



Building & Fire Code Academy
A Subsidiary of B & F Technical Code Services, Inc.

P.O. Box 957648
Hoffman Estates, IL 60195

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Building Better With Our Greatest Resource...Education®

Student Handbook



Building Better With Our Greatest Resource...Education®





Welcome to the Building & Fire Code Academy, a subsidiary of B & F Technical Code Services, Inc. We are committed to providing exceptional educational programs for you. Our knowledgeable, code-certified instructors have extensive experience in the areas they teach, providing a dimension difficult to achieve at any other educational facility.

As President and founder of B & F Technical Code Services, Inc., and the Building & Fire Code Academy, I am also a certified Fire Service instructor. I have earned

the top certification in the code industry—Master Code Professional. In addition, I am a Certified Building Official, Certified Fire Official, Certified Property Inspector, Certified Building Inspector, Certified Plans Examiner, Illinois Certified Fire Inspector, Certified Firefighter, and Certified Fire Inspector.

Rich Charuhas, Director of the Building & Fire Code Academy, has over 30 years of experience administering both public and private sector educational systems. He is a U.S. Navy certified Master Training Specialist and LERN-certified Program Planner. His professional affiliations include the American Society for Training and Development, the American Society for Quality, the International Association for Continuing Education and Training, and the Council of College and Military Educators. Our instructors are no less qualified in their areas of expertise.

We will be your teachers, your mentors, and your channel to career opportunities in the building and fire code industry. We stand by our educational commitment to you and are pleased to have you with us.

Sincerely,

Richard A. Piccolo
 President

A SETTING CONDUCTIVE TO LEARNING

Hot, Catered Meals

The Building & Fire Code Academy provides students with a comfortable, climate-controlled, modern environment suitable to the learning process.

Students who attend full-day classes on the Academy's main campus are provided with hot, nutritious, appetizing meals catered daily by the area's finest establishments. Continental breakfasts include fresh danishes, coffee and tea. Lunch menus include a wide variety of main courses, an assortment of pasta, potato and rice dishes with plenty of hot vegetables, salads, and desserts.

Routine morning and afternoon breaks each instructional day give students further opportunities to relax in the spacious dining area with music and refreshments and to network with classmates.



Meals & Lodging

Lodging

There are several hotels within walking distance to the Building & Fire Code Academy that offer living accommodations to distance-based students. Call for a complete listing.

The LaQuinta Inn on Barrington Road in Hoffman Estates offers BFC A students a Deluxe King Room with free shuttle to the Academy for \$48 per night plus tax. Call 1-800-531-5900 and ask for the BFC A rate at Inn #678.

ADMINISTRATIVE OFFICES & LOCATIONS

Main Campus

Building & Fire Code Academy
2401 W. Hassell Road, Suite 1550
Hoffman Estates, IL 60169

Phone: 847-884-4969 or 800-488-7057
Fax: 847-884-4722
E-mail: bfca@bfcacademy.com
Web Site: bfcacademy.com

Office Hours

7:30 a.m. to 4:30 p.m. Central Time Monday - Friday

Other Class Information

Occasionally classes may be held at off-site facilities for the convenience of our students. To learn the location of an off-site facility near you, please call BFCA at 847-884-4969 or 800-488-7057.

General one-day class hours are from 9:00 a.m. to 4:00 p.m. with an hour off for lunch. Half-day classes are from 9:00 a.m. to 1:00 p.m.

Classes for the Plumbing Apprenticeship Program are scheduled evenings from 6:00 p.m. to 9:00 p.m.

Class Locations

Atlanta, Georgia	Traverse City, Michigan
Savannah, Georgia	King of Prussia, Pennsylvania
Hoffman Estates, Illinois	Mars, Pennsylvania
O'Fallon, Illinois	Philadelphia, Pennsylvania
Ann Arbor, Michigan	Pittsburgh, Pennsylvania
Detroit, Michigan	Wilkes-Barre, Pennsylvania

Call BFCA for current course schedule
847-884-4969 or 800-488-0757

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INSTRUCTORS



Roger Fox, Instructor

Roger Fox brings 22 years of municipal code enforcement experience to BFCOA, as well as teaching credentials. He is a certified Building Official and past President of the Illinois Code Council Association and BOCA International Board.



Steve Gardner, Instructor / Plans Examiner

Steve has over 20 years of Mechanical Engineering background and four years of Code enforcement. Steve is a certified Combination Residential Inspector and Mechanical Inspector/Plan Examiner.



Kenneth J. Garrett, Instructor

Ken Garrett has 22 years of experience in the building and fire code industry, a municipal background, and is a Master Code Professional and Certified Building Official.



