



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 contact our office by telephone at 717-787-6085 or by email at UCCBOIS@pa.gov.

CERTIFICATION REQUIREMENTS

Page three (3) of this booklet 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 provides proof they have:

1. Passed a test or tests substantially similar to the test or tests specified on page three (3) of this booklet after July 12, 1996.
2. Passed a test or tests substantially similar to the test or tests specified on page three (3) of this booklet 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 thirty (30) hours of continuing education or a college degree program in a related field.
3. Passed a Certified Building Official (CBO) examination (not to be confused with the BCO exam). An applicant who provides proof of having passed the (CBO) examination is eligible to receive UCC certification in the following categories:
 - Residential Building Inspector
 - Building Inspector
 - Building Plans Examiner

Follow these steps to apply for 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 three (3) of this booklet.
- Step 2:** Determine which test administrator provides the examination(s) needed. See pages four (4) through six (6) of this booklet.
- Step 3:** 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 four (4) through six (6) of this booklet.
- Step 4:** Pass the examination(s).
- Step 5:** Submit the following to our office for processing:
- An Application for Certification. Please fill out this form completely. Be sure to check all categories for which certification is sought. (See the last two (2) pages 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 three (3) was passed).
 - Proof that you have met an additional requirement mentioned under number two (2) on page one (1) of this booklet (if the examination was passed prior to July 12, 1996).
 - A copy of your valid QEI/NAESA card (for Elevator inspectors only).
 - 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) or contact our office for a copy of the Fee Schedule by email at UCCBOIS@pa.gov, by telephone at 717-787-6085 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 certification categories is moved to a date three (3) years from the date of issuance of the new UCC certification category.

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 OR <i>B1 Residential Building Inspector</i>
Residential Electrical Inspector	2A Electrical 1&2 Family Dwelling OR <i>E1 Residential Electrical Inspector</i>
Residential Mechanical Inspector	4A Mechanical 1&2 Family Dwelling OR <i>M1 Residential Mechanical Inspector</i>
Residential Plumbing Inspector	5A Plumbing 1&2 Family Dwelling OR <i>P1 Residential Plumbing Inspector</i>
Residential Energy Inspector	E1 Residential Energy Plan Review & Inspection OR <i>79 Residential Energy Plans Examiner/Inspector</i>
Building Inspector	1B Building General & 3B Fire protection General OR <i>B2 Commercial Building Inspector</i>
Fire Inspector	F1 Fire Prevention Inspection General OR 66 Fire Inspector 1 OR <i>Fire Inspector 2</i>
Electrical Inspector	2B Electrical General OR <i>E2 Commercial Electrical Inspector</i>
Mechanical Inspector	4B Mechanical General OR <i>M2 Commercial Mechanical Inspector</i>
Plumbing Inspector	5B Plumbing General OR <i>P2 Commercial Plumbing Inspector</i>
Energy Inspector	E2 Commercial Energy Inspection OR 77 Commercial Energy Inspector OR <i>CE Commercial Energy Inspector/Plans Examiner w/ASHRAE 90.1</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 OR <i>B2 Commercial Building Inspector & B3 Building Plans Examiner</i>
Electrical Plans Examiner	2B Electrical General & 2C Electrical Plan Review OR <i>E2 Commercial Electrical Inspector & E3 Electrical Plans Examiner</i>
Mechanical Plans Examiner	4B Mechanical General & 4C Mechanical Plan Review OR <i>M2 Commercial Mechanical Inspector & M3 Mechanical Plans Examiner</i>
Plumbing Plans Examiner	5B Plumbing General & 5C Plumbing Plan Review OR <i>P2 Commercial Plumbing Inspector & P3 Plumbing Plans Examiner</i>
Energy Plans Examiner	E3 Commercial Energy Plan Review OR 78 Commercial Energy Plans Examiner OR <i>CE Commercial Energy Inspector/Plans Examiner w/ASHRAE 90.1</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 or telephone the company at 800-864-5309, to determine their registration requirements, testing locations, etc.

CERTIFICATION CATEGORY	EXAMINATION # AND NAME
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 following examinations that are accepted by the Department. Passing the listed examination will qualify an individual to obtain the Pennsylvania certification listed on the left. You may learn more about these offerings and how to apply to take examinations by visiting the ICC web site at www.iccsafe.org or calling their Assessment Center at 888-422-7233, ext. 5524.

CERTIFICATION CATEGORY	EXAMINATION # AND NAME
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 OR 67 Fire Inspector 2
Electrical Inspector	E2 Commercial Electrical Inspector
Mechanical Inspector	M2 Commercial Mechanical Inspector
Plumbing Inspector	P2 Commercial Plumbing Inspector
Energy Inspector	77 Commercial Energy Inspector OR CE Commercial Energy Inspector/Plans Examiner w/ASHRAE 90.1
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 OR CE Commercial Energy Inspector/Plans Examiner w/ASHRAE 90.1

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 in the Building Code Official category. The Pennsylvania Construction Codes Academy (PCCA) administers the examination that must be passed to obtain this certification. Call the Academy at 717-236-9469 or visit their website at www.paconstructioncodesacademy.org to apply to take the examination. You can also obtain information from the PCCA regarding their training course that will help prepare you to take the examination.

