

COMMONWEALTH OF PENNSYLVANIA  
**Department of Labor and Industry**

# **UCC CERTIFICATION RENEWAL BOOKLET**

**May 2010**

## UCC CERTIFICATION RENEWAL REQUIREMENTS

All Uniform Construction Code certifications are valid three (3) years from the date of issuance. Prior to the expiration date listed on the Department-issued certification card, the cardholder must apply to the Department for re-certification.

However, each time a construction code official applies for and receives Department certification in a new category, the expiration date for all the approved certifications is moved to a date three years from the date of issuance of the new card.

Since this is the case, persons who acquire a certification card but plan on acquiring additional certifications before the initial certification lapses, should focus on preparing for and passing the exams needed to acquire these additional certifications, rather than acquiring continuing education.

It is also important to note that **all continuing education course credits must be earned during the three-year period before the most current certification expiration date.** Credits earned outside of that three-year “window” will not be accepted by the Department.

### I. GENERAL REQUIREMENTS

A construction code official that holds one certification must complete 15 credit hours of continuing education, in order to be re-certified.

A construction code official that holds multiple certifications must complete 15 credit hours of continuing education for each certification category listed on the certification card, in order to be re-certified. However, the maximum number of professional development credit hours required for any applicant holding multiple certifications is 45.

At least 1/3 of an applicant’s continuing education hours must be in approved courses relating to one or more of an applicant’s certification categories.

Consider the following hypothetical example:

“Nancy Brown” is certified as a (Residential) Building, Electrical and Plumbing Inspector. She also holds certifications as an Accessibility Inspector/Plan Examiner and a Building Code Official.

Since she holds five certifications, she must complete 45 credit hours of continuing education, in order to be recertified. 15 of the required hours must be specifically related to one or of these five areas of code certification. The remaining hours of continuing education can either be in these same areas or can be focused on subject matter which more generally will enhance her professionalism and competency as a construction code official. (For example, training in mathematics, blueprint reading, Computer Assisted Design, personnel management, etc.)

For certification renewal, the applicant must submit:

- A copy of the Department's **Certification Renewal Application**. (See the last page of this booklet.)
- The re-certification fee (**\$50.00**), with check made payable to Department of Labor and Industry.
- **Proof of completion of continuing education.** (See section IV.)  
All continuing education course credits must have been earned during the three-year period before the most current certification expiration date.

All continuing education providers listed on the application must either be encompassed under one of default categories listed in section 401.10 of the Training and Certification Regulation or be an additional provider approved by the Department. These categories and all other approved providers are listed on the Department's UCC website ([www.dli.state.pa.us/codes](http://www.dli.state.pa.us/codes)).

## II. ACCEPTABLE CONTINUING EDUCATION ACTIVITIES

The following activities will be accepted as meeting the continuing education requirement for certification renewal:

1. Attendance at a seminar or technical presentation by an approved provider.
2. Completion of a self-study course offered by an approved provider.
3. Completion of a classroom course offered by an accredited academic institution.
4. Providing instruction at a continuing education seminar or technical presentation for an approved provider.
5. Successful completion of an examination in one of the UCC categories for which certification has not been achieved.
6. Attendance at a code change hearing sponsored by the International Code Council or any other model code agency.

## III. CONTINUING EDUCATION CREDITS

The Department will approve continuing education credits on the following basis:

- A. One (1) credit hour for each 60 minutes spent at one seminar, classroom course or technical presentation.
- B. One (1) credit hour for each 60 minutes spent instructing at a continuing education seminar/course or making technical presentations.

- C. One (1) credit hour for each 60 minutes of completion time for a self-study course as calculated by the sponsor. The Department may modify credit hours for a self-study course to comply with this section.
- D. Five (5) credit hours for successful completion of an examination required for an additional certification category for which multiple exams must be passed.
- E. One (1) credit hour for each 60 minutes actually spent in attendance at a model code organization code change hearing under subsection (c)(6).

All continuing education course credits must have been earned during the three-year period before the most current certification expiration date.

#### **IV. SUPPORTING DOCUMENTATION NEEDED**

The following proof should be submitted for any of the credits (A-E) listed in the preceding section:

- A. A certificate issued by an approved provider. This must include: the name and address of the training provider; the date(s) attended; the credit hours claimed; the title of the course; and, the subject matter of the course.
- B. A statement signed by an official representing an approved provider. This should detail the subject matter of the seminar or course taught, the dates on which the training was provided, and the number of hours spent providing this instruction, the address of the provider, and the name, title and signature of the person providing this information.
- C. A letter or other official documentation from the sponsor of the self-study course certifying the number of hours of self-study and the topic(s) studied.
- D. Proof of having passed an examination required for certification in any category for which certification has not been previously attained.
- E. A copy of the sign-in sheet (supplied upon request from the International Code Council or any other model code agency) clearly indicating the time present at any code change hearing. (If some other means of verification is provided by the model code agency, this will be acceptable, also.)

#### **V. WHERE TO MAIL RECERTIFICATION APPLICATION MATERIALS**

Mail your application, recertification fee and supporting materials to:

**PA Department of Labor & Industry  
BOIS-UCC Certification Unit  
651 Boas Street, Room 1606  
Harrisburg, PA 17121-0750**

## **VI. CONSEQUENCE OF UNTIMELY RECERTIFICATION**

Any construction code official holding a lapsed UCC certification card may be subject to legal sanctions imposed by the Pennsylvania Construction Code Act and its regulations.

Should an application for certification renewal not be received by the Department within one (1) year of the expiration date listed on a certification card, the holder will only be recertified upon providing proof that he/she has passed all examinations required for each category of certification desired.

## **VII. ADDITIONAL QUESTIONS**

Should you have unanswered questions about certification renewal, please call 717-772-3396.

