AMERICAN ASSOCIATION OF CODE ENFORCEMENT

Examination Information Bulletin

AACE/ICC PROPERTY MAINTENANCE AND HOUSING INSPECTOR
AACE/ICC ZONING INSPECTOR
AACE CERTIFIED CODE ENFORCEMENT OFFICER
AACE CERTIFIED CODE ENFORCEMENT ADMINISTRATOR

PUBLISHED April 5, 2017
This edition supersedes all
previous bulletin editions

PLEASE NOTE:

UPCOMING INCREASE IN EXAM ATTEMPTS

Effective July 1st, 2017, the frequency of exam attempts for the National Certification program will increase. Instead of two (2) exam attempts in a 6-month period, candidates will have the opportunity to take an exam six (6) times in a 6 (six) month period if needed to pass.

See pg. 11 for more details

REVIEW SESSIONS SOON RETIRING

Review sessions are no longer available for exams taken on or after **July 1, 2017**.

See pg. 17 & 18 for details

This bulletin answers most questions raised by examination candidates. Please read it carefully. You will find it a useful reference throughout your registration and examination process.

SUMMARY OF BULLETIN CHANGES		
Date of Change	**Section Affected**	**Revision**
August 14, 2012	n/a	Updated website for AACE
January 1, 2013	Computer-based Testing (CBT)	Added information on group scheduling
January 1, 2013	Paper-and-pencil Testing	Revised ADA application information
January 1, 2013	Forms and Applications	Updated exam application
January 1, 2013	n/a	Updated contact info for AACE
January 1, 2014	Test Site Regulations	Added section on exam site comments
January 1, 2014	What can I expect at the test site?	Updated security procedures; additional information about whiteboards; Pearson VUE security video link added
January 1, 2014	Feedback and Appeals	Revised feedback and appeals procedures
July 30, 2014	Feedback and Appeals	Updated appeals procedures and links
September 9, 2014	AACE/ICC Certification Examinations and Application	Updated exam prices
September 11, 2014	n/a	Updated AACE contact telephone number
January 1, 2015	Front cover	Updated logo
August 27, 2015	AACE/ICC Certification Examinations and Application	Updated examinations for 01 and 02
October 26, 2017	AACE/ICC Certification Examinations and Application	Updated exam dates/deadlines, exam sites, and fees
March 29, 2017	Front cover; Administrative Rules & Procedures	Added note in both sections on upcoming increase in exam attempts and retirement of review sessions starting July 2017
March 29, 2017	Feedback and Appeals	Updated email to appeals@iccsafe.org
March 29, 2017	Test Site Regulations	Include note on reference update reflecting any bound reference allowed to bring to testing site
March 29, 2017	AACE/ICC Certification Categories; AACE/ICC Certification Examinations and Application	Removed AACE 61 and 72 certification information; included note on reference update;

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Website: www.iccsafe.org

Information contained in this bulletin is deemed accurate as of the time of printing.
Contents are subject to change at any time.
For the most updated information, visit www.aace1.org.

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Note: Certification and examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on certification and examinations, go to **www.aace1.org**.

Printed in the U.S.A.

HOW DO I . . .

• schedule an exam?	Computer-based testing: visit www.pearsonvue.com/icc or call Pearson VUE at 1-800-275-8301 Paper-and-pencil testing: see pages 31-32 for the application, due six weeks prior to the exam
• renew my certification?	See the forms starting on page 30 for applicable renewal instructions
• request a duplicate wallet card or wall certificate?	Visit www.iccsafe.org/inspector for a request application
• review an exam I failed?	See page 15 for more information on the exam feedback and appeals process
• request special testing accommodations?	Computer-based testing: call Pearson VUE at 1-800-466-0450 and ask for special arrangements Paper-and-pencil testing: call ICC at 1-888-422-7233 ext. 5227 to request an application
• make comments about an exam I took?	See page 15 for more information on the exam feedback and appeals process
• reschedule an exam?	Computer-based testing: call Pearson VUE at 1-800-275-8301 prior to your scheduled exam—see page 25 for deadline Paper-and-pencil testing: visit www.iccsafe.org/inspector for the Fee Schedule for Optional Services form to fax or mail to ICC prior to your exam
• cancel an exam?	Computer-based testing: call Pearson VUE at 1-800-275-8301 prior to your scheduled exam—see page 25 for deadline Paper-and-pencil testing: fax or mail a statement to AACE/Code Council, including a signature, stating you wish to cancel your exam, and are aware of the administrative fee (see page 27 for more information)
• find my exam code (ID)?	See page 29 for the exam outline listings in this bulletin
• know what I can take into the exam?	See page 19 for the Test Site Regulations section
• obtain the books for my exam?	Most references can be purchased at shop.iccsafe.org/; more information is found in the exam outline listings on page 29
• request a reciprocal certification?	See the forms section starting on page 30 for applicable certification requests

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PLEASE NOTE: AACE/ICC National Certification examinations are based on the first printing of the *International Codes*, unless otherwise noted.

Use the checklists and information summaries in this bulletin to familiarize yourself with the testing process. Be sure to completely read this bulletin before scheduling your examination.

You are responsible for following all policies and regulations found in this document. Not reading this bulletin does not release your responsibility for following these procedures.

General Information

The American Association of Code Enforcement

Incorporated as a nonprofit organization in 1988, the American Association of Code Enforcement (AACE) began with representatives from California, Colorado, Louisiana, New Mexico, and Texas. The Association currently serves members and associates throughout the states with new chapters being formed every year. The only association of housing, property maintenance, and zoning officials in the United States, its members are employed by a city, town, parish, county, or state government for the enforcement of housing**,** property maintenance, or zoning ordinances intended to provide minimum standards for the protection of the public's health, safety, and welfare.

The Association was established for studying and advancing the science and practice of code enforcement through education, training, certification, and the exchange of ideas, information, and technology. Membership consists of dedicated professionals sharing the common interest of enhancing the safety of their communities through knowledge and application of recognized housing, property maintenance, zoning, and construction codes and standards.

The International Code Council

The International Code Council (ICC) was established in 1994 as a non-profit organization dedicated to developing a single set of comprehensive and coordinated national model construction codes.

The ICC is a member-focused association dedicated to helping the building safety community and construction industry provide safe, sustainable, and affordable construction through the development of codes and standards used in the design, build, and compliance process.

The AACE/ICC Voluntary Certification Program

The American Association of Code Enforcement Certification Program was established in 1993 to encourage professionalism among code enforcement personnel through a comprehensive test of knowledge of codes, standards, and practices necessary for professional competence. The examinations are now being used both for screening of prospective employees and for merit raises for current employees.

The purpose of the program, as expressed in the Voluntary Certification Rules and Procedures, is to provide:

1. A mechanism for individuals to demonstrate their knowledge of various property maintenance, housing, construction, and zoning codes, standards, and practices, and
2. A mechanism that jurisdictions can use to partially evaluate individuals for knowledge of various property maintenance, housing, construction, and zoning codes, standards, and practices.

The AACE/ICC certification examinations are not designed to rank individuals from a high to a low competence or to determine the best qualified person for a job opening, and they are not designed as intelligence examinations to measure a person's intuitive knowledge and abilities. The examinations are instead designed to determine if an individual's knowledge of codes and legal aspects of codes administration meets or exceeds a prescribed level of competence. Passing a certification examination provides evidence that an individual possesses critical knowledge of relevant information necessary for competent practice of the profession.

