

BUILDING OFFICIALS ASSOCIATION OF FLORIDA
CROSS TRAINING PROGRAM
SYLLABUS

PROGRAM NAME: Building Plans Examiner Training Program
COURSE NUMBER: 5007982

PROVIDER: #0001001
Building Officials Association of Florida, Inc.
528 West Lake Mary Boulevard
Sanford, Florida 32773

PROGRAM TIMETABLE:

Section 1 Coursework - (Online self-paced, instructor monitored)	22 Hours
Section 2 Coursework - (Online self-paced, instructor monitored)	28 Hours
OJT (ride along with qualified field inspector)	150 Hours
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Total Program Hours	200 Hours

Note: See expanded timeline in the course outline section

ACHIEVEMENT BENCHMARKS:

Section 1 (22 hours) self-paced study is presented in a series of modules designed to familiarize the student with terms, definitions, and organization of the code volume being studied. Associated laws and rules and ethics may also be studied in this phase. This phase of the program includes online courses that lead the student through the code volume and may include relevant video clips. Research assignments must be completed and submitted for review by the program instructor. Participation in this phase is recorded in our online campus software database. The instructor is available during this phase via messaging or telephone to answer any questions that the student may have. Traditional classroom hours may be substituted for some or all online hours on a one-for-one basis upon approval of the instructor.

Section 2 (28 Hours) studies are presented as a series of subject matter modules using a traditional classroom multi-media instruction method. Each module presented will include a review of the relevant code provisions and provide explanations of the principles and concepts behind the code. Students must complete all of the modules in this phase of the program, as evidenced by an attendance sheet maintained by the instructor. Participation in this phase may be by in-person attendance or distance attendance using our online virtual classroom.

OJT (150-Hours) studies will be accomplished by the student working alongside a qualified plans examiner reviewing plans. It will be the instructors' responsibility to explain each plan review to the student, sharing plan review techniques as well as mandatory code compliance plan review requirements. A log of inspections completed each day shall be kept by the student on a form provided by BOAF. Each form shall include the date of the training, number of hours spent working alongside the plans examiner, and the subject matter reviewed. A list of code topics to be include in this phase shall be provided. At least seventy five percent of the topics on the list must be included in the OJT phase. Each daily log must be completed and signed by the student and the OJT instructor.

INSTRUCTOR QUALIFICATIONS:

The following documents are required to be submitted to BOAF upon completion of training:

1. A plans examiner or inspector may teach a course within the scope of his/her license.
2. A four-year college degree or graduate degree in their area of study.
3. A state certified contractor with at least five (5) years of experience in their technical area of licensure.
4. A substantially qualified authority may teach courses within his/her area of expertise.

Potential instructors must submit a resume containing a summary of their qualifications and Florida certification numbers issued by a state agency.

PURPOSE:

This program is offered by Building Officials Association of Florida (BOAF) as an alternative eligibility path to certification in an additional category for participants that qualify per **61G19-7.001(1)** through a comprehensive training program designed to familiarize the student with the provisions of the Florida Building Code relevant to this category, associated laws and rules, inspection techniques and ethical conduct.

PROGRM PARTICIPANTS:

Participants in this program must meet the requirements of 61G19-7.001(1)

PARTICIPANT EVALUATION:

Participants shall be evaluated throughout the program as follows:

1. Assignment submittals will be evaluated by the instructor for completeness, effort and accuracy.
2. Quizzes will be administered periodically during the online and classroom phases of the program.
3. Instructors shall complete an evaluation of the students participation in the classroom or OJT phases of the program.

