

# AMERICAN ASSOCIATION OF CODE ENFORCEMENT

## Examination Information Bulletin



CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR (ID 61)  
CERTIFIED ZONING ENFORCEMENT OFFICER (ID 72)  
CERTIFIED CODE ENFORCEMENT OFFICER  
CERTIFIED CODE ENFORCEMENT ADMINISTRATOR

**PUBLISHED February 2, 2010**

This edition supersedes all previous bulletin editions, and is valid only through the dates noted above.

### **About this bulletin:**

**Please read and understand this bulletin in its entirety prior to registering for an exam. The answers to most questions raised by candidates can be found in this document. This bulletin is a useful reference throughout your registration and examination process.**



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**Information contained in this bulletin is deemed accurate as of the time of printing.  
Contents are subject to change at any time.  
For the most updated information, visit [www.ace1.com](http://www.ace1.com).**

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**Note:** Certification and examination requirements, including registration/scheduling, dates, locations, fees, and references are subject to change. Please make sure that you have the most current information before registering for/scheduling any examination. For up-to-date information on certification and examinations, go to [www.ace1.com](http://www.ace1.com).

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## HOW DO I . . .

- schedule an exam?  
Computer-based testing: visit [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc) or call Pearson VUE at 1-800-275-8301  
Paper-and-pencil testing: see pages 32-33 for the application, due six weeks prior to the exam
- renew my certification?  
See the forms starting on page 31 for applicable renewal instructions
- request a duplicate wallet card or wall certificate?  
Visit [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector) for a request application
- review an exam I failed?  
See page 14 for more information on the exam feedback and appeals process
- request special testing accommodations?  
Computer-based testing: call Pearson VUE at 1-800-275-8301 and ask for special arrangements  
Paper-and-pencil testing: call ICC at 1-888-422-7233 ext. 5227 to request an application
- make comments about an exam I took?  
See page 14 for more information on the exam feedback and appeals process
- reschedule an exam?  
Computer-based testing: call Pearson VUE at 1-800-275-8301 prior to your scheduled exam—see chart on page 23 for deadlines  
Paper-and-pencil testing: visit [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector) for the Fee Schedule for Optional Services form to fax or mail to ICC prior to your exam
- cancel an exam?  
Computer-based testing: call Pearson VUE at 1-800-275-8301 prior to your scheduled exam—see chart on page 24 for deadlines  
Paper-and-pencil testing: fax or mail a statement to AACE/Code Council, including a signature, stating you wish to cancel your exam, and are aware of the administrative fee (see page 28 for more information)
- find my exam code (ID)?  
See page 30 for the exam outline listings in this bulletin
- know what I can take into the exam?  
See page 18 for the Test Site Regulations section
- obtain the books for my exam?  
Most references can be purchased at [www.iccsafe.org/store](http://www.iccsafe.org/store); more information is found in the exam outline listings starting on page 30
- request a reciprocal certification?  
See the forms section starting on page 31 for applicable certification requests

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**You are welcome to use any of the checklists and summaries of information within this bulletin to familiarize yourself with the testing process, but be sure to read this bulletin in its entirety prior to scheduling your examination. You are responsible for following all policies and regulations found in this document, and not reading this bulletin does not relieve your responsibility for following all procedures herein.**

# General Information

## The American Association of Code Enforcement

Incorporated as a nonprofit organization in 1988, the American Association of Code Enforcement (AACE) began with representatives from California, Colorado, Louisiana, New Mexico, and Texas. The Association currently serves members and associates throughout the states with new chapters being formed every year. The only association of housing, property maintenance, and zoning officials in the United States, its members are employed by a city, town, parish, county, or state government for the enforcement of housing, property maintenance, or zoning ordinances intended to provide minimum standards for the protection of the public's health, safety, and welfare.

The Association was established for studying and advancing the science and practice of code enforcement through education, training, certification, and the exchange of ideas, information, and technology. Membership consists of dedicated professionals sharing the common interest of enhancing the safety of their communities through knowledge and application of recognized housing, property maintenance, zoning, and construction codes and standards.

## The AACE Voluntary Certification Program

The American Association of Code Enforcement Certification Program was established in 1993 to encourage professionalism among code enforcement personnel through a comprehensive test of knowledge of codes, standards, and practices necessary for professional competence. The examinations are now being used both for screening of prospective employees and for merit raises for current employees.

The purpose of the program, as expressed in the Voluntary Certification Rules and Procedures, is to provide:

1. A mechanism for individuals to demonstrate their knowledge of various property maintenance, housing, construction, and zoning codes, standards, and practices, and
2. A mechanism that jurisdictions can use to partially evaluate individuals for knowledge of various property maintenance, housing, construction, and zoning codes, standards, and practices.

The AACE certification examinations are not designed to rank individuals from a high to a low competence or to determine the best qualified person for a job opening, and they are not designed as intelligence examinations to measure a person's intuitive knowledge and abilities. The examinations are instead designed to determine if an individual's knowledge of codes and legal aspects of codes administration meets or exceeds a prescribed level of competence. Passing a certification examination provides evidence that an individual possesses critical knowledge of relevant information necessary for competent practice of the profession.

The AACE examinations are continually edited and updated to reflect current codes and standards of practice. The key element in the examination validation process is the review of the examination questions by committees of practicing code enforcement personnel who are experts in each examination category.

## Voluntary Certification Program Rules and Procedures

The AACE Voluntary Certification Program is governed by rules and standards which establish procedures for the application process and fees, examination process and scheduling, and appeal of examinations. A copy of the Voluntary Certification Program Rules and Procedures is available on request from AACE.

## **Examination Prerequisites**

The examination is designed to measure practical knowledge required for competent professional practice. Most successful candidates have significant code enforcement experience. There are no specific education or experience prerequisites to registering for the examinations; however, candidates without related education or experience should not expect to be successful on the examinations.

## **Recognition of AACE Certification**

The AACE Certification Program is based on voluntary participation. It is a highly esteemed professional credential. However, it carries no guarantee that these certificates will be accepted or recognized by a governmental jurisdiction or for any employment purposes. Contact your local jurisdiction for information on local requirements.

AACE confers all certificates; however, successful Property Maintenance and Housing Inspector candidates and Zoning Enforcement Officer candidates may apply to the International Code Council (the Code Council) for reciprocal certification for a nominal fee. See Appendix C for reciprocity applications. Contact the Code Council for further information at 1-888-ICC-SAFE (422-7233), ext. 5524.

Once individuals are certified, they may use their certification on business cards, advertisements, etc. Such notice should, however, include both the certification name and number in the following format: "AACE Certified Property Maintenance and Housing Inspector No.12345."

AACE and the Code Council (the exam development and administration contractor) protect the confidentiality of certification records and restrict access to these records solely to the candidate. Whether or not any individual is certified is a matter of public record once the candidate has been notified.

## **Change of Address**

It is important that written notification of any change of an address is received by AACE from the candidate so that the most current information will be included in the roster of certified individuals. In addition, a current address on file is necessary to ensure that renewal information is accurately delivered. Send address changes to AACE Certification Services, 900 Montclair Road, Birmingham, AL 35213, or by fax at (205) 599-9897.

## **Examination Services**

All examination and certification related services are provided for AACE by the Code Council. These services include exam registration, exam administration, printing of certificates and wallet cards, etc. A separate company, Pearson VUE, provides computer-based testing (CBT) exam administration services for the AACE exams.

## **Examination Administration**

Two different methods are used to administer the AACE certification examinations. You have the option of using the traditional paper/pencil method or the computer-based testing (CBT) method. The examination questions and content are the same regardless of the method by which you choose to take your examination.

The time required for taking the exams is the same for both methods. However, the registration procedures, policies for retaking an exam, and time required for scoring are different for each method of examination administration. Please review carefully the information in this Bulletin on the method of examination administration you choose.

The benefits of the CBT method are the short registration time required before the examination, frequent administration dates, and the immediate scoring upon completion of the examination. Fees for CBT exams are the same as those for paper/pencil exams. Pearson VUE, the CBT exam administration agency, issues an official score report letter immediately upon completion of the examination at the test center. Paper/pencil score reporting can take up to six weeks. The certificate and wallet card are mailed by the Code Council to successful AACE candidates before the end of the month following the examination.

