

Purpose of Standard Level Course

- Become familiar with the layout of the code book.
- Become familiar with the provisions of the code.
- Receive Continuing Education Credit. (student does not take final class exam)
- Become eligible to take the state exam upon completion of all other experience and education requirements in addition to completing the Law and Administration course.

Remember: Community colleges are allowed 15 days to upload grades to your profile.

This Course Is Not

- An End of Course or State Exam Preparation Class
- A summary of the entire NC Code

Goal

Upon successful completion of the standard course, students will understand the structure and requirements of the North Carolina Code for that specific trade.

CEOs holding Probationary and Standard Certificates issued by the NC Code Officials Qualification Board (NCCOQB) will be able to determine code compliance when evaluating applications for permits, conducting plan reviews and/or performing site inspections.



Additional Educational Resources

Student worksheets and manuals are being updated as supplemental educational material for those who desire it.

From OSFM's main website choose:

***Engineering and Codes* ---- *Code Education Resources*---- *Student Resources* ----**

http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=Code_Education_-_Student_Main&user=Code_Education_Resources

Accumulative Supplement to the 2012 NC Building Codes

- The NC Amendments are included on each state exam.
- It is the responsibility of each CEO to obtain a copy of the amendments for their records and for testing purposes.
- Accumulative NC Amendments are available at the following link:
http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=State_Building_Codes_USER&user=State_Building_Codes

The screenshot shows the OSFM website header with the logo and navigation menu. The main content area is titled 'Engineering and Codes' and includes a sidebar with links like 'STATE BUILDING CODES' and 'CONTACTS'. The main text welcomes users to the 'State Building Codes' section and lists '2002 Codes' such as '2002 Administrative', '2002 Building', '2002 Energy Conservation', and '2002 Fire Prevention'. A 'RESOURCES' box on the right contains links to '2012 NC Codes', '2006 NC Codes', '2002 NC Codes', '2011 NEC', and 'Accumulative Supplement to the 2012 NC Building Code'. A red arrow points to the last link.

From OSFM's main website choose:

Engineering and Codes ---- State Building Codes ---- Accumulative Supplement to the 2012 NC Building Codes

http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=State_Building_Codes_USER&user=State_Building_Codes

In the future all applicants will need to open an **NCID** account to access the online learning management system, MOODLE, **MOODLE** offers supplemental learning materials and online training for both standard courses and continuing education.

Instructions to create an account can be found at the following link:

http://www.ncdoi.com/OSFM/Fire_Rescue_Grants_and_Relief_Funds/Documents/NCID_Registration_Help.pdf

In the future NCID accounts will be the means to access your CEO account information with the Qualifications Board.



Preparing for the State Exam

- How to prepare
- What to expect

Before the State Exam

- Review the **Energy Training for Standard Courses**. This online module contains required information for both the exam and code enforcement. This information is NOT covered within this course and you are responsible for studying the appropriate modules during your own time.

(This information is included in the state exam)

From OSFM's main website choose:

Engineering and Codes ---- ***Code Education Resources***---- ***Student Resources***

http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=Code_Education_-Student_Main&user=Code_Education_Resources



CODE EDUCATION
RESOURCES

STAFF CONTACTS

STUDENT RESOURCES

ONLINE CE COURSES

INSTRUCTOR/SPONSOR
RESOURCES

Engineering and Codes

[ENGINEERING AND CODES](#) » [CODE EDUCATION RESOURCES](#)

Code Education Resources

Code Education - Student Main

[FIND A CLASS](#)

Locate a standard course or a continuing education course.
Please contact the sponsoring party to pre-register.

Energy training for Standard Courses:

- ▶ [Module 1: North Carolina Energy Conservation Code \(NCECC\) Overview](#)
- ▶ [Module 2: Residential Building topics](#)
- ▶ [Module 3: Commercial Building topics](#)
- ▶ [Module 4: Residential Electrical topics](#)
- ▶ [Module 5: Commercial Electrical topics](#)
- ▶ [Module 6: Residential Mechanical topics](#)
- ▶ [Module 7: Commercial Mechanical topics](#)
- ▶ [Module 8: Residential Plumbing topics](#)
- ▶ [Module 9: Commercial Plumbing topics](#)

RESOURCES

- [System Login](#)
- [Training Resources for the 2012 North Carolina Energy Conservation Code](#)

OUTSIDE RESOURCES

- [Gypsum Association](#)
- [International Code Council](#)
- [North Carolina Building Inspectors Association](#)
- [North Carolina Mechanical](#)

Candidate Information Bulletin

Please review the Candidate Information Bulletin prior to taking any state exam. All current exam information is provided in this document.

