



## **INFORMATION: 2023 BUILDING CODE ENFORCEMENT OFFICIAL PRE-LICENSURE TRAINING PROGRAM**

**Dates: January 3, 2023—July 20, 2023 | Location: 450 Columbus Blvd, Hartford**  
**Hours: 7 a.m.—2:30 p.m. | Class Days: Tuesday, Thursday**

The Pre-Licensure Training Program with Exam was developed to assist qualified candidates prepare for the State of Connecticut building code enforcement licensure examinations.

In order to become licensed in any one of the nine subcategories of Connecticut Building Code Enforcement Official,\* you must pass a qualifying exam. You must qualify for the exam based on your construction industry experience and knowledge.

Because you must be accepted into the Pre-Licensure Training Program, it's imperative that you

answer the **Technical Experience** questions in detail, as your application will be evaluated on how closely your experience and knowledge match the statutory and regulatory requirements found on pages 4 and 5.

The application can be found at the Office of Education and Data Management's (OEDM) Learning Management System (LMS) at:

**<https://oedmtraining.ct.gov>**

**No paper applications will be accepted.**

\*Building Official, Assistant Building Official, Residential Building Inspector, Plan Review Technician, Mechanical Inspector, Electrical Inspector, Plumbing Inspector, Heating and Cooling Inspector, Construction Inspector

There are no fees for taking the class, but **you must purchase and bring your own code books**. See page 3 for a list of books required by license type.

An overall score of 70% (75% for Building Officials) **and** a minimum

score of 65% on each code book section exam is required for licensure. See the chart on page 3 for details.

You have three attempts to pass the exam, including code book section retakes.

*The Pre-Licensure Training Program is paid for by the Code Training and Education Fund. Revenue for the fund comes from assessments on the construction value of building permits.*

### **HOW TO APPLY**

Go to the LMS at **<https://oedmtraining.ct.gov>**  
**If you currently hold an OEDM certification**, you should have received an email with your user name and password to the LMS. (If you did not get this email, send a message to [OEDMLearn@ct.gov](mailto:OEDMLearn@ct.gov) and someone will assist you. **Do not create a new account, as it will not be tied to your training information**)

**If you do not have an OEDM certification**, you will have to create a new LMS account. Directions on logging in can be found at **<https://portal.ct.gov/>** and search OEDM LMS

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**Visit the OEDM LMS at:** <https://oedmtraining.ct.gov>  
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- Dashboard
- Submit Application
- Register for Course
- Request Outside Credit
- Withdraw from Course



Once you are in the LMS, click on **SUBMIT APPLICATION** in the left navigation menu. Next, click on **Request Credential Application** which will take you through a series of drop-down and fill-in questions. You will need the following **electronic files** to complete the application (numbers 4 and 5 are mandatory):

1. College Diploma and/or transcript
2. Documentation of training certifications
3. Professional licenses or registrations
4. Detailed work history for each position submitted, explaining how you have met the criteria listed in the statutes and regulations. (See tips on page 3)
5. Two letters of reference associated with the construction industry. Your reference cannot be related to you, nor be a member of Codes and Standards Committee or the State Building Inspector.

All applicants will receive an email informing them if they have been approved or denied. If approved, you will be placed on a list to be registered closer to the class start date.

If you have questions about the application process, please email [OEDM@ct.gov](mailto:OEDM@ct.gov), if you have difficulty logging into the LMS, email [OEDMLearn@ct.gov](mailto:OEDMLearn@ct.gov)

This information sheet is for Pre-Licensure Training in any of the following nine classifications: Building Official, Assistant Building Official, Residential Building Inspector, Plan Review Technician, Mechanical Inspector, Electrical Inspector, Plumbing Inspector, Heating & Cooling Inspector and Construction Inspector.

## TIPS FOR THE TECHNICAL EXPERIENCE QUESTIONS

For each job, tell us specifically what you did—for example did you work a trade, were you a designer, a supervisor, a project manager or a licensed building code official? It may be easier for you to detail individual construction projects you’ve worked on and summarize your duties and responsibilities on each project. Broad statements are fine to start, but they need to be supported with details. A one or two sentence response is not sufficient.