## **RECIPROCAL CERTIFICATIONS**

Successful AACE exam candidates may obtain a reciprocal certificate for Code Council Property Maintenance and Housing Inspector and/or Code Council Zoning Inspector by paying an administrative fee for each certificate desired. See page 31 in this bulletin for applications. For questions, call ICC at 1-888-422-7233, ext. 5524.

Successful ICC exam candidates may obtain a reciprocal certificate for AACE Property Maintenance and Housing Inspector and/or AACE Zoning Enforcement Officer by paying an administrative fee for each certificate desired. See page 31 in this bulletin for applications. For questions, call AACE at 614-552-2633.

## Steps to Achieving AACE Certification

Read and understand the bulletin, which contains all of the information you'll need throughout the pre- and post-exam process

**NOTE:** You will be taking the AACE Property Maintenance and Housing Inspector (61) and/or the AACE Zoning Enforcement exam (72). The exam ID is important because ICC also offers these exams with different IDs.

Determine which exam you want to take, and through which method (paper-and-pencil or computer-based testing)

Follow the registration requirements beginning on page 22 for the method by which you choose to test

Obtain the approved references for the exam, and study these references well in advance of the exam

Pass the exam. You will receive a wall certificate and wallet card 4-6 weeks after the end of the month in which you passed the exam. Code Enforcement Office and Code Enforcement Administrator require the completion of multiple exams; after passing the required exams, an application and fee must be submitted for the certificate.

AACE certification may have additional requirements that include, but are not limited to, passing multiple examinations and submitting additional documentation when required. Please be sure to thoroughly read the detailed information on those examinations you elect to take. For the most up-to-date requirements and detailed information on AACE certification examinations, go to [www.aace1.com](http://www.aace1.com).

# ***AACE Certification Categories***

The following categories of certificate are available from AACE:

## **AACE Property Maintenance and Housing Inspector (Exam ID 61)**

## **AACE Zoning Enforcement Officer (Exam ID 72)**

### **AACE Code Enforcement Officer**

1. Successfully complete the AACE Property Maintenance and Housing Inspector exam (ID 61) OR ICC Property Maintenance and Housing Inspector exam (ID 64).
2. Successfully complete the AACE Zoning Enforcement exam (ID 72) OR ICC Zoning Inspector exam (ID 75).
3. Complete the application found in the back of this bulletin. Submit the application and fee to AACE.
4. To maintain this certification, both the Property Maintenance and Housing Inspector and the Zoning Enforcement Officer examination categories must be renewed every three years (see the back of this bulletin for renewal information).
5. Certified Code Enforcement Officers may use the initials “CCEO” on business cards following their name.

### **AACE Code Enforcement Administrator**

1. Successfully complete ***either*** the AACE Property Maintenance and Housing Inspector exam (ID 61) ***or*** the AACE Zoning Enforcement exam (ID 72). Candidates may also obtain the Code Enforcement Administrator certification by successfully completing ***either*** the ICC Property Maintenance and Housing Inspector exam (ID 64) ***or*** the ICC Zoning Inspector exam (ID 75).
2. Successfully complete the Code Council (ID 01) Legal/Management exam.
  - A. Obtain information about this exam on the certification website at [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector), or see page 30 of this bulletin.
  - B. Register for and pass the Legal/Management exam.
3. Complete the application found in the back of this bulletin. Submit the application and fee to AACE.
4. To maintain this certification, both certification categories must be renewed every three years. Information on renewals can be found in the back of this bulletin and at [www.iccsafe.org/renewal](http://www.iccsafe.org/renewal).
5. Certified Code Enforcement Administrators may use the initials “CCEA” on business cards following their name.

# ***Administrative Rules and Procedures***

## ***Taking and Retaking Examinations***

During any three (3) year period and for any one certification category, you may take the exam a total of six (6) times, if necessary, to pass the exam. In any six (6) month period, you may take an exam up to two (2) times, if necessary, to pass. You will be responsible for payment of the exam fee for every exam you take.

Taking the examination in one category has no effect on testing for the six-month period for another category. For example, if you take the Zoning Enforcement Officer examination and fail it, you would be allowed to take the Property Maintenance & Housing Inspector examination without regard to the six-month period for your Zoning Enforcement Officer examination.

## ***Examination Scoring***

Exams are developed and maintained by groups of subject matter experts (SME) during periodic meetings. These Examination Development Committee (EDC) meetings allow the SME group to participate in a process called “cut scoring,” which assigns a numeric value to each exam item. A “cut score” is determined by averaging the opinions of the SME group on a level of minimum acceptable competency for a particular exam, based on an analysis of the job tasks performed in the field.

The score for each examination is reported as a “scaled score,” with 75 as the minimum passing score. This means that everyone’s score has been standardized on a scale on which 75 is the minimum passing score. To ensure that the difficulty of this exam is equal to every other exam in this category, the number of questions that you will be required to answer correctly to achieve the scaled score of 75 may be more or less than a simple 75 percent of the questions on the exam. Your score, therefore, is based on the number of questions answered correctly relative to the difficulty level of the exam as compared to other exam forms.

For an example of this process:

On an elementary school math test, one form of the test contains problems such as “ $4 + 4 =$ ” and one form contains problems such as “ $369 * (82.36 - 4.399) / 28 =$ .”

A student taking the second form would not be required to answer as many items correctly as a student taking the first form, as the difficulty level of the items on the second form would be greater.

Candidates who pass will be notified with the word “PASS,” and will not receive a numeric score. Those who fail will be given a numeric score and diagnostic information. Failing candidates will be provided with diagnostic information on their performance on major content areas of the exam. The diagnostic report cannot be used to calculate scores and is not to scale; it is a general indication only.

## ***Cancellation of Scores***

On rare occasions, circumstances may render examination scores invalid. AACE reserves the right to cancel or withhold any examination scores if, in its sole opinion, there is adequate reason to question their validity. Reasons are:

1. Doubts may be raised about the validity of examinees' scores because of suspected misconduct, including but not limited to, giving or receiving help; using unauthorized notes, books, or papers; removing examination materials or notes from the examination room; attempting to take an examination for someone else; or inappropriately taking more than two CBT examinations within a single six-month period. In such circumstances, examinees will be expected to cooperate in an investigation of their scores. Such examinees will be notified of procedures developed by AACE to ensure fairness.
2. Some scores may be rendered invalid because of circumstances beyond the examinee's control, such as faulty examination materials or mistiming. These situations will be investigated; when such occurrences result in cancellation of an examinee's scores, AACE will arrange for a makeup examination for the examinees concerned.
3. AACE has implemented procedures to minimize the potential of negative conditions at the examination site such as bad lighting, excessive noise, or uncomfortable temperature conditions. In unlikely cases where such conditions may occur, the required passing score is not modified or changed. If a candidate finds unfavorable conditions at the examination site, we recommend the candidate immediately notify the proctor.

## ***Common Questions and Answers***

### **Does AACE require a candidate to have a certain level of experience or education before taking an examination?**

No. Most AACE examinations are open to all individuals with no prerequisite for experience or education. AACE certification should be used as one of several measures of an individual's qualifications when screening applicants for a position. Inspectors should possess the right mix of technical knowledge, education, and related experience. Because proper weighting of the relative importance of these three qualifications is a subjective decision, determining the emphasis of AACE certification is most appropriately performed at the local level by the building official. For this reason, AACE does not specify education or experience requirements for certification applicants.

### **What is the best way to prepare for an examination?**

The best way to prepare for an examination is through the study of codes and standards. Online seminars, self-study workbooks, code commentaries, and textbooks may be helpful. Practice examinations for many categories are available for a fee from the Code Council at [www.icccampus.org](http://www.icccampus.org). These may be useful to those candidates who need to refresh their skills in taking exams. It is important to realize, though, that the difficulty level of the practice exams may not represent that of the actual Certification exam.

### **How often can I test?**

There is no mandatory waiting period before retaking a failed exam. However, it is strongly recommended that you allow time to study the approved references before registering to test a second time.

### **When will I receive my results?**

Electronic exams:

Results for examinations taken electronically are available immediately after completion of the examination.

