

Thursday's September 13 – November 15, 2018 8:30 a.m. – 1:30 p.m. with a break for lunch

Fees cover the Board's set-up costs, and do not include the cost of reference materials, which shall be the responsibility of the attendee

****PLEASE READ LEGAL ASPECTS OF CODE ADMINISTRATION** prior to the first class

There will be a 30 minute lunch break, you may bring your own lunch or purchase from the cafeteria.

MILFORD CAFÉ POLICY:

The debitek machines, where individuals can purchase the “café cards” for use, are Cash Only. They do not accept debit or credit cards in order to load “café cards” with money.

Participants should bring their code books, a yellow highlighter, a pad of paper, and a red pen to all classes.

Please familiarize yourself with the general layout of the ICC codes prior to attending the exam preparation.

There will be tests given on most meeting days as well as some take home exams.

The Milford DPS location is a secure facility. Participants should allow extra time for checking into the facility through the security desk. A picture ID will be required to be left at the desk.

There is a cafeteria for food and beverages before and after the classes.

There will be NO video or audio recording allowed during the exam preparation classes.

Required Materials: ICC Exam Catalog <https://www.iccsafe.org/certification-exam-catalog>

Legal Module: Exam ID# MG 2015

- 2015 International Building Code
- 2015 International Fire Code
- Building Department Administration, 4th edition
- Legal Aspects of Code Administration, 2017 edition (2002 or 2017 Legal Aspects of Code Admin permitted for exam)
- 2015 International Property Maintenance Code
- Human Resource Management FOR Public and Non-Profit Organizations: A Strategic Approach, 4th edition

Management Module: Exam ID# MM 2015

- 2015 International Building Code
- 2015 International Fire Code
- Building Department Administration, 4th edition
- A Budgeting Guide for Local Government, 3rd edition
- Human Resource Management FOR Public and Non-Profit Organizations, 4th edition
- Inspector Skills

Building Codes and Standard Module: Exam # 02 2015

- 2015 International Building Code
- 2015 International Fire Code
- 2015 International Mechanical Code
- 2015 International Plumbing Code
- 2015 International Energy Conservation Code
- 2015 International Residential Code
- 2014 National Electrical Code
- Special Inspection Manual, 2012 edition
- 2009 ICC/ANSI A1171.1 Standard on Accessible and Usable Bldgs. & Facilities

In case of inclement weather: Classes will be cancelled if ALL State Offices are closed or if State Offices are closed in WORCESTER COUNTY. Check www.mass.gov for updates.