Don Kopecky, Instructor

Don Kopecky is a Master Code Professional with a B.S. degree in Management and Leadership. He also has over 30 years of municipal government service experience.



Nena Ward, Instructor

Nena has over 26 years of experience in the building and code industry, as well as a municipal background. She is a certified Residential Building Inspector, Residential Mechanical Inspector, Commercial Building Inspector, Building Plan Examiner, Building Inspector and Accessibility Inspector/Plan Examiner.

INSTRUCTORS

The Building & Fire Code Academy is committed to providing exceptional educational programs. All BFCA instructors are experienced in the building and fire code industry and have hands-on experience and certification in the fields they teach.



Richard A. Piccolo, President & Chief Managing Employee

Rich Piccolo is the President and founder of B & F Technical Code Services, Inc., and the Building & Fire Code Academy. He has over 30 years of experience in the building and fire code industry. Mr. Piccolo has earned the top certification in his field—the rank of Master Code Professional, in addition to numerous other certifications.



Richard A. Blondin, Instructor

Dick Blondin has a municipal background with 31 years of experience in code enforcement. He is a Certified Building Plans Examiner, among many other certifications.



Raymond C. Dean, Plumbing Program Supervisor

Ray Dean has an academic background, in addition to more than 35 years of contracting and inspecting experience. He is an Illinois Licensed Plumber, Illinois Certified Inspector, and Plumbing Apprenticeship Program lead instructor.



Jeremy Erickson, Instructor

Jeremy Erickson is a Master Code Professional, becoming the youngest Master Code Professional in the history of the ICC and BOCA. He teaches International Residential Code and International Building Code - Plan Review.

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What is the Building & Fire Code Academy?

B & F Technical Code Services, Inc., an industry-leading building and fire code consulting firm, had provided education and training to the code enforcement industry for a number of years when, in 2001, the Building & Fire Code Academy was incorporated as a subsidiary company. The BFCA provides individual continuing education courses, as well as complete professional programs, to a variety of people, at all experience levels, in the construction and code industry.

Located in Hoffman Estates, Illinois, the Building & Fire Code Academy features six state-of-the-art training classrooms. The BFCA faculty is a team of skilled professionals. Each instructor has years of field and code experience and is uniquely qualified to teach his or her course. Individual faculty profiles are available both on the BFCA website and on pages 32-33 of this handbook.

When classes are held at the BFCA, hot, catered meals are provided each day for students. Lodging is available at special BFCA student rates for distance-based students. For more information, call BFCA at 800-488-7057 or 847-884-4969.

Who Should Attend?

The Building & Fire Code Academy offers a broad range of classes that appeal to a diverse cross-section of the construction industry. **Continuing education classes** are provided for inspectors, code officials, and design professionals at all experience levels.

Certificate Programs offered by BFCA assist individuals who wish to receive training aimed toward preparing for a career as a code enforcement official. Each certificate program combines discipline-specific training with general code enforcement classes to prepare individuals for certification testing. These certificate programs will expand the skills of those currently employed in the inspection field as well as help prepare individuals who are considering entering into a code enforcement career.

The **Management Series Program**® is a series of classes designed for current code officials, administrators, elected officials, and inspectors who want to improve their management skills.

Course Credit



The Building & Fire Code Academy has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102. In obtaining this approval, the Building & Fire Code Academy has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result of their Authorized Provider membership status, the BFCA is authorized to offer IACET Continuing Education Units (CEUs) for its programs that qualify under the ANSI/IACET Standards.

The BFCA is additionally an Illinois Workforce Development System approved training provider and an American Institute of Architects Continuing Education System (AIA/CES) Registered Provider. Architects completing Academy classes earn Learning Units (LUs). HSW (Health, Safety, and Welfare) credit may also be available. Other measures of accomplishment include contact, clock, or class hours and/or state credit where applicable: specific courses are approved by individual states. Call BFCA at 800-488-7057 for more information.



The Building & Fire Code Academy is an equal opportunity training facility. Training is provided to all without regard to race, gender, ethnicity, national origin, religious/political belief or activity, organizational membership, or any other characteristic protected by local, state, or federal law.

Placement Assistance

Placement assistance is available for students who have successfully completed the Code Enforcement Career Development Program (CECDP) at the Building & Fire Code Academy. Placement assistance will consist of the following:

1. A letter of introduction is given to each student upon successful completion of the program.
2. Customized letters of introduction will be provided upon written request by the student.
3. Building & Fire Code Academy will act as a referral for education verification.
4. Periodic notification of employment openings appropriate for graduates of the CECDP program will be made.

