committee. The committee could meet and make a suggestion to the board. Legal counsel Robert Croom stated by having the committee make a recommendation, an appeal avenue remained an option through a Board hearing. Hejduk noted the Council of Code Officials (COCO) Newsletter had a portion written by Dan Dockery calling for education and soft skills to be the focus for the upcoming year. Soft skills courses do not currently have a criteria outlined to determine what would warrant credit toward each technical discipline. Hejduk stated that the '7 C's' of Code Compliance concept could be helpful but the board might need to have proposed soft skills courses presented to them so they can see what benefit they could be and how to determine pertinent material in courses that do not reference trade information.

Application/Evaluation/Certification

Terri Tart stated there were 145 standard certificates approved at this meeting and that there are now 172 CEOs holding active Level 3 certificates in all 5 trades. There is a 5% decrease in applications from the previous quarter last year but the number of submitted applications are relatively high with an overall increase of 21% of applications having been processed compared to the previous year. The certification renewals period ended on June 30 and 5,983 certificates were renewed before the deadline (79% of all active certificates) and there were 558 certificates renewed after the deadline. Tart summarized the breakdown of all currently active standard certificates by trade and noted that of the total 5,918 standard active certificates, the fire trade comprises the largest portion holding 2,290 active certificates. There were 87 expired probationary certificates this quarter.

Examination

Kathy Williams reported exam scores for all trades and levels. Williams stated that although there was an increase in the number of exams over the previous quarter, the pass rates regarding scores remained relatively the same with Building and Electrical having the lowest pass rates while Plumbing and Mechanical retain higher pass rates and median scores. The exam review is only allowed when the examinee does not pass, so the exam review statistics mirror the failure rate with most reviews going to building and electrical exams. Williams discussed the

grade summary which illustrated the largest percentage jump in electrical exams administered. The numbers of exams administered per fiscal year was analyzed and the increase of the past two years was noted. Williams attributed the current increase to a number of factors including requirements of the individual inspector, the reduced cost of the exam and inspection departments expanding from single trade to multi-trade thus increasing the demand for exams. Williams reported there were three exam complaints this quarter. There was an issue where the candidate was not able to view a diagram for the plumbing exam. Staff was contacted and the candidate was allowed to reschedule the exam. There is an investigation underway by PSI Services LLC ("PSI") concerning a complaint about the Wilmington testing center being too hot with the added distraction of loud music nearby. An examinee complained that the proctor had him remove the NC Amendment package, allowed it, and after review, the examinee was awarded credit for a question and passed the exam. Williams stated that staff has reviewed allowable material with PSI after this event to assure there are no future issues. However, tabs and indexes continue to be an issue of discussion. PSI has a new security policy that Williams stated was implemented in July of 2016. The policy involves a closer examination of personal items and a sign off of a form before exam administration.

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. Yelverton attended the PSI Proctor Training session held in Cary on June 15 to address issues both exam takers and administrators have reported experiencing. Accompanying worksheets for the Energy Training Modules were made available online on June 24 while both the 'Exam and Standard Course Informational' presentation and the 'Sponsor-Instructor Informational' presentation were made available online on June 28, 2016. The standard course instructor workshop for May resulted in three additional standard instructors with the next workshop scheduled for August. Yelverton presented a comparison of statistical data from the past two (2) fiscal years. The majority of standard courses were held through Davidson County Community College while Randolph Community College held the bulk of all Electrical standard courses. There was a marked absence of standard courses offered east of Wake County, although the overall number of both standard and CE courses held has increased over the last fiscal year. There also appears to be a less dense population of instructors east of Wake County. Yelverton stated that closing in this deficit will be a focus and will work along with Jerry Jones and Chris Raynor to accomplish a program to bring more standard courses to the eastern part of the state.