Elevator Inspector:

The examination that must be passed for certification in the Elevator Inspector category 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 or 888-511-3113 ext. 5
Website: www.eiwpf.org

National Association of Elevator Safety Authorities International
Telephone: 360-292-4968 or 800-746-2372
Website: www.naesai.org

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) or contact our office for a copy of the Fee Schedule by email at UCCBOIS@pa.gov, by telephone at 717-787-6085 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 and listing the address where the card should be mailed.
2. A check or money order made payable to the **Commonwealth of Pennsylvania**, for the appropriate fee (see FEES section above).

Your letter and payment should be mailed to:

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

FOR L&I USE ONLY
Cert#: _____
Date: _____

APPLICATION FOR UCC CERTIFICATION

Please type or print neatly in ink.

Personal Data	Name _____ Home Address _____ City _____ State _____ Zip Code _____ County _____ Telephone _____ Email _____ Gender Female <input type="checkbox"/> Male <input type="checkbox"/> Date of Birth (MM/DD/YY) _____ Employer Name _____																				
Alternate Mailing Address	Complete the following to send all information to a different mailing address than listed above: Company Name _____ Mailing Address _____ City _____ State _____ Zip Code _____ Telephone _____ Email _____																				
Certification(s) Requested (Check all that apply)	<table style="width: 100%; border: none;"> <tr> <td>Residential Building Insp. <input type="checkbox"/></td> <td>Energy Insp. <input type="checkbox"/></td> </tr> <tr> <td>Residential Electrical Insp. <input type="checkbox"/></td> <td>Accessibility Insp./P.E. <input type="checkbox"/></td> </tr> <tr> <td>Residential Mechanical Insp. <input type="checkbox"/></td> <td>Building P.E. <input type="checkbox"/></td> </tr> <tr> <td>Residential Plumbing Insp. <input type="checkbox"/></td> <td>Electrical P.E. <input type="checkbox"/></td> </tr> <tr> <td>Residential Energy Insp. <input type="checkbox"/></td> <td>Mechanical P.E. <input type="checkbox"/></td> </tr> <tr> <td>Building Insp. <input type="checkbox"/></td> <td>Plumbing P.E. <input type="checkbox"/></td> </tr> <tr> <td>Fire Insp. <input type="checkbox"/></td> <td>Energy P.E. <input type="checkbox"/></td> </tr> <tr> <td>Electrical Insp. <input type="checkbox"/></td> <td>Building Code Official <input type="checkbox"/></td> </tr> <tr> <td>Mechanical Insp. <input type="checkbox"/></td> <td>Elevator Insp. <input type="checkbox"/></td> </tr> <tr> <td>Plumbing Insp. <input type="checkbox"/></td> <td>Passenger Ropeway Insp. <input type="checkbox"/></td> </tr> </table>	Residential Building Insp. <input type="checkbox"/>	Energy Insp. <input type="checkbox"/>	Residential Electrical Insp. <input type="checkbox"/>	Accessibility Insp./P.E. <input type="checkbox"/>	Residential Mechanical Insp. <input type="checkbox"/>	Building P.E. <input type="checkbox"/>	Residential Plumbing Insp. <input type="checkbox"/>	Electrical P.E. <input type="checkbox"/>	Residential Energy Insp. <input type="checkbox"/>	Mechanical P.E. <input type="checkbox"/>	Building Insp. <input type="checkbox"/>	Plumbing P.E. <input type="checkbox"/>	Fire Insp. <input type="checkbox"/>	Energy P.E. <input type="checkbox"/>	Electrical Insp. <input type="checkbox"/>	Building Code Official <input type="checkbox"/>	Mechanical Insp. <input type="checkbox"/>	Elevator Insp. <input type="checkbox"/>	Plumbing Insp. <input type="checkbox"/>	Passenger Ropeway Insp. <input type="checkbox"/>
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Mechanical Insp. <input type="checkbox"/>	Elevator Insp. <input type="checkbox"/>																				
Plumbing Insp. <input type="checkbox"/>	Passenger Ropeway Insp. <input type="checkbox"/>																				
Documentation (Check off all documentation that is attached)	Test documentation for each certification requested. <input type="checkbox"/> Evidence of having passed an examination substantially similar to an examination listed in the Certification Booklet. <input type="checkbox"/> Evidence that one of the additional requirements found in section 401.5(a)(2) of the UCC Regulations has been met (for tests passed prior to July 12, 1996). <input type="checkbox"/> <u>In addition</u> to the documentation options listed above, <u>Elevator inspectors</u> must ALSO provide a copy of their valid QEI/NAESA card. <input type="checkbox"/>																				
Signature	All information provided on this application is subject to the penalties of 18 Pa. CS §4904, relating to unsworn falsification to authorities. <div style="display: flex; justify-content: space-between;"> _____ _____ </div> <div style="display: flex; justify-content: space-between;"> Signature of Applicant Date </div>																				
FOR L&I USE ONLY	Check #: _____ Amount \$: _____ Bates #: _____																				

Filing Requirements	<p>Submit the application, all necessary documentation and a check or money order for the appropriate fee, made payable to the Commonwealth of Pennsylvania to:</p> <p>PA Department of Labor and Industry BOIS – UCC Certification Unit 651 Boas Street, Room 1606 Harrisburg, PA 17121-0750</p> <p>FEE SCHEDULE: 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) or contact our office for a copy of the Fee Schedule by email at UCCBOIS@pa.gov, by telephone at 717-787-6085 or by fax at 717-705-0196.</p> <p>Please direct any questions regarding certification to 717-787-6085 or UCCBOIS@pa.gov.</p>
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