Student Behavior/Conduct Policy

The BFCA reserves the right to cancel any student's enrollment on the basis of misconduct, misbehavior, and refusal to abide by the policies of BFCA. The school will retain tuition and fees according to "Refund" procedures noted on page 17, plus 10% of tuition of the entire package and other instructional charges. For a complete copy of the BFCA "Student Behavior/Conduct Policy" contact BFCA at 847-884-4969.

Student Absence Policy

The BFCA believes that classroom attendance is crucial to a student's successful completion of a class and achievement of its learning outcomes. BFCA also recognizes that illness, family emergencies, and unforeseen circumstances sometimes occur. For classes less than one day in length, attendance during the entire class is required to receive credit. For classes of more than one day, please read the BFCA "Student Absence or Leave of Absence Policy" available from BFCA.

Grading Policy

Students who finish general courses receive a certificate of completion. For the Plumbing Apprenticeship Program, grades are based on a percentage average of class tests and projects. Successful completion of the Code Enforcement Career Development Program consists of a graded average, successful completion of two internship assignments, successful passing of one or more certifications, attendance, and participation. For further information about a specific course, please contact the BFCA.

Recordkeeping

The BFCA will establish and maintain permanent records for all classes and students. Student transcript records will be kept for no less than 50 years from the date of a student's departure in accordance with the Illinois Compiled Statutes 105 ILCS 425. Permanent student records will be released to any student, agency, establishment, or company upon written consent from the student only. Privacy and security of all student records will be maintained at all times.

Copies of certificates or transcripts must be requested in writing from the BFCA by the student, or with the student's signed consent.

The 11-week *Code Enforcement Career Development Program*® is an ideal choice for individuals desiring a career change from any occupational background. In addition, the CECDP is a skills-enhancement opportunity for construction industry workers who are experiencing layoffs or who would like to transition into code enforcement employment opportunities.

The BFCA also offers a four-year, state-approved *Plumbing Apprenticeship Program*® that will provide Illinois apprentice plumbers with the Illinois Department of Public Health required training necessary to become an Illinois licensed plumber. Call for more information.

MISSION STATEMENT

The mission of the Building & Fire Code Academy is to provide comprehensive and practical education in the administration, application, and enforcement of building and fire codes.

The Building & Fire Code Academy® is an Illinois State Board of Education approved Private Business and Vocational School, Certificate Number 3236.

Certificate of Approval to Operate issued by:
The Illinois State Superintendent of Education
100 North First Street, Springfield, IL 62777

POLICIES & PROCEDURES

Refund Policy

Any student registered for a course or program that is discontinued by the Academy shall receive a complete refund of all fees and/or tuition paid, including the application/registration fee. It is the policy of Building & Fire Code Academy to issue refunds in a prompt manner. To expedite the refund process, students should give written notification to Building & Fire Code Academy of their intention to withdraw from a program; however, Building & Fire Code Academy does not require written notification of withdrawal as a condition for making refunds.

Refunds shall be made within 30 days of the last day of attendance if written notification has been provided by the student; otherwise, refunds shall be made within 30 days from the date Building & Fire Code Academy terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance. In all instances, refunds shall be based on and computed from the last day of attendance and any unused portion of a book fee shall be refunded.

Tuition Refund Schedule

Courses with 20 Clock Hours or Less

All registration cancellations must be submitted in writing at least 14 days prior to the scheduled course. Cancellations received after this date will be assessed a \$25 registration fee. The refund policy for short courses up to 20 clock hours shall refund pro rata up to completion of 60% of the course of instruction.

Courses Exceeding 20 Clock Hours

When notice of cancellation is given before midnight of the fifth business day after the date of enrollment, but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student.

After the fifth business day from the date of enrollment and prior to the first day of class, if a student cancels or does not begin classes, and tuition and fees have been collected, a refund of all monies paid shall be made within thirty (30) days of the start of the program and an amount not more than \$150 may be retained for application and recruiting costs.

If no notice of withdrawal is received and a student has had an unexplained absence of five (5) or more consecutive class days, Building & Fire Code Academy shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

International Residential Code
International Building Code
International Fire Code
NFPA Code Study
General Code & Specialty Courses
Classes for Homeowners

COURSE CONTENT AREAS

International Residential Code

48 Total Program Classroom Hours

IRC - Building 18 contact hours

This three-day program is based on the *International Residential Code*, and covers the use and application of basic building planning requirements for wall, floor, ceiling, roof, framing, and material. *Required text: 2006 International Residential Code*

IRC - Electrical 6 contact hours

Using practical examples, and based on the electrical chapters of the *International Residential Code*, the basic requirements for a single-family home electrical system are explained. *Required text: 2006 International Residential Code*

IRC - Mechanical 6 contact hours

This one-day expanded class covers the mechanical requirements of the *International Residential Code*. The workbook illustrates the code requirements for the proper installation of mechanical systems in the building. *Required text: 2006 International Residential Code*

