

COURSE CATALOG

CODE

OFFICIAL

ACCREDITATION

PROGRAM



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OUR VISION

Code Officials safeguard the public health and safety through the development, enforcement and administration of Washington State building construction codes and standards adopted by the State Building Code Council, and ordinances at the county, city and town level. As employers and employees, our unified goal is to lead the way to excellence in building and life safety.

The Code Official Accreditation Program (COAP) was developed and adopted to: provide a holistic, structured, post-secondary education strategy; pass-on the collective skills, knowledge and acumen of Code Officials currently active in the industry; build a strong and resilient future generation of public servant leaders.

OUR MISSION

Promote the effective administration of construction codes in Washington State by supporting the development of professional administrative, technical, and customer services skills for permit technicians, building inspectors, plans examiners, and building officials:

- Attract and retain entry level code officials that reflect the diversity of our communities
- Improve proficiency in technical, customer service, and administrative skills
- Establish a baseline of professional competency for public service staff
- Develop and grow a pool of qualified and experienced Code Official professionals

OUR VALUES

Maintain the highest standards with students, committee members, instructor/mentors and our membership.

- Value and reward open, honest two-way communication.
- Be accountable for our conduct and our decisions.
- Only make promises you intend to keep—do the things you say you'll do.
- If things change, let people know.
- Avoid any actual or perceived conflict of interest.

Student Satisfaction – Consider the students in all we do.

- Exceed the expectations of students.
- Do what's right for the student.
- Treat students with care.

Leadership and Personal Accountability – Every member contributes to our success and should:

- Run it like you own it.
- Take prudent risks.
- Lead by example.
- Consider students, instructor/mentors, committee members and membership needs when making decisions.

Diversity

- Respect differences among students, instructor/mentors, committee members, and the membership.
- Behave in a way that supports our association values.
- Take advantage of different perspectives.
- Support the diversity of our students, instructor/mentors, committee members, and membership.

WABO BOARD OF DIRECTORS

Executive Board Members

President: Ray Cockerham, City of Puyallup
1st Vice President: R. Todd Blevins, City of West Richland
2nd Vice President: Angela Haupt, City of Kirkland
Past President: C. Andrew Higgins, City of Seattle DCI

COAP Committee Members

Chair: James Tumelson, City of Edgewood
Mary Kate McGee, City of SeaTac
C. Andrew Higgins, City of Seattle DCI
Kelly Thompson, City of Covington
Kevin Meske, King County
Andie Lorenz, Adams County
Shane Daugherty, BHC Consultants

WABO ADMINISTRATIVE STAFF

Administrative Staff

Tara Jenkins, WABO Executive Director
Phone: (360) 628-8669
Email: tjenkins@wabo.org
Melissa Mullins, COAP Administrator
Phone: (360) 628-8669
Email: coap@wabo.org

ACADEMIC CALENDAR AND SCHEDULED CLOSURES

FALL Quarter begins the week of September 9, 2024
WINTER Quarter begins the week of January 6, 2025
SPRING Quarter begins the week of April 7, 2025

Veteran's Day Observed: November 11, 2024
No Class, WABO Administrative Office Closed

Thanksgiving Break: November 28 & 29, 2024
No Class, WABO Administrative Office Closed

Winter Break: November 25, 2024 – January 5, 2025
No Class

Martin Luther King Day: January 20, 2025
No Class

President's Day: February 17, 2025
No Class, WABO Administrative Office Closed

Spring Break: March 24, 2024 – April 6, 2025
No Class

Memorial Day: May 26, 2025
No Class, WABO Administrative Office Closed

Summer Break: June 23, 2025 – September 7, 2025
No Class

TUITION AND FEES

Administrative Fee
\$26.00 Per Quarter (Non-Refundable, Non-Transferrable)

Technology Fee
\$26.00 Per Quarter (Non-Refundable, Non-Transferrable)

Class Tuition
\$372.00 Per Quarter

TOTAL TUITION AND FEES
\$424.00 Per Quarter*

*Each track requires three (3) quarters to obtain a Certificate of Completion.

WABO COAP is Licensed By: Workforce Training and Education Coordinating Board (WTECB)

WABO COAP is licensed under Chapter 28C.10 RCW Private Vocational Schools Act; inquiries or complaints regarding this or any other private vocational school in Washington may be made to: Workforce Training & Education Coordinating Board, PO Box 43105, Olympia, WA 98504, (360) 709-4600, workforce@wtb.wa.gov.

INSTRUCTIONAL STAFF

Kelly Thompson, City of Covington

COAP Instructor Since 2022

- 2020 Graduate of the COAP Program
- Holds ICC Certificates In:
 - Permit Technician

Kevin Meske, King County

COAP Instructor Since 2023

- Certificate in Journeyman Carpentry
- Holds ICC Certificates In:
 - Building Plans Examiner
 - Residential Building Inspector
 - Residential Mechanical Inspector

Micah Chappell, City of Seattle DCI

COAP Instructor Since 2021

- Bachelor of Science in Business Administration/Management
- Masters in Business/Public Administration
- Holds ICC Certificates In:
 - Building Plans Examiner
 - Building Inspector
 - Commercial Electrical Inspector
 - Certified Building Official
 - Building Code Specialist

Ray Cockerham, City of Puyallup

COAP Instructor Since 2023

- Bachelor of Arts in Urban Studies
- Holds ICC Certificates In:
 - Building Plans Examiner
 - Mechanical Inspector UMC
 - Plumbing Inspector
 - Fire Inspector I
 - Plumbing Inspector UPC
 - Mechanical Inspector
 - Fire Plans Examiner
 - Building Inspector
 - Certified Building Official
 - Building Code Specialist

Andrew Lunde, City of Seattle DCI

COAP Instructor Since 2016

- Bachelors of Arts in Accounting and Economics
- Holds ICC Certificates In:
 - Building Plans Examiner

