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TO BE RESCINDED

4101:7-3-01 Building department personnel certification.

The department shall have personnel qualified to execute the duties required to enforce the rules of the board. Only those certified individuals employed by, or under contract with, a particular political subdivision are authorized to exercise enforcement authority within that same jurisdiction.

Exception: Inspectors performing industrialized unit inspections on behalf of the board of building standards.

(A) Non-residential building department personnel certification classifications. The certifications issued by the board of building standards are as follows:

(1) Building official.

(2) Master plans examiner.

(a) Master plans examiner trainee.

(b) Electrical plans examiner.

(c) Plumbing plans examiner.

(3) Building inspector.

Building inspector trainee.

(4) Fire protection inspector.

(5) Mechanical inspector.

Mechanical inspector trainee.

(6) Electrical safety inspector.

Electrical safety inspector trainee.

(7) Non-residential industrialized unit inspector.

(8) Plumbing inspector.

Plumbing inspector trainee.

(9) Medical gas piping inspector.

(B) Multiple personnel certifications held. A person may hold more than one certification.

(C) Conflict of interest. No certified employee or person who contracts for services within the jurisdictional area of a department shall perform services for the department which would require that person or employee to exercise authority or make an evaluation of any work furnished by him or by a private contractor that employs him on a full-time, part-time, or incidental basis. Further, such employee or person shall not engage

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in conduct that is prohibited or considered a conflict of interest pursuant to Chapter 102. of the Revised Code.

(D) Seals. No holder of a certification issued by the board of building standards is authorized to secure a seal in any form or of any type for use in the performance of any of their duties.

(E) Experience requirements of the applicant.

(1) Only experience directly related to buildings or structures within the scope of groups regulated by the “OBC” shall be acceptable for any certification.

(a) Enforcement, inspection, or plans examination experience performed in compliance with any of the following shall also be acceptable for certification:

(i) Prior to 1984, for a building department certified by the board of building standards to exercise enforcement authority for buildings or structures within the scope of groups regulated by the rules of the board; or

(ii) For an agency or jurisdiction outside the state of Ohio enforcing a model building code of a national model code organization or a code adopted for non-residential buildings or structures within the scope of groups regulated by the rules of the board; or

(iii) An employee of a certified non-residential building department who is a holder of a board certification other than that for which application is being made; or

Exceptions:

(a) Certified non-residential building department employees who are applicants for plumbing inspector certification and do not comply with paragraph (E)(9) of this rule shall enter the plumbing inspector trainee program.

(b) Certified non-residential building department employees who are applicants for electrical safety inspector certification and do not comply with paragraph (E)(10) of this rule shall enter the electrical safety inspector trainee program.

(iv) Certification by the department of commerce, division of industrial compliance, as a plumbing inspector when application is made for board certification as a plumbing inspector; or

(b) In evaluating experience of an applicant, the board of building standards shall not credit experience gained while acting in violation of rules adopted by the board to establish equivalent experience. The board of building standards may credit experience which provides knowledge of different construction methods, processes, or types as it determines applicable, but shall not credit construction experience that does not provide required knowledge including, but not limited to, the installation of floor and wall coverings, the installation of roofing materials or roofing systems, or the finishing of concrete.

(c) For a building, mechanical, or plumbing inspector applicant, one year of the required experience may be obtained through education credit pursuant to paragraph (G)(7) of this rule.

(2) Building official. An applicant for a building official certification shall meet one of the following

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requirements:

- (a) At least five years experience in non-residential building design and construction for buildings or structures within the scope of groups regulated by the rules of the board or experience as specified in paragraph (E)(1) of this rule and an Ohio registration as an architect or professional engineer; or
 - (b) At least ten years experience as a construction contractor or superintendent of building construction for buildings or structures dealing with all phases and trades of construction including the responsibility for obtaining approvals and inspections within the scope of groups regulated by the rules of the board or experience as specified in paragraph (E)(1) of this rule.
- (3) Master plans examiner. An applicant for a master plans examiner certification shall meet one of the following requirements:
- (a) At least five years experience in building design and construction for buildings or structures within the scope of groups regulated by the rules of the board or experience in plan review, as specified in paragraph (E)(1) of this rule, and an Ohio registration as an architect or professional engineer; or
 - (b) Successful completion of a trainee program pursuant to paragraph (G)(6) of this rule.
- (4) Electrical plans examiner. An applicant for an electrical plans examiner certification shall meet the following requirement:
- At least five years experience as a full-time electrical safety inspector in a certified building department.
- (5) Plumbing plans examiner. An applicant for a plumbing plans examiner certification shall meet one of the following requirements:
- (a) At least five years experience as a full-time plumbing inspector in a certified building department; or
 - (b) At least five years experience as a plumbing inspector, certified pursuant to Chapter 3783. of the Revised Code, employed full-time by either the Ohio department of commerce, division of industrial compliance, or by a county board of health.
- (6) Building inspector. An applicant for a building inspector certification shall meet one of the following requirements:
- (a) At least three years experience as a construction contractor or supervisor for non-residential buildings or structures within the scope of groups regulated by the rules of the board; or
 - (b) At least three years experience as a skilled tradesman for work subject to inspection under a model building code of a national model code organization or a code adopted for non-residential buildings or structures within the scope of groups regulated by the rules of the board, or experience as specified in paragraph (E)(1) of this rule; or equivalent experience that provided knowledge as determined by the board of building standards. The experience must provide knowledge of different construction methods, processes and types; or
 - (c) Successful completion of a trainee program pursuant to paragraph (G)(6) of this rule.
- (7) Fire protection inspector. An applicant for fire protection inspector certification shall meet one of the

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following requirements:

- (a) At least three years experience in the installation of fire protection systems (automatic sprinkler systems, alternative automatic fire-extinguishing systems, standpipe systems, fire alarm and detection systems and fire pump systems) subject to inspection under a model building code of a national model code organization or a code adopted for non-residential buildings or structures within the scope of groups regulated by the rules of the board; or
 - (b) At least three years experience as specified in paragraph (E)(1) of this rule or as a certified fire safety inspector (a maximum of two years experience as a certified automatic sprinkler system designer may be substituted for two of the three years of inspection experience).
- (8) Mechanical inspector. An applicant for a mechanical inspector certification shall meet one of the following requirements:
- (a) At least three years as a skilled heating, ventilating, and air conditioning (“HVAC”) system and associated refrigeration, fuel gas, and heating piping tradesman for work subject to inspection under a model building code of a national model code organization or a code adopted for non-residential buildings or structures within the scope of groups regulated by the rules of the board or experience as specified in paragraph (E)(1) of this rule; or
 - (b) Successful completion of a trainee program pursuant to paragraph (G)(6) of this rule.
- (9) Plumbing inspector. An applicant for a plumbing inspector certification shall meet one of the following requirements:
- (a) At least seven years experience in the installation of plumbing, subject to inspection under either a model building code of a national model code organization or a code adopted for non-residential buildings or structures and within the scope of groups regulated by the rules of the board or experience as specified in paragraph (E)(1) of this rule; or
 - (b) A degree in engineering or architecture and three years experience in plumbing system design; or
 - (c) Successful completion of a trainee program pursuant to paragraph (G)(6) of this rule.
- (10) Electrical safety inspector. An applicant for an electrical safety inspector “(ESI)” certification shall meet one of the following requirements:
- (a) Journeyman electrician or equivalent for four years, two years as an electrician foreman, and two years experience as a building department “ESI” trainee;
 - (b) Journeyman electrician or equivalent for four years and three years experience as a building department “ESI” trainee;
 - (c) Four years experience as a building department “ESI” trainee;
 - (d) Journeyman electrician or equivalent for six years; or
 - (e) An electrical engineer registered in the state of Ohio;
- (11) Non-residential industrialized unit inspector. An applicant for a non-residential industrialized unit

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inspector certification shall meet one of the following requirements:

- (a) At least three years experience as a construction contractor or supervisor for non-residential buildings or structures within the scope of groups regulated by the rules of the board, or
- (b) At least three years experience as a skilled tradesman for work subject to inspection under a model building code of a national model code organization or a code adopted for non-residential buildings or structures within the scope of groups regulated by the rules of the board, or experience as specified in paragraph (E)(1) of this rule; or equivalent experience that provided knowledge as determined by the board of building standards. The experience must provide knowledge of different construction methods, processes and types; or
- (c) At least three years experience as a skilled tradesman for work subject to inspection under a residential dwelling code, three years experience as specified in paragraph (E)(1) of this rule; or equivalent experience that provided knowledge as determined by the board of building standards. The experience must provide knowledge of different construction methods, processes and types.