Investigation

Sam Whittington noted there is currently an incomplete investigation complaint #454 involving Morrison and Anderson. Jerry Jones motioned he be recused. Brenda Lyerly seconded the motion. The board voted unanimously to recuse Jones. Whittington stated that the flooring and framing inspections were done at the same time and attributed the uneven floor to the footing which was not level. Whittington stated the code does not specify the footing be level, or provide any acceptable tolerances, and recommended dismissal due to no basis in fact. A motion was made by Ken Stafford to accept the no basis determination and Stephen Terry seconded. The board voted unanimously to accept the recommendation. Whittington presented complaint #455 involving Richard Lang of Carolina Beach and John Batson of Kure Beach. Whittington concluded that the number and type of violations were not sufficient to justify a hearing and found no basis in fact for Mr. Lang and Mr. Batson. Chairman Lutterloh stated that the votes would be done separate for each named in the complaint. A motion was made by Ken Stafford to accept the finding of no basis for Richard Lang and was seconded by Jerry Jones. A motion was made by Jerry Jones to accept the finding of no basis for John Batson and was seconded by Chris Raynor. The board voted unanimously to accept the recommendations. Whittington presented complaint #456 involving Tonya Caddle of Rockingham County Planning and Inspections and Mark Langel. Whittington stated that he found both as no basis in fact because neither hold any certificates issued by the board resulting in insufficient evidence to warrant a hearing for Langel and Caddle. A motion was made by Brenda Lyerly to accept the recommendation of no basis for Tonya Caddle and was seconded by Jerry Jones. A motion was made by Chris Raynor to accept the finding of no basis for Mark Langel and was seconded by Brenda Lyerly. The board voted unanimously to accept the recommendations. Whittington presented complaint #458 involving Dwight Smith and

Lynn Teague of Alexander County Inspections. Whittington recommended both as no basis in fact due to insufficient evidence to warrant a hearing for Smith and Teague. A motion was made by Ken Stafford to accept the recommendation of no basis for Dwight Smith and was seconded by Brenda Lyerly. A motion was made by Stephen Terry to accept the recommendation of no basis for Lynn Teague and was seconded by Richard Ducker. The board voted unanimously to accept the recommendations.

Andy Miller addressed complaint #459 submitted on Bud McAllister of Scotland County Inspections Department. Due to the inability to access the property Miller cannot confirm that a code violation is present and recommended no basis in fact. A motion was made by Ken Stafford to accept the recommendation of no basis for Bud McAllister and was seconded by Jerry Jones. The board voted unanimously to accept the recommendation.

Item 8: New Business from Board Members

None

Item 9: Annual Election of Chairman and Officers

Jerry Jones nominated Hayden Lutterloh as Chairman and was seconded by Mack Summey. Brenda Lyerly moved to close the nomination. With no other members nominated, Hayden Lutterloh called a vote and was re-elected as Board Chairman. Brenda Lyerly nominated Bill Thunberg as Vice-Chairman and was seconded by Jerry Jones. Jerry Jones moved to close the nomination. With no other members nominated, Chairman Thunberg called a vote and Bill Thunberg was re-elected as Vice-Chairman. Brenda Lyerly nominated Chris Noles to be Secretary and was seconded by Ray Rice. Ray Rice called to close the nomination. With no other members nominated, Chairman Lutterloh called a vote and Chris Noles was re-elected as Secretary. Mack Summey nominated Chris Raynor to be chairman of the Education and Research Committee and was seconded by Jerry Jones. Jerry Jones moved to close the nomination. With no other members nominated, Chairman Lutterloh called a vote and Chris Raynor was elected chairman of the Education and Research Committee. Richard Ducker nominated Ken Stafford as chairman of the Policies and Procedures Committee and was seconded by Brenda Lyerly. Jerry Jones called to close the nomination. With no other members nominated, Chairman Lutterloh called a vote and Ken Stafford was elected the chairman of the Policies and Procedures Committee. Jerry Jones nominated Bill Thunberg as chairman of the Qualifications and Evaluation Committee and was seconded by Brenda Lyerly. Ken Stafford called to close the nomination. With no other members nominated, Chairman Lutterloh called a vote and Bill Thunberg was elected the chairman of the Qualifications and Evaluation Committee. Les Everett and James Steele were assigned to the Policies and Procedures Committee while Mark Smith was assigned to the Qualifications and Evaluations Committee.

