



**CROSS TRAINING
PROGRAM DESCRIPTION, GOALS AND OBJECTIVES**

An original copy of this form must accompany every trade specific application for qualification in the program.

GOAL

The goal of the Building Officials Association of Florida Foundation/Cross Training Program is to provide an acceptable, practical alternative for the experience requirement for examination qualification pursuant to 468.609(2)(4), F.S.

OBJECTIVES

The Certification Committee of the Building Officials Association of Florida has been established and is operated in order to gain recognition and approval by the Building Code Administrators and Inspectors Board (BCAIB) of training developed and administered by the BOAF, in conjunction with appropriate field training monitored and certified by currently licensed and knowledgeable individuals in the trade desired under the supervision and tutelage of a standard licensed Building Code Administrator (BCA, aka Building Official). Such training program will provide for practical training and qualification through relevant, recognized classroom education and on-the-job training (OJT) consistent with the original goals of the BCAIB when proposing the statutory amendment (468.609 (2)(4) in 1998. This training program may allow agencies to utilize existing personnel resources as trainers while preparing other current employees for broader responsibilities and, at the same time, maintain accountability to the BCAIB.

OUTLINE

The BOAF Certification Committee has established training criteria for each inspector and plans examiner category, comprised of appropriate classroom education and OJT, for individuals seeking to improve their professional qualifications through BCAIB certification exams and meeting all other requirements of Florida Statute 468.609(2)(4). The Certification Committee recognizes the varying levels of complexity in each category and has established training requirements exceeding 200 hours, the statutory minimum. Classroom and OJT training for any category must be completed within the thirty-six (36) months immediately preceding the submittal date of an application to the BOAF Certification Committee. Training criteria consists of:

Completion of BOAF, or equivalent approved preparatory coursework in the exam category sought.

Field training (OJT), which must be under the supervision of and substantiated by a Trainer (an active, standard licensee in the appropriate specified category whose **primary duty is practice** in that category requested by the Trainee) with required documentation and pre-approval by BOAF.

The Trainer's supervising Building Official, properly licensed (must hold a standard BCA license) and designated as such, shall by application of his/her signature attest to said documentation.

Submittal of a statement by that person properly licensed and designated as the Building Official (in the jurisdiction providing the OJT) indicating the applicant is reasonably qualified to take the BCAIB examination and assume responsibility for work in that category upon passing the exam.

Submittal of an application with required documentation and any remaining portion of the application fee to the BOAF office for review and issuance of a certificate, upon approval, which must be submitted to the BCAIB as proof of experience in the requested area. Currently, \$250 is required with the request for participation and \$245 is required to be submitted with the completed application.

The appropriate BOAF Certification Committee will review the application for compliance with these requirements, confirm the information contained therein, reject each insufficient submittal with written explanation, or approve and return it to the applicant for inclusion with his/her application to the BCAIB as proof of having met these requirements.

The fee for re-submittal of an application rejected for any reason is

\$100.00. Questions concerning the Cross Training Program should

be addressed to:

Cross Training Coordinator
Building Officials Association of Florida
528 West Lake Mary Blvd.
Sanford, Florida 32773
TRAINING@BOAF.NET



**CROSS TRAINING
FAQ – Frequently Asked Questions**

Q. Do I need to fill in every line of the application?

A. The application **MUST** be complete. If a section does not pertain to you, notate it with “N/A” or “not applicable”, or another identifier to indicate it was not inadvertently overlooked.

Q. I did not have trade specific training on each and every item on the training checklist. Does this mean my application will be rejected?

A. No. We have tried to place important items related to each trade on this sheet. While your experience should be diverse and varied, having experience on every item noted on the sheet may not be required. As a general rule, a minimum of 75% of each section should be covered in your training, as a general rule. Covering all the areas of experience noted is better and some sections will require a greater time commitment to be 100% trained. If you did not receive training in a specific area, that does not automatically disqualify you. You can only state training in the areas which you actually receive it, as evidenced by your trainers affidavit.