(12) Medical gas piping inspector. An applicant for a medical gas piping inspector certification shall provide evidence verifying that the applicant has been certified by an “American Society of Sanitary Engineering (ASSE)” recognized third party certifier in accordance with “ASSE” standard 6020.

(F) Certification procedure.

(1) To qualify for certification, applicants meeting the appropriate experience requirements of paragraph (E) of this rule shall:

(a) Be granted an interim certification which shall expire two-years from the date of approval.

Exception: Those individuals seeking certification as electrical safety inspectors shall show evidence of passing board approved examinations before being issued an interim certification.

(i) During the two-year interim certification period, the certification holder may perform enforcement duties appropriate to the interim certification received, under contract or as an employee of a certified building department. Upon expiration of the two-year interim certification, the individual is no longer permitted to perform these enforcement duties unless an extension is granted for good reason pursuant to this paragraph.

(ii) Any individual whose two-year interim certification has expired may not reapply for certification for one year after the interim certification has expired but the individual may apply to enter the trainee program as required in paragraph (G)(6) of this rule.

(b) Complete the “Ohio Building Code Academy” requirements during the two-year interim certification granted by the board.

Exceptions: Those individuals certified as medical gas piping inspectors pursuant to paragraph (E)(12) of this rule, individuals certified as non-residential industrialized unit inspectors, or individuals certified as plumbing inspectors pursuant to Chapter 3783. of the Revised Code with five years experience as full-time employees of the division of industrial compliance in the Ohio department of commerce or of county boards of health.

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(c) Furnish the board approved certification or evidence of passing board approved examinations for the appropriate certification category issued by a national model code organization or a testing agency or entity recognized by the board.

(i) If the applicant has completed the “Ohio Building Code Academy” requirements and the interim certification has expired prior to completing all of the examination requirements, the board may consider certification of the individual if the applicant presents evidence of having completed the outstanding examination(s) required within the year following the expiration of the interim certification.

(2) Interim certification extension. The board may grant a one-time, limited extension of the interim certification period upon submission of a request indicating the reason for the request and an explanation of why the requirements have not been met within the two-year interim certification period.

(3) Required examinations. Individuals, other than those seeking certification as electrical safety inspectors, are not required to have an application on file with the board before they can begin testing. Examinations, other than those for electrical safety inspectors, may be completed before application is made for certification by the board.

(G) Personnel certification application, filing and processing. Applications for certification shall be sent to the office of the board at least two weeks prior to a certification hearing. The application shall expire if not approved within one year of receipt by the board. Applications for certification as an electrical safety inspector shall be submitted at least two weeks prior to a meeting of the electrical safety inspector advisory committee.

Each applicant shall also submit, with the application, evidence sufficient to show the board that the applicant is qualified. Such evidence may include proof of the statements made in the application, documentary evidence, affidavits, transcripts, diplomas, published data, photographs, or legible reproductions of the same, or any other documentation.

(1) Certification process. Upon receipt of a completed application, the board of building standard’s certification committee shall review the application and make a recommendation to the board of building standards.

Exception: Upon receipt of a completed application for certification as an electrical safety inspector, the electrical safety inspector advisory committee shall review the application and make a recommendation to the board of building standards.

The committees may ask for additional information to be submitted by the applicant prior to making a recommendation to the board. If a committee requests additional information from the applicant, failure to submit the requested information within ninety days from the date of the request may be cause for disapproval of the application by the board. After receiving a recommendation from a committee, the board shall hold a certification hearing to take action on the application. The applicant may be present at the certification hearing to respond to any questions from the board and all interested persons appearing at such certification hearing may be given an opportunity to comment.

(a) Certification, approval or denial. Following the certification hearing, the board may approve, table pending further review and/or receipt of additional documentation, deny the application for certification, or take such other action as the board deems appropriate. If the board requests

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additional information, failure to submit the requested information within ninety days from the date of the request shall be cause for disapproval of the application by the board.