Candidates will automatically receive an AACE wall certificate and wallet card within seven to nine weeks after they pass the examination. Some categories have additional requirements prior to receiving the full certification.

Paper-and-pencil exams:

Results for examinations taken by paper-and-pencil are mailed within three to four weeks of the exam date.

### **I didn't receive my pass letter or wallet card. Can I have another mailed to me?**

Yes, but the item must be requested within 90 days from the date of the passed examination to have another mailed without a fee. If a resend of a pass letter or wallet card is requested after 90 days from the exam, a fee will be charged. For fees and other optional services, go to [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector).

### **What type of question format will be included in the examination?**

Test questions are in four-option, multiple-choice format, with one answer on each question scored as correct. Due to the rigorous psychometric processes used in exam development, questions do not follow patterns (e.g., "the most common answer is 'B'").

### **Should I guess if I don't know the answer to a question?**

There is no guessing penalty, so it is to your advantage to answer every question. Remember to base your answers on the listed references for each exam, not solely on long-time field practices.

## ***Code Edition Information***

Examinations are updated to the latest edition of the *International Codes*® effective January 1 of the year following the date of publication to allow time for candidates to become familiar with the new code provisions.

## ***Candidate Records Policy***

The General Education Provisions Act, Section 438, as amended, and the regulations promulgated for the enforcement of the act, found at 45 Federal Register 30911 as amended at 45 Federal Register 86296, provide that all AACE certification examination candidates have certain rights in relation to their educational records. To view the complete records policy, visit the Code Council website at [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector).

## ***Feedback and Appeals Process***

AACE has developed a two-step process for test-takers to comment on or challenge the results of their exam. These are:

- 1) ICC Certification & Testing staff review, and
- 2) appeal to Exam Development Committee.

The form for providing feedback and starting the appeals process is available at the conclusion of your exam at Pearson VUE (if testing via computer) or on the ICC website at [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector).

If you re-take a failed exam on which you have submitted an appeal, you will forfeit your appeal opportunity for that exam.

## **Step 1: ICC Certification & Testing Staff Review**

**Why:** To have ICC Certification & Testing staff review comments or challenges on specific exams or exam items

**How:** You must submit a Comment / Challenge form to ICC with your original signature (form available at [www.iccsafe.org/inspector](http://www.iccsafe.org/inspector) or upon request after your exam at a Pearson VUE test site); this form must contain a separate and complete statement of each item upon which your comments are based, and must be mailed to the following address:

International Code Council  
Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213

**Fee:** None (\$0)

**Deadline:** You must submit the above form to ICC within 90 days following your exam date

**Response:** You will be mailed a response from ICC staff within 15 business days from receipt of the form by ICC; a request for staff review is based solely upon the most recent examination taken

**Step 1 must be completed prior to Step 2.**

## **Step 2: Appeal to Exam Development Committee (EDC)**

**Why:** To appeal the results of the ICC Certification & Testing staff review to the EDC; you can read more about the EDC and their function at [www.iccsafe.org/Membership/Pages/ExamDevelopmentCommittees.aspx](http://www.iccsafe.org/Membership/Pages/ExamDevelopmentCommittees.aspx)

**How:** You must submit your request in writing to ICC, at the following address:

International Code Council  
Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213

**Fee:** None (\$0)

**Deadline:** You must submit your written request within 30 days of the date of the ICC staff denial letter

**Response:** A response will be provided to you in writing after the next available EDC meeting, which can take as long as 120 days; an appeal to EDC is based solely upon the most recent examination taken

## **Optional Services**

### **Optional: Hand Score**

Why:	To verify the accuracy of the candidate's reported score; please be aware that ICC and Pearson VUE follow very careful scoring procedures to ensure accuracy prior to issuance of score reports
How:	You must complete the Hand Score Request form (at <a href="http://www.iccsafe.org/inspector">www.iccsafe.org/inspector</a> ) and submit this form with original signature and copy of your score report to ICC
Fee:	\$25.00
Deadline:	You must request a hand score within 90 days from your exam
Response:	You will be mailed the results of the hand score within 15 days from receipt of your request
Impact:	Please know that it is very rare that a score will be changed based on a hand score, as the automated scoring systems are very accurate; a request for hand score is based solely upon the most recent examination taken

### **Optional: Review Session \*\***

Why:	To review missed test questions; you must be within ten (10) points of passing score. This is not an opportunity to change answers, ask questions, or see the correct answers, but only to review those items scored as incorrect, along with the answers you marked, for use in completing a formal challenge if you wish. A review session is based solely upon the most recent examination taken.
How:	You must submit the request form available at <a href="http://www.iccsafe.org/inspector">www.iccsafe.org/inspector</a> , along with fee
Fee:	\$75.00—NOTE: you do not need to complete a review session to challenge your exam
When:	You must schedule your review session within 90 days from your exam
Response:	You will not receive a response based solely on the review session; instead, you will be provided a response to any items on which you complete a challenge form during your review session

## **\*\* Review Sessions**

Reviews are completed at a paper-and-pencil testing location. Due to the limited number of paper-and-pencil test sites around the country, it may take several months to secure a site for your review session. Review sessions can always be scheduled for the four annual National Certification examination dates and sites.

Review sessions are limited to one half of the original examination time. For a two-part examination, reviews are limited to one half of the original time for the portion of the examination which was failed. Candidates may bring in any of the texts listed in the Examination Information Bulletin as required references for the examination.

Candidates must submit this form with applicable fee and a copy of the score report received. An original signature on this form is required.

Submit completed forms, fees, etc. to:

International Code Council  
ATTN: Candidate Services Coordinator  
900 Montclair Road  
Birmingham, AL 35213

(888) 422-7233, ext. 5227 (toll-free)  
(205) 599-9884 (facsimile)

## ***Test Site Regulations***

To ensure the security of examination materials, reliable test results, and public confidence in the integrity of certified professionals, the rules and procedures below are strictly enforced at all AACE/Code Council examinations.

### **What You Should Bring**

For electronic examinations, examinees must possess and provide their testing confirmation number (that was provided by the Pearson VUE representative at the time of exam registration) at the testing site on the exam day in order to be admitted to take the exam.

Examinees may bring the following items to the examination:

1. Three No. 2 pencils (sharpened) [PAPER-AND-PENCIL TESTING ONLY]
2. Reference(s) as listed in this Examination Information Bulletin for the applicable exam—**no other reference material will be allowed into the testing center**. References must be bound (original bound book, three-ring binder, or stapled); notes written in ink or highlighted in the code sections (not in blank pages) are allowed. Permanently attached tabs (tabs that cannot be removed without destroying the page) are allowed. No pencil notes are allowed within the references, unless they are highlighted prior to arrival at the test center. **Photocopies of copyrighted materials are not allowed.**
3. Eraser [PAPER-AND-PENCIL TESTING ONLY]
4. Magnifying glass
5. Eyeglasses, if necessary
6. Architects' scale or rule
7. Watch - **no alarms/cameras allowed during exams** [PAPER-AND-PENCIL TESTING ONLY]
8. Battery-operated calculator that is nonprogrammable. The calculator **cannot** be capable of storing alpha-numeric numbers or storing examination information, nor have ribbon or paper printing capabilities. Solar-powered calculators are not recommended, as lighting conditions are such that there is usually insufficient light to power a solar calculator. Calculator malfunctions are not grounds for challenging test results or requesting additional time. Special seating is not available to accommodate solar calculators or electrical supply cords.
9. Foreign language/English translation dictionaries, if needed

### **What You Should Leave Home**

1. Any kind of ink (ballpoint, felt-tip, gel, etc.) pens, colored pencils, highlighters, writing paper, or briefcases
2. Personal items such as purses, wallets, or watches—lockers are available at Pearson VUE for small items, but will not accommodate laptops, briefcases, or large purses or bags.
3. Calculators with print capability and/or that store formulas
4. Copying, recording, or photo devices
5. Cell phones, beepers, radios, MP3 players, and/or PDAs

### **Name and Identification Requirements**

For paper-and-pencil examinations, examinees must possess and present a valid (unexpired) photo ID issued by a state or federal regulatory agency, e.g., a driver's license, passport, etc.