Q. How long does the review process take?

A. The review process typically takes about 6 weeks from the time we receive it. At the conclusion of the review, you will receive a certificate or letter with the results in the mail.

Q. Should I take the training class before or after my field training?

A. There is no hard and fast rule for this. It is suggested you start your field training, then take the class. This will allow you to experience some of the specific items related to the trade you are training in and develop some questions that will be answered in your classroom training, allowing you to be more knowledgeable as you finish your field training.

Q. Is there more than 1 piece to the application?

A. Yes. Every application has 2 parts – Part I, Name, employer, trainer(s) and Part II, the trade specific portion.

Q. Do I need to use the most current edition of the application?

A. Yes, check the BOAF website at www.boaf.net to ensure you have the most current editions of all of the forms.

Q. Can I use my Inspector training for Plans Examiner?

A. No. Inspections and plans examining are different. Classroom training may crossover, however, On the Job (OJT) or field training does not.

Q. How and when do I take the required exam?

A. There are a couple ways to take the exam. The first and quickest way to achieve licensure is to schedule the exam through the International Code Council at www.iccsafe.org and include your passing score sheet with your application. This will reduce your time to attain licensure by several weeks, or months. The next way is to complete your training and then submit an application to the BCAIB. Upon review and approval of your application, the Board will forward your information to ICC, who will in turn forward the information to the testing agency and send you a letter stating that you may then schedule the exam. Upon successful completion of the exam, you must then forward your successful completion letter to the Board. After further review, and matching up the paperwork, your endorsement will be issued.

Q. Is there a difference in cost based on the time I take the exam?

A. Yes. When you schedule the exam directly with ICC, you pay the entire cost. If you wait for the Board to approve you for the exam, you only pay a subsidized cost. You might consider the money saved by taking the subsidized exam versus the time delay in obtaining the endorsement.

Q. Does my application need to be typewritten?

A. No, just remember, if you can't read it, neither can we. This may cause delays or even return of your application. The important thing to keep in mind is that this training replaces the required 5 years of experience. Please be neat, complete and ensure the trade specific information requested is detailed on the forms.

Q. Will my certificate be mailed to my house or my office?

A. Unless identified differently on the application, we will mail the certificate to your residence. In many cases, mail is delayed at offices or even returned to us if your name, mail stop or other information is not recognized. In order to expedite delivery, we try to use the residence address provided on the application.

Q. How do I know how many hours to spend in each trade for 1 & 2 Family Dwelling Inspector cross training?

A. That is an interesting question. While an “exact” number is difficult to state, the applicant should spend the most time in their weakest areas. As a general guideline, if the following hours per trade are used, you would have spent adequate time in each trade discipline. The trainer should determine the trade hours based on your experience level. Building – 135 hrs. Electrical – 135 hrs. Mechanical – 90 hrs. Plumbing – 90 hrs. Remember, in any case, the total training hours cannot be less than 450 hours!

Q. I already hold a standard license, are you saying I still need to train in that category when working toward a 1 & 2 Family Dwelling Inspector?

A. Yes. Training to be a 1 & 2 family Dwelling Inspector requires you to refresh your standard trade. This is due to differences between commercial and residential work, a tendency to get used to doing things we have always done and also to ensure you are up to date on new technologies, methods and code requirements.

Q. I noticed when filling out the trade specific **OJT Checklist**, there are items on the list that are not present in the jurisdiction where I work. Am I still expected to get trained on them?

A. Not necessarily. Your Trainer can only fill in the area for the items on which you have been trained. Keep in mind, this program uses your past experiences and applies this additional training to replace the normally required 5 years of hands on experience that satisfies one of the experience criteria. Most people will not have the opportunity to experience every facet of every trade under every condition. As a rule of thumb, your experience should expose you to at least 75% of the items contained on the **OJT Checklist**. Be honest and forthright regarding your training. The Committee evaluates every application on its own merits and reviews your documentation as a standalone application.

