

Application is for one level and trade of certification only, with the exception of Level III which requires more than one trade to be circled.

**CIRCLE ONE level and trade description**

Levels of Certification		DESCRIPTION OF TRADE	MINIMUM REQUIRED POINTS FOR CERTIFICATIONS
Level I	<input type="checkbox"/>	Inspector (CIRCLE ONLY ONE TRADE)	(Building, Electrical, Mechanical, Plumbing, Rehab, 1 & 2 Family Dwelling) Minimum 70 Points
Level II	<input type="checkbox"/>	Chief Inspector (CIRCLE ONLY ONE TRADE)	(Building, Electrical, Mechanical, Plumbing, Rehab, 1 & 2 Family Dwelling) Minimum 80 Points
Level III	<input type="checkbox"/>	Combination Chief Inspector (CIRCLE ALL THAT APPLY)	(Building, Electrical, Mechanical, Plumbing, Rehab, 1 & 2 Family Dwelling) Minimum 90 Points
Level IV	<input type="checkbox"/>	Plans Examiner (CIRCLE ONLY ONE TRADE)	(Building, Electrical, Mechanical, Plumbing, Rehab, 1 & 2 Family Dwelling) Minimum 90 Points
Level V	<input type="checkbox"/>	Professional Building Official	Minimum 100 Points

EARNED POINTS INDICATED BY		WORK EXPERIENCE
COMMITTEE	APPLICANT	SUBMIT SUPPORTING DOCUMENTATION FOR EACH AREA WHERE POINTS ARE INDICATED
		(A) <b>5 Points Per Year Up To Maximum of 50 Points</b> for the following: Building Official, Building Code Administrator, Plans Examiner, Chief Inspector or Inspector Responsible for code enforcement at city, county or state levels. <b>Letter from Personnel Department or direct supervisor shall be submitted on letterhead.</b>
		(B) <b>10 Points</b> for work experience and professional registration as architect or engineer registered in the state of Georgia. <b>Submit copy of registration or seal.</b>
		(C) <b>2 Points Per Year Up To Maximum of 10 Points</b> for a position having administrative responsibilities as determined by the committee. <b>Submit copy of job description, letter from Personnel Department or direct supervisor on letterhead.</b>
		(D) <b>5 Points Per Year Up To Maximum of 25 Points</b> for construction experience as a Supervisor, Superintendent or Foreman responsible for work. <b>Submit letters from previous employers, qualifications for current position. If self-employed, submit old W-2, tax forms, letters from clients, old permits, old business license, etc.</b>
		(E) <b>3 Points Per Year Up To Maximum of 15 Points</b> for serving in approved accredited apprenticeship program in construction (this program shall not be counted under section (B) Continuing Education). <b>Submit copy of apprenticeship card or certification of completion.</b>
		(F) <b>10 Points</b> for holder of State License from the Georgia State Construction Licensing Board as Electrical, Mechanical, or Plumbing Contractor or any other license issued by the Georgia State Licensing Board relating to Construction Technology. Points shall count towards trade area indicated on application. <b>Submit copy of state card or registration.</b>
		(G) <b>10 Points</b> for each certificate of certification obtained by an approved testing agency (ICC, IAEl) or other BOAG Committee approved testing agency. All certificates of certification shall count toward initial certification but only trade specific shall count if additional certificates are requested. <b>Certification as Certified Building Official shall not be included in item G. Submit copy of state card or registration.</b>
		(H) <b>30 Points</b> for certification as CBO by ICC or the Council of American Building Officials. <b>Submit copy of certificate.</b>