For electronic examinations, examinees must possess and present two current (unexpired) forms of signature identification, at least one of which is a valid photo ID issued by a state or federal regulatory agency, e.g., a driver's license or passport. **The name on the exam reservation must match the**

**name on the IDs provided. If it does not, you will not be allowed to test, and will forfeit your exam fee. Neither the Code Council nor Pearson VUE can make an exception to this policy.** If you are unable to present identification as required by the Code Council and Pearson VUE, or have questions about what will be allowed, you must call Pearson VUE prior to your scheduled exam to make other arrangements.

## **What You Can Expect at the Test Site**

- Examinations will be given only on the date and time scheduled.
- Metal detectors may be randomly used to search examinees entering and/or leaving the exam room.
- You will be asked to empty all of your pockets.
- Proctors may inspect all materials an examinee carries into and from the exam room. If your reference materials do not meet test site regulations (relating to tabs, pencil notes, etc.), **you will not be allowed to take these references into the exam room.** You will still be allowed to test, but without these materials.
- The Code Council randomly videotapes examination sessions.
- Visitors are not allowed in the exam room.

## Proctors

The proctors are responsible for administering the examination and ensuring security of the exam materials at the test site. Proctors are well-trained and will treat candidates with respect, and in turn, will expect the same level of respect from candidates. Threatening a proctor or interfering with the administration of an examination at *any* time may be considered a criminal offense and punishable by law.

Proctors cannot discuss contents of the exam or reference materials with a candidate.

Proctors have the right to remove a candidate's test and require the individual to leave the building if the candidate:

1. Gives or receives help during the examination;
2. Attempts to remove exam materials or notes from the room;
3. Creates a disturbance;
4. Copies or attempts to copy examination questions or answers; or
5. Is found to have prohibited materials (cell phone, recorder, etc.) during the exam.

If a candidate is dismissed from an examination for an infraction of the policies presented in this booklet, the candidate will not be entitled to a refund, may jeopardize his or her right to take a Code Council examination in the future, and may face possible prosecution.

## **What We Expect of You, the Candidate**

Examinees are responsible for arriving at the exam site on the proper date, at the proper time, and with proper identification. You should determine in advance the exact location of the test site, how to get there, and how much time it will take you to get to the site.

Examinees are responsible for arriving at the test site with required reference(s), if desired, for use during the exam. Required examination references are listed with the individual examination outlines found in this bulletin. References for examinations are not supplied by the Code Council or the testing center.

**Examinees must know, understand, and adhere to all of the regulations governing AACE/Code Council examinations as listed in this bulletin.**

Examinees should arrive at the exam site at least 30 minutes before the examination is scheduled to begin. Remember, it is your responsibility to already be familiar with the regulations governing AACE/Code Council examinations.

Before the Exam

The Code Council proctor will check your identification, have you sign in, and may assign you a seat. The examination proctor will explain the procedures for taking the examination; answer questions related to taking the exam and provide notification to begin the examination.

During the Exam

- You are not allowed to write or mark in or on your reference books during the examination.
- While the examination is being administered, you are not allowed to leave the building and return to the exam room. If you wish to leave the exam room for any reason, you must receive permission from the proctor and turn in all of your examination materials and references to the proctor.
- Only one examinee at a time is allowed outside the exam room, and you are not allowed additional test time for time spent outside the exam room.
- You are not allowed to communicate, verbally or nonverbally, with other candidates during the examination, and you may not share references.
- It is **highly recommended** that if you are taking a computer-based exam, especially for the first time, you complete the tutorial available to you at the beginning of your exam. The time spent on the tutorial does not count against your exam time. You will receive important information about how to keep track of your time remaining, how to mark items for review, where to find the number of the question you are on, and more.

For paper-and-pencil administered examinations, the proctor provides a 30-minute and a 10-minute time-remaining alert and announcement when time has expired.

For electronically administered examinations, there is an optional clock on the computer that counts down to display the time remaining. (Information on turning on the clock is available in the tutorial prior to the exam.) When the time limit is up for the examination, the computer will end the test.

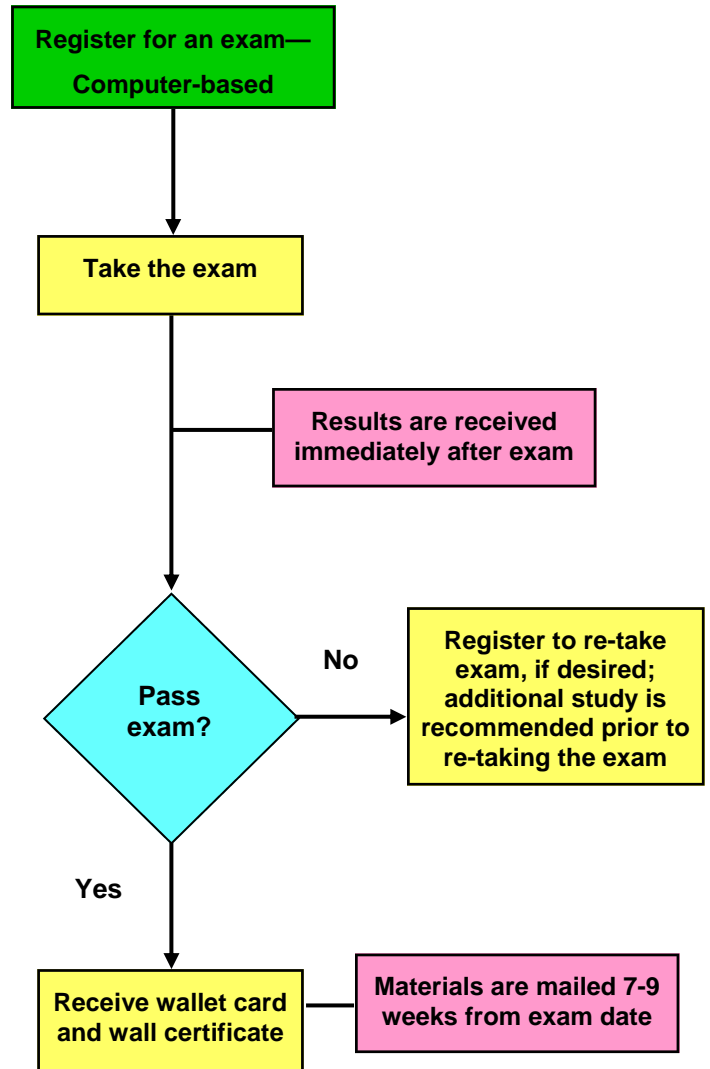
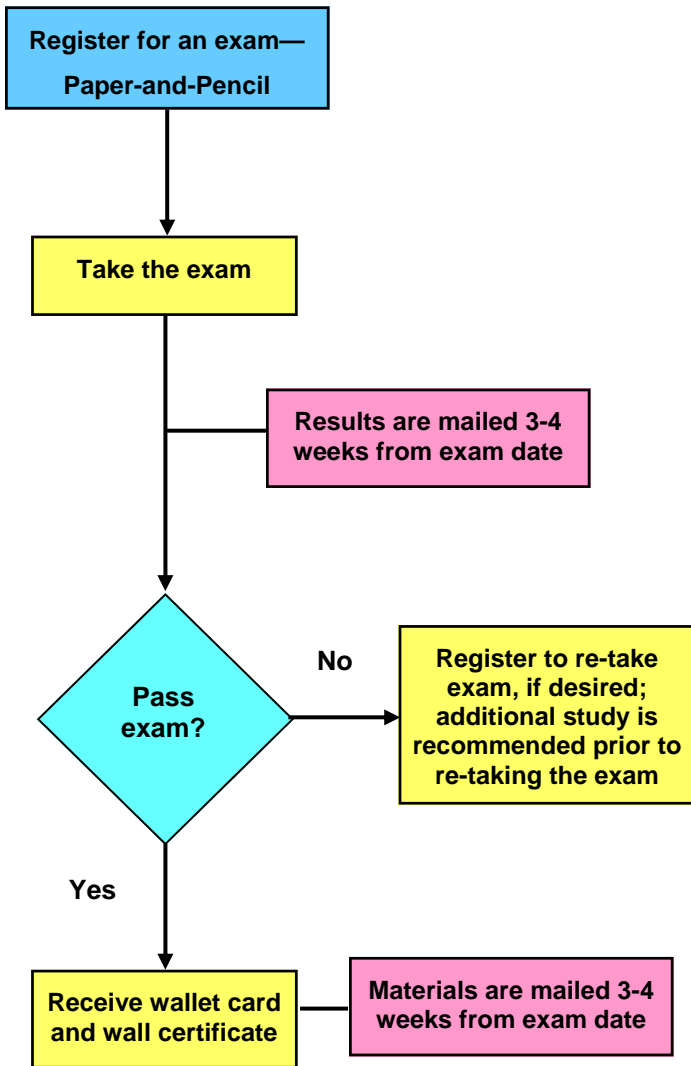
After the Exam

If you complete an examination before the time limit has expired, you may conclude your examination appointment and leave.