IRC - Plumbing 6 contact hours

The IRC one-day Plumbing Code class has been expanded to allow for a more detailed review of the code as it relates to residential plumbing systems. There will be opportunities for students to work through detailed problems in hands-on situations to determine code compliance. *Required text: 2006 International Residential Code*

IRC - Plan Review 12 contact hours

This two-day course is designed to teach students how to perform plan reviews based on the current *International Residential Code*. Plans for single-family homes and townhomes are used to illustrate the steps in performing plan reviews. *Required text: 2006 International Residential Code*

POLICIES & PROCEDURES

Admission Policies

Registration for general courses can be completed either online at www.bfcacademy.com (payment must be made by credit card at the time of registration), by phone at 800-488-7057 or 847-884-4969, or by fax at 847-884-4722. Unless otherwise indicated, students are advised to bring to class their own copies of any required texts.

Prerequisites: Registration for the Plumbing Apprenticeship Program requires at least two years of high school education or the equivalent. Applicants to the CECDP program need a high school diploma or GED credential, a pre-enrollment interview with the BFCA Director, and completion of all pre-entrance forms. Registration for the Certificate Programs require a high school diploma or GED.

All incoming BFCA students must fill out an Enrollment Agreement which details his/her rights and current BFCA policies. The Enrollment Agreement is available online at www.bfcacademy.com or from the BFCA.

Fees

Fees for general courses range from \$160 for a one-day class to \$550 for a five-day class. Class costs, incidental costs, and CEUs/LUs are indicated on the current Course Schedule.

Certificate Programs start at \$2,150. The Plumbing Apprenticeship Program is \$690 per 15-week session. The cost of the 11-week Code Enforcement Career Development Program is \$11,500. Call the BFCA at 800-488-7056 or 847-884-4969 for more information.

Fees are due and payable on or before the first day of class.

Methods of Payment

The Building & Fire Code Academy accepts payment in the form of cash, check, money order, and Visa, MasterCard, Discover, and American Express credit cards.

Student's Right to Cancel

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the student attends any course prior to the fifth business day after the student has been admitted, then the refund shall be based upon the percentage of the course attended. Notices of cancellation shall be made in writing to: Director, Building & Fire Code Academy, 2401 W. Hassell Road, Suite 1550, Hoffman Estates, IL 60169.

PLUMBING PROGRAMS & CONTINUING ED

Illinois Plumbing License Examination Workshop

non-credit

This one-day workshop provides the prospective examinee with simulated written, drawing and practical shop exercises tailored to the Illinois Plumbing License Examination given by the Illinois Department of Public Health. From admission mailings to the final shop project, the experience attempts to be as illustrative of the process as possible. The major advantage for the student is the comprehensive evaluation following completion of the exam. The critique details each area requiring individual practice or attention to detail. The goal of the course is to reduce anxiety, point out deficiencies, and provide suggestions for success on the day the student sits for the official examination.

HOME INSPECTION CERTIFICATION

Home Inspection Pre-License Certification Program

60 Total Program Classroom Hours

This program examines the major elements of home inspection and fulfills the Illinois Office of Banks and Real Estate requirement for Home Inspector License applicants to complete 60 hours of pre-license instruction at an approved education provider. Specific attention will be given to exteriors, interiors, roofing, plumbing, electrical, HVAC, structural, and miscellaneous appliances. The Illinois Home Inspector Law/ Administrative Rules and standards of practice will also be covered. *Required texts: All course-related materials will be provided.*

COURSE CONTENT AREAS

International Building Code

90 Total Program Classroom Hours

IBC - Part 1 6 contact hours
Day 1, Part I, of *Understanding the International Building Code* reviews chapters 2, 3, 5, and 6 of the *International Building Code* for definitions, use and occupancies, height and area, and construction types. *Required text: 2006 International Building Code*

IBC - Part 2 6 contact hours
Day 2, Part II, covers chapters 7 and 8 of the *International Building Code* and focuses on understanding fire-resistive rated construction and interior finishes code requirements. *Required text: 2006 International Building Code*

IBC - Part 3 6 contact hours
Day 3, Part III, studies means of egress challenges. This session, chapter 10 of the *International Building Code*, provides the student with examples and problem-solving opportunities to develop an understanding of means of egress code requirements. *Required text: 2006 International Building Code*

IBC - Part 4 6 contact hours
Day 4, Part IV, covers chapters 4 and 9 of the *International Building Code*. Special occupancies and fire protection code requirements are presented and discussed. *Required text: 2006 International Building Code*