Cory McVay

COAP Instructor Since 2023

- Certificate in Construction Management/Building Inspection
- Holds ICC Certificates In:
 - Commercial Building Inspector
 - Residential Building Inspector
 - Building Plans Examiner
 - Building Inspector
 - Commercial Mechanical Inspector
 - Certified Building Official
 - Fire Inspector I
 - Fire Inspector II
 - Fire Plans Examiner
 - Fire Code Specialist

WABO COAP OFFICE & HOURS OF OPERATION



WABO Code Official Accreditation Program

Administrative Office Location
4405 7th Avenue SE, Lacey, WA 98503

Administrative Office Mailing Address
PO Box 7310, Olympia, WA 98507



Administrative Office Hours

8:00am – 5:00pm, Monday – Friday
Closed 12:00pm – 1:00pm Daily For Lunch
Closed All Major Holidays



Main	(360) 628-8669
Email	coap@wabo.org
Website	www.wabo.org

FACILITIES

The WABO Code Official Accreditation Program (COAP) is designed to provide in-depth training tailored to prepare individuals for positions within Washington State building departments. This four-year program is completely online and as such, any activity or behavior that is not consistent with industry standards for public service will be addressed as they arise.

STUDENT ROLE IN ONLINE COURSES

WABO's online courses are designed to provide students with a safe and convenient way to learn and complete their course. However, WABO's online courses maintain the same quality and rigor that can be found in traditional classroom settings. These courses will challenge and help prepare students moving forward as a code professional. To complete their courses students will need to be motivated, dedicated, organized, and determined.

ONLINE PROFESSIONAL BEHAVIOR

WABO is dedicated to ensuring productive, safe virtual classrooms for all students and instructors. WABO students, instructors and staff represent a diverse community. Behaviors that do not support a respectful learning environment are not acceptable and will result in disciplinary action up to and including dismissal from the COAP program.

1. Online Professional Behavioral Expectations:

- Awareness of intended audience (e.g., classes are meant for students currently enrolled in the course and must not enter or share a class meeting with someone unauthorized).
- General virtual etiquette (e.g., mute microphones when not speaking, raise hand virtually to ask a question, turn off camera if stepping away).
- Discussions (e.g., students can disagree with others but should do so respectfully and constructively).
- Privacy (e.g., students should consult with the instructor to receive permission to record the class).
- Communicate instances of disruptive behaviors to the proper instructor, administrator, or escalate the complaint when necessary.

2. Examples of Unacceptable Online Professional Behavior:

- Offensive/inappropriate discussion posts or submissions.
- All forms of bias including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed as demonstrated through verbal and/or written communication and/or physical acts.
- All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
- Harassment of others, either inside or outside of the course space.
- Inappropriate or confrontational email, classroom, group, or telephone communications.
- Violation of published school policies.

GENERAL INFORMATION

ADMISSIONS POLICY

- Students must be at least 18 years of age upon registration.
- Students must possess a High School Diploma or General Education Development (GED) Diploma upon registration.

EEO STATEMENT

WABO COAP encourages diversity and accepts applications from all minorities. WABO COAP does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with disability. WABO COAP acknowledges that information pertaining to an applicant's disability is personal and confidential and will be made on an individual basis. If this information is presented, WABO COAP will reasonably attempt to provide accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations should be made to the WABO Administrative Office upon registration into the program.

EDUCATION CREDENTIALS

Students successfully completing a program with WABO COAP will be awarded a Certificate of Completion. Successful completion of the program does not guarantee employment.

WITHDRAWALS/DROPS

A student may withdraw from class at any time during the quarter and receive no credit or CEU's. Withdrawal notice must be submitted in writing to the WABO Administrative office by mail or email, the instructor cannot withdraw a student. Without written notice the student continues to be enrolled in class, attendance and course work will be expected. A student who stops attending class and does not properly withdraw will receive a grade of "F". Once proper notification is given, the student will be removed from the class roster. Students working towards certificates of completion and accreditation will need to re-register and complete class when offered next. The student may be eligible for all or partial refund of fees based upon the date notice was received and will not be eligible for scholarship reimbursement for the class.

STUDENT AID

WABO COAP currently does not offer Federal Financial Aid. WABO COAP does offer a limited number of scholarships. Please contact the WABO Administrative Office at (360) 628-8669 for more information.

COMPLETION CERTIFICATE

To obtain a Certificate of Completion from WABO COAP, students must successfully complete all three quarters of the program year enrolled.

GRIEVANCE PROCEDURES

Student grievances must be submitted in writing to the WABO Administrative Office. A student may appeal the findings and/or penalty determined by the instructor. The student must initiate the appeal process by filing an appeal request with the WABO Administrative office within three (3) business days of receiving the instructor's written decision. The written request will be forwarded to the Dean of Students. The Dean of Students will review the appeal request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the instructor's decision. Each party will be notified in writing of the Dean's decision. The Program reserves the right to impose discipline, including up

to dismissal, based on the nature and circumstances of each confirmed violation. Decisions regarding student appeals ultimately rest with the Code Official Accreditation Program Committee and Dean of Students. After a decision has been made by WABO COAP. Nothing in the policy prevents the student from contacting the Workforce Training and Education Coordinating Board, PO Box 43105, Olympia, WA 98504, (360) 709-4600 at any time with a concern or complaint.

CLASS SIZE

Courses will be offered contingent upon enrollment and/or staffing. A minimum of 6 students must enroll in each course to enable the course to be held.

CLASS CANCELLATION

A class may be cancelled when insufficient enrollment occurs. You will be notified three (3) days prior to the first day of class if class has been cancelled. A full refund of all tuition fees will be refunded automatically.