The AACE/ICC examinations are continually edited and updated to reflect current codes and standards of practice. The key element in the examination validation process is the review of the examina-

tion questions by committees of practicing code enforcement personnel who are experts in each examination category.

AACE and the ICC signed an agreement in July 2011 that combined the AACE and ICC versions of the Property Maintenance and Zoning exams into a single exam for each category. Beginning in January 2012, both AACE and ICC candidates will take exams under the same titles.

Voluntary Certification Program Rules and Procedures

The AACE/ICC Voluntary Certification Program is governed by rules and standards which establish procedures for the application process and fees, examination process and scheduling, and appeal of examinations. A copy of the Voluntary Certification Program Rules and Procedures is available on request from AACE.

Examination Prerequisites

The examination is designed to measure practical knowledge required for competent professional practice. Most successful candidates have significant code enforcement experience. There are no specific education or experience prerequisites to registering for the examinations; however, candidates without related education or experience should not expect to be successful on the examinations.

Recognition of AACE/ICC Certification

The AACE/ICC Certification Program is based on voluntary participation. It is a highly esteemed professional credential. However, it carries no guarantee that these certificates will be accepted or recognized by a governmental jurisdiction or for any employment purposes. Contact your local jurisdiction for information on local requirements.

The ICC confers all certificates to both ICC and AACE candidates. Once individuals are certified, they may use their certification on business cards, advertisements, etc. Such notice should, however, include both the certification name and number in the following format: “Property Maintenance and Housing Inspector No.12345.”

AACE and ICC protect the confidentiality of certification records and restrict access to these records solely to the candidate. Whether or not any individual is certified is a matter of public record once the candidate has been notified.

Change of Address

It is important that written notification of any change of an address is received by AACE and ICC from the candidate so that the most current information will be included in the roster of certified individuals. In addition, a current address on file is necessary to ensure that renewal information is accurately delivered. Send address changes to AACE/ICC Certification Services, 900 Montclair Road, Birmingham, AL 35213, or by fax at (205) 599-9897.

Examination Services

All examination and certification related services are provided for AACE by the ICC. These services include exam registration, exam administration, printing of certificates and wallet cards, etc. A separate company, Pearson VUE, provides computer-based testing (CBT) exam administration services for the AACE/ICC exams.

Examination Administration

Two different methods are used to administer the AACE/ICC certification examinations. You have the option of using the traditional paper/pencil method or the computer-based testing (CBT) method. The examination questions and content are the same regardless of the method by which you choose to take your examination.

The time required for taking the exams is the same for both methods. However, the registration procedures, policies for retaking an exam, and time required for scoring are different for each method of examination administration. Please review carefully the information in this Bulletin on the method of examination administration you choose.

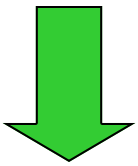
The benefits of the CBT method are the short registration time required before the examination, frequent administration dates, and the immediate scoring upon completion of the examination. Fees for CBT exams are the same as those for paper/pencil exams. Pearson VUE, the CBT exam administration agency, issues an official score report letter immediately upon completion of the examination at the test center. Paper/pencil score reporting can take up to four weeks. The certificate and wallet card are mailed by the Code Council to successful AACE candidates before the end of the month following the examination.

Steps to Achieving AACE/ICC Certification

Read and understand the bulletin, which contains all of the information you'll need throughout the pre– and post-exam process

Determine which exam you want to take, and through which method (paper-and-pencil or computer-based testing)

Follow the registration requirements beginning on page 23 for the method by which you choose to test



Obtain the approved references for the exam, and study these references well in advance of the exam

Pass the exam. You will receive a wall certificate and wallet card 4-6 weeks after the end of the month in which you passed the exam. Code Enforcement Officer and Code Enforcement Administrator require the completion of multiple exams; after passing the required exams, an application and fee must be submitted for the certificate.

AACE certification may have additional requirements that include, but are not limited to, passing multiple examinations and submitting additional documentation when required. Please be sure to thoroughly read the detailed information on those examinations you elect to take. For the most up-to-date requirements and detailed information on AACE certification examinations, go to www.aace1.org.

AACE/ICC Certification Categories

The following categories of certificate are available from AACE/ICC:

Property Maintenance and Housing Inspector (Exam ID 64)

Zoning Inspector (Exam ID 75)

AACE Code Enforcement Officer

1. Successfully complete the Property Maintenance and Housing Inspector exam (ID 64).

2. Successfully complete the Zoning Inspector exam (ID 75).

3. Complete the application found in the back of this bulletin. Submit the application and fee to AACE.

4. To maintain this certification, both the Property Maintenance and Housing Inspector and the Zoning Inspector examination categories must be renewed every three years (see the back of this bulletin for renewal information).

5. Certified Code Enforcement Officers may use the initials "CCEO" on business cards following their name.

AACE Code Enforcement Administrator

1. Successfully complete ***either*** the Property Maintenance and Housing Inspector exam (ID 64) ***or*** the Zoning Inspector exam (ID 75).

2. Successfully complete the ICC Legal and Management modules (MG and MM).

   A. Obtain information about this exam on the certification website at www.iccsafe.org/inspector, or see page 29 of this bulletin.

   B. Register for and pass the Legal and Management examinations.

3. Complete the application found in the back of this bulletin. Submit the application and fee to AACE.

4. To maintain this certification, both certification categories must be renewed every three years. Information on renewals can be found in the back of this bulletin and at www.iccsafe.org/renewal.

5. Certified Code Enforcement Administrators may use the initials "CCEA" on business cards following their name.

Administrative Rules and Procedures

How often can I take an exam?

During any six (6) month period and for any one certification category, you may take the exam a total of two (2) times. You will be responsible for payment of the exam fee for every exam you take. For example, a candidate takes the Residential Building Inspector exam on January 1 and fails, then re-tests on March 1 and fails. The candidate cannot retake this exam until six months from January 1 (July 1).

Taking the examination in one category has no effect on testing for the six-month period for another category. For example, if you take the Zoning Inspector examination and fail it, you would be allowed to take the Property Maintenance & Housing Inspector examination without regard to the six-month period for your Zoning Inspector examination.

Upcoming Increase in Exam Attempts

Effective July 1st, 2017, the frequency of exam attempts for the National Certification program will increase. Instead of two (2) exam attempts in a 6-month period, candidates will have the opportunity to take an exam six (6) times in a 6 (six) month period if needed to pass.

The Certification Committee (CC) of the ICC Professional Development Council (PDC) approved this change in a December 2016 meeting, to allow candidates greater access to testing.

How is my exam scored?

What is a passing score? A passing score is the score set by the ICC and/or/with the Exam Development Committee (EDC) as the minimum score needed to pass the exam. This score is technically called a scale score and is often set at 70 or 75.

How is a passing score set? A passing score is set as part of the process at the Exam Development Committee. This part of the process involves setting item-level cut-scores, using the expert judgment of the Subject Matter Experts (SMEs) who are at the EDC. These experts determine what the minimum is that the candidate needs to know in order to obtain the certificate, and a passing score.

