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## Memo

**To:** Building Officials

**From:** David Sullivan, Chief of Engineering and Building, Office of Public Safety and Inspections

**Date:** June 11, 2020

**Re:** COVID 19 State of Emergency

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At the June 2, 2020 Building Official Certification Committee meeting, Committee members voted to FREEZE all examination certification requirements, with the exception of continuing education, until the termination of the State of Emergency. Committee members also voted to delay R7.1.7.4-2, which requires new conditionally appointed building officials to apply to take their first examination ***WITHIN THE FIRST 6 MONTHS of employment***, this six month period shall not commence until the termination of the State of Emergency (unless later changed by the Committee). Please note, the requirements of applicants to seek initial Committee approval to take examinations and for the submission of new employee report forms is **NOT** frozen or waived.

This decision is not a blanket extension for all candidates. Conditional appointees who have already been approved to commence the examination process are reminded that it is their responsibility to keep a record of their timeframes, which will still be binding and fully in effect immediately after the end of the State of Emergency. Conditional appointees can still adhere to R7 and complete the required exams to be certified during the State of Emergency. ICC offers online exams through PRONTO, the exams can be completed at an exam-testing site with ICC, or PROMETRIC, once they are open. Conditional appointees who otherwise feel they cannot complete their examinations within the required timeframe are reminded that they can seek an extension from the Committee, however, all such requests will be handled on a case by case basis.

The BOCC will continue to meet, either virtually or in person, to review Applications for Certification, Examination Approvals, New Employee Report Forms, Extension of Time requests and Continuing Education received. The end of the current training cycle ends December 31, 2020. Committee members encourages all building officials to complete the required 45 credit hours. Those lacking in credit hours will be reviewed on a case-by-case situation.

All certified building code enforcement officials shall maintain said certification by attaining at least forty-five (45) hours of acceptable continuing education credit for each three (3) year period following initial certification. Building officials certified within this current cycle, continuing education credit will be prorated.

*Conditional appointees* shall attain at least **one (1)** contact hour of education for each month of employment until the conditional appointee has successfully completed the required examination schedule.

If you have any questions please contact Kimberly Spencer at [Kimberly.spencer@mass.gov](mailto:Kimberly.spencer@mass.gov) or 617-861-7233 - cell phone or office 617-826-5224.