If you pass your examination, you cannot retake the examination you passed. If you do not pass your examination and wish to comment on your experience, please see the section of this bulletin titled "Feedback and Appeals Process."

# Certification Examination Timeline

The timeline below will give you a general idea of how long it will take to achieve certification. Please remember that your experience may be shorter or longer than that below, dependent on individual circumstances.



# Computer-based Testing

## **Registering for a Computer-based Examination**

Computer-based certification examinations are administered for AACE by Pearson VUE (formerly Pro-missor), a professional test administration company. **To register to take an AACE computer-based certification exam, call Pearson VUE at 1-800-275-8301, or visit Pearson VUE's website at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc). You must provide the EXAM ID and EXAM TITLE, whether registering online or by telephone.**

Online reservations are available 24 hours a day, 7 days a week. The Code Council encourages candidates to register online, for your convenience. You must provide an e-mail address to schedule an exam online, and Pearson VUE will e-mail you a confirmation letter containing the date and time of your exam, along with test day instructions.

Pearson VUE's customer care reservations and customer service lines are open Monday through Friday from 8:00 a.m. to 11:00 p.m. (Eastern Time), Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 10:00 a.m. to 4:00 p.m. When you call to make your examination reservation, a representative will help you select the optimal test date and location for your schedule, provide instructions and directions, and give your examination reporting time. Walk-in testing is not available.

You may make an exam reservation up to one business day prior to your desired exam date, depending on space availability at the test center.

**You must have the following information available at the time you are registering for a Code Council computer-based certification examination:**

1. Exam ID and title. Exam IDs and titles can be found in this bulletin—**note that you will be taking the AACE Property Maintenance and Housing Inspector (61) and/or the AACE Zoning Enforcement (72) exam. This AACE ID and exam title is important because the Code Council also offers these exams with different exam IDs.**
2. Your full name, address, and home and work telephone numbers
3. Selected examination date and location of the area you desire to take the exam
4. Your score report, if you are retaking the examination (only for those candidates who originally tested through Pearson VUE)
5. Your credit card or payment information

## **Test Site Information**

To locate test sites in your area, visit the Pearson VUE website at [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc) for an updated listing of sites. Be aware that test sites are subject to change.

## **Payment Policy**

Examination fees must be paid by credit card, debit card (issued through VISA or MasterCard) or electronic check at the time a reservation is made, NOT at the test center. Candidates who do not have or do not wish to use a credit card, debit card, or personal checking account may choose to prepay their examination fees by filling out and sending in a voucher request form to Pearson VUE (see page 27

for a copy of the Pearson VUE Voucher Request Form). Pearson VUE will process mailed requests within ten business days, and will notify candidates by mail when processing is complete. Candidates may then make a reservation.

### ***Taking the Examinations***

Examinations are administered on a personal computer (PC). Candidates are not required to have any computer knowledge to take the examination on the PC. Before you begin your test, you may take up to 15 minutes to practice with the sample questions. Timing of the examination does not begin until you look at the first question of the actual examination. You will be allowed to change your answers, mark answers for review, go back to skipped questions and, time permitting, review your test.

### ***2010 Examination Dates***

Code Council certification examinations are administered nationally, Tuesday through Saturday (exceptions noted below). Testing sessions are generally held at 8:00 a.m. and 1:00 p.m. Some test centers are open daily, while others are open on specific days of the week. In some locations, exams are administered on a monthly basis. Pearson VUE offices are closed in observance of the following holidays in 2010:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (including Friday following holiday)
- Christmas (including day after Christmas)

### ***Inclement Weather or Other Emergencies***

Test administrations will be delayed or canceled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the test administration may be canceled. Call Pearson VUE at 1-800-274-2615 to check weather or other emergency delays.

### ***How to Change an Examination Appointment***

To change or cancel your reservation without monetary penalty, you must notify Pearson VUE two business days before your scheduled examination. When this is done, the fee from your first appointment will be applied to your new test date. If you call Pearson VUE less than two business days before your scheduled examination, you will be charged the full examination fee. The fee from your first appointment will be owed in addition to the fee for the new test date.

## ***To Cancel without Monetary Penalties***

<b>Cancel or change your appointment by:</b>	<b>If your examination is scheduled for:</b>
Wednesday	Saturday
Thursday	Tuesday
Friday	Wednesday
Monday	Thursday
Tuesday	Friday

## ***If You are Absent from Your Reserved Examination***

There are no refunds for examinations not taken. All candidates seeking excused absences must submit written verification and supporting documentation of the situation to Pearson VUE within 14 days of the original examination date. Illness excuses must be written by the attending physician. Inclement weather is not acceptable as an excused absence. If, on the day you are scheduled to test, you are unable to attend the examination for which you were scheduled, you may be excused without monetary penalty for the following reasons:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

Written verification and supporting documentation for excused absences must be submitted to the Pearson VUE Program Coordinator via fax or mail within fourteen (14) days of the original examination date.

Pearson VUE  
c/o Candidate Services  
P.O. Box 8588  
Philadelphia, PA 19101  
Fax: 888-204-6291

If you are absent from an examination that you were scheduled to attend, and you did not reschedule or cancel according to the policy, you will owe Pearson VUE the full examination fee for that missed examination. You will not be permitted to take future exams until the fee owed Pearson VUE for the previous missed examination has been paid.

## ***Test Results***

After completing the test, candidates will raise their hands and the assessment center manager will retrieve the unit for immediate scoring. Failing candidates will be provided with diagnostic information on their performance on major content areas of each examination taken. This information is not used to determine whether a candidate passes or fails; it is for self-evaluation only. Candidates who pass will be notified with the word "PASS." Refer to Examination Scoring on page 11.

## ***Special Arrangements and Services***

Pearson VUE certifies that it shall comply with the provisions of the Americans with Disabilities Act (ADA). If you need special arrangements for testing, you may ask for special testing services at the time of registration. All examination sites have access for candidates with disabilities.

Pearson VUE will provide auxiliary aids and services, except where it may fundamentally alter the examination or results. It is recommended that you submit a written request for special test arrangements and services approximately two to three weeks in advance of your desired test date. In addition, candidates should indicate when registering for re-examination that special arrangements were made or services used for the prior test administration, and that these services will be needed again for the upcoming test date.

Pearson VUE is equipped with TDD (Telecommunications Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available during standard business hours through a special Pearson VUE toll-free number, 1-800-274-2617. This phone number is for express use by candidates with compatible TDD equipment.

Pearson VUE will determine the time and place of specially arranged examinations and confirm these arrangements with the candidate directly. In some cases, there may be an additional fee for special arrangements.

In the event that an examination is offered only on Saturdays, candidates who cannot take the examination for religious reasons may request a non-Saturday test administration. Such a request must be put in writing on official stationery by your religious advisor and sent via fax machine, or mailed to Pearson VUE. Non-Saturday testing for this circumstance is done only on a prearranged basis.



# FAX RESERVATION FORM

Today's Date:	Time of Day:	Candidate/Sponsor Signature:	
Last Name:			
First Name:			
Date of Birth:	Social Security Number:	Your Fax Number:	
Address:			
City:		State:	ZIP: Telephone:
Test Center Code:	Exam Session: <input type="checkbox"/> am <input type="checkbox"/> pm		Exam Date:
1 <sup>st</sup> Exam Code:	2 <sup>nd</sup> Exam Code:	2 <sup>nd</sup> Choice: <input type="checkbox"/> am <input type="checkbox"/> pm	2 <sup>nd</sup> Date:
School Code:	May we register you for the next exam date if your two choices are taken? <input type="checkbox"/> Yes <input type="checkbox"/> No		
May we email your confirmation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, include email address:			

<b>Credit Card Payments:</b>	<b>Electronic Check Payments:</b>
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AmExpress <input type="checkbox"/> Discover	Bank Name:
Card #:	Next Available Check #:
Expiration Date:	Account #:
Signature:	Routing #:
	Name/Address on Account: <i>(if different from above)</i>

## FOR PEARSON VUE USE ONLY

Pearson VUE ID# Assigned:		
Reservation Date:	Time:	TC#:
Pearson VUE Representative:		

**Fax to Pearson VUE at (888) 204-6291.**



# VOUCHER REQUEST FORM

**PLEASE PRINT CLEARLY**

Date:			
Last Name:			
First Name:		M.I.:	
Address:			
City:		State:	ZIP:
Daytime Telephone:		Evening Phone:	
Email Address <i>(if you would like Pearson VUE to email the voucher#):</i>			
Payment Type: <input type="checkbox"/> Money Order <input type="checkbox"/> Company Check <input type="checkbox"/> Cashier's Check			
Name of Examination:			
<p style="text-align: center;"><b>Make all checks payable to Pearson VUE and mail this form to:</b> Pearson VUE, c/o AP Voucher Program, PO Box 41508, Philadelphia, PA 19101-1508. <b>Overnight Address:</b> Pearson VUE, c/o AP Voucher Program, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004.</p>			

## ***Paper-and-Pencil Testing***

### ***Registering for a Paper-and-Pencil Examination***

A registration application is required to be completed and forwarded to the Code Council with pre-payment. The application can be found in this bulletin on pages 32-33.

Approximately 2 weeks prior to the examination date, the Code Council will send a confirmation letter stating the examination(s) for which the candidate is registered, examination date, reporting time(s), and examination center address.

### ***Written Examination Absence and Refund Policy***

A candidate will be refunded 80 percent of the written examination registration fee when cancellation is made at least 14 days prior to the scheduled examination date. If cancellation is made less than 14 days before the scheduled examination date, 50 percent of the registration fee is refunded.

Cancellations must be in writing (via fax or U.S. mail) with the candidate's signature. The exam date, type, and location must be listed on the cancellation request.

Candidates also have a one-time-only option to transfer their paid registration to the next scheduled examination administration date with a \$50 administrative fee. Transfers must be requested in writing and received at the Code Council no later than the day prior to your scheduled exam date.

If a candidate does not appear on his or her scheduled examination date, no refund is made, and the option to transfer registration to the next scheduled examination administration will require written request within 7 days of the examination date. The following reasons will be accepted:

1. Documented illness, either yourself or immediate family member;
2. Death in the immediate family;
3. Disabling traffic accident;
4. Court appearance or jury duty; or
5. Military duty.

### ***Special Requests for Examination Administration***

If you have a disability that prohibits you from taking the examination under standard conditions, you may request special arrangements. Your request must accompany your registration form. In addition to the letter of request, a special accommodations form must be submitted. This form may be obtained by contacting the Code Council National Certification Candidate Services Department. Please contact the department for instructions concerning the required information before you submit your application. Completed accommodations forms must be submitted and approved by the examination department a minimum of three months prior to the requested examination administration date.

## ***Taking the Examinations***

Quiet must be maintained both inside and outside the examination room. If you are waiting outside the examination room, make sure that you are not talking loudly or in any way disturbing the participants in the examination room.

Each candidate will be given a packet containing an examination booklet, plans (if appropriate), an answer sheet, and a sheet for calculations. You will not need additional scratch paper. All of this material must be enclosed in the return envelope along with the original envelope and confirmed by the proctor.

Keep track of time. You will have time to complete the examination and check your work if you work steadily, and do not spend too much time on those questions that are difficult for you. After a reasonable time, mark on the answer sheet the answer you think is correct and go on to the next question. Then, if you finish before time is called, you can go back to the questions you have doubts about.

Any comments pertinent to the examination or site should be recorded by you on a comment sheet available from the proctor, and mailed to ICC. Under no circumstances are examination materials to be taken from the room.

## ***Paper-and-Pencil Examination Results***

All examinees are notified by mail of their examination results from three to four weeks after the examination date. Candidate results are not available by telephone.

# AACE Certification Examinations

## 72 AACE Zoning Enforcement Officer

50 multiple-choice questions  
Exam fee: \$180 (P&P); \$180 (CBT)  
Open book—2-hour time limit

Content Area	% of Total	References
Legal Aspects of Zoning Inspection	28%	2009 <i>International Zoning Code</i> ®
Administrative Aspects of Zoning Inspection	14%	2002 <i>Legal Aspects of Code Administration</i>
Plan Zoning	16%	
Development Regulations	22%	
Sign Regulations	20%	
<b>Total</b>	<b>100%</b>	

## 61 AACE Property Maintenance and Housing Inspector

50 multiple-choice questions  
Exam fee: \$180 (P&P); \$180 (CBT)  
Open book—2-hour time limit

Content Area	% of Total	References
Administration and Legal	22%	2009 <i>International Residential Code</i> ®
Light, Ventilation, and Occupancy	14%	2009 <i>International Property Maintenance Code</i> ®
Fire and Life Safety	14%	2002 <i>Legal Aspects of Code Administration</i>
Mechanical	6%	
Plumbing	10%	
Electrical	8%	
Property Conditions	26%	
<b>Total</b>	<b>100%</b>	

## 01 Legal/Management Module

100 multiple-choice questions  
Exam fee: \$110 (P&P); \$110 (CBT)  
Open book—2-hour time limit

Content Area	% of Total	References
Financial Management	9%	2009 <i>International Building Code</i> ®
Records Management	11%	2009 <i>International Fire Code</i> ®
Personnel Management	30%	2009 <i>International Property Maintenance Code</i> ®
Interagency, Legislative, and Public Communication	16%	2009 <i>International Residential Code</i> ®
Code Enforcement	34%	2002 <i>Legal Aspects of Code Administration</i>
<b>Total</b>	<b>100%</b>	2007 <i>Building Department Administration</i> , 3rd edition <i>Building Official Management Manual</i> , 4th edition 1999 <i>Basic Code Enforcement Textbook</i> (8th printing or later)

Most examination references listed in this bulletin are available from the ICC Store. Call 1-800-786-4452 or go to [www.iccsafe.org/store](http://www.iccsafe.org/store).

Sample questions are available for most examinations on our website: To get an idea of the style and format (not content) of questions on the examinations, to go [www.iccsafe.org/exams](http://www.iccsafe.org/exams), choose the category and then examination you wish to retrieve information on, then click on "Sample." [NOTE: The content outlines and sample questions for the 61 and 72 exams are the same as for the 64 and 75 exams under the Code Enforcement Category.]

## Forms and Applications

The following section of the bulletin contains applications for your use in certification and renewal, and includes:

- **Paper-and-Pencil Certification Examination Application**  
(to be used by individuals scheduling a paper-and-pencil AACE Property Maintenance and Housing Inspector, AACE Zoning Enforcement Officer, or ICC Legal/Management exam)
- **Application for Certified Code Enforcement Administrator**  
(to be used by individuals who have passed the ICC Legal/Management exam and are AACE-certified as **either** an AACE Property Maintenance and Housing Inspector **or** AACE Zoning Enforcement Officer, or ICC Property Maintenance and Housing Inspector **or** ICC Zoning Inspector)
- **Application for Certified Code Enforcement Officer**  
(to be used by individuals who are AACE-certified as an AACE Property Maintenance and Housing Inspector **or** ICC Property Maintenance and Housing Inspector **and** AACE Zoning Enforcement Officer **or** ICC Zoning Inspector)
- **Application for ICC Property Maintenance & Housing Inspector Reciprocity**  
(to be used by individuals who have passed the AACE Property Maintenance and Housing Inspector examination and are seeking reciprocity certification with ICC)
- **Application for ICC Zoning Inspector Reciprocity**  
(to be used by individuals who have passed the AACE Zoning Enforcement Officer examination and are seeking reciprocity certification with ICC)
- **Application for AACE Property Maintenance & Housing Inspector Reciprocity**  
(to be used by individuals who have passed the ICC Property Maintenance and Housing Inspector examination and are seeking reciprocity certification with AACE)
- **Application for AACE Zoning Enforcement Officer Reciprocity**  
(to be used by individuals who have passed the ICC Zoning Inspector examination and are seeking reciprocity certification with AACE)
  
- **AACE Certification Renewal—Property Maintenance and Housing Inspector**
- **AACE Certification Renewal—Zoning Enforcement Officer**
- **AACE Certification Renewal—Certified Code Enforcement Administrator**
- **AACE Certification Renewal—Certified Code Enforcement Officer**
- **AACE Continuing Education Professional Development Activities for Certification Renewal**



## 2010 Paper-and-Pencil Certification Examination Application

**EXAM DATES**

- March 13, 2010
- June 12, 2010

**DEADLINE TO REGISTER**

- January 29, 2010
- April 30, 2010

**EXAM DATES**

- September 11, 2010
- December 11, 2010

**DEADLINE TO REGISTER**

- July 30, 2010
- October 29, 2010

**Exam Candidate Information—PRINT LEGIBLY**

ALL FIELDS BELOW REQUIRED EXCEPT AS NOTED.

Full Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 Primary Telephone Number: \_\_\_\_\_ Home \_\_\_\_\_ Work      Secondary Number (optional)      Fax Number (optional)

E-mail: \_\_\_\_\_

I have a copy of the current AACE Examination Information Bulletin. (If you do not have a copy of the Bulletin, go to [www.aace1.com](http://www.aace1.com) or call: 614-552-2633.)

**CERTIFICATION EXAMINATION SITES**  
 (Sites are subject to change)

- |   |   |   |   |
|---|---|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 014 Birmingham, Alabama</li> <li><input type="checkbox"/> 077 Fairhope, Alabama</li> <li><input type="checkbox"/> 501 Phoenix, Arizona</li> <li><input type="checkbox"/> 017 Little Rock, Arkansas</li> <li><input type="checkbox"/> 019 Bradenton, Florida</li> <li><input type="checkbox"/> 002 Fort Myers, Florida</li> <li><input type="checkbox"/> 049 Jacksonville, Florida</li> <li><input type="checkbox"/> 011 Lowell, Florida</li> <li><input type="checkbox"/> 071 Miami, Florida</li> <li><input type="checkbox"/> 009 Orlando, Florida</li> <li><input type="checkbox"/> 005 Palm Bay, Florida</li> <li><input type="checkbox"/> 007 Pinellas Park, Florida</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 025 Tallahassee, Florida</li> <li><input type="checkbox"/> 004 West Palm Beach, Florida</li> <li><input type="checkbox"/> 022 Lawrenceville, Georgia</li> <li><input type="checkbox"/> 008 Macon, Georgia</li> <li><input type="checkbox"/> 073 Marietta, Georgia</li> <li><input type="checkbox"/> 075 Morrow, Georgia</li> <li><input type="checkbox"/> 087 Crystal Lake, Illinois</li> <li><input type="checkbox"/> 088 Columbia City, Indiana</li> <li><input type="checkbox"/> 5124 Indianapolis, Indiana</li> <li><input type="checkbox"/> 034 New Orleans, Louisiana</li> <li><input type="checkbox"/> 046 Vicksburg, Mississippi</li> <li><input type="checkbox"/> 521 Las Vegas, Nevada</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 016 Norman, Oklahoma</li> <li><input type="checkbox"/> 089 Broomall, Pennsylvania</li> <li><input type="checkbox"/> 097 Washington, Pennsylvania</li> <li><input type="checkbox"/> 081 Clearfield, Pennsylvania</li> <li><input type="checkbox"/> 082 Harrisburg, Pennsylvania</li> <li><input type="checkbox"/> 083 Meadville, Pennsylvania</li> <li><input type="checkbox"/> 085 Scranton, Pennsylvania</li> <li><input type="checkbox"/> 086 Williamsport, Pennsylvania</li> <li><input type="checkbox"/> 013 Charleston, South Carolina</li> <li><input type="checkbox"/> 020 Columbia, South Carolina</li> <li><input type="checkbox"/> 072 Conway, South Carolina</li> <li><input type="checkbox"/> 030 Greenville, South Carolina</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> 1059 Bell Buckle, Tennessee</li> <li><input type="checkbox"/> 018 Gallatin, Tennessee</li> <li><input type="checkbox"/> 012 Knoxville, Tennessee</li> <li><input type="checkbox"/> 039 Memphis, Tennessee</li> <li><input type="checkbox"/> 023 El Paso, Texas</li> <li><input type="checkbox"/> 010 La Porte, Texas</li> <li><input type="checkbox"/> 054 Laredo, Texas</li> <li><input type="checkbox"/> 032 McAllen, Texas</li> <li><input type="checkbox"/> 001 San Marcos, Texas</li> <li><input type="checkbox"/> 021 Sulphur Springs, Texas</li> <li><input type="checkbox"/> 1002 Fairfax, Virginia</li> <li><input type="checkbox"/> 543 Richmond, Virginia</li> <li><input type="checkbox"/> 539 Bellevue, Washington</li> <li><input type="checkbox"/> 1029 Sutton, West Virginia</li> </ul> |
|---|---|---|---|

**CERTIFICATION EXAMINATIONS AND FEES**

**Starting time: 8:00 a.m.**

\_\_\_\_\_ Property Maintenance & Housing Inspector (Exam ID 61)      \$180.00

**Starting time: 10:30 a.m.**

\_\_\_\_\_ Zoning Enforcement Officer (Exam ID 72)      \$180.00

**Starting time: 10:30 a.m.**

\_\_\_\_\_ Legal/Management Module (Exam ID 01)      \$110.00





Customer No. _____
ID No. _____

**AMERICAN ASSOCIATION OF CODE ENFORCEMENT**

**Application For  
CERTIFIED CODE ENFORCEMENT ADMINISTRATOR (76)**

This application is for use **only** by individuals who have passed the 01 Legal and Management Module examination and are certified by AACE in the categories of Property Maintenance and Housing Inspector (61) **or** Zoning Enforcement Officer (72), or by ICC in the categories of Property Maintenance and Housing Inspector (64) **or** Zoning Inspector (75). To be certified by AACE as a Code Enforcement Administrator, you must include a fee of \$50.00 along with this application. No further examinations are necessary.

*Please print your name as you want it to appear on your AACE certificate (first, middle initial, last):*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Payment must accompany this application. Payment by credit card must include information below or check made payable to ICC, the testing provider for AACE. A \$25.00 service fee will be charged on all returned checks.**

**NOTE: Only those applications using credit card payment will be accepted by fax at (205) 599-9884. All other applications must be received via U.S. mail.**

**Payment/charge information:**

*(Please circle one)* **Check / Money Order / Visa / MasterCard / AmEx / Discover**

**Credit Card No.:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print name as it appears on card:** \_\_\_\_\_

**Total amount enclosed or to be charged to credit card: \$** \_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I am the person indicated above, that all the information I have given is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(must be an original signature)

Mail this application with appropriate fees to:

International Code Council  
Certification Department  
900 Montclair Road  
Birmingham, AL 35213  
[www.aace1.com](http://www.aace1.com)



Customer No. _____
ID No. _____

**AMERICAN ASSOCIATION OF CODE ENFORCEMENT**

**Application For  
CERTIFIED CODE ENFORCEMENT OFFICER (73)**

This application is for use **only** by individuals previously certified in the categories of AACE Property Maintenance and Housing Inspector (61) or ICC Property Maintenance and Housing Inspector (64) **and** AACE Zoning Enforcement Officer (72) or ICC Zoning Inspector (75). To be certified by AACE as a Code Enforcement Officer, you must include a fee of \$50.00 along with this application. No further examinations are necessary.

*Please print your name as you want it to appear on your AACE certificate (first, middle initial, last):*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Payment must accompany this application.** Payment by credit card must include information below or check made payable to ICC, the testing provider for AACE. A \$25.00 service fee will be charged on all returned checks.

**NOTE:** Only those applications using credit card payment will be accepted by fax at (205) 599-9884. All other applications must be received via U.S. mail.

**Payment/charge information:**

*(Please circle one)* Check / Money Order / Visa / MasterCard / AmEx / Discover

Credit Card No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name as it appears on card: \_\_\_\_\_

Total amount enclosed or to be charged to credit card: \$ \_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I am the person indicated above, that all the information I have given is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(must be an original signature)

Mail this application with appropriate fees to:

International Code Council  
Certification Department  
900 Montclair Road  
Birmingham, AL 35213  
[www.aace1.com](http://www.aace1.com)



Customer No. _____
ID No. _____

**AMERICAN ASSOCIATION OF CODE ENFORCEMENT**

**Application For  
AACE PROPERTY MAINTENANCE AND HOUSING INSPECTOR  
RECIPROCITY CERTIFICATION**

This application is for use **only** by individuals who have passed the ICC Property Maintenance and Housing Inspector exam (64). You must include a fee of \$50.00 along with this application and proof of passing the required examination as stated above. No further examinations are necessary.

*Please print your name as you want it to appear on your AACE certificate (first, middle initial, last):*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Payment must accompany this application. Payment by credit card must include information below or check made payable to ICC, the AACE testing provider. A \$25.00 service fee will be charged on all returned checks.**

**NOTE: Only those applications using credit card payment will be accepted by fax at (205) 599-9897. All other applications must be received via U.S. mail.**

**Payment/charge information:**

*(Please circle one)* Check / Money Order / Visa / MasterCard / AmEx / Discover

Credit Card No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name as it appears on card: \_\_\_\_\_

Total amount enclosed or to be charged to credit card: \$ \_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I am the person indicated above, that all the information I have given is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(must be an original signature)

Mail this application with appropriate fees to:

American Association of Code Enforcement  
Certification Department  
900 Montclair Road  
Birmingham, AL 35213



Customer No. _____
ID No. _____

**AMERICAN ASSOCIATION OF CODE ENFORCEMENT**

**Application For  
AACE ZONING ENFORCEMENT OFFICER  
RECIPROCITY CERTIFICATION**

This application is for use **only** by individuals who have passed the ICC Zoning Inspector exam (75). You must include a fee of \$50.00 along with this application and proof of passing the required examination as stated above. No further examinations are necessary.

*Please print your name as you want it to appear on your AACE certificate (first, middle initial, last):*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Payment must accompany this application. Payment by credit card must include information below or check made payable to ICC, the AACE testing provider. A \$25.00 service fee will be charged on all returned checks.**

**NOTE: Only those applications using credit card payment will be accepted by fax at (205) 599-9897. All other applications must be received via U.S. mail.**

**Payment/charge information:**

*(Please circle one)* **Check / Money Order / Visa / MasterCard / AmEx / Discover**

**Credit Card No.:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print name as it appears on card:** \_\_\_\_\_

**Total amount enclosed or to be charged to credit card: \$**\_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I am the person indicated above, that all the information I have given is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(must be an original signature)**

Mail this application with appropriate fees to:

American Association of Code Enforcement  
Certification Department  
900 Montclair Road  
Birmingham, AL 35213







Customer No. _____
ID No. _____

**AMERICAN ASSOCIATION OF CODE ENFORCEMENT**

**Renewal Application For  
CODE ENFORCEMENT ADMINISTRATOR (76)**

***AACE Property Maintenance & Housing Inspector (61) or AACE Zoning Enforcement Officer (72) [or ICC Property Maintenance and Housing Inspector (64) or ICC Zoning Inspector (75)] certification must be maintained.***

*Please type or print all information clearly.*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Job Title/Department: \_\_\_\_\_

Name of Jurisdiction/Municipality/Business: \_\_\_\_\_

**Renewal fee of \$50.00 must accompany this application. A \$50.00 reinstatement fee is required for an inactive certification. Payment by credit card must include information below or check made payable to ICC. A \$25.00 service fee will be charged on all returned checks.**

**NOTE: Only those applications using credit card payment will be accepted by fax at (562) 692-2845. All other applications must be received via U.S. mail.**

**Payment/charge information:**

*(Please circle one)* Check / Money Order / Visa / MasterCard / AmEx / Discover

Credit Card No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name as it appears on card: \_\_\_\_\_

Total amount enclosed or to be charged to credit card: \$ \_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I am the person indicated above, that all the information I have given is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this application with appropriate fees to:

AACE  
Certification Renewals  
900 Montclair Road  
Birmingham, AL 35213  
[www.aace1.com](http://www.aace1.com)



Customer No. _____
ID No. _____

**AMERICAN ASSOCIATION OF CODE ENFORCEMENT**

**Renewal Application For  
CODE ENFORCEMENT OFFICER (73)**

**AACE Property Maintenance & Housing Inspector (61) or ICC Property Maintenance & Housing Inspector (64) and AACE Zoning Enforcement Officer (72) or ICC Zoning Inspector (75) certifications must be maintained.**

*Please type or print all information clearly.*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Job Title/Department: \_\_\_\_\_

Name of Jurisdiction/Municipality/Business: \_\_\_\_\_

**Renewal fee of \$50.00 must accompany this application. A \$50.00 reinstatement fee is required for an inactive certification. Payment by credit card must include information below or check made payable to ICC. A \$25.00 service fee will be charged on all returned checks.**

**NOTE: Only those applications using credit card payment will be accepted by fax at (205) 599-9884. All other applications must be received via U.S. mail.**

**Payment/charge information:**

*(Please circle one)* Check / Money Order / Visa / MasterCard / AmEx / Discover

Credit Card No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name as it appears on card: \_\_\_\_\_

Total amount enclosed or to be charged to credit card: \$ \_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I am the person indicated above, that all the information I have given is true and complete to the best of my knowledge, and that any false statement will be cause for voiding this application and/or subsequent certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this application with appropriate fees to:

AACE  
Certification Renewals  
900 Montclair Road  
Birmingham, AL 35213  
[www.ace1.com](http://www.ace1.com)

## AACE Continuing Education and Professional Development Activities for Certification Renewal

Option	Activity	CEUs
1.	Participation as a student in a seminar or technical session delivered by ICC, ICC chapter, related professional association, state code enforcement licensing agency, standards writing organization, or any related federally sponsored program	0.1 for each clock hour of attendance
2.	Successful completion of a self-study course offered by ICC, state code enforcement licensing agency, or accredited academic institution*	1.0 maximum per course
3.	Successful completion of an ICC Online Renewal Update Course	0.5 for each course
4.	Attendance at ICC code development hearings; can acquire up to 10 clock hours maximum per year, not to exceed 3.0 CEUs in a three-year period	0.1 for each clock hour
5.	Obtaining a new ICC certification by taking and passing the proctored exams. Special Inspectors may receive credit for passing certifications that are sponsored by ACI, ASNT, AWS, or NICET within the previous three years	0.5 per certification
6.	Instruction of a seminar or technical session delivered for ICC or ICC chapter, related professional association, state code enforcement licensing agency, standards writing organization, or any related federally sponsored program	0.1 for each clock hour of instruction delivered
7.	Instruction of a course for an accredited academic institution*; courses can be counted twice per three-year period, with no limit on the number of different courses	1.0 for each academic credit hour
8.	Committee or board service to ICC or ICC chapter for one full year, not to exceed 1.0 CEUs annually	0.5 per committee
9.	In-house training during employment as a code official, plans examiner, permit technician, or inspector	1.0 per three-year period
10.	Participation as a student in an accredited academic institution*, not to exceed 3.0 CEUs in a three-year period	1.0 for each academic credit hour
11.	Publication of a paper, book, or technical article for an academic institution, professional trade journal, or ICC journal, not to exceed 3.0 CEUs in a three-year period	1.0 per publication type
12.	Completion of evaluation as an IAS Building Department Evaluator	1.0 per three-year period

\* An accredited institution is a high school, community college, junior college, university, technical or vocational school, or any private educational agency accredited by the International Association of Continuing Education and Training (IACET).

**Note:** Successfully passing the examination required of new applicants is an acceptable alternative to participating in continuing education activities.

For more information, please visit [www.aace1.com](http://www.aace1.com).