EARNED POINTS INDICATED BY	COMMITTEE/MEMBERSHIP TO PROFESSIONAL ORGANIZATIONS SUBMIT SUPPORTING DOCUMENTATION
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COMMITTEE	APPLICANT	SUBMIT SUPPORTING DOCUMENTATION FOR EACH AREA WHERE POINTS ARE INDICATED	
		(A)	<b>2 Points Per Committee. Up To A Minimum of 10 Points</b> for participation and service on national, state or regional committees related to code enforcement. Organizations such as BOAG, IAEI, GSPGMIA, ICC, or Georgia DCA. <b>Submit copy of appointment letters.</b>
		(B)	<b>1 Point Up To A Maximum of 5 Points</b> per publication in recognized journal or newsletter approved by BOAG Certification Committee. <b>Submit copy of publication and journal or newsletter in which article was printed.</b>
		(C)	<b>1 Point Up TO A Maximum of 5 Points</b> for service as an Officer, Director or Committee Chairperson of Professional Code organization (BOAG, IAEI, DCA, GSPGMIA, ICC or BOAG chapters). <b>Submit copy of appointments, awards for service or newsletters with appointments indicated.</b> Points as Committee Chairperson cannot be used in Section (A) above for committee participation.
		(D)	<b>2 Points Up To A Maximum of 10 Points</b> for membership in local chapters. <b>Submit copy of membership cards or certificates of membership.</b>

EARNED POINTS INDICATED BY		EDUCATION SUBMIT COPY OF DIPLOMA AND TRANSCRIPTS	
COMMITTEE	APPLICANT	SUBMIT SUPPORTING DOCUMENTATION FOR EACH AREA WHERE POINTS ARE INDICATED	
		(A)	<b>30 Points</b> for College or University Degree at Bachelor's Level in the following: Architecture, Engineering, construction Technology.
		(B)	<b>15 Points</b> for A. A. or degree in Public Administration, Construction Technology, Engineering.

EARNED POINTS INDICATED BY		CONTINUING EDUCATION SUBMIT SUPPORTING DOCUMENTATION	
COMMITTEE	APPLICANT	SUBMIT SUPPORTING DOCUMENTATION FOR EACH AREA WHERE POINTS ARE INDICATED	
		(A)	<b>2 Points</b> Per Annual Conference of BOAG, IAEI, GSPGMIA, ICC attended up to a maximum of 10 points. This shall count toward initial certification only. <b>Submit copy of registration or copy of attendance records.</b>
		(B)	<b>Total CEUs</b> for continuing education courses attended relating to code enforcement. <b>Submit copies of transcripts or copies of certificates of attendance.</b> All non-related courses such as zoning or soil erosion shall be counted at 25 percent of total CEUs given on certificates of attendance. Each day is equal to 6 hours or .6 CEU credits. CEU shown on application shall not be used for renewal of certification.
		(C)	<b>2 Points</b> shall be given for each correspondence course in Construction Technology up to a maximum of 20 points. Committee shall approve correspondence course. Submit copy of diploma or certificate of completion.
		(D)	<b>5 Points Per Course Up To A Maximum of 25 Points</b> as a course instructor. Course material shall be approved by BOAG Committee. Submit evidence as instructor (brochures, newsletters, letters from institutions, etc.

		<b>TOTAL POINTS FOR ALL SECTIONS ON APPLICATION</b>	
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# DEFINITIONS

- Inspector** Any employee of a local or state agency with code enforcement responsibilities who themselves conduct inspections for building construction, erection, repair, addition or alteration requiring permits and inspections for compliance with building, electrical, mechanical, plumbing, gas, accessibility, energy and other codes as required by state law, municipal or county ordinances. (Type Inspectors: Building, Electrical, Mechanical, Plumbing, One & Two Family Dwelling and Rehabilitation Specialist) MINIMUM 70 POINTS REQUIRED FOR CERTIFICATION
- Chief Inspector** Any employee of a municipal, county or state agency with code enforcement responsibilities who themselves conduct inspections and have training and supervisory responsibilities for inspectors in their trades (Building, Electrical, Mechanical, Plumbing) MINIMUM 80 POINTS REQUIRED FOR CERTIFICATION
- Combination Inspector** Any person of a state, municipal or county government certified in more than one trade as an inspector (Building, Electrical, Mechanical, Plumbing, Rehabilitation or one & two family dwelling inspector) and responsible for inspections and code compliance for those trades in which they are certified. MINIMUM 90 POINTS REQUIRED FOR CERTIFICATION
- Plans Examiner** A person employed by a state, municipal or county government who is qualified to determine that plans submitted for purpose of obtaining building permits comply with building, electrical, mechanical, plumbing, gas, energy, accessibility laws and other applicable codes and ordinances. This person has general knowledge of all codes as they relate to the built environment. Types of Plans Examiners and certifications are as follows: Building, Electrical, Plumbing, Mechanical and Residential One & Two Family Dwellings. Minimum 90 points required for certification
- Professional Building Official/Administrator** Any employee of a municipal county or state government with building construction regulation responsibilities. This person is directly responsible for the administration or supervision of plan review, enforcement and inspections on new and existing buildings to ensure compliance with the Georgia Minimum Standard Codes, accessibility laws, Georgia Energy Code and other construction codes as required by state, municipal or county ordinances. The Professional Building Official shall be authorized to perform plan review or inspections for which certification is required. MINIMUM 100 POINTS REQUIRED FOR CERTIFICATION

