

## How to Become a Certified Technician

The International Code Council (ICC) administers the Permit Technician Certification exam. For information on how to become certified, go to the [ICC website](#), click on "Certification and Training", "National Certification Information", "Certification Exams", "National Certification International Codes" "Code Enforcement Categories", "Permit Technician".

### Exam Basics

- 1 examination
- Open book
- 2 hour limit
- 60 multiple choice questions, for exam content outline, direct your website browser to Exam Content Outline.

General Administration - 23 questions, 39%

Legal Aspects - 13 questions, 22%

Plans & Documents - 15 questions, 25%

Zoning & Site Development - 9 questions, 14%

### Reference Books

2015 IBC (Chapters 1-3, 6 &12)

2015 Int. Zoning Code

2002 © Legal Aspects of Code Admin.

2012 or newer © Basic Code Enforcement

The reference books are available for purchase through you may also check your local library reference section, but be sure you look at the code book with the year as stated above.

### Certification Cost

Current examination cost: Computer based exam \$199 / Paper-and-Pencil exam \$199. Exam costs are subject to change, check the ICC website Exam Cost for up-to-date information.

### Keeping your Certification Current

In order to keep your certification current, you will need to renew it every three years. Certifications must be renewed on or before the expiration date to qualify. A few months prior to the renewal, you will be sent a notice along with a renewal application. If for any reason you do not receive this notice, you may obtain an application from the ICC website. The renewal application also comes with an affidavit for CEU credits. You must have at least 1.5 CEU credits per 3 year period to review your Permit Technician certification. If you have multiple certification and they are all due on the same date as your Permit Technician certification, you must include enough CEU credits for each type of certification renewal. Check the ICC website for the most current information on CEU credits requirements for renewal as well as current renewal costs.

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## Frequently Asked Questions

### **Q: How do I begin the process for certification?**

A: The first step is to obtain a current copy of the Candidate Bulletin. You can download the pamphlet at the **Candidate Bulletin webpage**. Paper copies may be obtained at

[http://www.iccsafe.org/Certification/Bulletins/National\\_Certification\\_EIB-CBT.pdf](http://www.iccsafe.org/Certification/Bulletins/National_Certification_EIB-CBT.pdf)

### **Q: How do I sign up to take the exam?**

A: Before registering for an exam, be sure to review the Candidate Bulletin. Computer based format exams are scheduled by calling the Computer-based testing: visit [www.pearsonvue.com/icc](http://www.pearsonvue.com/icc) or call Pearson VUE at 1-800-275-8301 See the Candidate Bulletin for complete information including application requirements for pencil/paper format.

### **Q: When can I take the exam?**

A: [http://www.iccsafe.org/wp-content/uploads/National\\_Certification\\_EIB-PP.pdf](http://www.iccsafe.org/wp-content/uploads/National_Certification_EIB-PP.pdf)

### **Q: Can I reschedule or cancel my exam?**

A: [http://www.iccsafe.org/Certification/Bulletins/National\\_Certification\\_EIB-CBT.pdf](http://www.iccsafe.org/Certification/Bulletins/National_Certification_EIB-CBT.pdf)

### **Q: Are there any practice exams or courses to study for the exam?**

A: Yes, ICC Campus Online currently only offers the 2009 Permit Technician, an online study course. Check the website for up-to-date fees. ICC bookstore also offers the 2015 Permit Technician Study Companion; check the ICC website for current costs. <http://campusonline.iccsafe.org/crs.php?S=1&L=22&C=91>

## **A Permit Technician's Advice on the Exam**

The exam was designed to be "self-study". This is something you can study for and achieve without a structured class. Since the exam is open book, just learn where and how to find the information, and you will do fine. Go with the answer that is most correct. The answers may be tweaked to be almost right, except for a word or two. If the answer says "may require" and the code says "shall require", whichever best fits "shall" would be correct. The codes were written such that people shall comply with the code.

Good luck on the test!