



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
SPECIAL INSPECTION REGISTRATION PROGRAM

**KEY PERSONNEL TRANSFER APPLICATION FORM**

**DIRECTIONS:** Please answer all questions thoroughly. Type or print all responses. Refer to WABO Standard No. 1701 for detailed application prerequisites. Submit a separate application form for each position applied for.

Mail / email the **completed** application along with the appropriate application fee to: WABO, PO Box 7310, Olympia, WA 98507-7310 or registration@wabo.org.

**NOTE:** Applications must be accompanied by a letter of recommendation from the agency.

**APPLICATION FEE: \$65.00 PER KEY PERSONNEL CERTIFICATE**

***MAKE CHECKS PAYABLE TO: WABO***

**KEY PERSONNEL TRANSFER**

Key personnel holding a current certificate of registration with a registered special inspection agency may transfer that certificate of registration to another agency if:

1. Their employing agency is a WABO Special Inspection Program registered agency (or has an application submittal package in process to become a WABO Special Inspection Program registered agency on file in the WABO office); and
2. They submit a completed Key Personnel Transfer Registration Application form along with the prescribed fees; and
3. They submit their current, unexpired WABO Key Personnel Certificate of Registration.



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KEY PERSONNEL TRANSFER APPLICATION FORM

APPLICATION FEE: \$65.00 PER CERTIFICATE OF REGISTRATION

1. APPLICATION INFORMATION

- Application For: \_\_\_ Technical Director (\$65)
\_\_\_ Supervising Laboratory Technician (\$65)
\_\_\_ Special Inspection Field Supervisor (\$65)

Applicant Name: \_\_\_\_\_
(Last) (First) (MI)

Home Address: \_\_\_\_\_
(No. and Street)

\_\_\_\_\_
(City) (State) (Zip Code)

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Old Employer Name: \_\_\_\_\_
(Registered/Employing Agency Transferring From) (Location)

Phone Number: \_\_\_\_\_

New Employer Name: \_\_\_\_\_
(Registered/Employing Agency Transferring To) (Location)

Phone Number: \_\_\_\_\_

2. TYPE(S) OF WORK FOR WHICH APPLICANT IS SEEKING REGISTRATION

Key personnel may become registered to direct or supervise any number of types of work
Check each type of work you are applying for below:

- \_\_\_ Reinforced Concrete (RC)\* \_\_\_ Spray-Applied Fire-Resistive Materials (FP)
\_\_\_ Prestressed Concrete (PC)\*\* \_\_\_ Structural Wood (SWD)
\_\_\_ Shotcrete (SC)\*\* \_\_\_ Mass Timber Endorsement (MT)\*\*\*
\_\_\_ Structural Masonry (SM) \_\_\_ Cold-Formed Steel Framing (CF)
\_\_\_ Structural Steel and Bolting (SSB) \_\_\_ Post-Installed Anchors (PA)
\_\_\_ Structural Welding (SW) \_\_\_ Fire-Resistant Penetrations and Joints (FS)

\* Requires current ACI certification as an ACI Field Technician – Grade 1. (Refer: WABO Bulletin No. R-99-01)

\*\* Reinforced Concrete registration is a prerequisite for obtaining this inspector registration.

\*\*\* Structural Wood registration is a prerequisite for obtaining this inspector registration endorsement.

**3. INFORMATION ACCURACY CERTIFICATION AND INQUIRY CONSENT**

I certify that all statements, answers, and information given as a part this application process are accurate to the best of my knowledge. I understand that giving false and/or misleading information may be cause for rejection of this application or revocation of subsequent registration as a special inspection agency.

I consent and authorize representatives of the Washington Association of Building Officials to request any information concerning my previous employment, education, military service or other information pertinent to this application.

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(Signature of Applicant)

(Date)