PROGRAM REQUIREMENTS:

The program has two distinct components:

1. 50 Hours of structured instruction in a Blended Learning Program that includes Monitored Online Training, Research Assignments, and Instructor Led Classroom Training
2. 150 Hours of structured "On-the-Job" training

Reference materials shall include:

1. FBC-Building Volume
2. FBC-Residential Volume
3. FBC-Existing Building Volume
4. FBC-Accessibility Code Volume
5. FBC-Energy Code Volume
6. Florida Laws and Rules (112, 469, 471, 481, 489, 553, 713)

DOCUMENTATION

The following documents are required to be submitted to BOAF upon completion of training:

1. Application for Admission to the Program (Submitted by the student prior to beginning training)
2. Classroom Instructor Qualification Forms (Completed by BOAF)
3. OJT Instructor Qualifications Forms (Submitted by the student with the application for potential OJT instructors)
4. Instructors Evaluation and Certification (Completed and submitted by the student's satisfactory completion of requirements)
5. OJT Daily Inspection Log (Completed for each day of training during the OJT Phase)
6. Student's Affidavit of Program Completion (Submitted with OJT documents when all training is complete)
7. Post Application

PROGRAM COMPLETION CERTIFICATE:

A Program Completion Certificate will be issued to the participant by BOAF upon determination that all of the training requirements have been met and documented.

PROGRAM OVERSIGHT

Administration of this program is the responsibility of BOAF staff, with oversight by the BOAF Certification Committee.

BUILDING OFFICIALS ASSOCIATION OF FLORIDA CROSS TRAINING PROGRAM

Building Inspector Cross Training Program Course List

This program is offered online in three sections: Section One is twenty-two hours of credit online. Section Two is twenty-eight hours of credit online. Section Three is On-The-Job Training for one hundred and fifty hours.

To complete the Building Inspector Cross Training Program, the student must complete both Section One and Section Two. Courses are specified as follows:

SECTION ONE – 22 hours

Developing Inspector Skills Course: 7 hours - *(This course is a required course for all Cross Training Programs)*

Course Description: This course addresses the soft skills that are essential for construction inspectors to excel in their mission to ensure safe, code-compliant buildings for the public. After completing this course, participants will be able to exhibit non-technical traits, positive behaviors, and problem-solving skills to enhance their ability to interact with others and carry out effective communication, diplomacy, customer service and public relations skills.

Laws and Rules for the Building Officials Course: 2 hours - *(This course is a required course for all Cross Training Programs)*

In this course, the student will not only review the existing laws and rules concerning building officials and the building inspector vocation, but also look at new laws and rules.

Ethics in Construction Course: 1 hour - *(This course is a required course for all Cross Training Programs)*

In this course, students will review ethics and how to deal with the public, the business concerns and the government in a proper and ethical manner.

Special Inspections and Tests, 1 hour - *(This course is a required course for the Building Inspector and Plans Examiner Cross Training Programs)*

In this course, students will review those special inspections and tests that may be required when conducting building inspections.

Building Materials: 6 hours - *(This course is a required course for the Building Inspector and Plans Examiner Cross Training Programs)*

This course includes concrete, aluminum, steel, wood, glass and plastics for the Building Inspector.

Interior Environments, 1 hour - *(This course is a required course for the Building Inspector and Plans Examiner Cross Training Programs)*

In this course, students will study code and regulations regarding inspections of interior environments.

Swimming Pools: 3 hours - *(This course is a required course for the Building Inspector and Plans Examiner Cross Training Programs)*

This course provides familiarization with both public and private swimming code and regulations.

State Regulations for Educational Facilities, 1 hour - *(This course is a required course for the Building Inspector and Plans Examiner Cross Training Programs)*

In this course, the student will explore the special regulations and code for educational facilities.

SECTION TWO – 28 hours

Section Two provides specific information from the International Code

Introduction to Section Two, 1 hour

Use and Occupancy, 4 hours

Chapters 3 and 4

Types of Constructions, Building Heights and Areas, 4 hours

Chapters 5 and 6

Interior Finishes, Fire and Smoke Protection, Fire Protection Systems, 5 hours

Chapters 8, 7 and 9

Egress and Exterior Walls, 3 hours

Chapters 10 and 14

Structural Design, Roof Assemblies and Structures, and Soils and Foundations, 3 hours

Chapters 14, 15 and 16

Florida Building Code for Accessibility Volume, 2 hours

Florida Building Code for Existing Building Volume, 2 hours

Florida Building Code for Residential, 2 hours

Florida Building Code for Energy Conservation, 2 hours

SECTION THREE – 150 Hours

Section Three provides documented on-the-job training for the student candidate. On-the-job training is verified by the BOAF Certification Committee prior to awarding credit.

WORK EXPERIENCE

This section must be completed fire marshal, or building code administrator, who has personal knowledge of the applicant's experience for the period of time listed below.

Instructions:

Provide employment verification for the years of experience required for qualification for entrance in the BOAF Cross Training Program. Attach additional copies of this page as necessary.

Applicant Name:

Employing Agency/Company Name:

Agency/Company Address:

Dates of employment by Agency/Company	Date (From) / /	Date (To) / /
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Agency/Company Phone Number:

Position of Applicant:

Describe in detail the applicant's duties, including hands-on, supervisory or management responsibilities. Please be specific when explaining the applicant's duties and hands-on experience.

I attest that the applicant named above has been employed by the agency/company in a: **(Check One)**
supervisory managerial trade position for _____ years

Print name of fire marshal, or building code administrator
verifying employment and experience: _____

License Number of person verifying employment and experience: _____

Signature of person verifying employment and experience: _____

Date: _____

CROSS TRAINING
BUILDING PLANS EXAMINER OJT CHECKLIST
BCAIB Provider# 0001001 Training Program # 5007982

Applicant Name: _____

ONLY THE CURRENT EDITION OF THE BOAF OJT CHECKLIST WILL BE ACCEPTED

Please check the website at www.boaf.net to be sure you are submitting the most current edition of the applicable form. Each form becomes effective on the revision date contained on the form. Training completed prior to that date may be submitted on the previous form.

This training program requires 50 hours (minimum) of classroom training as approved by BOAF.

This training program also requires 150 hours (minimum) of properly documented On the Job Training (OJT) with a **Florida Standard Licensed Building Plans Examiner** Trainer as evidenced by this and other required forms, including the notarized trainers affidavit.

A. Extensive training on all aspects of building systems should include both residential and commercial sections of the code as scripted by the following:

- | | |
|--|--|
| 1. Administration | 18. Concrete |
| 2. Occupancy Classification | 19. Light Metal Alloys |
| 3. Special Occupancy | 20. Masonry |
| 4. General Building Limitations | 21. Steel |
| 5. Construction Types | 22. Wood |
| 6. Fire Resistant Materials | 23. Glass & Glazing |
| 7. Interior Finishes | 24. Gypsum Board & Plaster |
| 8. Fire Protection Systems | 25. Plastic |
| 9. Means of Egress | 26. Electrical systems |
| 10. Florida Accessibility Code for Building Construction | 27. Mechanical Systems |
| 11. Housing Accessibility Guidelines | 28. Plumbing Systems |
| 12. Interior Environment | 29. Elevators & Conveying Systems |
| 13. Energy Efficiency | 30. Special Construction |
| 14. Exterior Wall Covering | 31. Construction in the Public R/W |
| 15. Roofs & Roof Structures | 32. Site Work, Demolition/Construction |
| 16. Structural Loads | 33. Existing Buildings |
| 17. Foundations/Retaining Walls | 34. Private Swimming Pools |

B. Trainees must mark each item trained on, and initial in the spaces provided on the OJT checklist, when each training segment has been completed.

C. Trainees must also include the number of specific areas and the total hours spent during OJT.

CROSS TRAINING
BUILDING PLANS EXAMINER OJT CHECKLIST
BCAIB Provider# 0001001 Training Program # 5007982

BUILDING PLAN REVIEW OJT CHECKLIST

My specific On the Job Training (OJT) has included instruction on the following items as indicated by "X"

Building Trade Plan Review:

- | | |
|--|--|
| <input type="checkbox"/> High Velocity Zone | <input type="checkbox"/> Special Occupancies |
| <input type="checkbox"/> Height & Area | <input type="checkbox"/> Construction Types |
| <input type="checkbox"/> Mixed Types of Construction | <input type="checkbox"/> Fire Resistant Separations |
| <input type="checkbox"/> Combustibles in Fire Rated Assemblies | <input type="checkbox"/> Thermal Insulating Materials |
| <input type="checkbox"/> Restrictions on Interior Finishes | <input type="checkbox"/> Fire Sprinklers |
| <input type="checkbox"/> Fire Alarms | <input type="checkbox"/> Arrangement & Number of Exits |
| <input type="checkbox"/> Stairway Protection | <input type="checkbox"/> Access to Roof |
| <input type="checkbox"/> Exit Discharge | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Ramps | <input type="checkbox"/> Guardrails |
| <input type="checkbox"/> Egress by Occupancy | <input type="checkbox"/> Light & Ventilation |
| <input type="checkbox"/> Rodent Proofing | <input type="checkbox"/> Veneered Walls |
| <input type="checkbox"/> Fire Dept. Access in Exterior Walls | <input type="checkbox"/> Roof Fire Classification |
| <input type="checkbox"/> Roof Coverings | <input type="checkbox"/> Reroofing |
| <input type="checkbox"/> Dead Loads | <input type="checkbox"/> Wind Loads |
| <input type="checkbox"/> Load Combinations | <input type="checkbox"/> Minimum Uniformly Distributed Live Loads |
| <input type="checkbox"/> Load & Deflection | <input type="checkbox"/> Footing & Foundations |
| <input type="checkbox"/> Waterproofing & Damp proofing | <input type="checkbox"/> Termite Protection |
| <input type="checkbox"/> Formwork, Embedded Pipes & Construction | <input type="checkbox"/> Slab on Ground |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Masonry Chimneys |
| <input type="checkbox"/> Steel | <input type="checkbox"/> Fastenings |
| <input type="checkbox"/> Vertical Framing | <input type="checkbox"/> Wood Structural Panel Diaphragms |
| <input type="checkbox"/> Impact, Wind & Other Loads | <input type="checkbox"/> Sloped Glazing |
| <input type="checkbox"/> Allowable Partition Heights | <input type="checkbox"/> Foam Plastic Insulation |
| <input type="checkbox"/> Elevators | <input type="checkbox"/> Covered & Enclosed Walkways & Tunnels |
| <input type="checkbox"/> Tents for Public Assembly | <input type="checkbox"/> Marquees, Canopies or Fixed Awnings |
| <input type="checkbox"/> Site Work, Demolition & Construction | <input type="checkbox"/> Radon-Resistant Construction |
| <input type="checkbox"/> Occupancies | <input type="checkbox"/> Swimming Pools |
| <input type="checkbox"/> Buildings on Same Lot | <input type="checkbox"/> Partitions |
| <input type="checkbox"/> Materials for Fire Resistance | <input type="checkbox"/> Protection of Openings |
| <input type="checkbox"/> Combustibles in Concealed Spaces | <input type="checkbox"/> Calculated Fire Resistance |
| <input type="checkbox"/> Acoustical Ceiling Systems | <input type="checkbox"/> Standpipes |
| <input type="checkbox"/> Occupant Load & Means of Egress | <input type="checkbox"/> Special Exit Requirements |
| <input type="checkbox"/> Stairway Construction | <input type="checkbox"/> Horizontal Exits |
| <input type="checkbox"/> Fire Escapes | <input type="checkbox"/> Delayed Egress Locks |
| <input type="checkbox"/> Balconies, Porches & Galleries | <input type="checkbox"/> Egress Illumination & Signs |
| <input type="checkbox"/> Florida Accessibility Code for Construction | <input type="checkbox"/> Sanitation |
| <input type="checkbox"/> Florida Energy Efficiency Code | <input type="checkbox"/> Architectural Trim, Balconies & Bay Windows |
| <input type="checkbox"/> Roof Weather Protection | <input type="checkbox"/> Materials |
| <input type="checkbox"/> Roof Insulation | <input type="checkbox"/> Rooftop Structures & Components |
| <input type="checkbox"/> Live Loads | <input type="checkbox"/> Special Loads |
| <input type="checkbox"/> Deflections | <input type="checkbox"/> Allowable Loads & Stresses |
| <input type="checkbox"/> Evacuations | <input type="checkbox"/> Piles |
| <input type="checkbox"/> Retaining Walls | <input type="checkbox"/> Concrete Quality |

CROSS TRAINING
BUILDING PLANS EXAMINER OJT CHECKLIST
 BCAIB Provider# 0001001 Training Program # 5007982

- | | |
|--|---|
| <input type="checkbox"/> Details of Reinforcement
<input type="checkbox"/> Glass Block Walls
<input type="checkbox"/> Wood
<input type="checkbox"/> Roof & Ceiling Framing
<input type="checkbox"/> Glass Supports
<input type="checkbox"/> Vertical Gypsum Board Diaphragms
<input type="checkbox"/> Manlifts
<input type="checkbox"/> Canopies on Exterior Walls
<input type="checkbox"/> Existing Buildings | <input type="checkbox"/> Structural Aluminum
<input type="checkbox"/> Masonry Fireplaces & Barbecues
<input type="checkbox"/> Floor Framing
<input type="checkbox"/> Glass & Glazing Labeling
<input type="checkbox"/> Gypsum Board & Plaster Materials
<input type="checkbox"/> Light-Transmitting Plastics
<input type="checkbox"/> Membrane Structures
<input type="checkbox"/> Other Projections
<input type="checkbox"/> Rehabilitating Historic Buildings |
|--|---|

Total Hours OJT Training Received _____ hours

Trainee and Trainer(s) should sign this form after all of OJT Training has been completed. Include all Trainers that have trained on the hours shown on the Checklist.

By affixing our signatures and BCAIB (BN/PX) numbers below, we affirm and attest the above specific areas and hours of Building Plan Review Training have been successfully completed.

Trainee	BCAIB#	____/____/____ Date Completed
Building Plan Review Trainer	BCAIB#	____/____/____ Date Completed
Building Plan Review Trainer	BCAIB#	____/____/____ Date Completed
Building Plan Review Trainer	BCAIB#	____/____/____ Date Completed

BOAF Trainer's Affidavit

This form must be included in the foundation/cross training application package. Every Building and Fire Official overseeing training must sign and have notarized an individual affidavit with their name and the name of the trainee for each trainee under their supervision.

I, _____,
(Printed or Typed Name of Trainer)

certify that I personally and professionally trained

I, _____,
(Printed or Typed Name of Trainee)

to the best of my ability and believe him / her to be competent and knowledgeable in the areas that I have instructed him / her in as indicated on the associated OJT Training Report(s) and OJT Checklist. To the best of my knowledge, the training I provided under the direction of my Building Official meets or exceeds the requirements of the BOAF Cross Training Program as indicated on the associated training forms, checklists and logs in the area of

_____ inspector / plan review
(fill in technical area and circle the appropriate category)

Additionally, I state the training provided to the Trainee supports the BOAF Mission Statement and the training was provided in compliance with the BOAF Code of Ethics as adopted by the Building Officials Association of Florida.

Trainer Signature _____ BCAIB # _____

Printed Name _____ Date ____/____/____

Total hours trained _____

SIGNATURE MUST BE NOTARIZED: Place notary information in this area as required by law:

ON JOB TRAINING (OJT) REPORT

Signature _____

Applicant Name & BN/PX # (Print) _____

Signature _____

Trainer Name & BN/PX # (Print) _____

Date of Inspection	Occupancy Classification (FBC)	Permit # or Address	Inspection/Review - Be Specific Provide description from Checklist, Not Just Codes! Use as many rows as necessary	Time (Nearest 1/4 of an hour)	Trainer Approval (must be signed for each training)

Dates: From ___ / ___ / ___ To ___ / ___ / ___

Sheet Total _____
 Accumulative Total _____ Page ___ of ___