



**pennsylvania**  
DEPARTMENT OF LABOR & INDUSTRY

# **UNIFORM CONSTRUCTION CODE (UCC) CERTIFICATION BOOKLET**

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The Pennsylvania Construction Code Act (Act 45 of 1999) and the Uniform Construction Code (UCC) regulations establish training and certification requirements for all construction code officials in Pennsylvania.

This booklet is designed as a guide for individuals interested in obtaining Pennsylvania UCC certification.

If you have any questions about the Department's certification program, please call 717.772.3396 or email [UCCBOIS@pa.gov](mailto:UCCBOIS@pa.gov).

## CERTIFICATION REQUIREMENTS

Page 3 specifies the examinations that must be passed to obtain initial certification.

However, the Department may waive the requirement that these specific examinations be passed, if the applicant previously passed the certification examination and meets any of the following:

1. Passed a test or tests substantially similar to test or tests specified on page 3 after July 12, 1996.
2. Passed a test or tests substantially similar to the test or tests specified on page 3 before July 12, 1996, as long as the applicant also submits proof of one of the following:
  - Evidence of continuous employment as a code administrator in a related field, in the form of a notarized statement from your employer indicating that you have been performing construction code services from the earliest exam result date that you are submitting until the date of your waiver request. (This statement should include the employer's Federal ID Number.)

Or, if you have been self-employed, a notarized statement attesting to the fact that you have been performing construction code services from the earliest exam result date that you are submitting until the date of your waiver request. (This sworn statement should include your Social Security Number.)

- A current certification issued by a model code organization.
  - Evidence of completion of 30 hours of continuing education or a college degree program in a related field.
3. Passed a Certified Building Official (CBO) examination. An applicant who provides proof of having passed this examination is eligible to receive UCC certification in the following categories:
    - Residential Building Inspector
    - Building Inspector
    - Building Plans Examiner

Follow these steps, if you are seeking initial certification:

**Step 1:** Determine the category in which you desire to become certified and which examination(s) you need to take to fulfill the category requirements. See page 3.

**Step 2:** Determine which test administrator provides the examination(s) needed. See pages 4-6.

**Step 3:** Determine reference materials required and prepare for the examination(s).

**Step 4:** Register to take the required examination(s) by contacting one of the following: Prometric (NCPCCI); the International Code Council (ICC); the PA Construction Code Academy (PCCA); the Elevator Industry Work Preservation Fund (EIWPF); the National Association of Elevator Safety Authorities International (NAESA International); or QEI Services, Inc. See pages 4-6.

**Step 5:** Pass the examination(s).

**Step 6:** Submit the following:

- An Application for Certification. Please fill out this form completely. Be sure to check all categories for which certification is sought. (See the last page of this booklet.)
- Proof that you have passed all required examinations for each of the checked categories
- Proof that you have passed a substantially similar examination (if a test other than that specified on page 3 was passed).
- Proof that you have met one of the three additional requirements mentioned in number 2 on page 1 (if the examination was passed prior to July 12, 1996).
- A check or money order made payable to the **Commonwealth of Pennsylvania** for the appropriate fee. For an up-to-date listing of fees, please see the Fee Schedule listed on our website ([www.dli.pa.gov/Individuals/Labor-Management-Relations/bois](http://www.dli.pa.gov/Individuals/Labor-Management-Relations/bois)) or contact our office for a copy of the Fee Schedule by email [UCCBOIS@pa.gov](mailto:UCCBOIS@pa.gov), by telephone at 717-772-3396 or by fax at 717-705-0196.

Mail the application, certification fee and supporting materials to:

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

If a certification application is approved, the Department will issue an official UCC certification card to the applicant. All certifications are valid three (3) years from the date of issuance.

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

## CERTIFICATION CATEGORIES AND EXAMINATIONS

The Department's Training and Certification Regulations describe 19 categories of code work that require certification for all persons performing the covered work. Listed below are the categories and the examinations that must be passed to obtain certification. The listed examinations include titles that were specified in the Department's Training and Certification Regulations and others (in italics) that are equivalent examinations, which have been offered since July 2002.

