Frequently Asked Questions

I am new to code and would like to take some classes. Where should I start?
The American Association of Code Enforcement (AACE) in cooperation with the International Code Council (ICC) offers several types of certifications including Certified Zoning Inspector, Certified Property Maintenance & Housing Inspector, Certified Code Enforcement Officer, Certified Code Enforcement Administrator and Master Code Enforcement Professional.
Many new code enforcement professionals start out by getting their Zoning Inspector certification and Property Maintenance & Housing Inspector certification first. Check out the New Code Officer PDF in the drop down menu.

I have taken classes through my state association. Can I get the AACE/ICC certification without having to take these classes again?
Please reach out to ICC directly at 888-ICC-SAFE for this answer. It has been our experience in the past that ICC will honor your state certification and may apply it to one or the other Code Enforcement certifications. If they (ICC) do not feel you have enough training, they may recommend that you take the IPMC exam. That is exam #64 in the certification bulletin found on the AACE website under the certification tab FAQ.

Where do I find the study guide for the Certified Property Maintenance and Housing Inspector course?
CC study guides, including the Property Maintenance & Housing Inspector study guide, are available here: https://www.iccsafe.org/professional-development/education/study-guides/

What are the fees for the certification applications?
The Certified Code Enforcement Officer application fee is $50.00. The Certified Code Enforcement Administrator application fee is $50.00. The Master Code Enforcement Professional application fee is $50.00

What do I need to do to get my Certified Code Enforcement Officer (CCEO) designation?
Click Here to see the list of requirements and the application.

What do I need to do to get my Master Code Enforcement Professional (MCEP) designation?
Click Here to see the list of requirements and the application.

What do I need to do to get my Certified Code Enforcement Administrator (CCEA) designation?
Click Here to see the list of requirements and the application.

I would like information on certification for building maintenance and code Inspector program along with any fees/registration costs.
Here is a link to the ICC Exam Catalog: https://www.iccsafe.org/certification-exam-catalog/. All exam fees are listed here. You will need to click on a National Exam, the next one will be for Code Enforcement and then click on ALL.

I would like to obtain my CCEO certification and would like to know if any of my current certifications could be substituted for some of the required exams (see below):
- Plumbing, Electrical, Mechanical, Fire Prevention, and Building (Residential & Commercial) Level II State certifications from NC Department of Insurance
- Certified Zoning Official – Course offered through UNC School of Government with certification exam. Also recognized by the NC Association of Zoning Officials and allows the “CZO” designator beside title.
The certifications could be substituted as long as they were issued by the International Code Council. In addition to the national certification program, ICC is involved with certification on the state level too. The ICC logo would need to be present on the certificate. ICC could help clarify them individually if you reach out to them at 888-ICC-SAFE
Can I take my exams online?
The Property Maintenance & Housing Inspector Exam (ID 64) and the Zoning Inspector Exam (ID 75) can be taken online via the International Code Council (ICC) Proctored Remote Online Testing Option (PRONTO) or in-person at a Pearson VUE facility. Additional information about PRONTO is available here and additional information about Pearson VUE is available here.
You can register to take an exam through ICC’s Assessment Center here. The reference materials are available for purchase at ICC’s store here.

I am interested in the "Property Maintenance and Housing Inspector” certification. What courses do I need to take for said certificate?
There are no class requirements prior to sitting for the exams, however, most individuals find it helpful to take classes and/or self-study courses beforehand. AACE will be offering IZC and IPMC courses in June (more information will be provided closer to the dates). ICC study guides are available here.
The AACE Exam Information Bulletin is attached for your review. Specific information about the AACE/ICC Certified Property Maintenance & Housing Inspector is available here and is also attached. Study guides are available for purchase from the ICC Learning Center here and here. The reference materials for the exam are available for purchase from the ICC store here. The certification exam catalog is available here. This is the link you can use to register to take the exams.

Other Answers:
The Zoning Inspector exam is handled through ICC. AACE has a partnership with ICC and we are thankful that they administer our exams. I have attached the exam bulletin for you to look over, this information comes from ICC. I am also attaching a list of certification downloads that may help you as well: https://www.aace1.org/page/c11 and https://cdn.ymaws.com/www.aace1.org/resource/resmgr/Certification/AACE_EIB.pdf

Other Answers:
All exams are given through ICC for both the Property Maintenance and Housing Inspector and the Zoning. I have attached a link: https://www.iccsafe.org/certification-exam-catalog/ Type in National Certification and then type Code Enforcement for the Category. Scroll down and you will find the two exams. These are online exams through PRONTO or in Person at PearsonView. ICC has practice exams that you can purchase and there are trainers such as MetricOne Consultants, Code Performance Consultants and the Standards and Codes Academy who provide training.

