



# North Carolina Code Officials Qualification Board

Staffed by the NC Department of Insurance

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## Board Members

### Chairman:

Bill Thunberg  
(At-Large Member)

### Vice Chairman:

Ken Stafford, AIA  
(Registered Architect)

### Members:

Taher Abu-Lebdeh, PhD, PE  
(NCAT Engineering Faculty)

Dan Brummitt  
(County Elected Official)

Richard D. Ducker  
(Institute of Government)

Jeffrey Griffin  
(County CEO)

Reo Griffith  
(County Elected Official)

Jerry Jones  
(City Elected Official)

Allen Kelly  
(Lic. Mech/Plumbing Cont.)

Brenda Lyerly  
(City Elected Official)

Andy Matthews  
(Lic. General Contractor)

Richard Morris  
(County Manager)

Jerry Myers  
(Fire Prevention Inspector)

William 'Chris' Raynor  
(Community Colleges)

Ray Rice  
(City CEO)

Mark Smith  
(Lic. General Contractor)

James Steele  
(Lic. Electrical Contractor)

Mack Summey, PE  
(Registered Engineer)

Stephen Terry, PhD, PE  
(NCSU Engineering Faculty)

## NOTICE

### NC Code Officials Qualification Board

### SPECIAL MEETING OCTOBER 17, 2017

10:00 AM

325 N. Salisbury Street, Raleigh, NC 27603  
Room CR523

#### 1. Introduction

##### A. Roll Call / Conflict of Interest Reminder

#### 2. Consideration of the following rule changes:

### 11 NCAC 08 .0602 NATURE OF PROBATIONARY CERTIFICATE

(a) A probationary certificate may be issued, without examination, to any newly-employed or newly-promoted code enforcement official who lacks a standard certificate that covers the new position. A probationary certificate shall be issued for **two three** years only and **may shall** not be renewed. The official shall take whatever measures are necessary during the **two three** year period to qualify for an appropriate standard certificate. A probationary certificate authorizes the official, during the effective period of the certificate, to hold the position of the type, level, and location specified. The certificate shall be conditioned on the applicant's completion of a high school diploma or a high school equivalency certificate (GED) and meeting one of the following:

(1) Working under supervision sufficient to protect the public health and safety;

(2) Possessing a minimum of two years of design, construction, or inspection experience working under a certified inspector or under a licensed professional engineer, registered architect, or licensed contractor;

- (3) Possessing one of the experience qualifications listed in 11 NCAC 08 .0706 in each area of code enforcement for which the probationary certificate is issued; or
  - (4) Successfully completing a probationary prequalification exam administered by the Board in each area of code enforcement for which the probationary certificate is issued.
- (b) A probationary certificate shall be issued if the Board determines that the applicant may obtain the experience required by Paragraph (a)(3) of this Rule before the expiration of the probationary certificate.

*History Note: Filed as a Temporary Amendment Eff. January 1, 1983, For a Period of 120 Days to Expire on April 30, 1983;*

*Authority G.S. 143-151.12(2); 143-151.13(d);*

*Eff. June 28, 1979;*

*Amended Eff. July 18, 2002; October 1, 1992; February 1, 1991; May 1, 1983; December 1, 1982.*

#### **11 NCAC 08 .0708 CERTIFICATE**

(a) If an application is found to be in order and the applicant qualified for a particular type and level of certificate, ~~upon approval of the Board~~ the Board's staff shall mail a standard certificate of that type and level to the applicant at the address specified on the application. The certificate shall be effective until the renewal date specified in G.S. 143-151.16(b).

(b) If the applicant does not meet the criteria for the certificate for which applied, the applicant shall be given written notice of the criterion that the applicant apparently fails to meet and offered a choice of:

- (1) accepting a certificate for a lower level for which the applicant is qualified;
- (2) submitting additional evidence in support of the application;
- (3) withdrawing the application; or
- (4) appealing the decision to the Board.

If an appeal is filed, the Board shall conduct a hearing and render a decision in accordance with G.S. 150B.

*History Note: Authority G.S. 143-151.12; 143-151.13; 143-151.14; 143-151.19;*

*Eff. January 15, 1980;*

*Amended Eff. July 18, 2002; January 1, 1991.*