Q. Can I train in a larger, more diversified jurisdiction?

A. Yes. Remember, training is what is important. If the community you work in has limited construction projects and/or limited personnel, you may be better served, and better able to serve your community, by getting training in a larger jurisdiction. Many municipalities have inter-local agreements with the County or other municipalities nearby that would allow for you to receive better or more diverse training opportunities. If you choose this option, always remember the standard licensed Building Official under which the trainers work is required to sign the training affidavit of trainers.

Q. I am training for the 1&2 Family Dwelling Inspector, my trainer has all 4 standard certificates, can he/she sign off on my training for 1 & 2 Family Dwelling Inspector?

A. No. The trainer for a 1 & 2 Family Dwelling Inspector cross training certificate is required to have a **standard 1 & 2 Family Dwelling certificate**. This is a requirement of the program.

Q. What do I send to the BCAIB at the State?

A. A copy of the letter and the certificate you receive for the completion of the program, along with your completed BCAIB application and associated fees.

Q. Is the Cross Training program for both residential and commercial inspectors?

A. When you have completed your Cross Training you will have been exposed to both commercial and residential code applications. While a standard license will allow you to inspect/review both types of applications it does not qualify you for a 1&2 Family license in the State of Florida. Additional training is required.



Building Officials Association of Florida Cross Training Pre-Participation Registration Application

This certificate and one-half (1/2) of the required fee, currently \$250 of the \$495 fee, must be submitted to and approved by BOAF prior to starting cross training. **The remainder \$245 of the total \$495 will be due with your completed application.** An approved, dated copy of this certificate will be returned to you as proof of enrollment in the program. Please be sure to read all of the information related to this program prior to your submission. All rules and instructions are posted on the BOAF website, cross training page. As these are subject to change on occasion, we suggest you refer to the web pages during your training to stay abreast of any changes that may occur. You will have three (3) years from the approval date to complete both the field and classroom training related to this approval.

_____ desires to start the training of
(Name of jurisdiction/firm)

_____ License # _____
(Full name of trainee) (DBPR)

Select (1) desired category below for this application. A maximum of (2) applications are allowed to be active in this program.

	Minimum Hours required:	
	<u>Field</u>	<u>*Classroom</u>
___ Building Inspector	250	35
___ Building Plans Examiner	250	85
___ Electrical Inspector	250	34
___ Electrical Plans Examiner	250	34
___ Mechanical Inspector	182	28
___ Mechanical Plans Examiner	182	28
___ Plumbing Inspector	182	28
___ Plumbing Plans Examiner	182	28
___ 1 & 2 Family Dwelling Inspector	450	Varies

BCAIB Licenses Currently Held and Endorsements:

BN _____ () Building () Electrical () Mechanical () Plumbing () 1&2 Family Dwelling

PX _____ () Building () Electrical () Mechanical () Plumbing () 1&2 Family Dwelling

BU _____ SFP _____ Other _____

*Your Application Number will remain with this certificate through completion.

By our signatures below, we certify we have read the rules and instructions for the BOAF cross training program and agree to abide them. We understand the standard licensed Building Official signing this form is responsible to monitor the training, performed by a standard licensed certificate holder in the category sought of the standard licensed trainee shown here. The time spent on training as documented by the OJT forms will be field training and no classroom training, except as pre-approved by BOAF will count toward the required time. Training will be documented to the nearest quarter hour and verified by the Building Official. Training time is to be appropriate to the category sought and those areas specified on the training checklists should be stressed. Additional training is permitted as well to ensure complete knowledge and understanding of the category sought. By Request for approval for Field Training, I certify that I have read and understand the BOAF Cross Training Program Application and that all Field training (OJT), must be under the supervision of and substantiated by a Trainer (an active, standard licensee in the appropriate specified category whose primary duty is practice in that category requested by the Trainee) and approved by the Building Official (BCA) of the Authority Having Jurisdiction.