If the application is denied, in whole or in part, by the board of building standards, the applicant shall be notified in writing of such denial, the reason for the denial, and their rights of appeal pursuant to sections 3781.10, 3781.101, and Chapter 119. of the Revised Code.

- (b) Records. The board shall retain, as a part of applications which have been approved, any or all documents submitted or electronic versions of such documents, which shall be properly marked for identification and ownership.
 - (c) Board action. All applications shall be considered individually by the board and the action taken shall be recorded in the minutes, noted on the application form, and the applicant notified as required.
- (2) Issuance of certificate and renewal. An appropriate certificate shall be issued to the applicant upon meeting of the qualification requirements of this rule, and payment of an initial fee of thirty dollars. The certificate shall state the certification classification being approved, expiration date, and limitations, if any, under which it has been issued.

The same fee shall apply to applicants granted interim approval and the term of the certification, if subsequently issued, shall begin on the date of interim approval.

- (a) Renewal. The certificate holder shall renew at three-year intervals.
- (b) Applications for renewal. Applications for renewal of a certification shall be submitted to the board of building standards at least thirty days prior to the expiration date. In addition to a completed application form prescribed by the board, applicants for renewal of certification shall submit a certification renewal fee of thirty dollars and evidence of having attended board-sponsored required continuing education courses or their board-approved equivalents and, other than Medical Gas Piping Inspectors, successfully completed thirty hours of approved educational courses prior to the expiration of the current certification.

Exception: Applications for renewal of medical gas piping inspector certifications shall include evidence verifying that the applicant's certification by an "ASSE" recognized third party certifier, in accordance with "ASSE" standard 6020, has been renewed.

- (c) Failure to renew. Any individual whose certification has expired through failure to renew may obtain a renewal within one year from the date of its expiration provided the holder has met all requirements for renewal, including payment of the renewal fee. All applications for renewal of expired certifications shall be processed as renewals during the one year period following expiration. All applications for renewal of expired certification submitted more than one year following the expiration shall be processed as a new application. In addition, if a holder of an expired certification that submits an application for renewal more than one year following the expiration shall also be required to satisfy the continuing education requirements prior to recertification. The holder of a certification that has expired shall not perform any duties for which a certification is required.
- (3) Continuing education. Holders of board certifications shall attend mandatory continuing education courses and, other than medical gas piping inspectors who maintain their certification in accordance with ASSE

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standard 6020, complete at least thirty hours of board approved continuing education in their respective classification prior to the expiration date of the certification.

- (a) Applications for approval. Applications for continuing education course approval shall be on forms prescribed by the board and submitted at least seven days prior to the meeting of the board's education committee or the electrical safety inspectors advisory committee for continuing education courses for electrical safety inspectors. (A meeting schedule is available on the board of building standards' web page at <http://www.com.ohio.gov/dico/BBS.aspx>.)
- (b) Application review. Upon receipt of a complete application for course approval, the board of building standards education committee shall review the application and make a recommendation to the board. Following receipt of the committee's recommendation, the board may approve, table pending further review and/or receipt of additional documentation, deny the application for course approval, or take such other action as the board deems appropriate.

Course approval. Continuing education course approvals will expire on December thirty-first of each year. Approved courses will be issued a course approval number with the prefix "BBSyyyy" based on the calendar year of the current code cycle. The instructor or sponsor of any course(s) intended to be taught in a subsequent year, upon or near the expiration date of a current approval, shall resubmit an application for each course requesting an update. If approved, the instructor or sponsor shall receive a new approval and approval number for each course for the subsequent year. Any application for a course update shall be processed administratively as long as the course content has not changed.

- (c) Course credit. Board approved courses shall establish hour equivalencies for continuing education credit for each of the classifications requested. Course credit shall only be given for training in the respective classification. Courses approved for more than one certification classification may be applied to each certification for which training is required. No credit shall be approved for duplicate courses within the same certification period. Instructors of board approved courses may apply course hours taught toward their own board certification continuing education requirements except for duplicate courses within the same certification period.
- (d) Approved course sponsor requirements. The following are requirements that apply to all approved continuing education courses:
 - (i) Date(s), time(s), and location(s) the course will be taught shall be provided to the board prior to the course presentation;
 - (ii) If course content is modified, the course must be resubmitted for course approval;
 - (iii) When promoting an approved course, the instructor shall make full and accurate disclosure regarding course title, course approval number, number of contact hours, certifications for which approval has been given, and all fees to be charged;
 - (iv) Course sponsors shall provide participants with a certificate of completion containing the name of the participant, title of approved course, BBS approval number, date and location of session, number of contact hours awarded, certification types for which course is approved, and signature of authorized sponsor or instructor;

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- (v) The sponsors of an approved continuing education course shall provide the board with a legible copy of a list of participants who completed the course including: course name, date, and location of the session;
 - (vi) Participants must attend the complete course(s) as presented by the instructor to receive the contact hours approved by the board. No partial credit shall be given to any participant failing to complete the entire course as approved. The sponsor shall verify the participant's attendance and completion of the course; and,
 - (vii) The board does not provide retroactive approval for continuing education courses presented prior to submission of an application for approval.
- (e) Failure to complete. Failure to complete the number of hours required shall result in forfeiture of the certification. It shall be the responsibility of the certificate holder to furnish the board with proof of completion of all board approved courses for which credit is sought.
- (4) Personnel certification, revocation or suspension. In accordance with division (E) of section 3781.10 of the Revised Code, a personnel certification may be revoked or suspended upon receipt by the board of building standards of a written complaint from any person affected by the exercise of the authority granted under such certification, or by the board on its own motion pursuant to this paragraph.
- (a) Complaint process. Upon receipt of a written complaint against a holder of a board certification that is substantiated by demonstrable evidence or upon the board's own motion:
- (i) The board shall decide whether the information submitted warrants causing an investigation to be initiated or sending a notice of opportunity for hearing as outlined in paragraph (G)(4)(a)(iv) of this rule;
 - (ii) If a formal investigation is warranted, the subject of the investigation shall be notified that an investigation has been initiated by the board;
 - (iii) Upon completion of the investigation, findings shall be reported to the board.
 - (iv) The board may dismiss the complaint, table the matter for future action, or initiate action to suspend or revoke the certification. If the board issues an order to suspend or revoke the certification it shall:
 - (a) Notify the certificate holder of the charges, pursuant to paragraph (G)(4)(b) of this rule, by certified mail, return receipt requested. The certificate holder shall be informed that a hearing, if desired, must be requested within thirty days from the date of the mailing to request a hearing before the board. The order shall inform the certificate holder that counsel may represent the certificate holder at the hearing. Failure by the certification holder to request a hearing within thirty days from the date of the mailing of the notification may cause the board, after a hearing, to uphold an order revoking or suspending certification;
 - (b) Schedule a hearing to be held seven to fifteen days after receipt of the request. The board may continue or postpone the hearing upon application by the party or upon its own motion;
 - (c) The board may appoint a hearing officer to conduct a hearing.