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,



Chris Noles,
Secretary, NC 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 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

Albright, Dennis Franklin
Edwards, Jerry Roger
Foster, Jess Scott
Miller, Stacey Lee
Mizelle, Robert Lindsay
Newton, Rodney Lamar
Ortiz, Ruben Xavier
Simpson, Jonathan Brent
Taylor, Craig Andrew
White, Damon Andrew

Building Level II

Davis, Kristin Marie
Everage, Jason Alan
Mclamb, Michael Nathan
Pridgen, John Campbell
Query, William Scott
Vaughan, Timothy Glenn

Building Level III

Dean, Cheryl Kenny
Horne, Philip Gordon
Wilkes, Ernest Thomas
Williams, Keith O'Neal

Electrical Level I

Jarman, Ronald Dale
Mallon, Michael Patrick
McGowan, Edward Michael
McIntosh, Jeffrey James
Nottingham, Mark Austin
Starnes, Matthew Ryan
Surgeon, Christopher Brian
Watkins, Larry James

Electrical Level II

Gibbs, Kevin Michael
Gray, Randal Lee
Pugh, Kevin Bradley
Searce, David Lea

Electrical Level III

Booth, Christopher Lee
Lully, Andrew Edmund
McAllister, Clarence Henry
Russell, Edmund Levander
Splain, George W.
Wilkes, Ernest Thomas

Fire Level I

Chuby, Jeffrey William
Hill, Nicholas Williams
Holroyd, Christopher Graham
Husband, William Ryan
Kelly, John Broadus
LeBeau, Michael Edward
Lloyd, Jeremy R
Mann, Tanner Ashby
Mansfield, Russell Thomas
McLeod, Zachary Scott
Newton, Rodney Lamar
Pruss, Daniel Edward
Rooks, Laura Stimpson
Winchester, William Thomas

Fire Level II

Bartholomew, Joel Johnson
Gardner, Donald Griffin
Gordon, Kevin Alexander
Lorenzen, Robin Ann
Machler, Todd Richard
Matthews, Donald Scott
McGhee, Brandon Kyle
Mebane, Jay Lecole
Potter, Jason Gary
Slate, Michael Joseph

Fire Level III

Coley, Andrew Barrett
Flieg, Amy Kathleen
Freeman, James Edward
Griffin, Jeffrey Todd
Heller, Karrie Ann
Hubbard, Kevin Allen
James, Timothy Leroy
Kimball, Kevin Wayne
Kromenacker, Michael Dean

Fire Level III (Cont.)

Langdon, Seth Garrett
Nelms, Jacob Darrell
Pollard, Amy Joan
Prevette, David Michael
Propst, Lonnie Clifford
Waldrup, Kevin Kent
Wells, Christopher Carlton

ATTACHMENT A

Mechanical Level I

Albright, Dennis Franklin
Allman, Curtis Lee
Baucom, Timothy Wayne
Bowers, Jody Ray
Bowman, Austin R.
Deer, John Joseph
Fincher, Michael DeRay
Jollay, Paul Marion
Knopf, William Andrew
Lassiter, Derwood Gregg
McAllister, Jason Lee
Miller, Stacey Lee
Nettles, Wendell Lee
Newton, Rodney Lamar
Nicholson, William Bradley
Pruss, Daniel Edward
Ray, Cameron Clarke
Scoggins, Keith Edward
Tomlinson, Ronald Raymond
Wesdyk, Jeffrey Alan
White, Damon Andrew
Whitt, Joseph Michael
Will, Robert Howard

Mechanical Level II

Botelho, Steven
Gibbs, Kevin Michael
Harrison, Joshua Daniel
Kidd, Allison Dawn Johnson
Mabes, George Dewey
Norris, Charlie Wayne

Mechanical Level III

Bankowski, Andrew Gerard
Gray, Randal Lee
Johnson, Gerald James
McInturf, Scott David
Phipps, James S.
Smith, Dwight Douglas
Wilkes, Ernest Thomas

Plumbing Level I

Barbee, Todd Dale
Baucom, Timothy Wayne
Cole, John Victor
Durham, Jerry Lee
Glance, Johnny H.
Hayes, Tony Ray
Lee, George Lewis
McAllister, Bryan Matthew
McEachern, David Ray
McNeilly, Noah Lael
Nettles, Wendell Lee
Pruss, Daniel Edward
Quinn, Daniel Edward
Ray, Cameron Clarke
Scott, Michael Lynn
Skora, Mark -
Tine, Timothy W.
Van Keuren, Thomas Forrest
Will, Robert Howard