Anticipated Trainers:	Standard License #	Endorsement Date for Requested Discipline
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Building Official Signature	_____ BO Standard License (BU) #	_____ Date Issued
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Building Official Printed Name

_____ Trainee Signature	_____ Standard License #	_____ Date of License Issuance
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_____ Trainee Printed Name	_____ BOAF Member #
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E-Mail (Required) _____ @ _____

Trainee Personal Data:

Home Address _____

City _____ State _____ Zip Code _____

Home _____ Cell Phone _____ Work _____

Employer Information:

Name of Employer _____

Business Address _____

City _____ State _____ Zip Code _____ Fax _____

Do not write below this line - BOAF Office Use Only

Date Approved _____ Authorizing Signature _____

Date Paid _____ Approved Through _____

Comments:



**CROSS TRAINING
MECHANICAL INSPECTOR OJT CHECKLIST**

BCAIB Provider # 0001001

Training Program # 6572

ONLY THE CURRENT EDITION OF THE BOAF OJT CHECKLIST WILL BE ACCEPTED

Please check the website at www.boaf.net to be sure you are submitting the most current edition of the applicable form. Each form becomes effective on the revision date contained on the form. Training completed prior to that date may be submitted on the previous form.

This training program requires 28 hours (minimum) of classroom training as approved by BOAF. Classes are as follows:

Mechanical Principles and Code Application – 21 hours

Fuel Gas Principles and Code Application – 7 hours

This training program also requires 182 hours (minimum) of properly documented On-The-Job Training (OJT) with a **Florida Standard Licensed Mechanical Inspector** Trainer as evidenced by this and other required forms, including the notarized trainers affidavit.

A. Extensive training on all aspects of mechanical systems should include both residential and commercial sections of the code as scripted by the following:

- | | |
|---|------------------------------|
| 1. Air Conditioning Systems and Equipment | 7. Exhaust Systems |
| 2. Heating Systems | 8. Smoke Control |
| 3. Fuel Systems | 9. Boilers and Water Heaters |
| 4. Combustion and Venting | 10. Refrigeration |
| 5. Mechanical Piping Materials and Fittings | 11. Special Systems |
| 6. Duct and Venting Systems | 12. Piping Systems |

B. Trainees must mark each item trained on, and initial in the spaces provided on the OJT checklist, when each training segment has been completed.

C. Trainees must also include the approximate percentage of the total number of hours spent in OJT for each segment.

MECHANICAL INSPECTION OJT CHECKLIST

My specific On the Job Training (OJT) has included instruction on the following items as indicated by "X"

Rough Mechanical Inspection OJT Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Approved materials | <input type="checkbox"/> Duct connections & support |
| <input type="checkbox"/> Sized per manual "D" & "J" | <input type="checkbox"/> Register locations & size/plan |
| <input type="checkbox"/> "Flex" extension & radius | <input type="checkbox"/> "R" value to code |
| <input type="checkbox"/> Return air plenum And mechanical closet | <input type="checkbox"/> Equipment platforms & access |
| <input type="checkbox"/> Lighting & servicing electric | <input type="checkbox"/> Drip pan overflow protection |
| <input type="checkbox"/> Bath exhaust fan requirements | <input type="checkbox"/> Exhaust discharge locations |
| <input type="checkbox"/> Dryer vent material & distance | <input type="checkbox"/> Non-screened termination |
| <input type="checkbox"/> Range hood material & joints | <input type="checkbox"/> Commercial hood engineered |
| <input type="checkbox"/> Discharge/intake locations | <input type="checkbox"/> Fireplace & chimney clearance Chimney Height |
| <input type="checkbox"/> Combustion Air | <input type="checkbox"/> Gas piping materials & joints |
| <input type="checkbox"/> Gas piping support & size | <input type="checkbox"/> Gas vent materials & joints |
| <input type="checkbox"/> Gas vent clearance | <input type="checkbox"/> Gas appliance protection |
| <input type="checkbox"/> Gas appliance locations | |

Approximate percent of total training hours spent on this segment _____ **% Initials** _____