IBC - Part 5 6 contact hours
Day 5, Part V, focuses on chapters 12, 14, 15, 17, 24, and 27-33 of the *International Building Code*. The final day reviews, illustrates, and explains the often-overlooked chapters of the IBC essential to the construction of a safe and healthy building. *Required text: 2006 International Building Code*

IBC - Plan Review 6 contact hours
This is a two-day program based on the *International Building Code* and features actual plan examination by the student with instructor guidance. Students learn how to apply the code to difficult situations so they know when conditions do, or do not, meet the intent of the code. *Required text: 2006 International Building Code*

COURSE CONTENT AREAS

Understanding the International Fuel Gas Code 6 contact hours

This one day course covers basic and advanced concepts, principles, and applications required to interpret and correctly apply code requirements during field inspections and when conducting plan reviews for International Fuel Gas Code compliance. Select pipe sizing and ventilation exercises will demonstrate the concepts being presented.

Required text: 2006 International Fuel Gas Code

Fire-Resistive Construction Requirements 6 contact hours

Whether you design, review, inspect, install, or are responsible for ensuring your building is code compliant, you must meet fire-resistive requirements. This one-day class provides a comprehensive and detailed explanation of fire-resistive requirements. *Suggested text: 2006 UL Fire Resistance Directory - Volume 1*

Required text: 2006 UL Fire Resistance Directory - Volume 1

Assembly Means of Egress 6 contact hours

Upon completion of this course, participants will be able to explain the different occupancy classifications in a place of assembly, calculate the occupant load in each area, and understand the interrelationships in order to apply code requirements to create a safe and code-compliant means of egress system. One-day class. *Required text: 2006 International Building Code*

Code

IBC Chapter 11 - Accessibility 12 contact hours

Chapter 11 of the *International Building Code* and ICC A117.1 provide the requirements for accessibility to buildings and sites. Additional handicap requirements in the code are reviewed in this two-day class.

Required text: 2006 International Building Code

Existing Building Code 12 contact hours

This two-day course reviews and explains the different requirements of the current *International Existing Building Code* based on the type of work being performed on an existing building. Similarities to the compliance alternatives section of the existing structures chapter in the *2006 International Building Code* are explained. *Required texts: 2006 International Building Code and 2006 International Existing Building Code*

Code

PLUMBING PROGRAMS & CONTINUING ED

Traps and Cleanouts. 4 contact hours

The essence of safe and efficient drainage systems includes detailed information about required and prohibited types of traps and their correct placement, connection, and maintenance. Cleanouts necessary for testing, maintenance, and repair of drainage and vent systems are covered with respect to required locations, sizes, and clearances.

Vents and Venting. 4 contact hours

The second-largest topic found in the Illinois Plumbing Code always produces lively discussions of techniques and applications. Significant portions of the topic are controversial, such as wet venting, circuit and loop venting, and island fixture assemblies. Everyone leaves with a new appreciation for the efficient installation of all vent systems as an elementary aspect of correctly installed, safe drainage systems.

Definitions and General Regulations 4 contact hours

At the core of plumbing technology is the understanding of basic terminology. This course discusses the majority of unique terms and applications from the glossary and continues with referenced topics such as existing work, workmanship, sewer and water installation, piping measurements, and plumbing equipment operation.

Illinois Plumbing Code. 12 contact hours

This two-day class provides detailed explanations and a comprehensive examination of the current edition of the Illinois Plumbing Code. The class is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors. Architects and engineers favor this detailed course.

Required text: 2004 Illinois Plumbing Code

PLUMBING PROGRAMS & CONTINUING ED

Plumbing Apprenticeship Program

720 Total Program Shop/Classroom Hours

The Plumbing Apprenticeship Program, approved by the Illinois Department of Public Health, is a four-year course of study designed to provide a comprehensive plumbing curriculum for apprentice plumbers. Two 15-week semesters every calendar year, September through December and January through April, students attend two evenings per week from 6:00 p.m. until 9:00 p.m. Proportional time is spent in the classroom in code instruction and testing, plumbing mathematics, blueprint reading, drawing, and other required topics. Shop sessions include practical piping projects; plastic assembly; copper assembly; cast iron caulking; threaded pipe fabrication; new materials and techniques; and hangers, anchors, and supports. The emphasis is always on successful completion of the Illinois Plumbing License Examination. *Required text: 2004 Illinois Plumbing Code*

Continuing Education for

Illinois State Plumbing License Renewal

Plumbing Fixtures 4 contact hours

The foundation of all plumbing topics revolves around the essential characteristics of fixtures. The class explains all code-required considerations for each listed fixture, discusses how to deal with unlisted fixtures and, most importantly, how to determine the number and types of fixtures to be installed dependent upon the use category of the building.