Plumbing Level II

Abernethy, Bryce Thomas
Allman, Curtis Lee
Boyd, Christopher David
Buckheit, Christopher William
Ewens, Samantha
Gibbs, Kevin Michael
Kelley, Daniel David

Plumbing Level III

Green, Thomas Wayne
Hagen, Erik John
Mallon, Michael Patrick
Martin, James Robert
Smith, Dwight Douglas
Wilkes, Ernest Thomas

**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.

Splain, George W.	Electrical III
Kodaras, James R.	Fire I
Miller, Stacey Lee	Fire I
Thomas, Roy Thyon Christopher	Fire I
Adcock, William Scott	Fire III
Wehrman, Christopher Henry	Fire III
Simmons, Chadwick Lee	Mechanical II
Bushnoe, Ricky Thomas	Plumbing III

DIRECTOR (Mike Hejduk)

Mission Statement: Protect lives and property through code compliance.

In practice staff assures the **competence** of code officials’ through successful execution of six (6) *processes* established in the Board regulations typical of many occupational licensing/certification programs.

Programs are commonly rated on their effectiveness and efficiency.

- Effectiveness may be assessed by the quantity and quality of outputs and outcome indicators.
- Efficiency may be assessed by dividing inputs (resources) by outputs (results).

1. **Application** - Online user interface changes.
2. **Evaluation** - Comity
3. **Examination** - Development
4. **Certification** – Probationary, Standard, Limited, Pre-Qualification

▪	<u>10/15</u>	<u>01/16</u>	<u>04/16</u>	<u>07/16</u>	<u>07/15</u>	Increase
▪	# Certificates	7,450	7,565	7,829	7,583	7,398 +185
▪	# CEOs	3,383	3,757	3,861	3,710	3,530 +180
▪	# Certificates / CEO	2.20 / 2.01 / 2.02 / 2.04.../2.09				

5. Education FY 2016-2017

The 7 C's of Code Compliance

1. Context
2. Communication
3. Consequences
4. Consistency
5. Competence
6. Character
7. Customer Service

6. Investigation

APPLICATION, EVALUATION, CERTIFICATION

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 last year. 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	Probationary Applications	Standard Applications	Pre- Qualification Applications	Total
July 2016	259	155	245	659
July 2015	260	191	240	691
Variance	0	-19%	2%	-5%

Fiscal Year	Probationary Applications	Standard Applications	Pre- Qualification Applications	Total
FY2016	1148	711	839	2698
FY2015	911	702	626	2239
Variance	26%	1%	34%	21%

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	20	0	0
Electrical	17	1	0
Fire	40	5	0
Mechanical	36	1	0
<u>Plumbing</u>	<u>32</u>	<u>1</u>	<u>0</u>
Totals	145	8	0

Renewals Update for Standard and Limited Certificates

Standard and Limited certificates are required to be renewed each year by June 30, 2016. Renewal requires the completion of at least 6 hours of CE per certificate and payment of \$10. During this last renewal cycle, **5,983** standard certificates were renewed on or before 6/30/2016 which is 79% of total active renewable certificates. Of the 5983, **558** certificates were renewed after 6/30/2016 and had to pay a \$2 late fee. At present 87% of renewable certificates have been renewed. **316** standard and/or limited certificates were suspended due to nonpayment or insufficient CE hours or both.

Staff sent out reminder emails in advance of the expiration date and an email notice to all of those whose certificates had been suspended which provided an alert to the status of their certifications.

Active Certifications Update

The table below identifies the number of currently active certificates in all trades as of July 22, 2016. In comparison to last quarter's numbers, the numbers have declined slightly. This also points to individuals who are retiring and that vacancies are existing in the workforce.