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# AFFIDAVIT

I, \_\_\_\_\_ hereby certify that the foregoing information on this Certification Application and all supporting documentation attached hereto is accurate to the best of my knowledge and belief; that I voluntarily submitted the foregoing application and that I will hold the members of the BOAG Certification Committee, both individually and collectively, harmless as to any action taken on this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me this _____
day of _____, 20_____
_____
(Notary Public)
My Commission expires: _____

**AFFIDAVIT MUST BE SIGNED AND NOTARIZED TO BE PROCESSED.**  
Revised 2/09





## Enforcement Professional Certification Renewal Application



Date: \_\_\_\_\_

Certification Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Current Certified Level and Trade: \_\_\_\_\_

Building Officials  
Association of  
Georgia

P.O. Box 907  
Fortson, GA 31908  
[www.boagcodes.com](http://www.boagcodes.com)



CHAPTER



To continue to be recognized as a BOAG –certified Professional, you must complete 24 hours of continuing education within your two year renewal period.

Once you have completed 24 hours of continuing education, please fill out the form on the reverse side and send it to BOAG along with proof of completion for all continuing education you have completed and the \$20.00 renewal fee as indicated.

Please note, if you renew after your expiration date you will have to pay a late see (see reverse side “Renewal Fees”).

Maintaining your certification demonstrates your commitment to professionalism. We hope you choose to remain BOAG certified and continue to work with the Building Officials Association of Georgia to promote safety for the protection of life, health and property of the citizens of Georgia.

# Course listing and renewal form

Course Title: \_\_\_\_\_ Date: \_\_\_\_\_ Provider: \_\_\_\_\_ CEUs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total CEUs: \_\_\_\_\_ (24 hours) 2.4 CEUs necessary to renew

### Renewal Fees:

- \$20 prior to expiration date
- \$30 up to 60 days after expiration date
- \$60 up to 6 months after expiration date

**\*\*\* Note: Only have 6 months after expiration to collect CEUs for renewal\*\*\***

Total Enclosed: \$ \_\_\_\_\_ [ ] Check in US funds (please make payable to BOAG Certification Program)

### Address Change?

[ ] Check if new address – write new address on front page, indicate old address below.

Old Address: \_\_\_\_\_

*I accept and agree to adhere to the Building Officials Association of Georgia's (BOAG) Code of Ethics. I certify that the information contained on this renewal form is true, complete and correct to the best of my knowledge and is made in good faith. I agree to release to BOAG any information relevant to my re-certification. I further understand if any of this information is later determined to be false, the Building Officials Association of Georgia reserves the right to revoke any certification that has been granted on the basis hereof. I further understand that BOAG certification does not certify or in any way guarantee the quality of my work as a BOAG-certified Professional. I therefore agree to indemnify and hold harmless BOAG, its officers, directors and staff from any claims due to negligence, omission or faulty advice that I may give to any person as a BOAG-certified Professional. I understand that BOAG is not responsible for any actions or damages from any person arising out of my work as a BOAG-certified Professional.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security No. (last four digits)

\_\_\_\_\_  
Notary Public

**UNSIGNED AND UN-NOTARIZED FORMS CANNOT BE RENEWED**

Please return completed form to BOAG  
Attn: **"Certification Renewal"** P.O. Box 907, Fortson, Georgia 31908