



Application for Certification - Electrical and Plumbing

Department of Consumer & Business Services

Building Codes Division

1535 Edgewater St. NW, Salem, Oregon

Mailing address: P.O. Box 14470, Salem, OR 97309-0404

Web: www.oregon.gov/bcd • Phone: 503-373-1268

Mail registration with
payment to:

DCBS Fiscal Services

P.O. Box 14610

Salem, OR 97309-0445

APPLICANT INFORMATION (please print)

Name: (Last, First, Middle)	Phone:	
Address: (street or P.O. Box)	Fax:	
City:	State:	ZIP:
Email:	Social Security #: (Required, ORS 25.785)	

OREGON INSPECTOR CERTIFICATION (OIC) REQUIREMENTS

Every person who performs building official duties, building code inspections, or plan reviews must possess an Oregon Inspector Certification (OIC) and a valid appropriate Oregon Code Certification that is active and in good standing for the work being performed.

- ☐ I have an active OIC number: _____ ☐ I need to register for an OIC class (*staff will contact you*)

STEP 2 TYPE OF APPLICATION (Application fees are nonrefundable)

The cost for each certification is \$80.00. Please check the desired certification:

Option A: (see Pages 6-7)

- | | | | |
|--|-------|--|-------|
| <input type="checkbox"/> Electrical specialty code inspector (EI) | 70111 | <input type="checkbox"/> Plumbing specialty code inspector (PI) | 70611 |
| <input type="checkbox"/> Residential electrical inspector (CAE) | 70111 | <input type="checkbox"/> Residential plumbing inspector (CAP) | 70611 |
| <input type="checkbox"/> Specialized Electrical Inspector (SEI) | 70111 | <input type="checkbox"/> Specialized Plumbing Inspector (SPI) | 70611 |
| <input type="checkbox"/> Medical gas inspector (MGI) | 70611 | <input type="checkbox"/> Limited plumbing inspector-Building sewers (PIS) | 70611 |

Option B: (see Page 8)

- | | | | |
|---|-------|---|-------|
| <input type="checkbox"/> Practicum Path – Electrical specialty code inspector (EI) | 70111 | <input type="checkbox"/> Practicum Path – Plumbing specialty code inspector (PI) | 70611 |
|---|-------|---|-------|

- ☐ I have completed a residential cross training course or commercial practical examination and I am qualified to take the state certification exam. (**Please attach certificate.**)

- I understand that if I fail the examination twice, I will be required to successfully complete the course again before further attempts will be offered.

STEP 3 TEST LOCATION

Upon approval of your application and fee payment, Building Codes Division (BCD) will send you a letter authorizing you to sit for an examination.

- | | | | |
|--|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Bend | <input type="checkbox"/> Hermiston | <input type="checkbox"/> Ontario | <input type="checkbox"/> Roseburg |
| <input type="checkbox"/> Klamath Falls | <input type="checkbox"/> Pendleton | <input type="checkbox"/> Salem | <input type="checkbox"/> Eugene |
| <input type="checkbox"/> Lincoln City | <input type="checkbox"/> Portland | <input type="checkbox"/> White City | |

DEPARTMENT USE ONLY

- ☐ Approved ☐ Denied Signature: _____ Date: _____

Comments: _____

Secure fax for credit card payments:

503-947-2333

If paying by credit card, applicant must sign the credit card information box.

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Phone: _____
Cardholder signature	\$ _____
Name of cardholder as shown on credit card	Amount _____
Credit card number	/ _____
	Expiration date _____

Make check or money order in the amount of \$80 payable to Department of Consumer and Business Services.
Do **not** send cash. Do **not** email.