What is a scale score? A scaled score transforms a raw test score (the number of test questions answered correctly) into other measurement units, called a scale score. However, please know that a scale score is not the number of questions answered correctly, nor the percentage of questions answered correctly.

Is the current test more or less difficult than prior tests, or future tests? There are multiple forms of the ICC examinations. While these forms were developed from the same set of content specifications, the levels of difficulty of the forms will vary because different exam questions appear on different forms. Some of these questions by their nature (and designated in the cut-score) are more difficult than others, even though they pertain to the same section of the exam. It would be unfair to require a candidate taking a collection (form) of somewhat more difficult questions to answer as many questions correctly as a candidate who took an easier form. So, we use a statistical procedure known as scaling to correct for differences in test form difficulty.

Think of it this way. Let's say an elementary school hired the ICC to create an exam to test for knowledge of aspects of mathematics. Further, let's say the exam was called "Addition and Subtraction," and the Exam Information Bulletin states it is a 100-item exam.

Look at the first ten questions of two different exam forms, both of which measure the concept of "Addition and Subtraction":

Question	Exam Form 1	Question	Exam Form 2
1.	2 + 4 =	1.	6 + 9 =
2.	6 + 4 =	2.	16 + 26 =
3.	7 – 3 =	3.	18 – 16 =
4.	18 + 15 =	4.	23 + 99 =
5.	16 – 4 =	5.	86 – 44 =
6.	8 + 8 =	6.	5 + 1 =
7.	4 + 9 =	7.	29 + 88 =
8.	20 – 17 =	8.	74 – 67 =
9.	4 + 15 =	9.	48 + 96 =
10.	7 – 4 =	10.	55 + 38 =

As you can see, the questions on Form 2 are a bit harder than the questions on Form 1. If these were both 100-item exam forms with such a continuing mix of items, it would be unfair to require the students who were administered Exam Form 2 to answer the same number of questions correctly in order to pass.

Why scale the scores? If we simply reported the total number of questions answered correctly (the raw score), there would be a different passing score for each form of the test (because of those differences in difficulty). This would be confusing to candidates. So, we convert these raw scores to a constant scale such that, say, the designated 70 or 75 continues as the minimum score required to pass regardless of the form administered, knowing the number of correct answers needed to pass varies from form to form and from year to year.

What is reported? Scaled scores of (typically) 70 or 75 or above are reported as PASS. The ICC does not report the numeric score; the score report simply indicates a passing score by saying PASS. Those who fail the exam are provided the numeric scaled score.

Can my exam score be cancelled?

The Code Council reserves the right to revoke or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Failing to abide by the rules presented or directions from the proctor(s)

- Attempting to, or removing examination materials or questions from the testing center.

In cases of examination irregularities which are suspected at testing centers, the scores of the individual(s) involved will not be released unless approved by the Code Council. Additional sanctions may be authorized by the Board, which may include restrictions on retesting for up to three (3) years.

Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials or mistiming. These situations will be investigated; when such occurrences result in cancellation of an examinee's scores, the Code Council will arrange for a makeup examination for the examinees concerned.

Does AACE require a candidate to have a certain level of experience or education before taking an examination?

No. Most AACE/ICC examinations are open to all individuals with no prerequisite for experience or education. AACE/ICC certification should be used as one of several measures of an individual's qualifications when screening applicants for a position. Inspectors should possess the right mix of technical knowledge, education, and related experience. Because proper weighting of the relative importance of these three qualifications is a subjective decision, determining the emphasis of AACE/ICC certification is most appropriately performed at the local level by the building official. For this reason, AACE does not specify education or experience requirements for certification applicants.

What is the best way to prepare for an examination?

The best way to prepare for an examination is through the study of codes and standards. Online seminars, self-study workbooks, code commentaries, and textbooks may be helpful. Practice examinations for many categories are available for a fee from the Code Council at www.icccampus.org. These may be useful to those candidates who need to refresh their skills in taking exams. It is important to realize, though, that the difficulty level of the practice exams may not represent that of the actual Certification exam.

How often can I test?

There is no mandatory waiting period before retaking a failed exam. However, it is strongly recommended that you allow time to study the approved references before registering to test a second time.

When will I receive my results?

Electronic exams:

Results for examinations taken electronically are available immediately after completion of the examination.

Candidates will automatically receive an AACE/ICC wall certificate and wallet card within seven to nine weeks after they pass the examination. Some categories have additional requirements prior to receiving the full certification.

Paper-and-pencil exams:

Results for examinations taken by paper-and-pencil are mailed within three to four weeks of the exam date.

I didn't receive my pass letter or wallet card. Can I have another mailed to me?

Yes, but the item must be requested within 90 days from the date of the passed examination to have another mailed without a fee. If a resend of a pass letter or wallet card is requested after 90 days from the exam, a fee will be charged. For fees and other optional services, go to www.iccsafe.org/inspector.

What type of question format will be included in the examination?

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used in exam development, questions do not follow patterns (e.g., "the most common answer is 'B'").

Should I guess if I don't know the answer to a question?

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

When are exams updated to the latest code?

Examinations are updated to the latest edition of the *International Codes*® effective January 1 of the year following the date of publication to allow time for candidates to become familiar with the new code provisions.

Who can see my candidate records?

All certification examination candidates have certain rights in relation to their educational records. To view the complete ICC Certification Records Policy, visit the ICC website at www.iccsafe.org/inspector.

Feedback and Appeals Process

ICC has developed a three-step process for test-takers to comment on or challenge the results of their exam. These are:

1) ICC Certification & Testing staff review,
2) appeal to Exam Development Committee, and
3) appeal to the Certification Committee (CC).

The form for providing feedback and starting the appeals process is available on the ICC website at www.iccsafe.org/form.

If you re-take a failed exam on which you have submitted an appeal, you will forfeit your appeal opportunity for that exam.

Step 1: ICC Certification & Testing Staff Review

Why:	To have ICC Certification & Testing staff review comments or challenges on specific exams or exam items
How:	You must submit a Comment / Challenge form to ICC with your signature (form available at www.iccsafe.org/form or upon request after your exam at a Pearson VUE test site). This form must contain a separate and complete statement of each item upon which your comments are based, and must be submitted to the following address: International Code Council Candidate Services Coordinator 900 Montclair Road Birmingham, AL 35213 205-599-9897 Fax
Fee:	$100 (includes all additional steps of appeals process)
Deadline:	You must submit the above form to ICC within 30 days of receiving your exam results
Response:	You will be mailed a response from ICC staff within 15 business days from receipt of the form by ICC; a request for staff review is based solely upon the most recent examination taken.

Step 1 must be completed prior to Step 2.

Step 2: Appeal to Exam Development Committee (EDC)

Why: To appeal the results of the ICC Certification & Testing staff review to the EDC; you can read more about the EDC and their function at http://www.iccsafe.org/certificationPages/EDC.aspx

How: You must submit your request in writing to ICC, at the following address:

International Code Council
Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213

Fee: No additional fee. Included in initial appeals fee

Deadline: You must submit your written request within 30 days of the date of the ICC staff denial letter

Response: A response will be provided to you in writing after the next available EDC meeting, which can take as long as 120 days; an appeal to EDC is based solely upon the most recent examination taken

Step 2 must be completed prior to Step 3.