Active Trades	All Levels	Probationary Certificates	Standard Certificates	Limited Certificates	Total
Building	I, II, & III	305	1,029	5	1,339
Electrical	I, II, & III	245	825	3	1,073
Mechanical	I, II, & III	273	880	5	1,158
Plumbing	I, II, & III	245	894	5	1,144
Fire	I, II, & III	553	2,290	26	2,869
Totals		1,621	5,918	44	7,583

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>
Albright, Dennis F.	Holly Ridge (J507)	B 1		Jaeger, Todd Michael	Chapel Hill (Fire) (J83)	F 3
Albright, Dennis F.	Holly Ridge (J507)	M 1		Jordan, Kristopher Lee	Roanoke Rapids (J337)	B 3
Albright, Dennis F.	Holly Ridge (J507)	E 1		Jordan, Kristopher Lee	Roanoke Rapids (J337)	P 2
Allen, Shauna Jo-Vel	Wilson (J435)	F 2		Jordan, Kristopher Lee	Roanoke Rapids (J337)	M 2
Atwood, Steven V.	Greensboro (J176)	E 1		Jordan, Kristopher Lee	Roanoke Rapids (J337)	E 2
Ball, Pamela Morgan	Leland (J490)	M 3		Machler, Todd Richard	Wilmington (J432)	F 2
Bernard, Mark Wesley	Nags Head (J284)	F 2		Martin, Gary David	Cabarrus County (J61)	E 1
Billings, William Scott	Holly Springs (J209)	B 2		Martin, Gary David	Cabarrus County (J61)	M 1
Billings, William Scott	Holly Springs (J209)	P 2		Martin, Gary David	Cabarrus County (J61)	F 3
Billings, William Scott	Holly Springs (J209)	M 2		Johnson, David Nathan	Raleigh (Housing) (J606)	B 2
Billings, William Scott	Holly Springs (J209)	E 2		McAllister, Clarence H.	Scotland Co. (J359)	B 3
Chesson, Timothy Scott	Elizabeth City (J134)	F 2		McAllister, Clarence H.	Scotland Co. (J359)	E 3
Childress, David Scott	Benson (J33)	F 1		McCaleb, Edward V.	New Hanover Co. (J290)	P 2
Coltrane, Thomas E.	Randolph Co. (J330)	M 2		McMillen, Todd Edward	Raleigh City Insp (J327)	B 3
Coltrane, Thomas E.	Randolph Co. (J330)	P 2		McMillen, Todd Edward	Raleigh City Insp (J327)	P 2
Conklin, Kurt Allen	Swansboro (J391)	B 1		Miller, Adam Shane	Thomasville (J398)	F 1
Conklin, Kurt Allen	Swansboro (J391)	P 1		Misenheimer, Rodney B.	Salisbury (J354)	F 2
Conklin, Kurt Allen	Swansboro (J391)	M 1		Nelms, Jacob Darrell	Graham Co. (J169)	F 3
Conklin, Kurt Allen	Swansboro (J391)	F 1		O'Conner, Joshua P.	Buncombe Co. (J51)	B 1
Conklin, Kurt Allen	Swansboro (J391)	E 1		Parker, Christopher R.	Knightdale (J228)	F 1
Crouse, Richard Hall	Lincoln Co. (J244)	P 3		Parks, Scott Eugene	Scotland Co. (J359)	B 1
Dellinger, Lindsey Lee	Mecklenburg Co. (J263)	E 2		Parks, Scott Eugene	Scotland Co. (J359)	F 1
Dills, Stanley Wade	Calabash (J63)	E 3		Parks, Scott Eugene	Scotland Co. (J359)	E 1
Dills, Stanley Wade	Calabash (J63)	M 3		Parnell Timothy R	Mecklenburg Co. (J263)	E 1
Dishno, Don Alan	Charlotte (J85)	E 2		Perry, Martin Ross	Iredell Co. (J213)	E 3
Eddinger, Michael T.	Thomasville (J398)	F 1		Ring, Charles Thomas	Pender Co. (J310)	B 1
Edwards, Jerry Roger	Gaston Co. (J157)	B 1		Romblad, Scott Lenard	New Hanover Co. (J290)	B 2
Ferrusi, Rocco A.	Durham (J121)	M 1		Thuman, Charles David	Nags Head (J284)	F 2
Franklin, Norman Reid	Concord (J101)	F 1		Trembly, Christopher M.	Nags Head (J284)	F 2
Golden, Nicholas Gray		F 3		Wilkins, Dustin N.	Winston-Salem (J440)	F 2
Graves, Marni Gay	Asheville (J18)	E 2		Woodall, Joshua Cain	Eden (J127)	M 2
Graves, Marni Gay	Asheville (J18)	P 2		Woodall, Joshua Cain	Eden (J127)	P 2
Graves, Marni Gay	Asheville (J18)	M 2				
Hales, Dana Juanita	Leland (J490)	E 3				
Hall, Aseelah Matikah	Charlotte (J85)	F 1				
Heunemann, Eric W.	Leland (J490)	B 3				
Holland, David Samuel	Jacksonville (J216)	M 3				
Jaeger, Todd Michael	Chapel Hill (Fire) (J83)	B 3				