GRADES

At the beginning of each course the instructor will provide every student with the grading criteria for that course. The quality of a student's performance in a course is recognized by a grade. WABO COAP Instructors use the following grading scale: A+ = 100-97%, A = 96-93%, A- = 92-90%; B+ = 89-87%, B = 86-83%, B- = 82-80%; C+ = 79-77%, C = 76-73%, C- = 72-70%; D+ = 69-67%, D = 66-65%; F = below 65%. Students must successfully complete the current quarter with a minimum score of 65% to advance to the next quarter. Students who fail to satisfactorily complete the course may re-enroll when the course is offered again.

INCOMPLETES

In the event a student is performing at a passing level but does not complete all the requirements of a course during the scheduled quarter, a **grade of Incomplete** may be given. A student must complete and submit the missing work, as directed by the instructor, prior to the end of the second week of the following quarter. If a student fails to complete the work by the deadline the Incomplete reverts to a grade of 'F'. If an Incomplete is earned in the spring quarter, missing work must be submitted prior to the end of the second week of summer vacation.

ATTENDENCE REQUIREMENTS

WABO COAP believes a student's success depends on regular attendance. Students are expected to log into their scheduled course weekly and participate in class activities, assignments, online discussions, and complete assessments. Students are expected to complete all assignments, assessments, and any other activities by the due date.

GRADE REPORTS/TRANSCRIPTS

Students will receive a grade report at the end of each quarter through the LMS dashboard. Transcripts are available upon request and must be submitted in writing to the WABO Administrative Office. Transcript requests will not be approved if the student has not fulfilled all financial obligations, such as outstanding tuition and/or fees. Please allow up to two weeks to issue a transcript. School must maintain transcript for a minimum 50 years from date of enrollment or until the school ceases to be licensed.

PLACEMENT ASSISTANCE

WABO COAP currently does not offer placement assistance.

CODE OFFICIAL ACCREDITATION PROGRAM

Everyone deserves to live and work in safe structures. Do your part by finding a rewarding career in protecting the public as a building code administrator. Enroll in this four-year completely online program to fill a continuing demand for qualified:

- **Permit Technicians**
- **Building Inspectors**
- **Plans Examiners**
- **Building Officials**

The WABO Code Official Accreditation Program (COAP) is designed to provide in-depth training tailored to prepare individuals for positions within Washington State building departments. This four-year completely online program awards a Certificate upon satisfactory completion of each year (three quarters per year) for a total of four certificates. By completing an International Code Council Certification, individuals have the opportunity of gaining Accreditation through the Washington Association of Building Officials (WABO).

Year 1: Working Knowledge of City and County Permit Centers – Permit Technician

- Administrative and legal aspects of working in the regulatory side of the construction industry
- Customer service and communication basics at a public service center
- Basic understanding of construction codes

Year 2: Field Application of Construction Codes – Building Inspector

- Inspecting development at construction sites
- Communication techniques with builders & contractors
- Report writing and properly documenting permit records
- Inspector-level knowledge of construction codes

Year 3: Construction Code Reviews of Permit Applications – Plans Examiner

- Multi-discipline permitting, process and procedures
- Technical writing and presentation development
- Understanding the interaction of plans examiners and permit applicants

Year 4: Building Department Administration, Legal Considerations, and Operations – Building Official

- Detailed overview of complex governmental organization and legal environment surrounding building safety regulation
- Examine governmental structures and law making at the local, state, and federal level
- Understanding structure, budgeting, employee relations, records management, customer service, technical competency
- Types of leadership, personal attributes, diversity, communication, team-building, collaboration, and education

PERMIT TECHNICIAN

Permit technicians are the first point of contact for the public at jurisdictions that distribute permits. They examine plans, blueprints, and other documents to verify accuracy according to the building code and completeness; explain requirements and provide information to permit applicants; and process permit applications. Permit technicians also assist building inspectors in their day-to-day duties and perform basic data entry tasks. This career requires excellent written and verbal communication skills and data entry proficiency.



PERMIT TECHNICIAN 101

Minimum: 100 hours per quarter

Instructors: Kelly Thompson

PT 101: Public Service In Washington: Fall Quarter

This course is designed to review the history and development of Washington state codes and how they are administered at the local level by Permit Technicians, Building Inspectors, and Plans Examiners. The course covers how state codes are administered in local jurisdictions and how they work together with the International Building Codes.

Prerequisites: NONE

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

2021 International Zoning Code – Soft Cover

ISBN: 978-1-60983-975-8

2017 Legal Aspects of Code Administration

ISBN: 978-1-60983-731-0

PERMIT TECHNICIAN 102

Minimum: 100 hours per quarter

Instructors: Kelly Thompson

PT 102: Skills For Success: Winter Quarter

This course is designed to examine skills for success. These “soft skills” are important for those employed in public service such as Permit Technicians, Building Inspectors, and Plans Examiners. Understanding customer experience, coping methods, effective listening skills, verbal and written communication, and professional image will be addressed.

Prerequisites: PT 101

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

Basic Code Enforcement, 2nd Edition

ISBN: 978-60983-863-8

PERMIT TECHNICIAN 103

Minimum: 100 hours per quarter

Instructor: Andrew Lunde

PT 103: Permit Technician: Spring Quarter

This course is designed to introduce basic knowledge and understanding of the International Building Codes administered at the local level by Permit Technicians, Building Inspectors, and Plans Examiners. Code issues related to architectural and structural designs will be explored.