Step 3: Appeal to the Certification Committee (CC)

The Certification Committee serves as the oversight advisory board to the exam development committees; you can read more about the CC and their function at www.iccsafe.org/inspector.

Why: To provide you a final level of appeal

How: You must submit your request in writing to ICC, at the following address:

International Code Council
Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213

The hearing will be held from 60 days to 6 months from your request, dependent on availability of CC members; you will receive a minimum 30 days written notice as to date, time, and place of hearing, and you can participate in person, at your expense, or at no charge via teleconference; you will have an opportunity to present documentary or oral evidence, or to provide witnesses in support of the appeal, by participating in the CC hearing

Fee: No additional fee. Included in initial appeals fee

Deadline: You must submit your written request within 30 days of the EDC challenge denial letter date

Response: You will be mailed results of the hearing within 15 days of the date of the hearing

Important: **The CC is the final level of appeals**

Optional Services

Optional: Review Session for Computer-based Exams

Why:	To review missed test questions; you must be within **ten (10)** points of passing score. This is not an opportunity to change answers, ask questions, or see the correct answers, but only to review those items scored as incorrect, along with the answers you marked, for use in completing a formal challenge if you wish. A review session is based solely upon the most recent examination taken.
How:	You must contact Pearson VUE to set up a time for your review, and submit payment to Pearson VUE at time of registration
Fee:	$100.00 (without a challenge) No Charge if a challenge is issued after the review session **NOTE**: you do not need to complete a review session to challenge your exam.
When:	You must schedule your review session within 30 days from your exam
Response:	You will not receive a response based solely on the review session; instead, you will be provided a response to any items on which you submit comments during your review session

Note: Reviews are completed at a Pearson VUE test site. If you are eligible for a review session and wish to schedule one, call Pearson VUE at 1-800-275-8301.

Review sessions are limited to one half of the original examination time. For a two-part examination, reviews are limited to one half of the original time for the portion of the examination which was failed. Candidates may bring in any of the texts listed in the Examination Information Bulletin as required references for the examination review.

UPDATE: REVIEW SESSIONS SOON RETIRING

Review sessions are no longer available for exams taken on or after July 1, 2017.

For exams taken June 1, 2017, and prior (UST, National Certification, and state certification programs), playback is available through June 30, 2017.

Optional: Hand Score

Why:	To verify the accuracy of the candidate's reported score; please be aware that ICC and Pearson VUE follow very careful scoring procedures to ensure accuracy prior to issuance of score reports
How:	You must complete the Hand Score Request form (at www.iccsafe.org/inspector) and submit this form with original signature and copy of your score report to ICC
Fee:	$25.00
Deadline:	You must request a hand score within 90 days from your exam
Response:	You will be mailed the results of the hand score within 15 days from receipt of your

Review Sessions for Paper-and-Pencil Exams

Reviews are completed at a paper-and-pencil testing location via paper-and-pencil. Due to the limited number of paper-and-pencil test sites around the country, it may take several months to secure a site for your review session. Review sessions are generally scheduled for the four annual National Certification examination dates and sites. The available testing sites and dates are located on the paperpencil exam application found at www.iccsafe.org/inspector.

UPDATE: REVIEW SESSIONS SOON RETIRING

Review sessions are no longer available for exams taken on or after July 1, 2017

For exams taken June 1, 2017, and prior (UST, National Certification, and state certification programs), playback is available through June 30, 2017.

Review sessions are limited to one half of the original examination time. For a two-part examination, reviews are limited to one half of the original time for the portion of the examination which was failed. Candidates may bring in any of the texts listed in the Examination Information Bulletin as required references for the examination.

Candidates must submit this form with applicable fee and a copy of the score report received. An original signature on this form is required.

Test Site Regulations

The rules and procedures below are strictly enforced at all Code Council examinations. Following these rules guarantees the security of examination materials, provides reliable test results, and increases the public's trust of certified professionals.

What should I bring to the tests?

For electronic examinations, examinees must provide their testing confirmation number (that was provided by the Pearson VUE representative at the time of exam registration) at the testing site on the exam day in order to be admitted to take the exam.

For paper-and-pencil or electronic examinations, examinees must possess and present a valid (unexpired) photo ID with signature, issued by a governmental agency, e.g., a driver's license, passport, etc.

For electronic examinations, **the name on the exam reservation must match the name on the ID provided. If it does not, you will not be allowed to test, and will forfeit your exam fee. Neither ICC nor Pearson VUE can make an exception to this policy.** If you are unable to present identification as required by the ICC and Pearson VUE, or have questions about what will be allowed, you must call Pearson VUE prior to your scheduled exam to make other arrangements.

Examinees may bring the following items to the examination:

1. Three No. 2 pencils (sharpened) [PAPER-AND-PENCIL TESTING ONLY]
2. Reference(s) as listed in this Examination Information Bulletin for the applicable exam—**no other reference material will be allowed into the testing center**:
   - Bound (original bound book, three-ring binder, or stapled) **Photocopies of copyrighted materials are not allowed**
   - Notes written in ink or highlighted in the code sections
   - Permanently attached tabs (tabs that can't be removed without destroying the page)
   - Pencil notes in your references that are highlighted prior to arrival at the test center
3. Eraser [PAPER-AND-PENCIL TESTING ONLY]
4. Magnifying glass
5. Eyeglasses, if necessary
6. Architects' scale or rule
7. Watch **without** alarm/camera [PAPER-AND-PENCIL TESTING ONLY]
8. Battery-operated calculator:
   - Nonprogrammable
   - Not capable of storing examination information
   - No ribbon or paper printing capabilities
9. Foreign language/English translation dictionaries, if needed

What should I leave at home?

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, colored pencils, highlighters, writing paper, or briefcases
1. Personal items such as purses, wallets, or watches—lockers are available at Pearson VUE for small items, but will not accommodate laptops, briefcases, or large purses or bags
1. Calculators with print capability and/or that store formulas
2. Copying, recording, or photo devices
3. Cell phones, beepers, radios, MP3 players, and/or PDAs

UPDATE: Reference Rules

Effective **May 1, 2016**, any copyrighted, bound book may be used at a test site. Exam questions will only come from the listed approved references, and exam appeals may only be based on the listed approved references.

Rules regarding notes and tabs will still be in effect.

What are proctors and what do they do?

The proctors are responsible for administering the examination and ensuring security of the exam materials at the test site. Proctors are well-trained and will treat candidates with respect, and in turn, will expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at *any* time may be considered a criminal offense and punishable by law. Proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate's test and require the individual to leave the building if the candidate:

- Gives or receives help during the examination;
- Attempts to remove exam materials or notes from the room;
- Creates a disturbance;
- Copies or attempts to copy examination questions or answers; or
- Is found to have prohibited materials (cell phone, recorder, etc.) during the exam.

If a candidate is dismissed from an examination for an infraction of the policies presented in this booklet, the candidate will not be entitled to a refund, may jeopardize his or her right to take a Code Council examination in the future, and may face possible prosecution.

What does the Code Council expect of me?

Examinees are responsible for arriving at the exam site on the proper date, at the proper time, and with proper identification. You should determine in advance the exact location of the test site, how to get there, and how much time it will take you to get to the site. Examinations will be given only on the date and time scheduled.