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- (d) A hearing will be conducted during which parties and witnesses can be examined and offer testimony, in a manner that prevents unnecessary delay, and that ensures the development of a clear and adequate record.
 - (i) The hearing shall be conducted pursuant to the provisions of sections 3781.10, 3781.101, and 119.09 of the Revised Code.
 - (e) If a hearing officer has been appointed, then within thirty days after the hearing, the hearing officer shall submit a written report of the findings of fact and recommendations to the board for its consideration.
 - (v) Following the hearing, the party affected shall be sent a certified copy of the board's action and informed by certified mail, return receipt requested, that the certification holder may appeal the order within fifteen days to the court of common pleas in Franklin county pursuant to sections 3781.10, 3781.101, and 119.12 of the Revised Code.
 - (b) Building department personnel certification, hearings and appeals. Hearings shall be held by the board of building standards and appeals shall be permitted on any proceedings for certification as provided in section 119.07 of the Revised Code and in paragraph (G)(4)(a) of this rule.
 - (c) Grounds for revocation or suspension. The board, upon its own motion or upon receipt of a written complaint from any person affected by the enforcement of the board's rules, the approval of plans and specifications, or the making of inspections, shall investigate the actions of the holder of a certificate if there is an allegation implying one or more of the following:
 - (i) The practice of fraud or deceit in obtaining the certificate;
 - (ii) A felony or crime involving moral turpitude;
 - (iii) Gross negligence, incompetence, misconduct in performance of duties, or engaging in conduct that is considered a conflict of interest;
 - (iv) Failure to complete the continuing education requirements prior to expiration date of the certificate;
 - (v) Violation of the duties described in section 104 of rule 4101:1-1-01 of the Administrative Code.
 - (d) Revocation or suspension. In the event of suspension or revocation of a certification, the individual shall no longer hold out to the public or any jurisdiction that the individual is certified to exercise enforcement authority or holds the board certification which has been suspended or certification revoked.
 - (e) Probationary status. In the event of an investigation in which the board decides not to immediately suspend or revoke an individual's certification, the board may place the individual on probationary status for a period of time and require remedial action as the board deems appropriate. During this time the individual shall comply with the training, reporting, auditing, or other remedial action. The board is authorized to revoke or suspend the individual's certification for failure to comply with such remedial requirements.
- (5) Elective temporary suspension. Certifications may be placed in elective temporary suspension upon

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written request to and approval by the board. Except for emergency circumstances, requests shall be in writing at least sixty days prior to the certification expiration date and supported by satisfactory evidence that the holder is withdrawing from active employment for which the certification is required.

- (a) Restoring certification. Certifications placed in elective temporary suspension for a period of time not to exceed one three-year term following the expiration date may be restored to active status by the board upon written request. The request shall be supported by satisfactory evidence that the holder has completed thirty hours of continuing education for that certification and any board-sponsored mandatory training required, or their board-approved equivalents, during the time the certification was in suspension prior to the date of reinstatement. Payment of the thirty-dollar renewal fee shall accompany the request.
 - (b) Failure to restore certification. Certifications placed in elective temporary suspension for a period of time exceeding one three-year term following the original certification expiration date may be restored to active status by the board upon written request supported by evidence of passing of the appropriate examinations prescribed by the board, completion of the "Ohio Building Code Academy," and payment of the thirty-dollar renewal fee.
- (6) Trainee program requirements. Individuals seeking certification as a trainee shall meet the requirements of this section.
- (a) Trainee applicants. Trainees shall meet the following requirements:
 - (i) A trainee applicant shall be a full time employee of a political subdivision.
 - (ii) A trainee applicant shall be under the direct supervision of a trainee supervisor.
 - (iii) A master plan examiner trainee applicant shall also be a graduate of an "NAAB," "EAC-ABET," or similarly accredited architecture or engineering university program.
 - (iv) A building inspector or mechanical inspector trainee applicant shall also have at least one year experience as a skilled tradesman for work subject to inspection under either a model building code of a national model code organization or a code adopted for buildings or structures and within the scope of groups regulated by the rules of the board or shall submit evidence of eligibility for education credit pursuant to paragraph (G)(7) of this rule.
 - (v) A plumbing inspector trainee applicant shall have at least three years experience in the installation of plumbing subject to inspection under either a model building code of a national model code organization or a code adopted for buildings or structures and within the scope of groups regulated by the rules of the board, or comply with the provisions of paragraph (E)(1) of this rule. Applicants may submit evidence of eligibility for education credit pursuant to paragraph (G)(7) of this rule.
 - (vi) An electrical safety inspector trainee shall have two years experience in the installation of electrical systems subject to inspection under either a model building code of a national model code organization or a code adopted for buildings or structures and within the scope of groups regulated by the rules of the board or shall submit evidence of eligibility for education credit pursuant to paragraph (G)(7) of this rule.

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(b) Trainee supervisors. A trainee supervisor shall:

- (i) Be a full time employee of the same political subdivision as the trainee and shall be available to the trainee during normal working hours;
- (ii) Currently possess the certification for which the trainee is being trained;
- (iii) Be responsible for no more than two trainees at one time and shall immediately notify the board of the trainee(s) under supervision;
- (iv) Notify the board of any change in supervisor or trainee status within thirty days;
- (v) Supervise, check, and sign the trainee's inspections and reports or a plans examiner trainee's plans examinations; and
- (vi) Provide to the board a report documenting at least twenty-five inspections or plans examinations made yearly by the trainee under the direct supervision of the trainee supervisor, with an evaluation of the trainee at the end of the first six months of the program, at the end of one year, and annually afterward.