DCBS Fiscal use only: 12104/0600

STEP 4 VERIFICATION OF WORK EXPERIENCE			
All applicants must submit a separate verification, filled out and signed by the employer, for each place of employment used to qualify for a certification.			
Step 4A	To provide proof of your work experience, submit experience verification (last page of this application). If you are verifying work from more than one employer, use a separate verification form for each.		
Step 4B	If using education or training as part or all of your experience, attach a copy of your college transcripts or diploma.		
Step 4C	If using your experience as an inspector or licensed individual, list your certifications, license numbers, or both here (must also provide information from Step 4A):		
	Type:	No.:	Expires:
	Type:	No.:	Expires:
	Type:	No.:	Expires:
	Type:	No.:	Expires:
APPLICANT AFFIDAVIT			
<p>1. I hereby certify that, to the best of my knowledge, the information on this application is complete and correct.</p> <p>2. I understand that if I provide false information on this application or cheat on a certification examination, my application may be suspended, conditioned, revoked, or may be denied, and I may not apply for any license/certification, or be allowed to take any division-related examination, for one year from the date of denial. ORS 455.129 and OAR 918-001-0040.</p> <p>3. I certify that I have read these statements and understand the terms of my certification.</p>			
Applicant name (print): _____			
Applicant signature: _____			Date: _____

STEP 1				APPLICANT INFORMATION (please print)			
Name: (Last, First, Middle) _____		Phone: _____		Address: (street or P.O. Box) _____		Fax: _____	
City: _____		State: _____		ZIP: _____		Email: _____	
<p>Applicant must submit separate verification of experience for each place of employment.</p> <p>This application to the Oregon Building Codes Division is for a certification as a:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Electrical specialty code inspector (EI) <input type="checkbox"/> Residential electrical inspector (CAE) </div> <div style="width: 45%;"> <input type="checkbox"/> Plumbing specialty code inspector (PI) <input type="checkbox"/> Residential plumbing inspector (CAP) <input type="checkbox"/> Limited plumbing inspector-building sewers (PIS) </div> </div>							
STEP 2				VERIFIED EXPERIENCE (Completed by applicant or verifier)			
Enter years of applicable work at all levels. One year of experience is equivalent to 2,000 hours.							
ELECTRICAL WORK		YEARS		PLUMBING WORK		YEARS	
Total electrical work:				Total plumbing work:			
Commercial _____				Commercial _____			
Industrial _____				Residential _____			
Residential _____				Total inspection experience:			
Total inspection experience:				Commercial _____			
Commercial _____				Residential _____			
Industrial _____				Total design experience:			
Residential _____				Commercial _____			
Total electrical experience:				Residential _____			
_____				Total plumbing experience:			
_____				_____			
STEP 3				VERIFIER INFORMATION			
Name: (Last, First, Middle) _____		Phone: _____		Address: (street or P.O. Box) _____		Fax: _____	
City: _____		State: _____		ZIP: _____		Email: _____	
<p>I have direct knowledge of the applicant's experience, as the applicant's:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Verifier's signature: _____ Applicant's employer: _____ Applicant's position: _____ </div> <div style="width: 45%;"> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Employer <input type="checkbox"/> Co-worker </div> <div> <input type="checkbox"/> Supervisor <input type="checkbox"/> Business associate </div> </div> Period of employment: _____ Contractor license no.: _____ </div> </div>							

STEP 4**DESCRIPTION OF WORK PERFORMED**

Describe in detail the applicant's duties and responsibilities related to the technical areas in which the applicant worked, the types of buildings the applicant worked on, and the occupancies of those buildings.

(Indicate whether the years of experience shown on Page 3 are correct. If more space is needed, attach additional pages.)

I certify that the foregoing statements are true and correct.

Signature of verifier: _____

Print Name: _____ Date: _____



Certification Application Information

Department of Consumer and Business Services

Building Codes Division • 1535 Edgewater St. NW, Salem, Oregon

Phone: 503-373-1268 • Web: oregon.gov/bcd

APPLICATION PROCESS

- 1) Read all the qualifications and the scope of certification before you submit the required documentation and pay the application fee. **Fees are nonrefundable.** If you have questions on the qualifications, contact the Building Codes Division at 503-373-1268.
- 2) The division will review your application for required qualification. Be sure your application includes all required additional documents. An incomplete application will slow the application process. If the application is approved, the division will notify the applicant and mail the exam to the chosen proctor.

IMPORTANT APPLICATION INFORMATION

- **Application fees are nonrefundable.**
- Before you may be approved for any Oregon Code Certification, you must have an active Oregon Inspector Certification.
- You must pass the exam with a score of 75 percent or higher.
- For the purposes of this application, one year of experience is 2,000 hours.
- This application is not for registration for the division's board-approved residential electrical inspector practicum or the residential plumbing inspector practicum. To register for these practicums, use the division's website at oregon.gov/bcd/inspector-training.