From OSFM's main website choose:

***Engineering and Codes ---- Code Enforcement Officials (CEO)
Certification Tools ---- Register For The State Exam ----
Candidate Information Bulletin for PSI***

http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=Code_Education_-_Student_Main&user=Code_Education_Resources



CEO CERTIFICATION TOOLS

CONTACTS

PRE-QUALIFICATION
PROCESS

REGISTER FOR THE STATE
EXAM

Engineering and Codes

[ENGINEERING AND CODES](#) » [CEO CERTIFICATION TOOLS](#)

CEO Certification Tools

CEO - Register for the State Exam

How to Register for the State Exam

All state exams are administered by an independent testing firm PSI Services, LLC.

In order to register and pay to take the exam, candidates for examination must first be pre-approved by the COQB staff:

1. You must complete and submit an application to create a personal record through the COQB Information Management System "SYSTEM LOG-IN"
2. You must successfully complete the standard courses required for the area and level of the exam and have these results applied to your record.
3. COQB staff must determine that your education and experience meets the qualification requirements stated in the Board rules for the area and level for which you have applied.
NOTE: staff review of your application may result in requests for additional information. Your application will be placed on hold until you provide sufficient documentation at which time you may resubmit the application.
4. Your eligibility determination must be applied to your record by COQB staff.

Once your COQB record includes your eligibility to take the exam, this information is automatically sent to PSI Services, LLC via a daily data transfer.

The Candidate Information Bulletin (CIB) contains all instructions needed to register for the exam through the PSI Services, LLC web site www.psiexams.com

The CIB also lists the reference books and other materials permitted or prohibited for each exam offered by the test center.

State Exam Information

-  [Candidate Information Bulletin for PSI](#)
-  [Links to General Statutes for printing and inserting into your Administrative Code Book](#)
-  [State Exam Process and Criteria](#)
-  [Pre-Qualification Application Process Flowchart](#)

Exam Reviews

All candidates who do not pass an exam are eligible to review their exam within 30 days of the exam date. To schedule this exam, contact PSI. The North Carolina Department of Insurance staff will review all exam question challenges. Please contact Kathy Williams via email at kathy.williams@ncdoilgov or by phone at 919-661-5880, Ext. 245 if you have questions regarding this process.

Currently there are seven testing centers in North Carolina. Additional sites can be added if needed. They are located in the following cities:

RESOURCES

-  [System Log In](#)
-  [Certificate of Employment Form](#)
-  [On the Code Enforcement Continuing Education](#)
-  [Military Service Members and Spouses Information Sheet](#)



A content outline is provided for each exam. The outline provides a general overview of exam topics and percent of coverage on the exam. Please bring all materials listed in the Bulletin and in your exam approval letter.

Do not remove
any pages of your code
books.



STATE EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

BUILDING EXAMINATION CONTENT OUTLINES WITH REFERENCE MATERIALS

Building Level I		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
Administration	13%	2012 North Carolina Building Code
Building Planning	34%	2012 North Carolina Residential Code for One- and Two-Family Dwellings
Footings and Foundations	8%	2012 North Carolina Energy Conservation Code
Floor Construction	10%	2012 Regulations for Manufactured/Mobile Homes [Level I ONLY]
Wall Construction and Coverings	12%	2012 Administrative Code & Policies*
Roof and Ceiling Construction	7%	*Note: North Carolina's General Statutes and Rules of the Board Pertaining to Code Enforcement Officials is also a reference for each exam, and must be downloaded and printed from NCDOL's website. For the most current General Statutes information, please visit: http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/COQB_Documents/Links%20to%20General%20Statutes%20for%20CEOs.pdf
Public Safety and Special Construction	16%	

Building Level II		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
Administration	13%	2012 North Carolina Building Code
Building Planning	32%	2012 North Carolina Residential Code for One- and Two-Family Dwellings
Footings and Foundations	8%	2012 North Carolina Energy Conservation Code
Floor Construction	10%	2012 Administrative Code & Policies*
Wall Construction and Coverings	11%	*Note: North Carolina's General Statutes and Rules of the Board Pertaining to Code Enforcement Officials is also a reference for each exam, and must be downloaded and printed from NCDOL's website. For the most current General Statutes information, please visit: http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/COQB_Documents/Links%20to%20General%20Statutes%20for%20CEOs.pdf
Roof and Ceiling Construction	7%	
Public Safety and Special Construction	19%	