Prerequisites: PT 101 and PT 102

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

2021 International Building Code – Soft Cover

ISBN: 978-1-60983-955-0

2021 International Residential Code – Soft Cover

ISBN: 978-1-60983-957-4

2021 Residential Code Essentials

ISBN: 978-1-95246-882-7

SCHEDULE & TUITION

PT 101	FALL	10 WKS / 100 HRS	SEP 9, 2024 – NOV 29, 2024	TUITION \$372.00
PT 102	WINTER	10 WKS / 100 HRS	JAN 6, 2025 – MAR 23, 2025	TUITION \$372.00
PT 103	SPRING	10 WKS / 100 HRS	APR 7, 2025 – JUN 22, 2025	TUITION \$372.00
TOTAL FOR CERTIFICATE OF COMPLETION		30 WKS / 300 HRS		TUITION \$1,116.00

*NOTE: Required material, editions, availability, and cost are subject to change without notice.

BUILDING INSPECTOR

Building inspectors usually certified in one or more disciplines qualifying them to make professional judgment about whether a building meets building code requirements. A building inspector may be certified either as a residential or commercial building inspector, as a plumbing, electrical or mechanical inspector, or other specialty-focused inspector who may inspect structures at different stages of completion.



BUILDING INSPECTOR 201

Minimum: 100 hours per quarter

Instructor: Cory McVay, CBO

BI 201: Code Administration In Washington: Fall Quarter

This course is designed to introduce the essential elements of inspection in ensuring safety in the built environment, often taking place periodically throughout the life of a building. Inspections may be provided by local governments, state agencies, industry organizations, or private entities.

Prerequisites: COAP Year 1 or Dual Enrollment

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

2014 Inspector Skills

ISBN: 978-1-60983-516-3

2021 International Property Maintenance Code – Soft Cover

ISBN: 978-1-60983-971-0

2021 International Building Code – Soft Cover

ISBN: 978-1-60983-955-0

BUILDING INSPECTOR 202

Minimum: 100 hours per quarter

Instructor: Cory McVay

BI 202: Public Policy And Regulations: Winter Quarter

This course is designed to help further develop inspector “soft skills” while remaining within the lines of public policy and regulation. These “soft skills” are important for those employed in public service such as Permit Technicians, Building Inspectors, and Plans Examiners. Conduct research, analyze data and clearly report results related to code requirements, materials and methods of construction.

Prerequisites: BI 201

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

2014 Inspector Skills

ISBN: 978-1-60983-516-3

2017 Legal Aspects of Code Administration

ISBN: 978-1-60983-731-0

BUILDING INSPECTOR 203

Minimum: 100 hours per quarter

Instructor: Andrew Lunde

BI 203: Building Inspector: Spring Quarter

This course is designed to introduce basic knowledge and understanding of the International Building Codes administered at the local level by Permit Technicians, Building Inspectors, and Plans Examiners. Some topics covered will be on doors, windows, insulation, and energy credits in the following areas: occupancies, allowable area and stories, types of construction, fire resistance, fire protection systems, means of egress, and accessibility.

Prerequisites: BI 201 and BI 202

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

2021 International Building Code – Soft Cover

ISBN: 978-1-60983-955-0

2021 Building Code Essentials

ISBN: 978-1-95246-876-6

Building Codes Illustrated: A Guide to Understanding the 2021 IBC, 7th Edition

ISBN: 978-1-119-77240-8

Residential Building Inspection: A Step-By-Step Guide

ISBN: 978-1-60983-732-7

SCHEDULE & TUITION

BI 201	FALL	10 WKS / 100 HRS	SEP 9, 2024 – NOV 29, 2024	TUITION \$372.00
BI 202	WINTER	10 WKS / 100 HRS	JAN 6, 2025 – MAR 23, 2025	TUITION \$372.00
BI 203	SPRING	10 WKS / 100 HRS	APR 7, 2025 – JUN 22, 2025	TUITION \$372.00
TOTAL FOR CERTIFICATE OF COMPLETION		30 WKS / 300 HRS		TUITION \$1,116.00

*NOTE: Required material, editions, availability, and cost are subject to change without notice.

PLANS EXAMINER

Plans examiners review plans, often submitted by construction companies, architects, or homeowners applying to receive work permits, to ensure those plans meet building codes and requirements of the state, county, and city where the construction is taking place. A plans examiner may work with blueprints for both residential and commercial properties.



PLANS EXAMINER 301

Minimum: 100 hours per quarter

Instructor: Micah Chappell, MBA, CBO

PE 301: Basic Philosophy Of Plan Review: Fall Quarter

This course is designed to introduce the knowledge and philosophy jurisdictions may expect a plan reviewer to have a basic understanding of. Applying legal standards to code administration, identifying resources for research, and philosophy for plan review will be explored.

Prerequisites: COAP Years 1 and 2

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

2017 Legal Aspects of Code Administration

ISBN: 978-1-60983-731-0

2021 International Building Code – Soft Cover

ISBN: 978-1-60983-955-0

2021 International Residential Code – Soft Cover

ISBN: 978-1-60983-957-4

PLANS EXAMINER 302

Minimum: 100 hours per quarter

Instructor: Kevin Meske

PE 302: Roles And Responsibilities: Winter Quarter

This course is designed to introduce common roles, responsibilities, skills, knowledge, and abilities of the Plans Examiner. Various types of plan reviews, the importance of internal and external coordination, and collaboration within the plan review process will be explored.

Prerequisites: PE 301

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

Building Department Administration, 5th Edition

ISBN: 978-1-95246-830-8

2021 International Building Code – Soft Cover

ISBN: 978-1-60983-955-0

PLANS EXAMINER 303

Minimum: 100 hours per quarter

Instructor: Andrew Lunde

PE 303: Plans Examiner: Spring Quarter

This course is designed for non-engineers to understand how the framing of wood structures are designed. The course will further develop knowledge and expectations of the plan reviewer role within the building department.