When applying for Building Official or Assistant Building Official licensure remember that a local building official deals with all of the different construction trades and design professions. Even though you may have many years of wood frame construction experience build-

ing new homes or remodeling, you must also have experience with fire resistive, noncombustible, ordinary and heavy timber construction. A building official has the responsibilities associated with building permits, plan reviews and inspections of buildings and structures proposed and constructed within their municipality. This includes occupancies such as residential, assembly, mercantile, factories, storage, educational, business and others. Remember to document your commercial construction experience in addition to your residential construction experience.

For the other license sub-categories, demonstrated technical abilities and knowledge, application of appropriate codes and standards, and related plan review skills are key to detailing how you meet each of the numbered requirements found on pages 4 and 5.

## CODE BOOK AND EXAM INFORMATION BY LICENSE TYPE

- The 2022 Connecticut State Building Code Document ([www.portal.ct.gov](http://www.portal.ct.gov) search: State Building Code)
- Code books and Standards corresponding to licensure type are referenced in the chart below:
  - ◇ Book 1: 2021 International Residential Code (with Connecticut Amendments)
  - ◇ Book 2: 2021 International Building Code (with Connecticut Amendments)
  - ◇ Book 3: 2021 International Mechanical Code
  - ◇ Book 4: 2021 International Plumbing Code
  - ◇ Book 5: 2020 National Electric Code (NFPA 70)
  - ◇ Book 6: 2021 International Energy Conservation Code
  - ◇ Book 7: 2021 International Existing Building Code
  - ◇ Book 8: ICC/ANSI A117.1-2017 Accessible and Usable Buildings and Facilities
  - ◇ Book 9: 2021 International Swimming Pool & Spa Code
  - ◇ Connecticut Amendments for all adopted Codes

Licensure Exam Title	Exam Duration	Number of Multiple Choice Questions	Minimum Code Book Section Score	Minimum Overall Score	Code Books and Standards (see list above)
Building Official	6 hrs	125	65%	75%	1, 2, 3, 4, 5, 6, 7, 8, 9
Assistant Building Official	5 hrs, 30 min	115	65%	70%	1, 2, 3, 4, 5, 6, 7, 8, 9
Residential Building Inspector	4 hrs	80	65%	70%	1, 5, 6, 9
Plan Review Technician	5 hrs	100	65%	70%	1, 2, 3, 4, 5, 6, 7, 8, 9
Mechanical Inspector	4 hrs	80	65%	70%	1, 2, 3, 4, 6
Electrical Inspector	4 hrs	80	65%	70%	5, 6, 9
Plumbing Inspector	4 hrs	80	65%	70%	1, 2, 4
Heating and Cooling Inspector	4 hrs	80	65%	70%	1, 2, 3, 6
Construction Inspector	4 hrs	80	65%	70%	1, 2, 6, 7

# REQUIREMENTS FOR CT BUILDING CODE ENFORCEMENT LICENSURE EXAM OR PRE-LICENSURE TRAINING

*Based on Connecticut Statutes and Regulations*

## **C.G.S. 29-261. Building Official**

The minimum requirements that OEDM looks for in Building Official Licensure Exam or Pre-Licensure Training applications include:

1. At least five years experience in construction, design or supervision
2. Knowledge of the quality and strength of building materials
3. Knowledge of building construction requirements
4. Knowledge of the accepted accessibility requirements
5. Knowledge of fire prevention practices
6. Knowledge of light and ventilation requirements
7. Knowledge of health, safety and sanitation requirements

## **C.G.S. 29-261. Assistant Building Official**

The minimum requirements that OEDM looks for in Assistant Building Official Licensure Exam or Pre-Licensure Training applications include:

1. At least three years construction, design or supervision experience
2. Knowledge of the quality and strength of building materials
3. Knowledge of building construction requirements
4. Knowledge of the accepted accessibility requirements
5. Knowledge of fire prevention practices
6. Knowledge of light and ventilation requirements
7. Knowledge of health, safety and sanitation requirements

