



American Association of Code Enforcement
Bring Your Own Device: PRONTO Administration Application

Testing Address:
Omni Interlocken Hotel
500 Interlocken Blvd
Broomfield, Colorado 80021

EXAM DATE: November 2, 2018
DEADLINE TO REGISTER: October 5, 2018

IMPORTANT:
You must create a myICC account prior to completing this application.
See attached packet for instructions and what to expect at your PRONTO exam.

Exam Candidate Information—PRINT LEGIBLY
ALL FIELDS BELOW REQUIRED EXCEPT AS NOTED.
Full Legal Name:
Mailing Address:
City: State: ZIP:
ICC Record Number\*: Email:
\*see attached instructions to create a myICC account
Primary Telephone Number: Home Work Secondary Number (optional)

Important Notes

- Applications must be received by the deadline date. Applications may be submitted by U.S. mail, courier, or via email at askac@iccsafe.org.
Examination fees are non-refundable.
Testing is limited to 25 candidates per session.
You will have a live proctor for your examination. You must bring your own device. See attached packet for information.
For information on the examinations to be administered, go to www.iccsafe.org/certification-exam-catalog. This catalog contains information on the testing process as well as specific examination information, including reference materials, length of testing, and content outlines.
Examinations are open-book. Candidates are responsible for bringing their own reference materials to the exam. See the Exam Catalog page for information on these materials by going to www.iccsafe.org/certification-exam-catalog. References needed for taking the exams can be purchased from ICC by calling 1-888-422-7233 or going to shop.iccsafe.org.
Photo identification, such as a driver's license, will be required for admittance to the examination.
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 going to www.iccsafe.org/ac-forms-library or by calling us at 1-888-422-7233. The request must be submitted and approved by the Code Council no later than October 5, 2018.

I agree to the following terms:

I understand and agree that my failure to provide accurate and complete information or abide by ICC's policies and procedures, including the Code of Ethics, shall constitute grounds for the rejection of my application, or denial or revocation of my certification. I understand that ICC reserves the right to verify any information in this application or in connection with my certification.

I consent to ICC's release of any information regarding this application and my examination administration to third parties, consistent with ICC's Records policy. I also agree to be bound by all ICC policies and procedures, as they may be amended from time to time, including without limitation those posted at iccsafe.org.

I understand that if at any point during my certification period I fail to meet any of the requirements outlined above, or if matters arise that can affect my capability to continue to fulfill certification requirements, I must report it to ICC immediately and agree to cooperate with any subsequent investigation regarding such matters.

Signature: Date:
Printed Name:

Both pages of this application must be completed to process.

Select exam code year:

- 2015 2018

Select the exam you wish to take. (Select only one.)

Starting Time: 8:30 am

- 64 Property Maintenance and Housing Inspector \$209
75 Zoning Inspector \$209
14 Permit Technician \$209
B1 Residential Building Inspector \$209

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 CVV\* Expiration Date Month Year

\*Visit https://www.cvvnumber.com/cvv.html for information regarding the CVV code.

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

International Code Council
Assessment Center
Attn: Autumn Saylor
900 Montclair Road
Birmingham, Alabama 35213-1206
Email: asaylor@iccsafe.org

OFFICE USE ONLY

Candidate ID: Requirements met: Date processed: Initials:



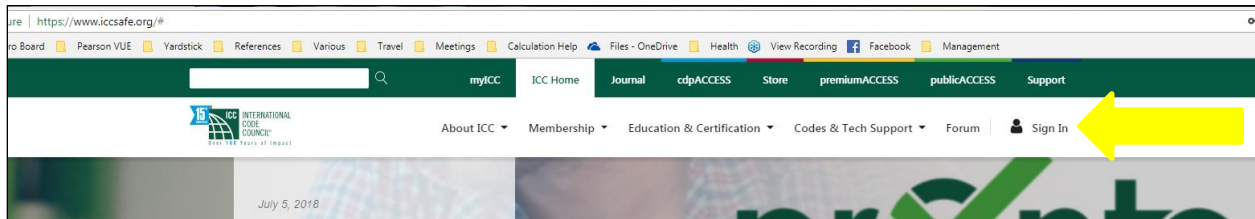
ASSESSMENT  
CENTER



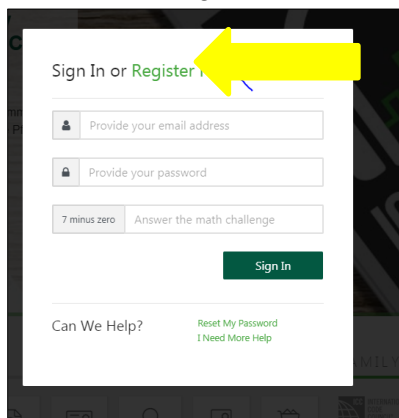
## TAKING A PRONTO EXAM IN A GROUP? HERE'S WHAT YOU NEED TO KNOW BEFORE THE EXAM

### How to Create a myICC account

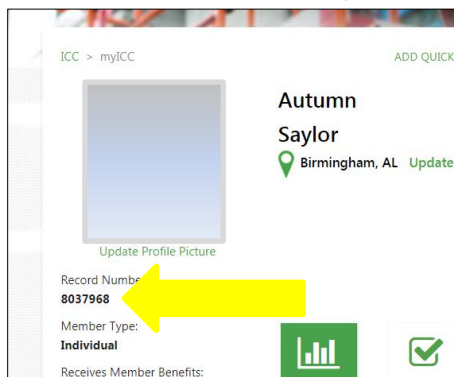
1. Access the ICC website: [www.iccsafe.org](http://www.iccsafe.org)
2. Click on "Sign In."



3. Click on "Register Here."



4. Enter information as required.



Once you have created your myICC account, complete the examination application attached to his packet. Ensure you include your Record Number when prompted on the application.

You will be emailed once your PRONTO account and the tutorial is available.

## How to Access the PRONTO Portal

There are multiple ways to access the PRONTO Portal. We recommend you follow the below method to access your available PRONTO exams as well as the PRONTO Tutorial.

### Note on PRONTO Tutorial & Devices During Exam:

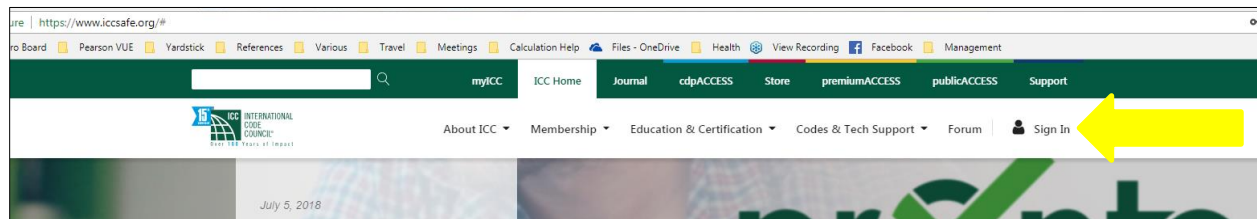
Although your examination cannot be launched prior to the testing session, you will have access to the PRONTO tutorial. It is highly recommended you take the tutorial multiple times on the device you will be using for the examination. This will allow you to become familiar with the nuances of the examination. For example, if you use a tablet, the zoom and magnifier may not work; instead, you may need to pinch or double tap.

Also keep in mind that you will be your own technical support during the administration. Proctors cannot be held liable for malfunctioning devices or devices that run out of power during the exam.

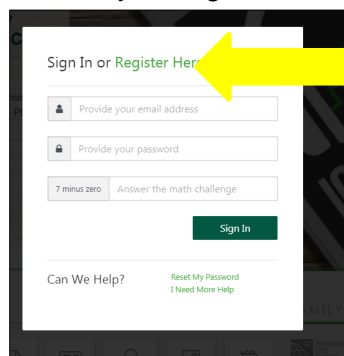
### Access the PRONTO Portal:

On browser, go to the ICC website: [www.iccsafe.org](http://www.iccsafe.org).

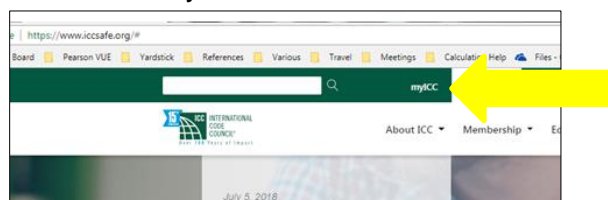
1. Click on “Sign In.”



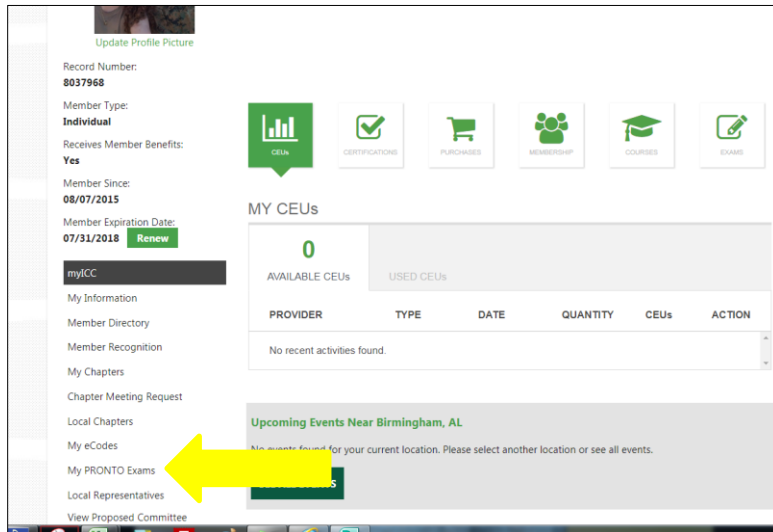
2. Enter your login information.



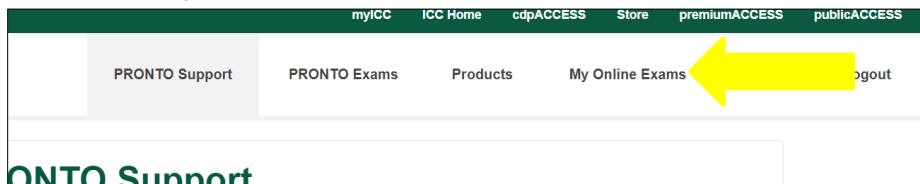
3. Click on “myICC.”



Under the Left-hand Navigation:



4. Click on “My Online Exams.”



5. Read and then agree to the terms and conditions.

**Note on Testing Your System:** You do not need to test your system prior to this BYOD administration. Testing your system is recommended for candidates taking online proctored examinations that can be taken alone in a secure space. If you wish to take an individual PRONTO exam in the future using an online proctor, your system must be compatible, so a system test is recommended.

6. Click on “Take exam.”



## What to Expect on Exam Day

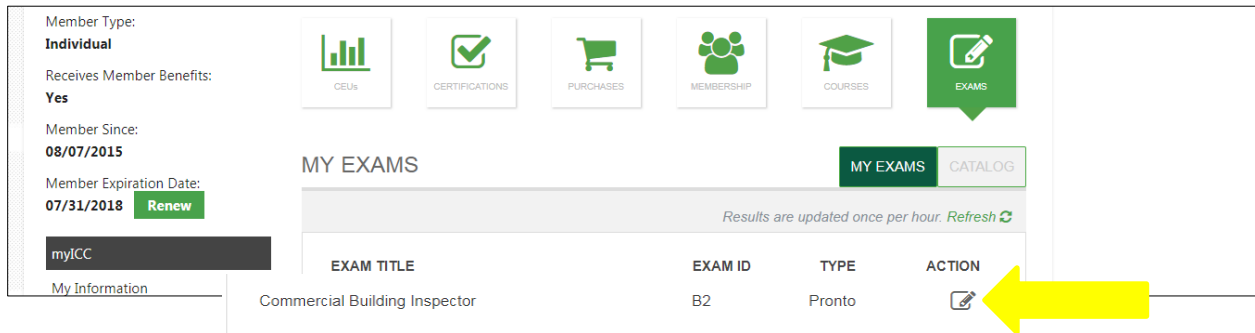
### Allowed Equipment for Exam Day:

- **Laptop or tablet**—size is up to you, but we recommend a **minimum of a 10-inch screen**. If using a **tablet**, bring a stand—**your tablet cannot lay flat on the table**.
- **Touch pads** are allowed. However, **tablet “pencils” or styluses are prohibited**.
- **A power cord**—if your device runs out of power during the exam, you will forfeit your exam fee.
- You may want to bring a **mouse** for best functionality with our software, especially if you’re using a tablet.


### Start Your Exam: First Log in to myICC

On the day of your examination, you will log into your myICC and launch the examination using the following steps.

**NOTE:** the examination will not be available to launch until the testing session.



The screenshot displays the myICC member dashboard. On the left, a sidebar shows member information: Member Type: Individual, Receives Member Benefits: Yes, Member Since: 08/07/2015, Member Expiration Date: 07/31/2018 with a Renew button, and a myICC login field. The main content area features a navigation bar with icons for CEUs, CERTIFICATIONS, PURCHASES, MEMBERSHIP, COURSES, and EXAMS. Below this is the 'MY EXAMS' section with a 'MY EXAMS' button and a 'CATALOG' button. A table lists exams with columns for EXAM TITLE, EXAM ID, TYPE, and ACTION. A yellow arrow points to the pencil icon in the ACTION column for the 'Commercial Building Inspector' exam.

EXAM TITLE	EXAM ID	TYPE	ACTION
Commercial Building Inspector	B2	Pronto	

Follow the prompts and Good Luck!

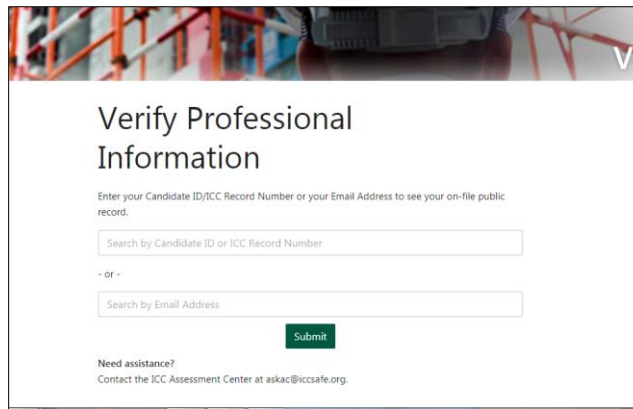
## After the Exam

Immediately following the examination, you will be notified of your grade (Pass/Fail).

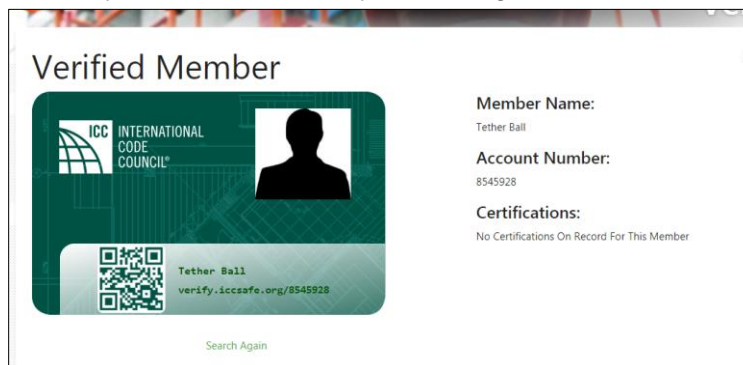
**NOTE:** You are only provided your score and a diagnostic report if you do not pass the examination. You can access this report by logging into your myICC and accessing the PRONTO Portal using the steps provided above.

When you pass the examination, your email notification is not your official notice. Within 6-8 weeks, you will be provided with a plastic wallet card that contains a Quick Response Code (QR) specific to your records. You can use your phone to scan the QR code and your certification listing will appear. You can access this manually by entering: [verify.iccsafe.org](http://verify.iccsafe.org) in your browser and using your email address or record number.

This verify page will be available within 24-28 hours of passing a PRONTO examination.



This is what you will see if you search manually or if using a QR reader to scan the QR code:



If you wish to have your picture on your card (which will also be reflected on the verify page), please email your picture to **walletcardphoto@iccsafe.org**.