Prerequisites: PE 301 and PE 302

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

Simplified Design of Wood Structures, 6th Edition

ISBN: 978-0-470-18784-5

SCHEDULE & TUITION

PE 301	FALL	10 WKS / 100 HRS	SEP 9, 2024 – NOV 29, 2024	TUITION \$372.00
PE 302	WINTER	10 WKS / 100 HRS	JAN 6, 2025 – MAR 23, 2025	TUITION \$372.00
PE 303	SPRING	10 WKS / 100 HRS	APR 7, 2025 – JUN 22, 2025	TUITION \$372.00
TOTAL FOR CERTIFICATE OF COMPLETION		30 WKS / 300 HRS		TUITION \$1,116.00

*NOTE: Required material, editions, availability, and cost are subject to change without notice.

BUILDING OFFICIAL

The Building Official is the lead person when it comes to building, plumbing, and mechanical permits. The Building Official is responsible for enforcing the state adopted building codes. This includes providing interpretations, setting policies, updating codes, handling questions or complaints from the public, and working with departments ensuring projects meet all requirements prior to occupancy.



BUILDING OFFICIAL 401

Minimum: 100 hours per quarter

Instructors: Ray Cockerham, CBO

BO 401: American Governance: Fall Quarter

This course is intended to provide future and present building officials with a detailed overview of the complex governmental and legal environment surrounding building safety regulation. Governmental structures and law making at the federal, state and local level are examined as well as the public process, public access to information, limitations on authority and responsibility, managing liability, and building department budgeting and finance.

Prerequisites: COAP Years 1 – 3, or Building Officials, or Acting Building Officials, or Code Officials with a current CBO certification

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

A Budgeting Guide for Local Government, 4th Edition

ISBN: 978-0-87326-435-8

2017 Legal Aspects of Code Administration

ISBN: 978-1-60983-731-0

Building Department Administration, 5th Edition

ISBN: 978-1-95246-830-8

BUILDING OFFICIAL 402

Minimum: 100 hours per quarter

Instructors: Ray Cockerham, CBO

BO 402: The Building Official's Department: Winter Quarter

This course examines the intricacies of effective and efficient department administration and operations. Understanding the organizational environment, its culture, and structures are considered. Human resource management including applicable laws, staff recruitment, selection and retention programs, and employee relations are also discussed, as are technical competence and professional development programs and policies. Finally, records management, customer service, and public outreach are discussed.

Prerequisites: BO 401

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

Human Resources Management, 4th Edition

ISBN: 978-1-118-39862-3

2017 Legal Aspects of Code Administration

ISBN: 978-1-60983-731-0

Building Department Administration, 5th Edition

ISBN: 978-1-95246-830-8

BUILDING OFFICIAL 403

Minimum: 100 hours per quarter

Instructors: Ray Cockerham, CBO

BO 403: Building Official: Spring Quarter

This course considers the building officials role as a leader in the department, jurisdiction, community, and building safety profession. Personal attributes, advanced communication skills, understanding and embracing diversity, and developing leadership, team-building, collaboration and facilitation skills are examined. Finally, strategic planning and technical aspects of educational programming are examined.

Prerequisites: BO 401 and BO 402

Required Books

It is the student's responsibility to have the following book(s) prior to the first day of class.

Human Resources Management, 4th Edition

ISBN: 978-1-118-39862-3

Building Department Administration, 5th Edition

ISBN: 978-1-95246-830-8

SCHEDULE & TUITION

BO 401	FALL	10 WKS / 100 HRS	SEP 9, 2024 – NOV 29, 2024	TUITION \$372.00
BO 402	WINTER	10 WKS / 100 HRS	JAN 6, 2025 – MAR 23, 2025	TUITION \$372.00
BO 403	SPRING	10 WKS / 100 HRS	APR 7, 2025 – JUN 22, 2025	TUITION \$372.00
TOTAL FOR CERTIFICATE OF COMPLETION		30 WKS / 100 HRS		TUITION \$1,116.00

*NOTE: Required material, editions, availability, and cost are subject to change without notice.

BOOKS AT A GLANCE

The instructors have provided a list of required course material. It is the responsibility of each student to ensure they have access to the required material prior to the first day of class. Many of the required books may be purchased from the WABO Bookstore, free limited access through ICC Digital Access, or any other third-party reseller. The provided estimates do not include sales tax or shipping and handling.

PERMIT TECHNICIAN		ESTIMATED COST
2021 International Zoning Code – Soft Cover	ISBN: 978-1-60983-975-8	\$56.00
2017 Legal Aspects of Code Administration	ISBN: 978-1-60983-731-0	\$54.00
Basic Code Enforcement, 2 nd Edition	ISBN: 978-60983-863-8	\$61.00
2021 International Building Code – Soft Cover	ISBN: 978-1-60983-955-0	\$197.00
2021 International Residential Code – Soft Cover	ISBN: 978-1-60983-957-4	\$197.00
2021 Residential Code Essentials	ISBN: 978-1-95246-882-7	\$51.00
TOTAL ESTIMATED PROGRAM COST		\$616.00
BUILDING INSPECTOR		ESTIMATED COST
Inspector Skills	ISBN: 978-1-60983-516-3	\$30.00
2021 International Property Maintenance Code – Soft Cover	ISBN: 978-1-60983-971-0	\$59.00
2021 International Building Code – Soft Cover	ISBN: 978-1-60983-955-0	\$197.00
2017 Legal Aspects of Code Administration	ISBN: 978-1-60983-731-0	\$54.00
2021 Building Code Essentials	ISBN: 978-1-95246-876-6	\$51.00
Building Codes Illustrated: A Guide to Understanding the 2021 IBC	ISBN: 978-1-119-77240-8	\$68.00
Residential Building Inspection A Step-By-Step Guide	ISBN: 978-1-60983-732-7	\$40.00
TOTAL ESTIMATED PROGRAM COST		\$499.00
PLANS EXAMINER		ESTIMATED COST
2017 Legal Aspects of Code Administration	ISBN: 978-1-60983-731-0	\$54.00
2021 International Building Code – Soft Cover	ISBN: 978-1-60983-955-0	\$197.00
2021 International Residential Code – Soft Cover	ISBN: 978-1-60983-957-4	\$197.00
Building Department Administration, 5 th Edition	ISBN: 978-1-95246-830-8	\$145.00
Simplified Design of Wood Structures, 6 th Edition	ISBN: 978-0-470-18784-5	\$124.00
TOTAL ESTIMATED PROGRAM COST		\$717.00
BUILDING OFFICIAL		ESTIMATED COST
Human Resources Management, 4 th Edition	ISBN: 978-1-118-39862-3	\$100.00
A Budgeting Guide for Local Government, 4 th Edition	ISBN: 978-0-87326-435-8	\$90.00
2017 Legal Aspects of Code Administration	ISBN: 978-1-60983-731-0	\$54.00
Building Department Administration, 5 th Edition	ISBN: 978-1-95246-830-8	\$145.00
TOTAL ESTIMATED PROGRAM COST		\$389.00