Exception: The trainee supervisor of a trainee engaged in making electrical inspections shall supervise and check the trainee's work and be responsible for and sign off on all of the trainee's inspections, reports, and interpretations.

(c) Trainee sponsor requirements. The trainee sponsor (county, township, or municipal corporation) shall:

- (i) Direct the building official to certify to the board that the trainee is a full time employee of the county, township, or municipal corporation and is under the direct supervision of an individual possessing the certification for which the trainee is being trained; and
- (ii) Provide the trainee with a copy of the current rules of the board.

(d) Trainee certification. The board shall issue a trainee certification to each applicant who has met the qualification requirements. The certification shall expire four years from the date of applicant approval by the board. After a minimum of two years and upon satisfactory completion of the trainee program pursuant to paragraph (G)(6)(e) of this rule, the trainee may apply for certification in the respective classification. The trainee certification is not renewable and upon expiration the individual may not reapply as a new trainee for a period of one year.

(e) Trainee course and work requirements. A building, mechanical, or plumbing inspector trainee shall attend and successfully complete two hundred hours of approved courses. During the first year the trainee shall complete at least one hundred hours of course work, including completion of the "Ohio Building Code Academy" as required in paragraph (F) of this rule, and complete the second one hundred hours prior to completion of the trainee program. The trainee shall perform at least twenty-five inspections annually while in the trainee program under the direct supervision of the trainee supervisor. The trainee shall also complete the appropriate examination requirements in paragraph (F)(1)(c) of this rule prior to the completion of the trainee program.

Exception: An electrical safety inspector trainee shall attend and successfully complete two approved thirty-hour courses and related tests covering the fundamentals of electricity and the

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“National Electrical Code.” During the first year, the trainee shall attend one of the two courses and pass the related test. The second course and test shall be successfully completed prior to the examination for a certification.

A master plans examiner trainee shall perform at least twenty-five plans examinations yearly under the direct supervision of the trainee supervisor, complete at least ten hours of approved continuing building code education courses yearly, and become registered in Ohio as an architect or professional engineer prior to the completion of the trainee program. The trainee shall also complete the appropriate examination requirements in paragraph (F)(1)(c) of this rule prior to the completion of the trainee program.

- (7) Education credit. An applicant for a building, mechanical, plumbing inspector, or trainee certification may obtain credit for one year of the required experience through education, if one of the following is met:
- (a) The applicant shall document nine hundred or more contact hours of training in an Ohio department of education approved vocational education program at the high school or adult level; or
 - (b) The applicant shall document the completion of a baccalaureate degree or an associate degree program in building design or construction.

An applicant for electrical safety inspector trainee may obtain credit for one year of the required experience through approved vocational training in the fundamentals of electricity.

- (i) Documentation. Supporting documentation may include a certificate of completion, a career passport, a transcript, a college degree or diploma granted by an accredited or state sponsored institution.
- (ii) Educational programs. Education credit shall not be prorated or combined for partial or full credit and shall be awarded only upon successful completion of a specific educational program. Miscellaneous course work or isolated classes shall not be considered. Vocational instructional programs that are acceptable for credit include:
 - (a) Air conditioning, heating, and ventilation.
 - (b) Carpentry.
 - (c) Electricity.
 - (d) Masonry.
 - (e) Plumbing and pipefitting.
 - (f) Fire fighting.
- (iii) Other programs. The successful completion of other specific vocational instructional programs of a minimum of nine hundred contact hours may be considered by the board if the training is directly related to the design and construction of buildings or structures within the scope of groups regulated by the rules of the board.

- (iv) Associate degrees. Technical education instructional programs offering associate degrees

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include:

- (a) Architectural/construction technology.
- (b) Heating and air conditioning technology.
- (c) Fire science technology.
- (d) The successful completion of other specific technical education instructional programs offering degrees may be considered by the board if the training is directly related to the design and construction of buildings or structures within the scope of groups regulated by the rules of the board.