Drainage System 4 contact hours

This course includes the full information contained in Subpart J: Drainage System with respect to materials, techniques, required sizes, pressure drains, wastes below the sewer, floor drains, and storm water drainage. Information concerning plumbing fixtures, indirect/special wastes and interceptors, and all incidental drainage topics of merit are also covered.

Water Supply and Distribution 4 contact hours

This largest and most complex topic of the *Illinois Plumbing Code* is covered in detail directly from the code book with particular attention to water distribution requirements, protection of the potable water supply, sizing, and water heating equipment safety devices. Content is extensive and discussions are fast-paced to allow for coverage of all necessary aspects.

COURSE CONTENT AREAS

Understanding the International Mechanical Code. . . . 12 contact hours

Want to improve your design, plan review, and inspection skills? This two-day course will provide you with basic and advanced concepts required to correctly apply the Mechanical Code and use manufacturers' installation instructions as well as referenced standards to ensure code compliance. *Required text: 2006 International Mechanical Code*

International Fire Code

42 Total Program Classroom Hours

International Fire Code 18 contact hours

Understanding the current *International Fire Code* is necessary for building and fire inspectors. This three-day class explains the intent and rationale for the fire code requirements, and the correlation between the fire code and building code. *Required text: 2006 International Fire Code*

International Fire Code-Advanced 12 contact hours

This two-day class is intended for experienced inspectors who are interested in advancing their skills with process and hazardous materials. This class will bring together participants' basic knowledge of the building and fire codes, and apply that knowledge to real situations to determine code compliance. *Required text: 2006 International Fire Code*

Fire Inspection and Code Enforcement. 12 contact hours

Based on the 6th Edition of the *Fire Inspection and Code Enforcement* test, this two-day course is designed to train the fire inspector in the techniques and principles of fire prevention and inspection. Students will be prepared for the Fire Inspector Certification test. *Required text: Fire Inspection and Code Enforcement 6th Edition*

NFPA Code Study

24 Total Program Classroom Hours

NFPA 101® 12 contact hours

The first 10 chapters of the current edition of the *Life Safety Code® (NFPA 101®)*, which provide the basic requirements used in other chapters, are reviewed in this two-day class. They include administration, definitions, general requirements, performance-based options, and more. *Required text: 2006 Life Safety Code®*

COURSE CONTENT AREAS

Understanding Fire Sprinklers 12 contact hours

This two-day course covers sprinkler code development, application of the codes, and understanding codes and definitions. Covered in detail are sprinkler components, classifications, design, spacing, and associated piping. *Required text: 2007 NFPA 13, Installation of Fire Sprinklers*

General Code & Specialty Courses

60 Total Program Classroom Hours

International Property Maintenance Code 12 contact hours

This two-day course is ideal training for beginning code enforcement officials, enhancing the skills of existing inspectors, property managers, and those involved in real estate and assessment. “*Understanding the International Property Maintenance Code*” explains the philosophy, attitudes, and values surrounding property maintenance. *Required text: 2006 International Property Maintenance Code*

International Zoning Code 6 contact hours

This one-day class covers the terminology, concepts, and principles of the *2006 International Zoning Code*. The IZC is a framework for the establishment of zoning ordinances and land use within a jurisdiction. Each student is expected to bring the current required text along with a copy of their local zoning ordinances for comparison and discussion purposes. *Required text: 2006 International Zoning Code*

Building Department Basics 12 contact hours

Whether you are part of an experienced technical staff, non-technical support staff, or a new inspector, this two-day course is essential for the efficient operation of your building department. *Required text: 2006 International Building Code*

Illinois Accessibility Code 12 contact hours

This two-day class will assist the inspector, plan reviewer, or designer in the proper use and application of the current *Illinois Accessibility Code*. Sections of the code—from administration to applicability—will be covered. *Required text: 1997 Illinois Accessibility Code*

General & Specialty

BUILDING DEPARTMENT MANAGEMENT

Building Department Management Series

30 Total Program Classroom Hours

Recommended text for all Building Department Management Series classes: Building Officials Management Manual and Building Department Administration

Basic Building Department Management — Part I . . . 6 contact hours

Participants in this one-day program will learn the principles and important functional aspects of managing a building department. The importance of establishing sound departmental policies and procedures related to the operation of the building department will also be covered.

Basic Building Department Management — Part II . . 6 contact hours

This one-day class covers the interagency, legislative, and public communication areas of responsibility of the building department manager. The class will also cover some of the current state, federal, and third-party requirements and reporting that impact the building department manager.

Fiscal Management 6 contact hours

This one-day program provides an understanding of budgets, budget history, types of budgets, and the budget process. The relationship between management, elected officials, and citizens is reviewed and discussed.