CERTIFICATION CATEGORY	EXAMINATION # AND NAME
Residential Building Inspector	1A Building 1&2 Family Dwelling <b>OR</b> <i>B1 Residential Building Inspector</i>
Residential Electrical Inspector	2A Electrical 1&2 Family Dwelling <b>OR</b> <i>E1 Residential Electrical Inspector</i>
Residential Mechanical Inspector	4A Mechanical 1&2 Family Dwelling <b>OR</b> <i>M1 Residential Mechanical Inspector</i>
Residential Plumbing Inspector	5A Plumbing 1&2 Family Dwelling <b>OR</b> <i>P1 Residential Plumbing Inspector</i>
Residential Energy Inspector	E1 Residential Energy Plan Review & Inspection <b>OR</b> <i>79 Residential Energy Plans Examiner/Inspector</i>
Building Inspector	1B Building General & 3B Fire protection General <b>OR</b> <i>B2 Commercial Building Inspector</i>
Fire Inspector	F1 Fire Prevention Inspection General <b>OR</b> <i>66 Fire Inspector 1</i>
Electrical Inspector	2B Electrical General <b>OR</b> <i>E2 Commercial Electrical Inspector</i>
Mechanical Inspector	4B Mechanical General <b>OR</b> <i>M2 Commercial Mechanical Inspector</i>
Plumbing Inspector	5B Plumbing General <b>OR</b> <i>P2 Commercial Plumbing Inspector</i>
Energy Inspector	E2 Commercial Energy Inspection <b>OR</b> <i>77 Commercial Energy Inspector</i>
Accessibility Inspector/Plans Examiner	21 Accessibility Inspector/Plans Examiner
Building Plans Examiner	1B Building General, 1C Building Plan Review, 3B Fire Protection General & 3C Fire Protection Plan Review <b>OR</b> <i>B2 Commercial Building Inspector &amp; B3 Building Plans Examiner</i>
Electrical Plans Examiner	2B Electrical General & 2C Electrical Plan Review <b>OR</b> <i>E2 Commercial Electrical Inspector &amp; E3 Electrical Plans Examiner</i>
Mechanical Plans Examiner	4B Mechanical General & 4C Mechanical Plan Review <b>OR</b> <i>M2 Commercial Mechanical Inspector &amp; M3 Mechanical Plans Examiner</i>
Plumbing Plans Examiner	5B Plumbing General & 5C Plumbing Plan Review <b>OR</b> <i>P2 Commercial Plumbing Inspector &amp; P3 Plumbing Plans Examiner</i>
Energy Plans Examiner	E3 Commercial Energy Plan Review <b>OR</b> <i>78 Commercial Energy Plans Examiner</i>
Building Code Official	Test on State law and regulations administered by PA Construction Codes Academy
Elevator Inspector	Qualified Elevator Inspector test (or its equivalent)

## **EXAMINATIONS GIVEN BY PROMETRIC (NCPCCI)**

Prometric administers the following National Certification Program for Construction Code Inspectors (NCPCCI) examinations that are accepted by the Department. Passing the listed examination will qualify an individual to obtain the Pennsylvania certification listed on the left. Visit their website at [www.prometric.com/ncpcci](http://www.prometric.com/ncpcci) or telephone the company at 800.864.5309, to determine their registration requirements, testing locations, etc.

<b>CERTIFICATION CATEGORY</b>	<b>EXAMINATION # AND NAME</b>
Residential Building Inspector	1A Building 1&2 Family Dwelling
Residential Electrical Inspector	2A Electrical 1&2 Family Dwelling
Residential Mechanical Inspector	4A Mechanical 1&2 Family Dwelling
Residential Plumbing Inspector	5A Plumbing 1&2 Family Dwelling
Building Inspector	1B Building General 3B Fire Protection General
Electrical Inspector	2B Electrical General
Mechanical Inspector	4B Mechanical General
Plumbing Inspector	5B Plumbing General
Building Plans Examiner	1B Building General 1C Building Plan Review 3B Fire Protection General 3C Fire Protection Plan Review
Electrical Plans Examiner	2B Electrical General 2C Electrical Plan Review
Mechanical Plans Examiner	4B Mechanical General 4C Mechanical Plan Review
Plumbing Plans Examiner	5B Plumbing General 5C Plumbing Plan Review

## **EXAMINATIONS GIVEN BY THE INTERNATIONAL CODE COUNCIL (ICC)**

The International Code Council (ICC) currently offers the examinations listed below. Passing the listed examination will qualify an individual to obtain the Pennsylvania certification listed on the left. These examinations are offered in two formats: paper and pencil and computer-based.

You may learn more about these offerings and how to apply to take examinations by visiting the ICC web site ([www.iccsafe.org](http://www.iccsafe.org)) or calling 888.422.7233, ext. 5524.