Rough Mechanical Inspection OJT Checklist:

- | | |
|--|--|
| <input type="checkbox"/> Turning Vanes | <input type="checkbox"/> Testing of piping systems |
| <input type="checkbox"/> Confined space ventilation | <input type="checkbox"/> Duct insulation |
| <input type="checkbox"/> Gas piping pressure | <input type="checkbox"/> Exhaust termination/property line |
| <input type="checkbox"/> Heating system requirements | <input type="checkbox"/> Heating/cooling piping |
| <input type="checkbox"/> Other fuel systems | |

Approximate percent of total training hours spent on this segment _____ **% Initials** _____

Final Mechanical Inspection OJT Checklist:

- | | |
|---|---|
| <input type="checkbox"/> Gas appliance protection | <input type="checkbox"/> Gas vents complete |
| <input type="checkbox"/> Combustion Air | <input type="checkbox"/> Confined space requirements |
| <input type="checkbox"/> Range hood sealed | <input type="checkbox"/> Dryer discharge non-screened |
| <input type="checkbox"/> Commercial hood system | <input type="checkbox"/> Duct insulation |
| <input type="checkbox"/> Fire dampers | <input type="checkbox"/> Smoke control tested |
| <input type="checkbox"/> Solar system | <input type="checkbox"/> Plenum penetration |
| <input type="checkbox"/> System balancing | <input type="checkbox"/> Equipment servicing needs |

Approximate percent of total training hours spent on this segment _____ **% Initials** _____

Final Mechanical Inspection OJT Checklist:

- | | |
|----------------------------------|-------------------------------|
| ___ Flood requirements | ___ Duct clearance from grade |
| ___ Gas appliance set w/shut-off | ___ Access to equipment |
| ___ Equipment & Ducts complete | ___ Chases sealed |
| ___ Equipment clearance | ___ Condensate drainage |

Approximate percent of total training hours spent on this segment ___ % **Initials** ___

Total Hours on All segments = _____ hours

Trainee and Trainer(s) should sign this form after all segments of OJT Training have been completed. Include all Trainers that have trained on the hours shown on the Checklist.

By affixing our signatures and BCAIB (BN/PX) numbers below, we affirm and attest the above specific areas and hours of Mechanical Inspection Training have been successfully completed.

_____ / ____ / ____
 Trainee Date Completed BCAIB#

_____ / ____ / ____
 Mechanical Trainer Date Completed BCAIB#

_____ / ____ / ____
 Mechanical Trainer Date Completed BCAIB#

_____ / ____ / ____
 Mechanical Trainer Date Completed BCAIB#

_____ / ____ / ____
 Mechanical Trainer Date Completed BCAIB#

_____ / ____ / ____
 Mechanical Trainer Date Completed BCAIB#



BOAF CROSS TRAINING APPLICATION

Please print or type

Applicant:

Name _____ DOB ____/____/____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ Cell Phone (____) _____ Office Phone (____) _____

Employer _____ Email _____

Address _____

City _____ State _____ Zip Code _____ Fax (____) _____

Date of Pre-Registration Approval by BOAF Office: ____/____/____ Number _____

BCAIB Licenses Currently Held and Endorsements:

BN _____ () Building () Electrical () Mechanical () Plumbing () 1&2 Family Dwelling

PX _____ () Building () Electrical () Mechanical () Plumbing () 1&2 Family Dwelling

BU _____ SFP _____ Other _____

Please identify the **NEW** certification category and specific trade you are seeking:

() **Inspector:**

() Building () Electrical () Mechanical () Plumbing () 1&2 Family Dwelling

() **Plans Examiner:**

() Building () Electrical () Mechanical () Plumbing

Explanation of Field Training: Start Date: ____/____/____ Date Finished: ____/____/____

Percentage of Commercial _____ % Residential _____ % Training Experienced

CLASSROOM TRAINING REQUIREMENTS

Certificates of satisfactory completion of BCAIB approved classroom training in the certification category applied for, equivalent in content and hours to the ICC courses listed below, must be included with your completed application. For courses other than the ICC courses shown, course outlines must accompany the certificates to confirm equivalency.