*NOTE: Required material, editions, availability, and cost are subject to change without notice.

PATHWAY FOR ACCREDITATION



Completion Certificate:

Upon successful completion of each year the student will be awarded a WABO Code Official Accreditation Program Certificate of Completion. The Certificate of Completion will be mailed to each student within 30 days from the date final grades are to be posted.

Accreditation Certificate:

Upon successful completion of each year if the student has completed the required International Code Council (ICC) certificates the student will be awarded a WABO Code Official Accreditation Program Certificate of Accreditation. The Certificate of Accreditation will be mailed to each student within 30 days from the date final grades are to be posted.

Accreditation expiration dates are based off a student's ICC certification expiration date. A list of all actively accredited professionals will be posted on WABO's web site. ICC certifications that are used to obtain accreditation must remain current for your accreditation to remain active. To maintain WABO accreditations, renewal notices will be sent to the address on file prior to expiration dates. Accreditation renewal fees will be denoted on renewal notices.

WABO COAP ENROLLMENT AGREEMENT - PAGE 1 OF 3

WABO Code Official Accreditation Program PO Box 7310, Olympia, WA 98507

Phone: (360) 628-8669 Email: coap@wabo.org

REFUND AND CANCELLATION POLICY

CANCELLATION OF ENROLLMENT

If you have not started training, you may cancel this contract by submitting written notice of cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing of this contract; the written notice may also be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden of proving service rests on the applicant.

WABO COAP's refund policy offers the maximum refund amount allowed by law. The refund amount will be based on the last date of recorded attendance. Some fees such as NSF, Administrative and Technology fees are non-refundable.

OFFICIAL DATE OF TERMINATION

The student's official date of termination shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- When WABO COAP receives notice of the student's cancellation of enrollment, or his/her intent to withdrawal from class.
- When the student is terminated for a violation of a published school policy which provides for termination.
- When the student, without notice to WABO, fails to attend classes for 30 calendar days.

REFUND BEFORE ENTERING CLASS

- You will receive a full refund of all tuition paid if your enrollment is not accepted by WABO COAP.
- You will receive a full refund of all tuition paid if you cancel your enrollment with WABO COAP by submitting a written notice of cancellation no later than midnight of the fifth calendar day (excluding Sundays and holidays) following your signing of the contract. The written notice may be personally or otherwise delivered to the administrative office within that time.
- After five calendar days (excluding Sundays and holidays) but before the school receives the first completed lesson, the school may retain an established tuition fee equal to: 15 percent of the total tuition, or \$150, whichever is less. Tuition refers to any fee, however named, charged by schools to an individual student or their sponsor for an educational program.

REFUND AFTER ENTERING CLASS

- If a student terminates during the first week or up to 10 percent of instruction, the school may retain 10 percent of the tuition cost.
- If a student terminates after completion of 10 percent of instruction but prior to completion of 25 percent of instruction, the school may retain 25 percent of the tuition cost.
- If a student terminates after completion of 25 percent of instruction but prior to completion of 50 percent of instruction, the school may retain 50 percent of the tuition cost.
- If a student terminates after completion of 50 percent or more of instruction, the school may retain 100 percent of the tuition cost.
- If the school discontinues instruction in any program after a student enters training, students must be notified in writing of such events and are entitled to a prorated refund of all tuition paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance, and any earned refund must be disbursed by the school within 30 calendar days after receipt of a request.

TERMINATION BY THE SCHOOL

A student who fails to maintain satisfactory progress, interferes with other students' work, is vulgar, obscene, or does not make timely tuition payment(s), is subject to immediate termination. WABO COAP reserves the right to cancel a class if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all tuition paid. The terminated student may follow the Grievance Policy Procedures.

ENROLLMENT INFORMATION

ENROLLMENT AGREEMENT

- Complete the Enrollment Agreement.
- Must be complete and turned in one week prior to the start of class.

PAYMENT METHODS

WABO COAP accepts payment via American Express, VISA, MasterCard, Discover, cash, check, or Money Order. All Enrollment Agreements must be accompanied with payment (unless student's employer is being billed). To register, complete the Enrollment Agreement and return to WABO COAP:

- In Person: WABO, 4405 7th Ave SE Suite 205, Lacey, WA 98503
- Mail: WABO, PO Box 7310, Olympia, WA 98507
- Call: (360) 628-8669

ENROLLMENT SCHEDULE

Enrollment begins two months prior to each quarter. Tuition is due before the first day of class. A student is not considered registered until payment is made in full or payment arrangements have been made.

Each quarter, an Enrollment Form must be completed and turned in. Space is limited and will be filled on a first come, first serve basis. Upon receipt of your Enrollment Form and all applicable fees, you will be sent an email confirming your space in class.

TUITION AND FEES

- Administrative Fee \$26.00 per quarter (Non-Refundable/Non-Transferrable)
- Technology Fee \$26.00 per quarter (Non-Refundable/Non-Transferrable)
- Tuition \$372.00 per quarter

TOTAL TUITION AND FEES: \$424.00 per quarter

*Each track requires three (3) quarters to obtain a Certificate of Completion.

FALL: Quarter begins the week of September 9, 2024

WINTER: Quarter begins the week of January 6, 2025

SPRING: Quarter begins the week of April 7, 2025

- For all programs students are required to pay tuition on a quarterly basis. Each school year consists of three quarters: fall, winter, and spring. Tuition for each quarter must be paid in full by the first day of each class unless payment arrangements have been made. Students with an unpaid balance at the end of the quarter will not be permitted to register for the next quarter. Additional fees may apply to late payments and overdue balances.
- NSF CHECKS: A service fee of \$25.00 will be added to all NSF checks. If a balance is owed, the balance must be paid immediately by cashier's check, money order, or credit card in order for the student to continue class.

WABO COAP ENROLLMENT AGREEMENT - PAGE 2 OF 3

WABO Code Official Accreditation Program PO Box 7310, Olympia, WA 98507
Phone: (360) 628-8669 Email: coap@wabo.org

SECTION 1: NEW AND RETURNING STUDENTS			
<input type="checkbox"/> New Student <input type="checkbox"/> Returning Student	Social Security Number (Optional) -		
SECTION 2: STUDENT INFORMATION			
STUDENT NAME (Last, First, MI):		DATE OF BIRTH:	
STREET ADDRESS:	CITY:	STATE:	ZIP:
EMAIL ADDRESS:	PHONE:	MILITARY VETERAN: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer Not To Answer	
GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer Not To Answer	HISPANIC IN ORIGIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer Not To Answer	HOW DID YOU HEAR ABOUT THE WABO COAP PROGRAM: <input type="checkbox"/> Employer/Supervisor <input type="checkbox"/> Flyer/Mailer <input type="checkbox"/> Other (Specify):	
ETHNIC IDENTITY: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Multiracial <input type="checkbox"/> Prefer Not To Answer <input type="checkbox"/> Other			DISABLED: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer Not To Answer
SECTION 3: EMPLOYER INFORMATION			
EMPLOYER (Company Name):		EMPLOYER PHONE:	
EMPLOYER ADDRESS:	CITY:	STATE:	ZIP:
SECTION 4: PROGRAM INFORMATION			
PROGRAM (Check Box Next To Your Program)		TUITION	
Quarter <input type="checkbox"/> Fall (Sep-Dec) <input type="checkbox"/> Winter (Jan-Mar) <input type="checkbox"/> Spring (Apr-Jun)		Administrative Fee \$26.00 Technology Fee \$26.00 Class Tuition \$372.00 <hr/> Total Due This Quarter \$424.00	
Course Permit Technician: Building Inspector: Plans Examiner: Building Official:		See page 16 for Cancellation and Refund Policies Required books are listed below course descriptions in catalog and page 14.	
<input type="checkbox"/> PT 101	<input type="checkbox"/> BI 201	<input type="checkbox"/> PE 301	<input type="checkbox"/> BO 401
<input type="checkbox"/> PT 102	<input type="checkbox"/> BI 202	<input type="checkbox"/> PE 302	<input type="checkbox"/> BO 402
<input type="checkbox"/> PT 103	<input type="checkbox"/> BI 203	<input type="checkbox"/> PE 303	<input type="checkbox"/> BO 403

AGREEMENT NOTICE: This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the school prior to the time instruction begins.

CHANGES TO AGREEMENT NOTICE: Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student, or student's parent or guardian if he/she is a minor.

NOTICE TO BUYER: Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read all pages of the agreement before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign, and are required to sign a statement acknowledging receipt of those.

CANCELLATION OF CONTRACT: If you have not started training, you may cancel this contract by submitting written notice of cancellation to the school at the address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing of this contract; the written notice may also be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden of proving service rests on the applicant.

UNFAIR BUSINESS PRACTICES: It is unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

CERTIFICATION: I certify that I read and understand the cancellation and refund policy and the complaint procedure; I received a copy of the school catalog, and I am entitled to an exact copy of this enrollment agreement, school catalog, and any other papers I sign.

Student Signature and Date _____

Print Name _____

As the authorized representative of the school, I hereby agree to the conditions set forth herein:

Representative Signature and Date _____

Print Name and Title _____

This school is licensed under Chapter 28C.10 RCW Private Vocational Schools Act. Inquiries or complaints regarding this or any other private vocational school may be made to: Washington Workforce Training & Education Coordinating Board, PO Box 43105, Olympia, WA 98504, Phone: (360) 709-4600, Email: workforce@wtb.wa.gov

SIGN AND DATE NEXT TO HIGHLIGHTED AREAS TO COMPLETE ENROLLMENT FORM

WABO COAP ENROLLMENT AGREEMENT - PAGE 3 OF 3

WABO Code Official Accreditation Program PO Box 7310, Olympia, WA 98507

Phone: (360) 628-8669 Email: coap@wabo.org

NOTICE

This form must accompany all registrations

Washington law requires the following information be supplied to each student enrolling in a private vocational school licensed under RCW 28C.10. One copy of this notice bearing original signatures must be attached by the school as an addendum to that individual's enrollment agreement and/or training contract and a facsimile thereof or a second signed copy must be provided to the enrollee by the school together with his/her copy of that contract/agreement.

REFUND AND CANCELLATION POLICY

CANCELLATION OF ENROLLMENT

If you have not started training, you may cancel this contract by submitting written notice of cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing of this contract; the written notice may also be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden of proving service rests on the applicant.