Examinees are responsible for arriving at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the individual examination outlines found in this bulletin. References for examinations are not supplied by the Code Council or the testing center.

Examinees must know, understand, and adhere to all of the regulations governing Code Council examinations as listed in this bulletin.

Examinees should arrive at the exam site at least 30 minutes before the examination is scheduled to begin. Remember, it is your responsibility to already be familiar with the regulations governing Code Council examinations.

What can I expect at the test site?

Watch this short video What to expect in a Pearson VUE test center

Before the Exam

The examination proctor will check your identification, have you sign in, and may assign you a seat. The examination proctor will explain the procedures for taking the examination; answer questions related to taking the exam and provide notification to begin the examination.

Metal detectors may be randomly used to search examinees entering and/or leaving the exam room. You will be asked to empty all of your pockets and place personal items in a locker. Proctors may inspect all materials an examinee carries into and from the exam room. If your reference materials do not meet test site regulations (relating to tabs, pencil notes, etc.), **you will not be allowed to take these references into the exam room**. You will still be allowed to test, but without these materials.

The Code Council randomly videotapes examination sessions.

You are not allowed to write or mark in or on your reference books during the examination. The proctor will give you a whiteboard and markers for use during the exam.

During the Exam

While the examination is being administered, you are not allowed to leave the building and return to the exam room. If you wish to leave the exam room for any reason, you must receive permission from the proctor and turn in all of your examination materials and references to the proctor. Only one examinee at a time is allowed outside the exam room, and you are not allowed additional test time for time spent outside the exam room. The exam countdown clock **will not stop** during any absence from your seat.

You are not allowed to communicate, verbally or nonverbally, with other candidates during the examination, and you may not share references.

It is **highly recommended** that if you are taking a computer-based exam, especially for the first time, you complete the tutorial available to you at the beginning of your exam. The time spent on the tutorial does not count against your exam time. You will receive important information about how to keep track of your time remaining, how to mark items for review, where to find the number of the question you are on, and more.

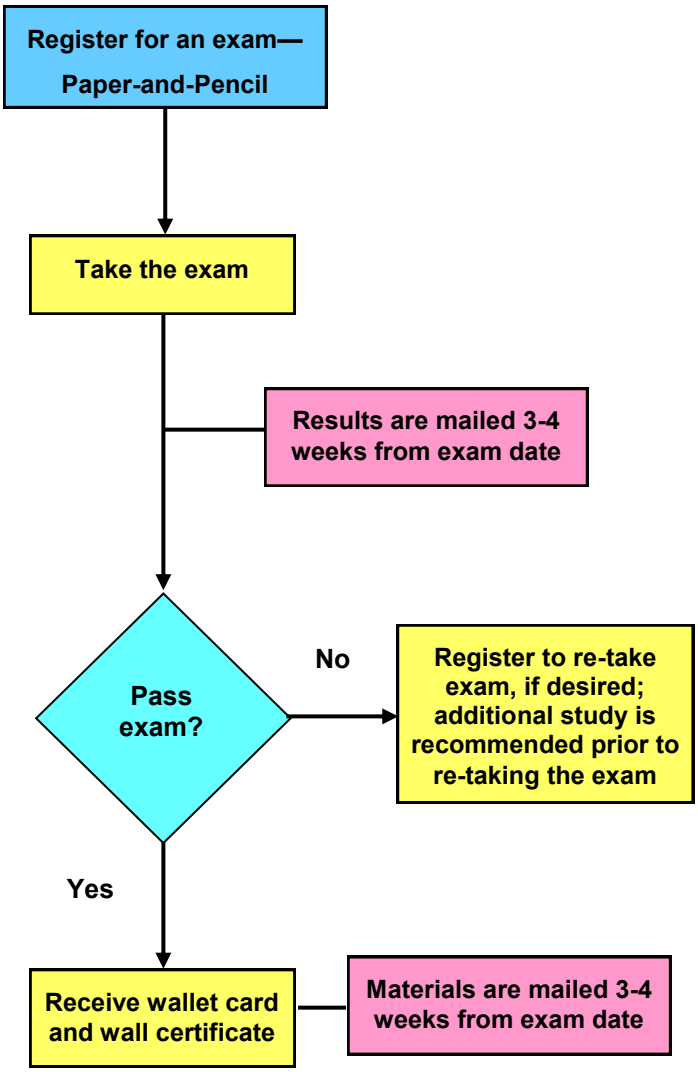
For electronically administered examinations, there is an optional clock on the computer that counts down to display the time remaining. (Information on turning on the clock is available in the tutorial prior to the exam.) When the time limit is up for the examination, the computer will end the test.

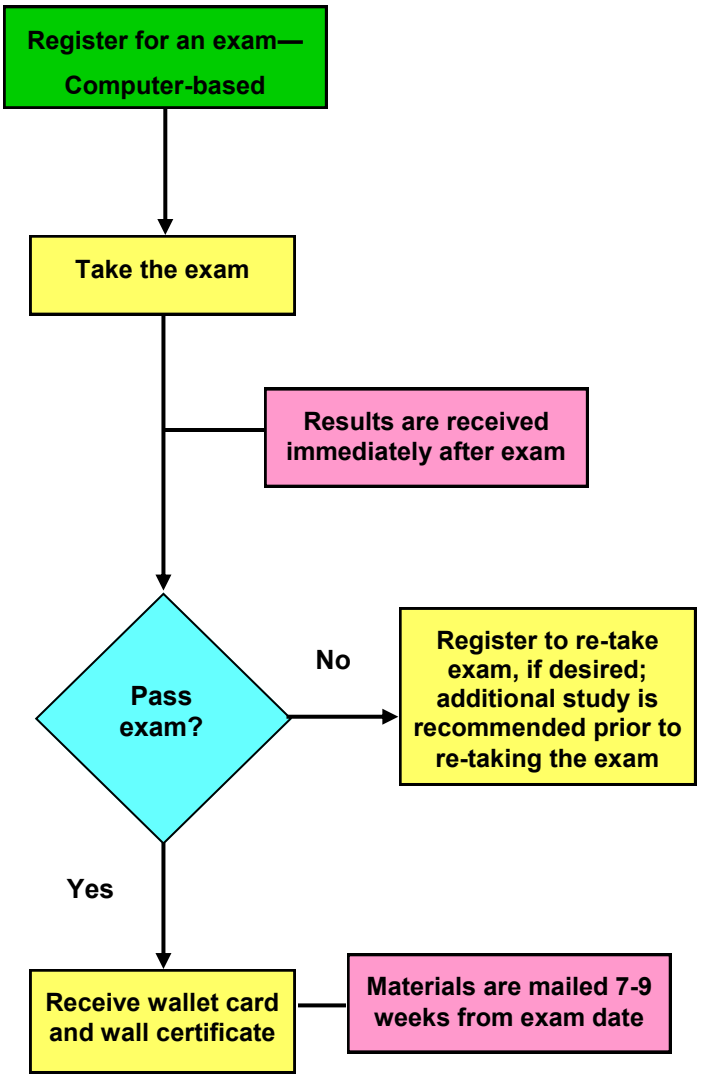
After the Exam

If you pass your examination, you cannot retake the examination you passed except as necessary for recertification. If you do not pass your examination and wish to comment on your experience, please see the section of this bulletin titled “Feedback and Appeals Process.”