Building Inspector	Building Principles and Code Application – 35 hours Laws and Rules Governing Building Inspection, Plan Review and Operations of the Building Department – 40 hours
Building Plans Examiner	Building Principles and Code Application – 35 hours Building Plans Examiner Class – 50 hours Laws and Rules Governing Building Inspection, Plan Review and Operations of the Building Department – 40 hours
Electrical Inspector or Plans Examiner	Electrical Principles and Code Application – 34 hours Laws and Rules Governing Building Inspection, Plan Review and Operations of the Building Department – 40 hours
Mechanical Inspector or Plans Examiner	Mechanical Principles and Code Application – 21 hours Fuel Gas Principles and Code Application – 7 hours Laws and Rules Governing Building Inspection, Plan Review and Operations of the Building Department – 40 hours
Plumbing Inspector or Plans Examiner	Plumbing Principles and Code Application – 21 hours Fuel Gas Principles and Code Application – 7 hours Laws and Rules Governing Building Inspection, Plan Review and Operations of the Building Department – 40 hours
1 & 2 Family Dwelling Inspector	Building Principles and Code Application – 35 hours Electrical Principles and Code Application – 34 hours Fuel Gas Principles and Code Application – 7 hours Mechanical Principles and Code Application – 21 hours Plumbing Principles and Code Application – 21 hours Laws and Rules Governing Building Inspection, Plan Review and Operations of the Building Department – 40 hours

Photocopies of certificates for completion of these approved courses must be attached to this application. Both the required classroom training and corresponding on the job training must be completed within the thirty-six (36) months immediately preceding the submittal date of this application.



BOAF Building Official Training Affidavit

This form must be included in the foundation/cross training application package. Every Building Official overseeing training must sign and have notarized an individual affidavit which includes their name and the name of the trainee for each trainee under their supervision.

I, _____,
(Printed or Typed Name of Building Official)

affirm, under penalty of perjury, that I physically and professionally oversaw the training received by the trainee named hereon under my authority.

(Printed or Typed Name of Trainee)

hereafter referred to as trainee, and certify him / her to be competent and knowledgeable in the areas in which he/she was trained by me in those areas as indicated on the associated OJT Training Report(s) and Checklist. Additionally, I understand the future potential possibility of charges being filed against me as a result of any investigations concerning the competency of the trainee related to the training received and further certify that as of this date, I understand and abide by the Code of Ethics as adopted by the Building Officials Association of Florida.

Building Official Signature _____ BU # _____

Printed Name _____ Date ____ / ____ / ____

SIGNATURE MUST BE NOTARIZED: Place notary information in this area as required by law:



BOAF Trainers Affidavit

This form must be included in the foundation/cross training application package. Every Building and Fire Official overseeing training must sign and have notarized an individual affidavit with their name and the name of the trainee for each trainee under their supervision.

I, _____,
(Printed or Typed Name of Trainer)

certify that I personally and professionally trained

I, _____,
(Printed or Typed Name of Trainee)

to the best of my ability and believe him / her to be competent and knowledgeable in the areas that I have instructed him / her in as indicated on the associated OJT Training Report(s) and OJT Checklist. To the best of my knowledge, the training I provided under the direction of my Building Official meets or exceeds the requirements of the BOAF Cross Training Program as indicated on the associated training forms, checklists and logs in the area of

_____ **inspector / plan review**
(fill in technical area and circle the appropriate category)

Additionally, I state the training provided to the Trainee supports the BOAF Mission Statement and the training was provided in compliance with the BOAF Code of Ethics as adopted by the Building Officials Association of Florida.

Trainer Signature _____ BCAIB # _____

Printed Name _____ Date ____/____/____

Total hours trained _____

SIGNATURE MUST BE NOTARIZED: Place notary information in this area as required by law:

