



**pennsylvania**  
DEPARTMENT OF LABOR & INDUSTRY

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

**August 2016**

# UCC CERTIFICATION RENEWAL REQUIREMENTS

Initially, all Uniform Construction Code 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 category, the expiration date for all the approved certifications is moved to a date three (3) 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 examinations needed to acquire these additional certifications, rather than acquiring continuing education.

Up to 6 months prior to the expiration date listed on the Department-issued certification card, the cardholder can apply to the Department for re-certification. If the individual renews with continuing education credits prior to their expiration date, three (3) years is added to their current expiration date. If the individual renews their certification after their expiration date but within one (1) year from their expiration date, their new expiration date will be three (3) years from the date of issuance.

It is also important to note that all continuing education course credits must be earned after the "Issued Date" of the latest UCC card; therefore, it is prudent to wait until you have your new UCC Certification card in hand prior to taking any UCC continuing education credits that you wish to use on your next renewal. Credits earned prior to when the last UCC card was issued will not be accepted by the Department.

## I. GENERAL REQUIREMENTS

A construction code official that holds one certification must complete fifteen (15) credit hours of continuing education, in order to be re-certified. A construction code official that holds multiple certifications must complete fifteen (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 forty-five (45).

At least one-third (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/Plans Examiner and a Building Code Official.

Since she holds five certifications, she must complete forty-five (45) credit hours of continuing education, in order to be recertified. Fifteen (15) of the required hours must be specifically related to one or more 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, blueprint reading, Computer Assisted Design, etc.)

For certification renewal, the applicant must submit:

- A copy of the Department's Certification Renewal Application. (See the last page of this booklet.)

- 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.
- Proof of completion of continuing education. (See Section IV on page 3.) All continuing education course credits must have been earned after the issue date of the applicant's latest UCC card.

All continuing education providers listed on the application must either be encompassed under one of the default categories listed in Section 401.10 of the PA UCC Regulations 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.pa.gov](http://www.dli.pa.gov)).

## **II. ACCEPTABLE CONTINUING EDUCATION ACTIVITIES**

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

- A. Attendance at a seminar or technical presentation by an approved provider.
- B. Completion of a self-study course offered by an approved provider.
- C. Completion of a classroom course offered by an accredited academic institution.
- D. Providing instruction at a continuing education seminar or technical presentation for an approved provider.
- E. Successful completion of an examination in one of the UCC categories for which certification has not been achieved.
- F. 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 sixty (60) minutes spent at one seminar, classroom course or technical presentation.
- B. One (1) credit hour for each sixty (60) minutes spent instructing at a continuing education seminar/course or making technical presentations for an approved provider.
- C. One (1) credit hour for each sixty (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 sixty (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 after the issue date of the applicant's latest UCC card.

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

The following proof must be submitted for any of the credits (A-E) listed in the preceding Section III:

- 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, the number of hours spent providing this instruction, the name and 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 date(s) of self-study, 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 may 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 practicing 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 the certification card, the holder will only be recertified upon providing proof that he/she re-tested and passed all examinations required for each category of certification desired.

#### **VII. ADDITIONAL QUESTIONS**

Should you have any questions regarding certification renewal, please contact our office by calling (717) 772-3396 or by emailing **UCCBOIS@pa.gov**.

<b>FOR L&amp;I USE ONLY</b>
Cert#: _____
Date: _____

## UCC CERTIFICATION RENEWAL APPLICATION

**Type or print legibly all the information requested below.**

<b>Personal Data</b>	Name _____ Home Address _____ City _____ State _____ Zip Code _____ County _____ Telephone _____ Email _____ Date of Birth (MM/DD/YY) _____ Employer Name _____ Certification Card Number _____ Number of Certifications Held _____																																				
<b>Alternate Mailing Address</b>	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 _____																																				
<b>Continuing Education Activities</b>	<p>List all of your continuing education activities in the following table. In the first column, enter one of the bolded letters below to identify the type of continuing education activity you engaged in.</p> <ul style="list-style-type: none"> <li><b>A.</b> Attendance at a seminar, classroom course or technical presentation by an approved provider.</li> <li><b>B.</b> Completion of a self-study course offered by an approved provider.</li> <li><b>C.</b> Provided instruction at a continuing education seminar or technical presentation for an approved provider.</li> <li><b>D.</b> Successful completion of an examination in one of the UCC categories for which multiple examinations are required and certification has not yet been achieved.</li> <li><b>E.</b> Attendance at a code change hearing sponsored by the International Code Council or any other model code agency.</li> </ul> <p><b>You must attach the required proof for each continuing education activity you list.</b>          * Elevator Inspectors must also include a copy of their valid EIWPF, NAESA, or QEI card with the application.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Type</th> <th style="width: 15%;">Date(s)</th> <th style="width: 50%;">Name of Provider</th> <th style="width: 20%;">Hours</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Use additional sheets of paper to list additional activities, using the same format.</p>	Type	Date(s)	Name of Provider	Hours																																
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<b>Signature</b>	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; margin-top: 20px;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Signature of Applicant</span> <span>Date</span> </div>																																				
<b>For L&amp;I Use Only</b>	Check #: _____ Amount: _____ Bates #: _____																																				

**Filing Requirements**

Submit the application, all necessary documentation and a check or money order for the appropriate fee, made payable to the **Commonwealth of Pennsylvania**, to:

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

**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](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.

Please direct any questions regarding certification to (717) 772-3396 or [UCCBOIS@pa.gov](mailto:UCCBOIS@pa.gov).