Legal Aspects for the Building Official 6 contact hours

An understanding of potential areas of litigation, liabilities, immunities, and defenses available to the building official are covered in this one-day class. Review of case studies and real-life situations will allow the building official to identify potential risks to be properly prepared.

Human Resources for the Code Official 6 contact hours

Key human resource issues related to effective administration of the building department are examined in this one-day class. The participant will gain useful insights into relevant legal issues as well as personnel management, recordkeeping, and supervisory practices.

BDMS

CODE ENFORCEMENT CAREER DEVELOPMENT

Code Enforcement Career Development Program *360 Total Program Classroom Hours*

Required texts: All course-related codebooks will be provided.

Technical Hours 156 contact hours

Basic code enforcement is introduced. Instructors explain the purpose, use, and types of codes, municipal code adoption, building department functions, and construction standards. Students examine the scope, provisions, and administration of codes along with regulation and performance requirements.

Administrative Hours 24 contact hours

Applicable written and verbal communication skills are an integral part of an effective building department. Students learn techniques of effective communication, including how to write and interpret inspection reports. Students will also work with Human Resources on skills to assist them in pursuing and securing positions in code-related professions.

Legal Hours 18 contact hours

Comprehensive instruction on the use, application, intent, and rationale of the *2006 International Building Code* is taught. The major law concepts for code inspectors and other construction-related professions are also discussed.

Mentoring Hours 50 contact hours

Qualified instructors with years of experience in building and fire codes, inspection, and plan review guide students through the challenging program and certification testing.

Certification Testing 32 contact hours

Students are tested throughout the program, and after 11 weeks have the knowledge to pass the ICC tests for certificates in the areas of Residential Building Inspector and Property Maintenance and Housing Inspector.

Field Internship Hours 80 contact hours

Students gain valuable knowledge and experience by accompanying actual building inspectors into the field. From the municipal building office to the job site, students watch and learn how to identify construction code deficiencies, complete inspection reports, communicate, and interact with municipal officials, homeowners, and contractors.

COURSE CONTENT AREAS

Legal Aspects of Code Administration 6 contact hours

Based on the 2002 edition of *Legal Aspects of Code Administration*, this one-day course covers the terminology, concepts, and principles of legal issues that affect code officials in the administration of their duties. The class focuses on administrative, constitutional, and property law liability.

Required text: 2002 Legal Aspects of Code Administration

National Electrical Code® 6 contact hours

In addition to the basics of the *National Electrical Code®*, this one-day course provides a practical explanation of electrical theory fundamentals and how the inspector uses this knowledge every day.

Required text: 2005 National Electrical Code

Residential Swimming Pool Requirements 6 contact hours

Code officials spend considerable time on residential swimming pools at single-family residences, and this one-day seminar explains the many requirements for pools based on the *2006 International Residential Code*. Also covered are storage pools, spas, hot tubs, and hydromassage tubs.

Required text: 2006 International Building Code

Basic Blueprint Reading 6 contact hours

In this one-day course, individuals will develop an understanding of basic blueprint reading through hands-on practice with real blueprints. Participants will learn to identify the various parts of a blueprint, including different types of symbols, abbreviations, drawings, and views. Students will be taught to move through multiple blueprint sheets to properly locate information. Upon completion, students will be able to differentiate between a plat of survey, a residential print, and a commercial plan. An introduction and review of the Illinois Design Professional Act will also be provided.

CECDP

COURSE CONTENT AREAS

National Certification Exam Preparation and Test Strategies

..... **6 contact hours**

This new one-day class is designed to assist in preparation for the ICC National Certification exams. The class focuses on test-taking strategies and exam preparation. Students should have working knowledge of the codes listed as required texts for this course. Code knowledge will be reinforced, keys to the questions identified, correct code sections located, and application of questions will be examined to determine correct answers. The class will include a series of short quizzes to evaluate the student's test-taking skills and knowledge. *Required texts: 2006 International Building Code, 2006 International Residential Code, and 2006 International Property Maintenance Code*

Special Hazards - Hoods, Ducts & Spray Booths **6 contact hours**

This one-day course provides a comprehensive review of the many regulations and concerns for the proper system design, operation, and installation of special hazards systems. Building, mechanical, and fire code requirements for the construction of these systems are explained and illustrated. Extinguishing systems have specific design and installation requirements per the International Codes and applicable NFPA standards, and these nuances will be reviewed. *Required text: 2006 International Mechanical Code*

International Plumbing Code - Plan Review **6 contact hours**

This one day class provides the basic and advanced concepts required to apply the International Plumbing Code to plan review. Topics covered include: administration, general regulations, fixtures, accessibility, water supply & distribution, sanitary drainage, vents and storm drainage. The class will improve your plan review, inspection and design skills. Successful class completion enables students to use the plumbing code, manufacturer's installation instructions, and referenced standards to ensure code compliance. *Required text: 2006 International Plumbing Code*

CERTIFICATE PROGRAMS

Commercial Building Inspector

<u>Required Courses</u>	Hours
Building Department Basics	12
Basic Code Enforcement	12
Basic Blueprint Reading	6
National Certification Exam Prep	6
International Building Code	30
Legal Aspects of Code Administration	6
Total	72
7.2 CEUs	

Commercial Mechanical Inspector

<u>Required Courses</u>	Hours
Building Department Basics	12
Basic Code Enforcement	12
Basic Blueprint Reading	6
National Certification Exam Prep	6
International Mechanical Code	12
International Mechanical Code – Plan Review	12
International Fuel Gas Code	6
Legal Aspects of Code Administration	6
Total	72
7.2 CEUs	

Illinois Commercial Plumbing Inspector

<u>Required Courses</u>	Hours
Building Department Basics	12
Basic Code Enforcement	12
Basic Blueprint Reading	6
Illinois Plumbing Code	12
International Fuel Gas Code	6
Plumbing Plan Review	12
Legal Aspects of Code Administration	6
Total	66
6.6 CEUs	

CERTIFICATE PROGRAMS

Required texts: All course-related codebooks will be provided.

Residential Inspector Multi-Discipline

<u>Required Courses</u>	Hours
Building Department Basics	12
Basic Code Enforcement	12
Basic Blueprint Reading	6
National Certification Exam Prep	6
International Residential Code – Building	18
International Residential Code – Mechanical	6
International Residential Code – Plumbing	6
International Residential Code – Electrical	6
International Residential Code – Plan Review	12
Legal Aspects of Code Administration	6
Total	90

9.0 CEUs

Residential Inspector Single-Discipline

<u>Required Courses</u>	Hours
Building Department Basics	12
Basic Code Enforcement	12
Basic Blueprint Reading	6
National Certification Exam Prep	6
International Residential Code – Building	18
Legal Aspects of Code Administration	6
<u>Electives - select (1) one:</u>	
International Residential Code – Mechanical	12
International Residential Code – Plumbing	6
International Residential Code – Electrical	6
International Residential Code – Plan Review	12
Total (includes one (1) elective class)	66/72

6.6/7.2 CEUs

Property Maintenance Inspector

<u>Required Courses</u>	Hours
Building Department Basics	12
Basic Code Enforcement	12
Basic Blueprint Reading	6
National Certification Exam Prep	6
International Property Maintenance Code	12
International Residential Code – Building	18
Legal Aspects of Code Administration	6
Total	72

7.2 CEUs

COURSE CONTENT AREAS

International Mechanical and Fuel Gas Codes - Plan Review **6 contact hours**

This one day class will provide basic and advanced concepts required to apply the Mechanical and Fuel Gas Codes to plan review. Topics covered include: administration, general regulations, chimneys and vents, ventilation and exhaust, appliances, commercial kitchen exhaust, boilers and water heaters, duct systems, refrigeration and combustion air. The course will improve your plan review, inspection and design skills. Successful class completion enables students to use the Mechanical and Fuel Gas Codes, along with manufacturers' installation instructions and referenced standards, to ensure code compliance. *Required texts: 2006 International Mechanical Code and 2006 International Fuel Gas Code*

Basic Code Enforcement **12 contact hours**

This two-day course is designed both for individuals who are new to municipal government and code enforcement and for current municipal employees intent on expanding their roles into the code enforcement field. It explains the rationale for codes, their purpose and intent, and also reviews the code writing and code adoption processes. *Required texts: 2006 basic Code Enforcement - Administrative Series and 2006 International Building Code*

Classes for Homeowners: Monsters in the Basement

non-credit

Monsters in the Basement - Building & Electric

This two-hour class covers the different systems found in a single-family home. The types of electric services are explained to help property managers and owners ensure their home electric systems (circuit breakers and fuses) are operating properly. Building sub-soil drainage systems and radon control methods are reviewed as well.

Monsters in the Basement - Mechanical & Plumbing

This two-hour class explains the various mechanical and plumbing systems found in a single-family home. The different types of home heating units and systems are outlined in addition to demonstrating how to ensure a home heating system (gas or electric) is operating properly. This class demonstrates the proper way to relight a furnace or water heater pilot, as well as discusses the differences between sump pumps and ejector pits.

Certificate Programs

Code Enforcement Career Development Program

Building Department Management Series

Plumbing Apprenticeship Program

Continuing Education for
Illinois State Plumbing License Renewal

Illinois State Plumbing License
Examination Workshop

Home Inspection Certification