

Master Code Enforcement Professional Certification

1. Successfully complete the AACE/ICC Property Maintenance and Housing Inspector exam (ID 64) and the AACE/ICC Zoning Inspector exam (ID 75).
2. Successfully complete the ICC CBO Legal/Management exam (both the MM-Management Module and the MG-Legal Module).
3. Successfully complete the Residential Building Inspector exam (B1).
4. Successfully complete the following National Incident Management System (NIMS) courses:
 - ICS-100 Introduction to the Incident Command System (ICS)
 - ICS-200 ICS for Single Resource and Initial Action Incidents
 - ICS-300 Intermediate ICS for Expanding Incidents
 - ICS-400 Advanced ICS for Command and General Staff
 - IS-700 An Introduction to the National Incident Management System
 - IS-800 An Introduction to the National Response Framework

Please note that ICS-100, ICS-200, IS-700 and IS-800 are online courses offered by the Federal Emergency Management Agency (FEMA). ICS-300 and ICS-400 are classroom courses offered by FEMA at the Emergency Management Institute (EMI) and by local emergency management agencies. An EMI course catalog is available at: www.training.fema.gov/emcourses. Contact information for state and territorial emergency management agencies is available at: www.training.fema.gov/programs/aps/stolist.aspx.

5. Be an Active Member of AACE in good standing. An Associate Member of AACE is ineligible for MCEP certification.
6. Be currently employed in the field of code enforcement and/or regulation of health or safety and have a minimum seven (7) consecutive or non-consecutive years of active employment in the field of code enforcement and/or regulation of health and safety. Years of service verification may include but not be limited to documentation from current and/or former employer(s), documentation from a public employee retirement system or similar verification.
7. Complete the application that is found in the current AACE Certification Bulletin.
8. To maintain this certification, all **ICC** certification categories must be renewed every three years. Information on **the ICC** renewals can be found in the current Renewal Bulletin and at www.iccsafe.org under the certification drop down menu. **The MCEP certification, through AACE, is not listed on the ICC website.**
9. Master Code Enforcement Professionals may use the initials “MCEP” on business cards following their name.