EXAMINATION**STANDARD CERTIFICATES**

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.

Exam Grades Summary FY 4th Quarter

<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	30	10	33.3	83.0	45.0	64.4
Building Inspector II	10	6	60.0	82.0	62.0	71.0
Building Inspector III	12	4	33.3	81.0	58.0	67.4
Electrical Inspector I	30	8	26.7	77.0	49.0	63.8
Electrical Inspector II	8	4	50.0	81.0	50.0	68.9
Electrical Inspector III	13	6	46.2	88.0	62.0	72.5
Fire Inspector I	52	17	32.7	89.0	48.0	66.5
Fire Inspector II	23	11	47.8	83.0	59.0	69.9
Fire Inspector III	19	18	94.7	91.0	69.0	78.7
Mechanical Inspector I	31	23	61.5	91.0	55.0	77.6
Mechanical Inspector II	8	7	87.5	91.0	65.0	79.5
Mechanical Inspector III	7	7	100	92.0	79.0	85.7
Plumbing Inspector I	23	20	87.0	91.0	64.0	80.2
Plumbing Inspector II	7	7	100	93.0	71.0	85.4
Plumbing Inspector III	7	7	100	94.0	85.0	89.1
Totals	280	155	55.3			

Exam Reviews March 27, 2016 – July 11, 2016

17 exam reviews have been performed. 9 exam challenges were forwarded to code consultants for review. One of the challenges resulted in a status change. Exams 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 3/27/2016	# of Exams Failed Since 3/27/2016	# of Exams Reviewed This Quarter	% of Exams Reviewed This Quarter
B1	38	29	14	48.3
B2	13	5	2	40.0
B3	16	7	4	57.1
E1	37	30	6	20.0
E2	9	5	4	80.0
E3	17	10	7	70.0
F1	56	34	7	20.6
F2	30	15	3	20.0
F3	24	2	0	0.0
M1	36	9	2	22.2
M2	8	1	0	0.0
M3	7	0	0	0.0
P1	31	4	2	50.0
P2	9	0	0	0.0
P3	7	0	0	0.0
Total	338	151	51	

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EXAM GRADE SUMMARY FY 2015 & 2016

Scaled scoring was discontinued as of July 1, 2014. The data below uses raw scores. This table compares the data for Fiscal Years 2015 and 2016.

There has been a 25% increase in the number of exams given between FY2015 and FY2016. The largest increase is reflected in the electrical trade.

Area/Level	Number Taking FY2016	Number Passing FY2016	% Passing FY2016	Average Score FY2016	Number Taking FY2015	Number Passing FY2015	% Passing FY2015	Average Score FY2015
Building I	102	43	42.1	67.13	60	27	45.0	66.3
Building II	27	18	66.7	71.5	20	14	75.0	72.2
Building III	48	30	62.5	71.5	55	34	61.8	73.4
Totals	177	91	51.4		135	75	55.6	70.1
Electrical I	82	24	29.3	64.4	45	11	24.4	65.1
Electrical II	21	11	52.4	68.9	20	15	75.0	74.5
Electrical III	49	34	69.4	75.0	39	25	64.1	71.9
Totals	152	69	45.4		104	51	49.0	69.0
Fire I	170	78	45.9	68.5	141	56	39.7	67.3
Fire II	70	49	70.0	75.6	77	51	66.2	74.4
Fire III	62	55	88.7	77.1	43	30	69.8	74.8
Totals	302	182	60.3		262	137	52.3	70.4
Mechanical I	81	60	74.1	75.6	46	32	69.6	73.9
Mechanical II	24	20	83.3	75.8	25	20	80.0	74.9
Mechanical III	31	28	90.3	80.0	26	23	88.5	79.8
Totals	137	108	79.3		97	75	77.3	75.7
Plumbing I	63	56	88.9	80.5	36	35	97.2	81.6
Plumbing II	24	23	95.8	84.5	23	20	87.0	83.9
Plumbing III	30	30	100	83.9	23	23	100	85.8
Totals	117	109	93.2		82	78	95.1	83.4
Totals	884	559	63.2		680	416	61.2	