CHECKLIST FOR APPLICANTS

- ☐ Complete applicant information
- ☐ Choose certification type
- ☐ Choose testing location
- ☐ Complete work history
- ☐ Attached verification of work experience and/or education
- ☐ Sign affidavit
- ☐ Attach or include fee payment

CERTIFICATION QUALIFICATIONS AND SCOPE OF WORK (Option A)

Oregon Inspector Certification (OIC) 918-098-1025

Every person who performs building official duties, building code inspections, or plan reviews must possess a valid Oregon Inspector Certification (OIC) **and** a valid appropriate Oregon Code Certification (OCC) for the work being performed and the minimum level of experience.

Before you may be approved for any Oregon Code Certification, you must have an active OIC number.

Certification type and rule reference	What this certification authorizes you to do	The qualifications for this certification
Electrical Specialty Code Inspector (EI)	<p>Inspects electrical installations regulated by the Oregon Electrical Specialty Code;</p> <p>Inspects electrical installations regulated by the Oregon Residential Specialty Code; and</p> <p>May do electrical plan reviews as provided in OAR 918-311-0040.</p>	<ol style="list-style-type: none"> Four years of employment and experience as a licensed Oregon general journeyman electrician; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A certificate of completion from an apprenticeship program meeting the equivalency requirements of OAR 918-282-0170, plus four years' experience as a journeyman electrician working on commercial, industrial, or multifamily structures; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> 10 years of work experience in the inspection of electrical installations of which at least five years is of commercial, industrial, or multifamily structures as a certified inspector possessing a nationally recognized certification or its equivalent; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A four-year Bachelor of Science degree in electrical engineering, plus two years' approved experience in design, inspection, or supervision of installations covered by the National Electrical Code or Oregon Electrical Specialty Code; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A certified professional electrical engineer. <p style="text-align: center;">-AND-</p> <p style="text-align: center;">Pass a board-approved examination.</p>
Residential Electrical Inspector (CAE)	<p>Residential electrical inspectors may conduct inspections for electrical work regulated by the Oregon Residential Specialty Code;</p> <p>Electrical work on manufactured dwellings, manufactured structure accessory buildings and structures under the Oregon Manufactured Dwelling Installation Specialty Code;</p> <p>The provisions of OAR chapter 918, division 500;</p> <p>The Manufactured Home Construction and Safety Standards located in 24 CFR 3280 and 3282; and</p> <p>Any portion of a solar PV installation up to 25 Kw.</p>	<ol style="list-style-type: none"> An Oregon general journeyman electrician; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> Have two years' experience as an Oregon limited residential journeyman electrician; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A certificate of completion from an apprenticeship program meeting the equivalency requirements of OAR 918-282-0170, plus two years' experience as a licensed journeyman electrician; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A licensed journeyman electrician and have four years' experience as a licensed journeyman electrician; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> Have six years' experience as a certified residential or commercial electrical inspector possessing a nationally recognized certification or its equivalent; <p style="text-align: center;">-AND-</p> <p style="text-align: center;">Pass a board-approved examination.</p>

