

## Master Code Enforcement Professional Certification

1. Successfully complete the AACE/ICC Property Maintenance and Housing Inspector exam (ID 64) and the AACE/ICC Zoning Inspector exam (ID 75).
2. Successfully complete the ICC CBO Legal/Management exam (both the MM-Management Module and the MG-Legal Module).
3. Successfully complete the Residential Building Inspector exam (B1).
4. Successfully complete the following National Incident Management System (NIMS) courses:
  - ICS-100 Introduction to the Incident Command System (ICS)
  - ICS-200 ICS for Single Resource and Initial Action Incidents
  - ICS-300 Intermediate ICS for Expanding Incidents
  - ICS-400 Advanced ICS for Command and General Staff
  - IS-700 An Introduction to the National Incident Management System
  - IS-800 An Introduction to the National Response Framework

Please note ICS-100, ICS-200, IS-700 and IS-800 are online courses offered by the Federal Emergency Management Agency (FEMA). ICS-300 and ICS-400 are classroom courses offered by FEMA at the Emergency Management Institute (EMI) and by local emergency management agencies. An EMI course catalog is available at: [www.training.fema.gov/emicourses](http://www.training.fema.gov/emicourses). Contact information for state and territorial emergency management agencies is available at: [www.training.fema.gov/programs/aps/stolist.aspx](http://www.training.fema.gov/programs/aps/stolist.aspx).

5. Be an Active Member of AACE in good standing. An Associate Member of AACE is ineligible for MCEP certification.
6. **Be currently employed in the field of code enforcement and/or regulation of health or safety and have a minimum seven (7) consecutive or non-consecutive years of active employment in the field of code enforcement and/or regulation of health and safety. Years of service verification may include but not be limited to documentation from current and/or former employer(s), documentation from a public employee retirement system or similar verification.**
7. Complete the application that is found in the current AACE Certification Bulletin.
8. To maintain this certification, all ICC certification categories must be renewed every three years. Information on the ICC renewals can be found in the current Renewal Bulletin and at [www.iccsafe.org](http://www.iccsafe.org) under the certification drop down menu. The MCEP certification, through AACE, is not listed on the ICC website.
9. Master Code Enforcement Professionals may use the initials “MCEP” on business cards following their name.