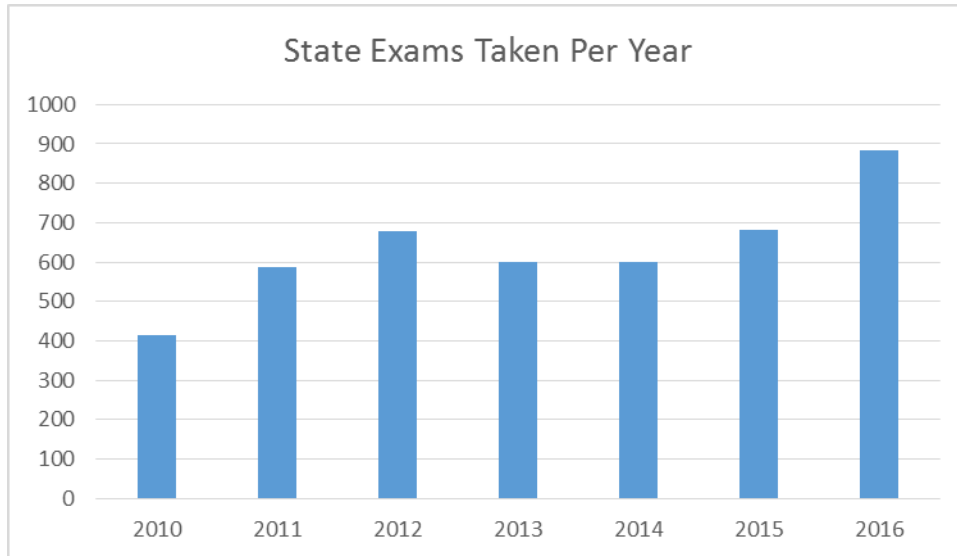
Number of CBT Exams Administered Per Fiscal Year

Staff has noted an increase in exam activity as shown by the numbers and chart below. There are many reasons accounting for this trend including: retirement of inspectors; reduced cost of exams; and departments moving from a single trade to a multiple trade department. However, it appears the main

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reason for the increase in examinations is due to the increase and improvement in the construction industry.

Fiscal Year	Number of CBT Exams Administered	Increase or Decrease per year
2009-2010	414	
2010-2011	588	+42.0%
2011-2012	677	+15.0%
2012-2013	599	-11.5%
2013-2014	600	0.0
2014-2015	680	+13.3%
2015-2016	884	+23.1%



Exam Administration Summary

PSI began offering the state exams on July 1, 2014. The first state exam was administered July 5, 2014. As of July 19, 2016, PSI has conducted 1606 exams. The number and type of exams taken are listed below. Also provided is a list of scheduled exams. Based on an exam fee of \$125.00 per exam, \$200,750 has been collected by PSI Services, LLC.

Area/Level	Number of Exams Taken
B1	166
B2	48
B3	106
E1	132

E2	43
E3	89
F1	318
F2	154
F3	108
M1	130
M2	49
M3	58
P1	103
P2	47
P3	55
Total	1606

Exam Complaint/Comment Summary

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

Staff has not received any additional complaints regarding registration issues. Adding the additional schedulers has taken care of the issue.

Exam Administration:

A candidate was unable to pull up a diagram for a plumbing state exam. An incident report was filed and the examinee also contacted staff. The issue was resolved and the individual was allowed to reschedule the exam without delay.

Testing Center:

An examinee took an exam in Wilmington, NC. After the exam, he contacted our office to complain about the testing center. He said there was loud music going on outside and that the center was hot. Staff contacted PSI and they are investigating the issue further.

