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 October 11, 2018
This edition supersedes all
previous bulletin editions

**Exams Administered Through PRONTO
Now Available!**

PRONTO (Proctored Remote Online Testing)
is offered as an alternative to testing at a
Pearson VUE center.

See page 17 for more 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
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;
October 11, 2018	AACE Examination Information Bulletin	Updated examination information and procedures throughout bulletin, including PRONTO testing information

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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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HOW DO I . . .

- schedule an exam?

  Please visit the ICC Exam Catalog at www.iccsafe.org/certification-exam-catalog to view and purchase exams.

  You will need to have a myICC account before you purchase an exam. Don't have one? Create one here: https://www.iccsafe.org/register/

- 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/ac-forms-library to access the form "Request for Optional Services" (Certification)

  You can now print your wall certificate at no charge. Just log in to your myICC account at www.iccsafe.org/myicc/ and go to the "Certifications" tab on your dashboard to print your certificate.

- 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 14 for more information on the exam feedback and appeals process

- reschedule a computer-based exam?

  Call Pearson VUE at 1-800-275-8301 prior to your scheduled exam—see page 25 for deadline

- cancel a computer-based exam?

  Call Pearson VUE at 1-800-275-8301 prior to your scheduled exam—see page 25 for deadline

- find my exam code (ID)?

  See page 23 for the exam outline listings in this bulletin

- know what I can take into the exam?

  See page 15 for the Test Site Regulations section

- obtain the books for my exam?

  Visit the ICC Exam Catalog at www.iccsafe.org/certification-exam-catalog to view specific exam information and add references to your shopping cart

- request a reciprocal certification?

  See the forms section starting on page 30 for applicable certification requests

Table of Contents

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) 905-7096.

Examination Services

All examination and certification related services are provided for AACE through the ICC. These services include exam registration, exam administration (either through Pearson VUE CBT testing or through PRONTO), print-on-demand certificates, provision of wallet cards, and renewals.

Examination Administration

Two different methods are used to administer the AACE/ICC certification examinations. You have the option of using the computer-based testing (CBT) through Pearson VUE or the online remote proctored testing (PRONTO). The examination questions and content are the same regardless of the method by which you choose to take your examination. However, please be aware that the CBT examinations are offered on the 2012 and 2015 code years and the PRONTO examinations are offered on the 2015 and 2018 code years. For more information on both methods of testing, visit www.iccsafe.org/meetpronto for PRONTO testing and www.iccsafe.org/computer-based-testing-what-to-expect for CBT.

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. Pearson VUE, the CBT exam administration agency, issues an official score report letter immediately upon completion of the examination at the test center. The wallet card is 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 and related website links, which contains all of the information you'll need throughout the pre– and post-exam process
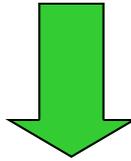
Determine which exam you want to take, and through which method (PRONTO or computer-based testing)
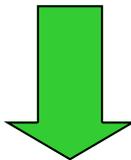
Follow the registration requirements through our exam catalog:
www.iccsafe.org/certification-exam-catalog
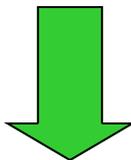
Obtain the approved references for the exam, and study these references well in advance of the exam
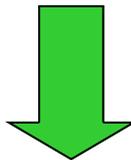
Pass the exam. You will receive a wallet card 4-6 weeks after the end of the month in which you passed the exam.
Code Enforcement Officer and Code Enforcement Administrator require the completion of multiple exams; after passing the required exams, an application and fee must be submitted for the certificate.

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:

<u>**Property Maintenance and Housing Inspector**</u> **(Exam ID 64)**

<u>**Zoning Inspector**</u> **(Exam ID 75)**

<u>**AACE Code Enforcement Officer**</u>

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.

<u>**AACE Code Enforcement Administrator**</u>

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 month period and for any one certification category, you may take the exam a total of six times. You will be responsible for payment of the exam fee for every exam you take.

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.

How is my exam scored?

<u>**What is a passing score?**</u>   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.

<u>**How is a passing score set?**</u>   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.

<u>**What is a scale score?**</u> 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 <u>a scale score is not the number of questions answered correctly, nor the percentage of questions answered correctly</u>.

<u>**Is the current test more or less difficult than prior tests, or future tests?**</u> 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.

Refer to the table on the next page.

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 first step to prepare for an examination is by first obtaining the Examination Content Outlines found on our Exam Catalog. Once you obtain this information, you can supplement your studying with Code Council seminars, self-study workbooks, and textbooks.

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?

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

Wall Certificates are available through ICC's print-on-demand option on your myICC account. Simply log in to your myICC account at www.iccsafe.org/myicc and click on the square "Certifications" button. Under "My Certificates" you will find a new column that gives you the option to print your certificate at no cost.

Candidates will automatically receive a wallet card within seven to nine weeks after they pass the examination. Some categories have additional requirements prior to receiving the full certification.

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 offers a feedback and appeal service that allows you to comment on your testing experience or challenge the results of your exam. Code Council Assessment Center staff will review comments or challenges on specific exams, exam items, or any issues encountered during your examination.

To complete forms for the feedback and appeals process, please visit
www.iccsafe.org/certification-services.