Certification Examination Timeline

The timeline below will give you a general idea of how long it will take to achieve certification. Please remember that your experience may be shorter or longer than that below, dependent on individual circumstances.





Computer-based Testing

How do I register for a Computer-based exam?

Computer-based certification examinations are administered for the Code Council by Pearson VUE (formerly Promissor), a professional test administration company. **To register to take a Code Council computer-based certification exam, visit Pearson VUE's website at www.pearsonvue.com/icc or call Pearson VUE at 1-800-275-8301. You must provide the EXAM ID and EXAM TITLE, whether registering online or by telephone.**

Online reservations are available 24 hours a day, 7 days a week. The Code Council encourages candidates to register online, for your convenience. You must provide an e-mail address to schedule an exam online, and Pearson VUE will e-mail you a confirmation letter containing the date and time of your exam, along with test day instructions. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

Pearson VUE's customer care reservations and customer service lines are open Monday through Friday from 8:00 a.m. to 11:00 p.m. (Eastern Time), Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 10:00 a.m. to 4:00 p.m. When you call to make your examination reservation, a representative will help you select the optimal test date and location for your schedule, provide instructions and directions, and give your examination reporting time. Walk-in testing is not available.

You may make an exam reservation up to one business day prior to your desired exam date, depending on space availability at the test center.

You must have the following information available at the time you are registering for a Code Council computer-based certification examination:

1. Exam ID and title. Exam IDs and titles can be found in this bulletin
2. Your full name, address, and home and work telephone number
3. Selected examination date and location of the area you desire to take the exam
4. Your score report, if you are retaking the examination (only for those candidates who originally tested through Pearson VUE
5. Your credit card or payment information

Please make sure that the name you use to register for your exam exactly matches your chosen form of identification, i.e., your driver's license, if that is the identification you will use when you take the exam. You will not be allowed to take the exam if your exam registration and identification do not match.

What if I need to register more than one person?

If you need to schedule four or more individuals for exams, you can do so through group scheduling at Pearson VUE. Call Pearson VUE at 1-800-275-8301, and tell the call center representative at the beginning of the call how many candidates that need to be scheduled for exams. You must have the following when you call: candidate demographics (name, address, and home and work telephone numbers), exam ID and titles of the exams for which you're registering, and payment information. You may also email this information to **pvgroupreservations@pearson.com**.

Where are the test sites?

To locate test sites in your area, visit the Pearson VUE website at **www.pearsonvue.com/icc** for an updated listing of sites. Be aware that test sites are subject to change.

How do I pay for my exam?

Examination fees must be paid by credit card, debit card (issued through VISA or MasterCard) or electronic check at the time a reservation is made, NOT at the test center. Candidates who do not have or do not wish to use a credit card, debit card, or personal checking account may choose to prepay their examination fees using a voucher. Vouchers can be purchased online at www.pearsonvue.com/vouchers/pricelist/icccert.asp by credit card, either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate "voucher" as the payment method and provide the voucher number. **All vouchers are pre-paid, non-refundable, and non-returnable.** Vouchers expire twelve (12) months from the date they are issued, and voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

Do I need to be a computer whiz?

Examinations are administered on a personal computer (PC). Candidates are not required to have any computer knowledge to take the examination on the PC. Before you begin your test, you may take up to 15 minutes to practice with the sample questions. Timing of the examination does not begin until you look at the first question of the actual examination. You will be allowed to change your answers, mark answers for review, go back to skipped questions and, time permitting, review your test.

When are exams available?

Code Council certification examinations are administered nationally, Tuesday through Saturday (exceptions noted below). Testing sessions are generally held at 8:00 a.m. and 1:00 p.m. Some test centers are open daily, while others are open on specific days of the week. In some locations, exams are administered on a monthly basis. Pearson VUE offices are closed in observance of the following holidays:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving (including Friday following holiday)
Veterans Day
Christmas eve and Christmas Day

What if the weather's bad?

Test administrations will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be canceled. Call Pearson VUE at 1-800-274-2615 to check weather or other emergency delays.

How to I cancel or reschedule my exam?

To change or cancel your reservation without monetary penalty, you must notify Pearson VUE two business days before the time and date of your scheduled examination. When this is done, the fee from your first appointment will be applied to your new test date. If you call Pearson VUE less than two business days before your scheduled examination, you will be charged the full examination fee. The fee from your first appointment will be owed in addition to the fee for the new test date.

What if I can't make it to my exam?

There are no refunds for examinations not taken. All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE within 14 days of the original examination date. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence. If, on the day you are scheduled to test, you are unable to attend the examination for which you were scheduled, you may be excused without monetary penalty for the following reasons:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

Written verification and supporting documentation for excused absences must be submitted to the Pearson VUE Program Coordinator via fax or mail within fourteen (14) days of the original examination date.

Pearson VUE
c/o Candidate Services
P.O. Box 8588
Philadelphia, PA 19101
Fax: 888-204-6291

If you are absent from an examination that you were scheduled to attend, and you did not reschedule or cancel according to the policy, you will owe Pearson VUE the full examination fee for that missed examination.

When do I get my test results?

After completing the test, candidates will raise their hands and the assessment center manager will retrieve the unit for immediate scoring. Failing candidates will be provided with diagnostic information on their performance on major content areas of each examination taken. This information is not used to determine whether a candidate passes or fails; it is for self-evaluation only. Candidates who pass will be notified with the word "PASS." Refer to Examination Scoring on page 11.

What if I have problems at the examination site?

Code Council testing procedures are designed to minimize negative conditions at the examination site such as bad lighting, excessive noise, or uncomfortable temperature conditions. In unlikely cases

where such conditions may occur, the required passing score will not be changed. Should you feel your exam experience or conditions at the test site to be unfavorable, notify the proctor. If you would like to file a complaint, you must ensure that an Incident Report (IR) is created by the test personnel, and then follow up using the appeals process. In order for the Code Council to investigate and respond to your complaint, an IR must be filed before you leave the test site. Once the investigation is completed, you will receive a letter of determination from the Code Council.

General comments regarding the exam experience are encouraged. Please forward your comments to **appeals@iccsafe.org.**

Please note all comments will be read; however, you will not receive a written response.

What if I have special needs?

Pearson VUE certifies that it shall comply with the provisions of the Americans with Disabilities Act (ADA). If you need special arrangements for testing, please call 1-800-466-0450 to request special testing services. This telephone number is available for reservations Monday through Friday, 7:00 a.m. to 6:00 p.m. CST.

All examination sites have access for candidates with disabilities. For complete information on Pearson VUE ADA accommodations, visit www.pearsonvue.com/accommodations. Select the test program (International Code Council) for complete instructions, including the Guidelines for Candidates and required documentation.

Pearson VUE will provide auxiliary aids and services, except where it may fundamentally alter the examination or results. It is recommended that you submit a written request for special test arrangements and services approximately two to three weeks in advance of your desired test date. In addition, candidates should indicate when registering for re-examination that special arrangements were made or services used for the prior test administration, and that these services will be needed again for the upcoming test date. Supporting documentation can be faxed to 610-617-9397.

Pearson VUE is equipped with TDD (Telecommunications Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available during standard business hours through a special Pearson VUE toll-free number, 1-800-274-2617. This phone number is for express use by candidates with compatible TDD equipment.

Pearson VUE will determine the time and place of specially arranged examinations and confirm these arrangements with the candidate directly. In some cases, there may be an additional fee for special arrangements.

In the event that an examination is offered only on Saturdays, candidates who cannot take the examination for religious reasons may request a non-Saturday test administration. Such a request must be put in writing on official stationery by your religious advisor and sent via fax machine, or mailed to Pearson VUE. Non-Saturday testing for this circumstance is done only on a prearranged basis.

Paper-and-Pencil Testing

How do I register for a paper-and-pencil exam?

A registration application is required to be completed and forwarded to the Code Council with pre-payment. The application can be found on our website at www.iccsafe.org/inspector. Alternately, candidates can register online at www.iccsafe.org/exams.

Approximately 2 weeks prior to the examination date, the Code Council will send a confirmation letter stating the examination(s) for which the candidate is registered, examination date, reporting time(s), and examination center address. **It is your responsibility to check this confirmation letter to ensure the exam listed is the one you wish to take.**

What if I need to cancel or transfer my exam?

A candidate will be refunded 80 percent of the written examination registration fee when cancellation is made at least 14 days prior to the scheduled examination date. If cancellation is made less than 14 days before the scheduled examination date, 50 percent of the registration fee is refunded.

Cancellations must be in writing (via fax or U.S. mail) with the candidate's signature. The exam date, type, and location must be listed on the cancellation request.

Candidates also have a one-time-only option to transfer their paid registration to the next scheduled examination administration date with a $50 administrative fee. Transfers must be requested in writing and received at the Code Council no later than the day prior to your scheduled exam date.

If a candidate does not appear on his or her scheduled examination date, no refund is made, and the option to transfer registration to the next scheduled examination administration will require written request within 7 days of the examination date. The following reasons will be accepted:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

What if I have special needs?

The Code Council complies with all provisions of the Americans with Disabilities Act (ADA). If you have a disability that prohibits you from taking the examination under standard conditions, you may request special arrangements by contacting the Candidate Services Coordinator at **appeals@iccsafe.org** or at 888-422-7233, ext. 5227. Your request, or a copy of your request if already submitted and approved, **must accompany** your registration form. You must submit an accommodations request for each test administration, regardless of past approval status.

Completed accommodations forms must be submitted and approved by the registration deadline for the exam you wish to take.

What can I expect at the exam?

Each candidate will be given a packet containing an examination booklet, plans (if appropriate), an answer sheet, and a sheet for calculations. You will not need additional scratch paper. All of this material must be enclosed in the return envelope along with the original envelope and confirmed by the proctor.

Any comments pertinent to the examination or site should be recorded by you on a comment sheet available from the proctor, and mailed to ICC. Under no circumstances are examination materials to be taken from the room.

When do I get my exam results?

All examinees are notified by mail of their examination results from three to four weeks after the examination date. Candidate results are not available by telephone. Information is also posted on the internet at www.iccsafe.org/inspector in approximately the same time frame as the mailing of results.

AACE/ICC Certification Examinations

UPDATE: Reference Rules

Effective **May 1, 2016**, any copyrighted, bound book may be used at a test site. Exam questions will only come from the listed approved references, and exam appeals may only be based on the listed approved references.

Rules regarding notes and tabs will still be in effect.

75 Zoning Inspector

50 multiple-choice questions
Exam fee: $199 (P&P); $199 (CBT)
Open book—2-hour time limit

Content Area	% of Total	References
Legal Aspects of Zoning Inspection	28%	2012 *International Zoning Code®*
Administrative Aspects of Zoning Inspection	14%	2002 *Legal Aspects of Code Administration*
Plan Zoning	16%	
Development Regulations	22%	
Sign Regulations	20%	
Total	**100%**	

PLEASE NOTE: References can be found at the ICC Store. Go to shop.iccsafe.org to verify pricing information.

64 Property Maintenance and Housing Inspector

50 multiple-choice questions
Exam fee: $199 (P&P); $199 (CBT)
Open book—2-hour time limit

Content Area	% of Total	References
Administration and Legal	22%	2012 *International Residential Code®*
Light, Ventilation, and Occupancy	14%	2012 *International Property Maintenance Code®*
Fire and Life Safety	14%	2002 *Legal Aspects of Code Administration*
Mechanical	6%	
Plumbing	10%	
Electrical	8%	
Property Conditions	26%	
Total	**100%**	

PLEASE NOTE: References can be found at the ICC Store. Go to shop.iccsafe.org to verify pricing information.

MM Management Module

75 multiple-choice questions
Exam fee: $130
Open book—2-hour time limit

Content Area	% of Total	References
Customer Service and Communication	30%	2015 *International Building Code®*
Financial Management	22%	2015 *International Fire Code®*
Personnel Management	30%	2012 *Building Department Administration*
Records Management	18%	*A Budgeting Guide for Local Government*, 3rd ed.
		Human Resources Management for Public and Nonprofit Organizations: A Strategic Approach, 4th ed.
		Inspector Skills
Total	**100%**	

PLEASE NOTE: References can be found at the ICC Store. Go to shop.iccsafe.org to verify pricing information.

MG Legal Module

75 multiple-choice questions
Exam fee: $130
Open book—2-hour time limit

Content Area	% of Total	References
Legislative	11%	2015 *International Building Code®*
Code Enforcement	50%	2015 *International Fire Code®*
Human Resources	28%	2012 *Building Department Administration*
Public Records	11%	2002 *Legal Aspects of Code Administration*
Total	**100%**	2015 *International Property Maintenance Code®*
		Human Resources Management for Public and Non-Profit Organizations: A Strategic Approach, 4th edition

PLEASE NOTE: References can be found at the ICC Store. Go to shop.iccsafe.org to verify pricing information.

Forms and Applications

The following section of the bulletin contains applications for your use in certification and renewal, and includes:

- **Paper-and-Pencil Certification Examination Application**
  (to be used by individuals scheduling a paper-and-pencil Property Maintenance and Housing Inspector, Zoning Inspector, or Legal/Management exam)

- **Application for Certified Code Enforcement Administrator**
  (to be used by individuals who have passed the ICC Legal/Management exam and are AACE-certified as **either** an AACE Property Maintenance and Housing Inspector **or** AACE Zoning Enforcement Officer, or ICC Property Maintenance and Housing Inspector **or** ICC Zoning Inspector)

- **Application for Certified Code Enforcement Officer**
  (to be used by individuals who are AACE-certified as an AACE Property Maintenance and Housing Inspector **or** ICC Property Maintenance and Housing Inspector and AACE Zoning Enforcement Officer **or** ICC Zoning Inspector)

- **For renewal of the Code Enforcement Officer, Code Enforcement Administrator, Property Maintenance and Housing Inspector, Zoning Inspector, and Legal/Management exams, please visit the ICC website at www.iccsafe.org/renewals.**

2017 Paper-and-Pencil Certification Examination Application
EXAMS BASED ON 2012 CODE CYCLE

EXAM DATES	DEADLINE TO REGISTER	EXAM DATES	DEADLINE TO REGISTER
□ March 11, 2017	January 27, 2017	□ September 9, 2017	July 28, 2017
□ June 10, 2017	April 28 1, 2017	□ December 9, 2017	October 27, 2017

Exam Candidate Information—PRINT LEGIBLY

ALL FIELDS BELOW REQUIRED EXCEPT AS NOTED.

Full Legal Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

(____) _____ (____) _____ (____) _____
Primary Telephone Number: _____ Home _____ Work Secondary Number (optional) Fax Number (optional)

E-mail: _____

□ I have a copy of the current AACE Examination Information Bulletin. (If you do not have a copy of the Bulletin, go to www.aace1.org or call: 830-613-4257.)

CERTIFICATION EXAMINATION SITES
(Sites are subject to change)

□ 014 Birmingham, AL
□ 077 Fairhope, AL
□ 5174 Bay Area, CA
□ 022 Lawrenceville, GA
□ 008 Macon, GA
□ 087 Crystal Lake, IL
□ 088 Columbia City, IN
□ 5124 Indianapolis, IN
□ 034 New Orleans, LA
□ 5176 St. Louis, MO
□ 5190 Gulfport, MS
□ 046 Vicksburg, MS
□ 5172 Trenton, NJ
□ 5205 Bethlehem, PA
□ 086 Williamsport, PA
□ 013 Charleston, SC
□ 020 Columbia, SC
□ 072 Conway, SC
□ 1059 Bell Buckle, TN
□ 018 Gallatin, TN
□ 039 Memphis, TN
□ 010 La Porte, TX
□ 001 San Marcos, TX
□ 021 Sulphur Springs, TX
□ 1029 Sutton, WV

CERTIFICATION EXAMINATIONS AND FEES

Starting time: 8:00 a.m.

_____ Property Maintenance & Housing Inspector (Exam ID 64) $199.00

Starting time: 10:30 a.m.

_____ Zoning Inspector (Exam ID 75) $199.00

Starting time: 8:00 a.m.

_____ Management Module (Exam ID MM) $130.00

Starting time: 10:30 a.m.

_____ Legal Module (Exam ID MG) $130.00

Important Notes

- Applications may be submitted by U.S. mail, courier, or facsimile at 205-599-9897.
- Applications must be postmarked by the deadline date. Late applications must be pre-approved by the exam administrator (Code Council) and submitted with full payment, including the additional $85.00 late fee.
- Examination fees are non-refundable. Exceptions are outlined in the Information Bulletin.
- A photo identification, such as a driver's license, will be required for admittance to the examination.
- References needed for taking the exams can be purchased from the Code Council by calling 1-800-786-4452 or at www.iccsafe.org/store.
- A letter will be forwarded to you confirming this registration approximately two weeks prior to the examination administration date.
- If you have a physical disability that prohibits you from taking an examination under standard conditions, you may request special arrangements. Your letter of request must accompany this application, along with a completed special accommodations form. This form may be obtained by telephoning us at 1-888-422-7233 ext. 5227. The request must be submitted and approved by the exam administrator (Code Council) by the examination registration deadline.
- If you wish to change the mailing address or name you entered on your application, you must inform AACE Certification Services in writing.
- To register for AACE examinations through the Code Council's national computer-based testing (CBT) centers, go to www.pearsonvue.com/icc.

Billing Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

(____) _____ (____) _____
Business Telephone Number Fax Number

Code Council Member Number: _____

Full payment must be submitted with all applications. Total Amount:: **$_____**

Method of Payment Provided: □ Check/Money Order (Payable to ICC) □ Visa □ MasterCard □ American Express □ Discover

Name as it appears on credit card: _____

Signature: _____

Credit Card Number

Expiration Date

Month Year

I hereby certify that I am the person indicated above, that all the information I have given herein is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

I further certify that I understand the secure and confidential nature of the examination, and will not reveal the contents of the examination to any-one. I hereby affirm that I will abide by the rules of the examination that are found in the Code Council National Examination Information Bulletin.

Signature: _____Date: _____

Return this completed application in its entirety along with the appropriate fees to:

International Code Council
Certification & Testing Department
900 Montclair Road
Birmingham, Alabama 35213-1206
Fax: 205-599-9897

OFFICE USE ONLY

Candidate ID: _____ Requirements met: _____ Date processed: _____ Initials: _____

AMERICAN ASSOCIATION OF CODE ENFORCEMENT

Application For
CERTIFIED CODE ENFORCEMENT ADMINISTRATOR (76)

This application is for use **only** by individuals who have passed the MG Legal Module and MM Management Module examination and are certified by ICC in the categories of Property Maintenance and Housing Inspector (64) **or** Zoning Inspector (75). To be certified by AACE as a Code Enforcement Administrator, you must include a fee of $50.00 along with this application. No further examinations are necessary.

Please print your name as you want it to appear on your AACE certificate (first, middle initial, last):

Name: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Payment must accompany this application. Payment by credit card must include information below or check made payable to ICC, the testing provider for AACE. A $25.00 service fee will be charged on all returned checks.

NOTE: Only those applications using credit card payment will be accepted by fax at (205) 599-9884. All other applications must be received via U.S. mail.

Payment/charge information:

(Please circle one) **Check / Money Order / Visa / MasterCard / AmEx / Discover**

Credit Card No.: _____ **Expiration Date:** _____

Signature: _____

Print name as it appears on card: _____

Total amount enclosed or to be charged to credit card: $_____

AFFIDAVIT

I hereby certify that I am the person indicated above, that all the information I have given is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

Signature: _____ **Date:** _____
(must be an original signature)

Mail this application with appropriate fees to:

International Code Council
Certification Department
900 Montclair Road
Birmingham, AL 35213
www.aace1.org

OFFICE USE ONLY

Candidate ID: _____ Requirements met: _____ Date processed: _____ Initials: _____

AMERICAN ASSOCIATION OF CODE ENFORCEMENT

Application For
CERTIFIED CODE ENFORCEMENT OFFICER (73)

This application is for use **only** by individuals previously certified in the categories of ICC Property Maintenance and Housing Inspector (64) **and** ICC Zoning Inspector (75). To be certified by AACE as a Code Enforcement Officer, you must include a fee of $50.00 along with this application. No further examinations are necessary.

Please print your name as you want it to appear on your AACE certificate (first, middle initial, last):

Name: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Payment must accompany this application. Payment by credit card must include information below or check made payable to ICC, the testing provider for AACE. A $25.00 service fee will be charged on all returned checks.

NOTE: Only those applications using credit card payment will be accepted by fax at (205) 599-9884. All other applications must be received via U.S. mail.

Payment/charge information:

(Please circle one) **Check / Money Order / Visa / MasterCard / AmEx / Discover**

Credit Card No.: _____ **Expiration Date:** _____

Signature: _____

Print name as it appears on card: _____

Total amount enclosed or to be charged to credit card: $_____

AFFIDAVIT

I hereby certify that I am the person indicated above, that all the information I have given is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

Signature: _____ **Date:** _____
(must be an original signature)

Mail this application with appropriate fees to:

International Code Council
Certification Department
900 Montclair Road
Birmingham, AL 35213
www.aace1.org

OFFICE USE ONLY

Candidate ID: _____ Requirements met: _____ Date processed: _____ Initials: _____