WABO COAP's refund policy offers the maximum refund amount allowed by law. The refund amount will be based on the last date of recorded attendance. Some fees such as NSF, Administrative and Technology fees are non-refundable.

OFFICIAL DATE OF TERMINATION

The student's official date of termination shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- When WABO COAP receives notice of the student's cancellation of enrollment, or his/her intent to withdrawal from class.
- When the student is terminated for a violation of a published school policy which provides for termination.
- When the student, without notice to WABO, fails to attend classes for 30 calendar days.

REFUND BEFORE ENTERING CLASS

- You will receive a full refund of all tuition paid if your enrollment is not accepted by WABO COAP.
- You will receive a full refund of all tuition paid if you cancel your enrollment with WABO COAP by submitting a written notice of cancellation no later than midnight of the fifth calendar day (excluding Sundays and holidays) following your signing of the contract. The written notice may be personally or otherwise delivered to the administrative office within that time.
- After five calendar days (excluding Sundays and holidays) but before the school receives the first completed lesson, the school may retain an established tuition fee equal to: 15 percent of the total tuition, or \$150, whichever is less. Tuition refers to any fee, however named, charged by schools to an individual student or their sponsor for an educational program.

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- If a student terminates during the first week or up to 10 percent of instruction, the school may retain 10 percent of the tuition cost.
- If a student terminates after completion of 10 percent of instruction but prior to completion of 25 percent of instruction, the school may retain 25 percent of the tuition cost.
- If a student terminates after completion of 25 percent of instruction but prior to completion of 50 percent of instruction, the school may retain 50 percent of the tuition cost.
- If a student terminates after completion of 50 percent or more of instruction, the school may retain 100 percent of the tuition cost.
- If the school discontinues instruction in any program after a student enters training, students must be notified in writing of such events and are entitled to a prorated refund of all tuition paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance, and any earned refund must be disbursed by the school within 30 calendar days after receipt of a request.

TERMINATION BY THE SCHOOL

A student who fails to maintain satisfactory progress, interferes with other students' work, is vulgar, obscene, or does not make timely tuition payment(s), is subject to immediate termination. WABO COAP reserves the right to cancel a class if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all tuition paid. The terminated student may follow the Grievance Policy Procedures.

GRIEVANCE AND COMPLAINT PROCEDURES

Student grievances and complaints must be submitted in writing to the WABO Administrative Office. A student may appeal the findings and/or penalty determined by the instructor. The student must initiate the appeal process by filing an appeal request with the WABO Administrative office within three (3) business days of receiving the instructor's written decision. The written request will be forwarded to the Dean of Students. The Dean of Students will review the appeal request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the instructor's decision. Each party will be notified in writing of the Dean's decision. The Program reserves the right to impose discipline, including up to dismissal, based on the nature and circumstances of each confirmed violation. Decisions regarding student appeals ultimately rest with the Code Official Accreditation Program Committee and Dean of Students. After a decision has been made by WABO COAP. Nothing in the policy prevents the student from contacting the Workforce Training and Education Coordinating Board, PO Box 43105, Olympia, WA 98504, (360) 709-4600 at any time with a concern or complaint.

ACKNOWLEDGEMENT OF COMPLAINT PROCESS BY STUDENT

- The school has described the grievance/complaint process to me.
- I understand that the policy can also be found in the school catalog.
- I know I should first try to resolve a complaint or concern with my instructor or school administrator.
- I understand nothing in the policy prevents me from contacting the Workforce Training and Education Coordinating Board, PO Box 43105, Olympia, WA 98504, (360) 709-4600 at any time with a concern or complaint.
- I understand that I have one year to file a complaint from my last date of attendance.
- I further understand that in the event of a school closure, I have 60 days to file a complaint.
- I also understand that complaints are public records.
- Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at: http://wtb.wa.gov/PCS_Complaints.asp.

NOTICE OF FINANCIAL OBLIGATION

Washington law requires the following information to be supplied to each student enrolling in a private vocational school licensed under Chapter 28C.10 RCW. One copy of this notice bearing the original signatures must be attached by the school as addenda to that individual's enrollment agreement, as well as a copy provided to the enrollee by the school.

ACKNOWLEDGEMENT BY STUDENT

- I understand and accept that any contract for training I enter into with the above named school contains legally binding obligations and responsibilities.
- I understand and accept that repayment obligations will be placed upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
- I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and me, provided that I have not entered classes.

Student Signature and Date _____

Print Name _____

ACKNOWLEDGEMENT BY SCHOOL

Prior to being enrolled in this school, the applicant whose name and signature appears above has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Representative Signature and Date _____

Print Name _____

IMAGE/MEDIA CONSENT AND RELEASE

This is a request for consent to record your image/voice during instruction. Any personally identifiable information shared during instruction, image/voice may be shared with other students who could not attend the live Zoom/Meet Session or administrators.

I hereby consent WABO COAP recording of my image/voice during instruction through Zoom/Meet, as well as any personally identifiable information I may share during instructional activities; and agree to the subsequent release of such recording(s) to other students who were unable to attend the live Zoom/Meet session. I hereby fully release and discharge WABO COAP and its officers, employees, and agents from any and all debts or liabilities arising out of or in connection with the above-described uses of my, image or voice, or personally identifiable information shared during instructional activities.

I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these materials indefinitely without compensation to me. I understand that all negatives, positives, prints, digital reproductions and video and audio recordings shall be the property of WABO COAP.

REMEMBER inclusion of your image, video presence or details is voluntary, and you should not complete this consent and release form if you do not freely agree to the terms.

I understand that by signing below, I am acknowledging that I have read and understand this consent and release form and have been given a copy to retain for my records.

Student Signature and Date _____

Print Name _____

SIGN AND DATE NEXT TO HIGHLIGHTED AREAS TO COMPLETE ENROLLMENT FORM