Other Answers:
MCEP certifications are required to be renewed every three years. Your MCEP was issued in 2015 and expired in 2018. In order to become re-certified as an MCEP it will be necessary to submit a new application and demonstrate all of the prerequisites are still being met.

Other Answers:
Specific information about the AACE/ICC Certified Zoning Inspector is available here. Specific information about the AACE/ICC Certified Property Maintenance & Housing Inspector is available here. Study guides for both exams are available for purchase from the ICC Learning Center here and here. The reference materials for both exams are available for purchase from the ICC store here. The certification exam catalog is available here (this is the link you can use when you are ready to take the exams). Once you pass both the Certified Zoning Inspector exam and the Certified Property Maintenance & Housing Inspector exam, complete the Certified Code Enforcement Officer application on page 30 here and you are officially a CCEO!
Navigating ICC Website:  
ICC Contact Information: 888-ICC-SAFE (888-422-7233) extension 5227

If you go to the ICC website at http://iccsafe.org and go to the Education and Certification tab, you will see the following information. Once you go to that tab, scroll to the bottom and under the catalog search, type in “national” exam and the category would be “code enforcement”. Total of 7 exams will be listed. They should have practice exams listed.

Search for Exams

Ready to take an ICC Examination?

Be sure to review the Step-By-Step Process to Taking Your Exam for more information on Administrative Rules and Procedures and Test Site Regulations. When you’re ready to schedule, you can search for your exam in the Catalog Search below.

IMPORTANT! These guidelines will help you ensure a smooth exam registration process:

- **Log in to myICC**: You must be logged in to myICC to make an exam purchase. If you think you may already have an account, please contact us before creating a new one so we can ensure all of your information stays under one account.
- **Pay Before You Schedule**: You will be required to pay for your exam first before you can schedule if you are taking a National Certification, California, or UST/AST exam via CBT or PRONTO. But don’t worry—you’ll have one year to officially schedule or reschedule your purchased exam without paying for your exam again.
- **Legal Name Only**: You must enter your first and last LEGAL NAME exactly as it appears on the identification you will present before testing. If there is not an exact match, you will not be able to take your test and you will not be reimbursed for any fees paid.

Planning on taking a PRONTO exam?  
Questions? Start Here:

PRONTO System Requirements  
Read the FAQs

Step-By-Step Process to Taking Your Exam

1. Know Which Exam You Need To Take

Before you can schedule your exam, contact your local jurisdiction to find out which exam you need to take. Each jurisdiction sets its own rules for what examinations and certifications are required, so be sure to meet those requirements before you schedule your exam.

Certification and examination information, including registration/scheduling requirements, dates, locations, fees, and references, are subject to change. Candidates should make sure they have the most current information before registering for/scheduling a Code Council examination by checking the most recent exam info updated on the exam catalog.

ICC Exam Types:

ICC offers the following examination types. Learn more about these exam types and how to begin the exam process.

- National Certifications
- State Specific Certifications
- Contractor/Trades Examinations
- UST/AST Certifications
2. Schedule Your Exam

ICC offers three different ways you can take your exam. Some examinations may not be available in all testing methods. Please see the information in the catalog below for specific details and availability.

Get an inside look on the following testing methods available, along with information on the exam scheduling process and experience.

- Computer-Based Testing
- Online Proctored Testing

3. Prepare for Your Exam

The best way to prepare for an exam is to review the Examination Specific Information located in the catalog and study the applicable codes and standards. Code Council seminars, self-study workbooks, code commentaries, and textbooks may also be helpful.

Below are some resources to help you prepare for your exam:

- ICC’s Learning Center
- ICC Store
- Frequently Asked Questions
- Sample Questions

4. What to Expect at Your Appointment

- Proctored Online Testing Option (PRONTO)
- Computer-Based Testing (CBT)

5. After the Exam

Score Reports and Pass Lists
View Score Report at Pearson VUE
View Contractor/Trades Pass Lists
Search for an ICC Certified Professional

For Candidates who receive PASS on their exam (CONGRATULATIONS!!):

Certification
Print your Wall Certificate on myICC
Request a Wallet Card

Contractor/Trades
ICC does not provide licenses to work. You must check with your local licensing agency and provide your score report, if applicable. Some jurisdictions have additional requirements beyond passing an ICC examination.

For Candidates who receive FAIL on their exam:
Certification
ICC grants two attempts to pass the same exam title within one six-month period, beginning with the date of your first exam attempt.

Contractor/Trades
National Program: Candidates must wait ten days before retesting on the same exam title.
Jurisdiction-specific: Information on retake requirements can be found in the applicable Exam Information Bulletin, in the exam catalog.

Need to provide Feedback on your Exam?
ICC offers a feedback and appeal service that allows you to comment on your testing experience or challenge the results of your exam. For additional information on this process and related forms, please visit the Candidate Services webpage.

Looking for ICC Applications or Forms?

Check out the ICC Forms Library to find what you need.