Building Level III		Number of Questions: 150 Time Allowed: 3.5 Hours
Content Area	% of Total	Approved references allowed in the examination site
Administration	13%	2012 North Carolina Building Code
Building Planning	32%	2012 North Carolina Residential Code for One- and Two-Family Dwellings
Footings and Foundations	8%	2012 North Carolina Energy Conservation Code
Floor Construction	10%	2012 Administrative Code & Policies*
Wall Construction and Coverings	11%	*Note: North Carolina's General Statutes and Rules of the Board Pertaining to Code Enforcement Officials is also a reference for each exam, and must be downloaded and printed from NCDOL's website. For
Roof and Ceiling Construction	7%	

TABS

Please make sure your tabs conform to the criteria listed. Each exam proctor will check your books prior to being allowed in the testing center.

STATE EXAMINATION REFERENCE MATERIAL AND CONTENT OUTLINE

The examinations are OPEN BOOK. The references listed in the tables on the following pages are the ONLY references allowed in the examination center. Candidates are responsible for bringing their own references to the examination center. Reference materials may be highlighted, underlined, and/or annotated prior to the examination session. Notes are allowed however, if written in pencil, they **MUST** be highlighted; if written in pen, they **DO NOT** need to be highlighted.

References may not be written in during the examination session. Any candidate caught writing in the references during the examination will have the references confiscated and will be reported to the Board. Furthermore, candidates are not permitted to bring in any additional papers (loose or attached) with their approved references. Any additional materials will be removed from the references and confiscated. References may be tabbed with permanent tabs only. Temporary tabs, such as Post-It notes, are not allowed and must be removed from the reference before the exam will begin. Likewise divider tabs are not allowed.

The following list of tabs may be used. These items may be purchased at local office supply stores.

Acceptable Tabs

Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs
Redi-Tag Self-Stick Permanent Adhesive Index Tabs

Unacceptable Tabs

Post-It Index Flags
Post-It Flags
Self-made tabbing or reinforcement of any kind

Taking the State Exam

- Talk to your proctor if you have questions or issues with the terminal or testing facility immediately.
- Use earplugs if needed. They are available at each testing facility.
- Go through the 15 minute tutorial to become familiar with the terminal and test navigation.
- Questions are grouped by code book, but are in random order within each code.

Taking the State Exam

- All writing within your code book has to be in pen OR in pencil that is highlighted.
- No Keyword Indexes or External Resource Documents are allowed.

All material appearing questionable in nature or not easily recognized can and will be removed before the test by the proctor.

Before taking the State Exam

REMEMBER

- Print and insert the **Accumulative Supplement to the 2012 NC Building Code**
- Print and insert **General Statutes Pertaining to the Enforcement of the North Carolina State Building Code**
http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/CQQB_Documents/Links%20to%20General%20Statutes%20for%20CEOs.pdf
- Review the **Training Module for the 2012 Energy Conservation Code** for your trade

After the Exam

- You will receive your test results. If you fail, you will receive a numeric score. If you pass, you will not receive a score but a letter stating you passed.
- If you pass (70 or above), your standard certificate will be issued at the next quarterly board meeting.

To view NCCOQBD meeting dates from OSFM website:

Engineering and Codes--Code Officials Qualification Board--Meeting Information

http://www.ncdoi.com/OSFM/Engineering_and_Codes/Default.aspx?field1=COQB_-_Meeting_Dates&user=Code_Officials_Qualification_Board&sub=COQB_Meeting

After the Exam – Score Less than 70

- If you do not pass, you have the option to review your exam. There is no additional cost to review the exam.
- Reviews have to be scheduled within 30 days of your exam. To schedule a review, contact PSI by phone.
- The correct answers and code sections are NOT provided at the time of the review. (this is to preserve the integrity of the exam.)
- You cannot take in any written material nor leave with any written material.

Look for areas you did not perform well in on the exam for studying purposes for your next attempt.

After the Exam – Score Less than 70

- Exam challenges are sent to DOI for review by code consultants. Challenges typically take 2 to 3 weeks for processing.
- There is a 60 day wait period between state exam attempts.
- Each standard level course is good for 2 exam attempts.

After 2nd attempt, standard course must be repeated and the **existing standard application** resubmitted for eligibility to sit for the state exam. **DO NOT CREATE A NEW APPLICATION!**

Multiple Choice Questions

This exam is 150 questions

You will have 3.5 hours to complete the exam

Tips for taking a multiple choice test:

- Pace yourself. Time management is important.
- Pay attention to key words within each question.
- Pay attention to obvious incorrect answers to eliminate options.
- Get through the exam at least once.
- Do not leave any blanks.