<b>CERTIFICATION CATEGORY</b>	<b>EXAMINATION # AND NAME</b>
Residential Building Inspector	B1 Residential Building Inspector
Residential Electrical Inspector	E1 Residential Electrical Inspector
Residential Mechanical Inspector	M1 Residential Mechanical Inspector
Residential Plumbing Inspector	P1 Residential Plumbing Inspector
Residential Energy Inspector	79 Residential Energy Plans Examiner/ Inspector
Building Inspector	B2 Commercial Building Inspector
Fire Inspector	66 Fire Inspector 1
Electrical Inspector	E2 Commercial Electrical Inspector
Mechanical Inspector	M2 Commercial Mechanical Inspector
Plumbing Inspector	P2 Commercial Plumbing Inspector
Energy Inspector	77 Commercial Energy Inspector
Accessibility Inspector/Plans Examiner	21 Accessibility Inspector/Plans Examiner
Building Plans Examiner	B2 Commercial Building Inspector and B3 Building Plans Examiner
Electrical Plans Examiner	E2 Commercial Electrical Inspector and E3 Electrical Plans Examiner
Mechanical Plans Examiner	M2 Commercial Mechanical Inspector and M3 Mechanical Plans Examiner
Plumbing Plans Examiner	P2 Commercial Plumbing Inspector and P3 Plumbing Plans Examiner
Energy Plans Examiner	78 Commercial Energy Plans Examiner

## EXAMINATIONS FOR "BUILDING CODE OFFICIALS" AND ELEVATOR INSPECTORS

### Building Code Official:

Persons who manage, supervise or direct a code administration and enforcement office must be certified as a "Building Code Official". The Pennsylvania Construction Codes Academy (PCCA) administers the examination that must be passed to obtain this certification. Call the Academy at 717.763.0930 or visit their website ([www.paconstructioncodesacademy.org](http://www.paconstructioncodesacademy.org)) to schedule an examination appointment. You can also obtain information from the PCCA regarding their training course that will help prepare you to take the required examination.

### Elevator Inspector:

The examination that must be passed for certification as an "Elevator Inspector" is the Qualified Elevator Inspector (QEI) test. The American Society of Mechanical Engineers (ASME) accredits all organizations that administer this examination. Persons interested in Pennsylvania certification as an Elevator Inspector should contact any of the ASME-accredited organizations listed below for information on testing opportunities:

Elevator Industry Work Preservation Fund  
Telephone: 410.312.1474  
Website: [www.eiwpf.org](http://www.eiwpf.org)

National Association of Elevator Safety Authorities International  
Telephone: 360.292.4968  
Website: [www.naesai.org](http://www.naesai.org)

QEI Services, Inc.  
Telephone: 888.651.9209  
Website: [www.robinsonelevatorgroup.com/qei](http://www.robinsonelevatorgroup.com/qei)

### FEES

The Department will charge one fee per certification application. An individual may apply for certification in multiple categories on a single application form. All fees are nonrefundable. Make checks and money orders payable to the **Commonwealth of Pennsylvania**. For an up-to-date listing of fees, please see the Fee Schedule listed on our website ([www.dli.pa.gov/Individuals/Labor-Management-Relations/bois](http://www.dli.pa.gov/Individuals/Labor-Management-Relations/bois)) or contact our office for a copy of the Fee Schedule by email [UCCBOIS@pa.gov](mailto:UCCBOIS@pa.gov), by telephone at 717-772-3396 or by fax at 717-705-0196.

### OBTAINING REPLACEMENT CARDS

Replacement cards can be obtained from the Department by submitting the following:

1. A letter requesting a replacement of the card.
2. A check or money order made payable to the **Commonwealth of Pennsylvania**, for the appropriate fee (see FEES section above).

Your letter and check should be mailed to:

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





<b>Filing Requirements</b>	<p>Submit the application, all necessary documentation and a check or money order for the appropriate fee, made payable to the <b>Commonwealth of Pennsylvania</b> to:</p> <p>PA Department of Labor and Industry BOIS – UCC Certification Unit 651 Boas Street, Room 1606 Harrisburg, PA 17121-0750</p> <p><b>FEE SCHEDULE:</b> For an up-to-date listing of fees, please see the Fee Schedule listed on our website (<a href="http://www.dli.pa.gov/Individuals/Labor-Management-Relations/bois">www.dli.pa.gov/Individuals/Labor-Management-Relations/bois</a>) or contact our office for a copy of the Fee Schedule by email <a href="mailto:UCCBOIS@pa.gov">UCCBOIS@pa.gov</a>, by telephone at 717-772-3396 or by fax at 717-705-0196.</p> <p>Please direct any questions regarding certification to (717) 772-3396 or <a href="mailto:UCCBOIS@pa.gov">UCCBOIS@pa.gov</a>.</p>
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