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 both PRONTO and Pearson VUE (Computer-based testing) 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. Any copyrighted, bound book may be used at a test site. Exam questions will only come from the listed approved references found in this bulletin as well as the ICC Exam Catalog. The reference books you use at your exam must adhere to the following:
   - 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
2. Magnifying glass
3. Eyeglasses, if necessary
4. Architects' scale or ruler
5. Battery-operated calculator:
   - Nonprogrammable
   - Not capable of storing examination information
   - No ribbon or paper printing capabilities
6. 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
2. Calculators with print capability and/or that store formulas
3. Copying, recording, or photo devices
4. Cell phones, "Smart" watch (i.e., Apple or Galaxy watch)
5. For PRONTO exams: Any electronic device other than your computer (i.e. any second monitor or screen)

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 take other measures as necessary 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.

Proctored Online Testing Option (PRONTO)

Proctored Remote Online Testing Option (PRONTO)

You can take your exam at your convenience on your home or office computer through a cloud-based testing system called PRONTO, offering secured online proctored exams. You will need a webcam and computer with working audio capability.

For more information on PRONTO, go to www.iccsafe.org/meetPRONTO.

PRONTO Quick Links:

PRONTO Exam Administration: Please visit www.iccsafe.org/pronto-administration for more information on PRONTO Exam Administration such as:

- How to Register for a PRONTO Exam
- What to Expect at Your PRONTO Exam / Requirements
- Items Allowed/Prohibited During the Exam
- Tips and Tricks for your PRONTO Exam
- ICC Administrative Rules and Procedures

PRONTO System Requirements: Please visit https://pronto.iccsafe.org/support to run a full system diagnostic test through the link provided.

Purchase and Take a PRONTO Exam: https://pronto.iccsafe.org/

What if I have special needs?

Please visit www.iccsafe.org/testing-accommodations to learn more on the process for Testing Accommodations and to download the ADA Accommodation Request Form.

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 re-spond 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 Pear-son 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 ex-amination or results. It is recommended that you submit a written request for special test arrange-ments and services approximately two to three weeks in advance of your desired test date. In addi-tion, 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 spe-cial Pearson VUE toll-free number, 1-800-274-2617. This phone number is for express use by candi-dates 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 exami-nation 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.

What can I expect at a Computer-based exam?

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.

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.

During the Exam

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."

2018 AACE/ICC Certification Examinations

75 Zoning Inspector

50 multiple-choice questions
Exam fee: $209 (PRONTO)
Open book—2-hour time limit

Content Area	% of Total	References
Legal Aspects of Zoning Inspection	28%	2018 *International Zoning Code®*
Administrative Aspects of Zoning Inspection	14%	2017 *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: $209 (PRONTO)
Open book—2-hour time limit

Content Area	% of Total	References
Administration and Legal	22%	2018 *International Residential Code®*
Light, Ventilation, and Occupancy	14%	2018 *International Property Maintenance Code®*
Fire and Life Safety	14%	2017 *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.

2018 AACE/ICC Certification Examinations

MM Management Module

75 multiple-choice questions
Exam fee: $139 (PRONTO)
Open book—2-hour time limit

Content Area	% of Total	References
Customer Service and Communication	30%	2018 *International Building Code®*
Financial Management	22%	2018 *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: $139 (PRONTO)
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%	2017 *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.

2015 AACE/ICC Certification Examinations

75 Zoning Inspector

<div align="right">50 multiple-choice questions
Exam fee: $209 (CBT & PRONTO)
Open book—2-hour time limit</div>

Content Area	% of Total	References
Legal Aspects of Zoning Inspection	28%	2015 *International Zoning Code®*
Administrative Aspects of Zoning Inspection	14%	2017 *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

<div align="right">50 multiple-choice questions
Exam fee: $209 (CBT & PRONTO)
Open book—2-hour time limit</div>

Content Area	% of Total	References
Administration and Legal	22%	2015 *International Residential Code®*
Light, Ventilation, and Occupancy	14%	2015 *International Property Maintenance Code®*
Fire and Life Safety	14%	2017 *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.

2015 AACE/ICC Certification Examinations

MM Management Module		75 multiple-choice questions Exam fee: $139 (CBT & PRONTO) 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: $139 (CBT & PRONTO) 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%	2017 *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.

2012 AACE/ICC Certification Examinations

75 Zoning Inspector

<div align="right">

50 multiple-choice questions
Exam fee: $209 (CBT)
Open book—2-hour time limit

</div>

Content Area	% of Total	References
Legal Aspects of Zoning Inspection	28%	2012 *International Zoning Code®*
Administrative Aspects of Zoning Inspection	14%	2017 *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

<div align="right">

50 multiple-choice questions
Exam fee: $209 (CBT)
Open book—2-hour time limit

</div>

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%	2017 *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.

2012 AACE/ICC Certification Examinations

MM Management Module		75 multiple-choice questions Exam fee: $139 (CBT) Open book—2-hour time limit
Content Area	**% of Total**	**References**
Customer Service and Communication	30%	2012 *International Building Code®*
Financial Management	22%	2012 *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: $139 (CBT) Open book—2-hour time limit
Content Area	**% of Total**	**References**
Legislative	11%	2012 *International Building Code®*
Code Enforcement	50%	2012 *International Fire Code®*
Human Resources	28%	2012 *Building Department Administration*
Public Records	11%	2017 *Legal Aspects of Code Administration*
Total	**100%**	2012 *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:

- **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.**

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) 905-7096. 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: $_____ CVV: _____

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
Assessment Center
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) 905-7096. 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: $_____ CVV: _____

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
Assessment Center
900 Montclair Road
Birmingham, AL 35213
www.aace1.org

OFFICE USE ONLY			
Candidate ID: _____	Requirements met: _____	Date processed: _____	Initials: _____