



**Department
of Commerce**

Ohio Board of Building Standards

John R. Kasich, Governor
Jacqueline T. Williams, Director

OBC Requirements for Building Department Personnel (4101:7-3-01 Ohio Administrative Code)

TRAINEE AND SUPERVISOR FORMS



BUILDING OFFICIAL CERTIFICATION OF TRAINEE AND SUPERVISOR

Please complete this certification and return it with the *BBS Building Department Personnel and ESI Certification Application*.

Application for participation in a BBS trainee program is being made to the Board of Building Standards. I, _____, Building Official for the political subdivision of _____
(Municipality, Township, County Dept. Name) do hereby acknowledge that the applicant, _____, and the assigned supervisor, _____, are full-time employees of the above mentioned political subdivision.

Signature: _____ Date: _____



SUPERVISOR CERTIFICATION OF TRAINEE

Please complete this certification and return it with the *BBS Building Department Personnel and ESI Certification Application*.

Application for participation in a BBS trainee program is being made to the Board of Building Standards. I, _____, trainee supervisor for the political subdivision of _____, have a certification as a _____ (Cert. # or I.D. #) _____ effective until _____, _____, and hereby consent and agree to supervise the work of _____ as a Trainee pursuant to section 4101:7-3-01(5)(b) of the Ohio Administrative Code.

(Municipality, Township, County Dept Name)

(Date)

(Year)

(Applicant's name)

Number of Trainees presently supervising (including this applicant): One Two

Signature: _____ Date: _____