Another examinee complained about the proctor at the Fayetteville, NC center. The proctor made him remove his 2012-2016 Amendment package information when it should have been allowed. The examinee reviewed his exam and was awarded credit for one question which allowed the individual to pass the exam. Staff has reviewed the allowed material with PSI to assure no further issues occur.

Comments:

- Staff continues to receive a few comments and questions regarding the use of tabs and registration issues.. The Candidate Information Bulletin does contain information regarding tabs and registration procedures. Any time we have had an issue with registration ability, PSI has been very responsive and the issue was handled quickly.
- Staff members attended a proctor training course provided by PSI in Raleigh. Mike Hejduk and Jessica Yelverton attended the training.

New Security Policy for PSI

PSI introduced a new security policy for all examinees which began in July, 2016. The policy is shown below and is required to be read and initialed by each examinee.

PSI Services Security Procedures

- All test takers will be required to supply, and PSI personnel will verify, any forms of identification required by the examination sponsor, which may include identification that shows a candidate's photo and signature.
- All personal belongings of test takers must be placed in the secure storage provided at each site prior to entering the examination room. The only exceptions to this policy are those outlined by individual examination sponsor policies (for example, permitting the use of personal calculators) or by special accommodation (for example, a diabetic bringing food into the examination room). Please review your Candidate Information Booklet for your specific examination rules.
- Personal belongings include, but are not limited to, the listing below. Candidates should not take anything into the examination room other than materials provided by the proctor (for example, scratch paper) and materials specifically permitted by the client policy. All personal items with the exception of jackets and hoodies should be placed in secure storage.
- Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, iPad, e-tablets, music players (e.g., iPod, MP3), radios, electronic games, or calculators.
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing (hoodies), heavy jackets, or overcoats.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items, including purses, notebooks, reference or reading material, briefcases, watches, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

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- During the check in process, all candidates will be asked if they possess any prohibited items.
- The candidates will also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask the candidate to lift up the ends of their sleeves and the bottom of their pant legs to ensure that notes or recording devices are not being hidden there. If prohibited items are found during check-in, candidates shall return these items to their vehicle or in the provided secure storage. PSI will not be responsible for any items. Any candidate possessing the prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the client of the occurrence.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device (proctor should make sure candidate doesn't have eyeglasses in their pocket at check in, if they do ask to inspect them).
- Copying or communicating examination content is violation of your contract with PSI, and federal and state law. Either one may result in the disqualification of examination results and may lead to legal action.
- Initial below to confirm that you have read and understand the items and topics contained in

EDUCATION**Standard Code Courses – Statistics: April 1, 2016 to June 30, 2016***

Standard Courses Scheduled for Period	65
Law and Administration	8
Fire	18
Building	11
Electrical	14
Plumbing	9
Mechanical	5
Standard Courses Canceled for Period	6
Standard Courses Rosters Received for Period	48
Standard Course Rosters Pending for Period	17

Continuing Education Courses – April 1, 2016 to June 30, 2016

New Continuing Education Courses Approved for Period	41
New Continuing Education Courses Approved FY (total)	183
New Continuing Education Instructors Approved for Period	14
New Continuing Education Sponsors Approved for Period	4
Continuing Education Course Rosters Submitted for Period	220

Instructor Certification Workshop:

There were three new standard course instructors certified on May 18, 2016.

The next Standard Code Course Instructor Certification Workshop is scheduled for August 17, 2016 with 4 approved to attend.

Meeting Attendance:

Attended PSI Services LLC State Exam Proctor CE Training in Cary on June 15, 2016 and answered questions regarding notes allowed in code books.

Educational Materials:

Worksheets for the Energy Training Modules for Standard Courses were made available online on June 24, 2016.

The Exam and Standard Course Information presentation were made available online on June 28, 2016.

The Sponsor-Instructor Informational presentation was updated and made available online on June 28, 2016.

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

INVESTIGATIONS

Investigations Begun – Not completed

5/10/16 457 Morrison (Anderson)

Investigations – Completed

5

No Basis in Fact

454 Morehead City (Henderson)
455 Lang (Harriss)
456 Caddle (Priddy)
458 Smith & Teague (Deal)
459 McAllister (Cribb)

Basis in Fact

None