## **R.C.S.A. 29-262-5b. Residential Building Inspector**

The minimum requirements that OEDM looks for in Residential Building Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. At least five years experience in the construction, design or supervision of the construction of one- and two-family detached dwellings and one-family townhouses
3. Knowledge of the quality and strength of building materials
4. Knowledge of building construction requirements
5. Knowledge of light and ventilation requirements
6. Knowledge of health, safety and sanitation requirements for one- and two-family detached dwellings and one-family townhouses
7. Ability to read and interpret plans and specifications of one- and two-family detached dwellings and one-family townhouses and their accessory structures
8. Ability to recognize faulty construction and unsafe conditions in new and existing one- and two-family

detached dwellings and one-family townhouses and their accessory structures

9. Ability to write and speak clearly and concisely

## **R.C.S.A. Sec. 29-262-6b. Plan Review Technician**

The minimum requirements that OEDM looks for in Plan Review Technician Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. At least three years experience in building construction or code interpretation or enforcement
3. Knowledge of applicable codes, referenced standards and other regulations
4. Ability to read and interpret plans and specifications
5. Knowledge of building construction materials
6. Knowledge of the principles, practices and methods of building design
7. Ability to make recommendations on plans submitted for approval
8. Ability to write and speak clearly and concisely

## **R.C.S.A. Sec. 29-262-7b. Mechanical Inspector**

The minimum requirements that OEDM looks for in Mechanical Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. Possession and maintenance of a P-1 or P-2 license
3. Possession and maintenance of an S-1 or S-2 license
4. Knowledge of materials, methods and techniques of plumbing, heating, air conditioning and refrigeration installations
5. Knowledge of the applicable plumbing and mechanical codes, referenced standards and other regulations
6. Ability to read and interpret plans and specifications
7. Ability to diagnose violations, hazards, and unsafe or unsanitary conditions caused by faulty materials or poor workmanship in new or existing mechanical installations
8. Ability to write and speak clearly and concisely

## **R.C.S.A. Sec. 29-262-9b. Plumbing Inspector**

The minimum requirements that OEDM looks for in Plumbing Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. Possession and maintenance of a P-1 or P-2 license for a minimum of two (2) years
3. Knowledge of applicable codes, referenced standards and other related regulations

*continued next page*

## REQUIREMENTS FOR CT BUILDING CODE ENFORCEMENT LICENSURE EXAM OR PRE-LICENSURE TRAINING

*Based on Connecticut Statutes and Regulations*

4. Knowledge of methods, materials and techniques of plumbing installations
5. Ability to diagnose plumbing code violations, hazards, unsafe conditions and unsanitary conditions in new and existing plumbing installations
6. Ability to read and interpret plans and specifications
7. Ability to write and speak clearly and concisely

### **R.C.S.A. Sec. 29-262-10b. Heating and Cooling Inspector**

The minimum requirements that OEDM looks for in Heating and Cooling Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. Possession and maintenance of an S-1 or S-2 license for a minimum of two (2) years
3. Knowledge of applicable codes, referenced standards and other related regulations
4. Knowledge of the methods and materials used in the installation of heating, refrigeration, ventilation and air conditioning systems
5. Knowledge of steam fitting
6. Ability to read and interpret plans and specifications
7. Ability to diagnose violations, unsafe conditions, and hazards in new and existing heating and cooling installations
8. Ability to write and speak clearly and concisely

### **R.C.S.A. Sec. 29-262-8b. Electrical Inspector**

The minimum requirements that OEDM looks for in Electrical Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. Possession and maintenance of an E-1 or E-2 license for not less than two (2) years
3. Knowledge of methods, materials and techniques of the electrical trade
4. Knowledge of applicable codes, referenced standards and other related regulations
5. Ability to diagnose violations, unsafe conditions and hazards in new and existing electrical installations
6. Ability to read and interpret plans and specifications
7. Ability to write and speak clearly and concisely

### **R.C.S.A. Sec. 29-262-11b. Construction Inspector**

The minimum requirements that OEDM looks for in Construction Inspector Licensure Exam or Pre-Licensure Training applications include:

1. High school or vocational school diploma or equivalent
2. At least three years experience in building construction
3. Knowledge of materials, methods and techniques used in building construction
4. Knowledge of applicable codes, referenced standards and other related regulations
5. Ability to read and interpret plans and specifications
6. Ability to recognize faulty construction or hazardous and unsafe conditions in new and existing installations
7. Ability to write and speak clearly and concisely