CERTIFICATION QUALIFICATIONS AND SCOPE OF WORK *(Continued)*

Certification type and rule reference	What this certification authorizes you to do	The qualifications for this certification
Plumbing Specialty Code Inspector (PI)	<p>Inspects plumbing installations regulated by the Oregon Plumbing Specialty Code;</p> <p>Inspects plumbing installations regulated by the Oregon Residential Specialty Code; and</p> <p>May do plumbing plan reviews as provided in OAR 918-780-0040.</p>	<ol style="list-style-type: none"> Four years of employment and experience as an Oregon journeyman plumber; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A certificate of completion from an apprenticeship program meeting the equivalency requirements of OAR 918-695-0030, plus four years' experience as a journeyman plumber working on commercial, industrial, or multifamily structures; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> 10 years of work experience in the inspection of plumbing installations of which at least five years is of commercial, industrial, or multifamily structures as a certified inspector possessing a nationally recognized certification or its equivalent; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A degree in mechanical engineering with two years of work experience in plumbing design, installation, or inspection; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A certified professional mechanical engineer; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> Certification as an Oregon one- and two-family dwelling plumbing inspector as of April 1, 1998, and completion of five years of plumbing inspection experience. <p style="text-align: center;">-AND-</p> <p style="text-align: center;">Pass a board-approved examination.</p>
Residential Plumbing Inspector (CAP)	<p>Conducts inspections for:</p> <p>Plumbing work regulated by the Oregon Residential Specialty Code, where connection to the building is not a separate plumbing system;</p> <p>Plumbing work on manufactured dwellings, manufactured structure accessory buildings and structures under the Oregon Manufactured Dwelling Installation Specialty Code;</p> <p>The provisions of OAR chapter 918, division 500;</p> <p>The Manufactured Home Construction and Safety Standards located in 24 CFR 3280 and 3282; and</p> <p>Any portion of a solar water heating system installation up to 180 gallons of storage tank capacity.</p>	<ol style="list-style-type: none"> An Oregon journeyman plumber; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A certificate of completion from an apprenticeship program meeting the equivalency requirements of OAR 918-695-0030, plus two years' experience as a licensed journeyman plumber; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A licensed journeyman plumber and have four years' experience as a licensed journeyman plumber; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> Six years' experience as a residential or commercial plumbing inspector possessing a nationally recognized certification or its equivalent; <p style="text-align: center;">-AND-</p> <p style="text-align: center;">Pass a board-approved examination.</p>
Limited Plumbing Inspector-Building Sewers (PIS)	<p>May inspect building sewers from 5 feet outside the building to the disposal terminal or connection with a main sewer line.</p>	<ol style="list-style-type: none"> An Oregon general journeyman plumber; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> Two years' experience in sewer design, installation, or inspection. <p style="text-align: center;">-AND-</p> <p style="text-align: center;">Pass a board-approved examination.</p>

PRACTICUM QUALIFICATIONS AND SCOPE OF WORK (Option B)

Oregon Inspector Certification (OIC) 918-098-1025

Every person who performs building official duties, building code inspections, or plan reviews must possess a valid Oregon Inspector Certification (OIC) **and** a valid appropriate Oregon Code Certification (OCC) for the work being performed and the minimum level of experience.

Before you may be approved for any Oregon Code Certification, you must have an active OIC number.

Certification type and rule reference	What this certification authorizes you to do	The qualifications for this certification
Electrical Specialty Code Inspector (EI)	<p>Inspects electrical installations regulated by the Oregon Electrical Specialty Code;</p> <p>Inspects electrical installations regulated by the Oregon Residential Specialty Code; and</p> <p>May do electrical plan reviews as provided in OAR 918-311-0040.</p>	<ol style="list-style-type: none"> Two years of employment and experience as a licensed Oregon general journeyman electrician, plus successful completion of the division's board-approved commercial electrical inspector practicum; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A licensed journeyman electrician, plus eight years' experience as a licensed journeyman electrician working on commercial, industrial, or multifamily structures, plus successful completion of the division's board-approved commercial electrical inspector practicum; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> Eight years of work experience in the inspection of electrical installations of which at least four years is of commercial, industrial, or multifamily structures as a certified inspector possessing a nationally recognized certification or its equivalent plus successful completion of the division's board-approved commercial electrical inspector practicum; <p style="text-align: center;">-AND-</p> <p style="text-align: center;">Pass a board-approved examination.</p>
Plumbing Specialty Code Inspector (PI)	<p>Inspects plumbing installations regulated by the Oregon Plumbing Specialty Code;</p> <p>Inspects plumbing installations regulated by the Oregon Residential Specialty Code; and</p> <p>May do plumbing plan reviews as provided in OAR 918-780-0040.</p>	<ol style="list-style-type: none"> Two years of employment and experience as an Oregon journeyman plumber, plus successful completion of the division's board-approved commercial plumbing inspector practicum; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> A licensed journeyman plumber, plus eight years' experience as a licensed journeyman plumber working on commercial, industrial, or multifamily structures, plus successful completion of the division's board-approved commercial plumbing inspector practicum; <p style="text-align: center;">-OR-</p> <ol style="list-style-type: none"> Eight years of work experience in the inspection of plumbing installations of which at least four years is of commercial, industrial, or multifamily structures as a certified inspector possessing a nationally recognized certification or its equivalent plus successful completion of the division's board-approved commercial plumbing inspector practicum; <p style="text-align: center;">-AND-</p> <p style="text-align: center;">Pass a board-approved examination.</p>