



**SPECIAL INSPECTION REGISTRATION PROGRAM**

**KEY PERSONNEL REGISTRATION**

(Application forms are a part of this bulletin)

Detailed information regarding registration application procedures for key personnel may be found in WABO Standard No. 1701 and on the face of the included Key Personnel Registration Application Forms. Briefly, an agency must have:

1. one registered **Technical Director** with engineering managerial qualifications responsible for direction of the agency's inspection and testing services; and
2. at least one registered **Supervising Laboratory Technician** responsible for each type of work for which the agency is providing special inspection services; and
3. at least one registered **Special Inspection Field Supervisor** responsible for each type of work in which the agency is providing special inspection services.

**REGISTRATION ISSUANCE AND RENEWAL**

Key personnel certificates of registration are issued for a period of one year and continue to be valid so long as they are renewed annually.

WABO will assign the expiration date of each certificate of registration which will remain constant regardless of whether or not any additional types to work are added.

Failure to renew any type of work represented on a certificate of registration prior to the expiration date may result in elimination from agency's register, loss of certification for that type of work from the certificate of registration, and possibly have an adverse impact on the agency's registration.

In the event an agency has a category pending due to key personnel non-renewal or vacancy, they will have up to one year to fill the vacancy before a re-application of that category will be required.

**1. REGISTRATION TRANSFER**

An individual's certificate of registration with a registered special inspection agency may be transferred to another agency if:

- 1.1 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
- 1.2 they submit a completed "Key Personnel Transfer Registration Application" form along with the prescribed fees; and
- 1.3 they submit their current, unexpired WABO Certificate of Registration.

**2. REGISTRATION EXPIRATION AND REINSTATEMENT**

An individual's certificate of registration that has not been renewed prior to a prescribed expiration date may be deemed expired and may be reinstated in accordance with the following guidelines:

- 2.1 an applicants 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
- 2.2 an application is submitted on a prescribed "Key Personnel Reinstatement Registration Application" form along with the prescribed fees; and
- 2.3 an application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate of Registration; and
- 2.4 an application must include an acceptable explanation(s) of why the expired Certificate of Registration was not renewed in a timely manner during the normal renewal process; and
- 2.5 an application may not be accepted from any key personnel individual who has had a Certificate of Registration suspended or withdrawn.

### **3. REGISTRATION “VESTING”**

Once an individual's annual registration fee has been paid, whether the individual is with a "Pending" or "Registered" agency, the individual's eligibility for registration will be vested with that agency until the individual's registration expires or there is reason to revoke said registration.

### **4. CERTIFICATE OF REGISTRATION CARD**

Individuals holding a certificate of registration card should note that it states on their card that "the card is the property of WABO". The card is provided to serve as identification, if such is requested by an official. The card is to be kept in the possession of the individual so long as the individual is employed by the agency named on the card. If the individual leaves the employ of that agency, the agency technical director is to collect the card and return it to WABO along with notification that the individual is no longer employed by that agency.

### **5. CERTIFICATE OF REGISTRATION REVOCATION**

Revocation of a Certificate of Registration card shall be determined by the SIRP board. Cause(s) may include, but are not limited to: misrepresentation of an individual's Certificate of Registration; using a card when the individual is not in the employ of a registered agency; possession of another registrants Certificate of Registration card; fraudulent behavior; inspecting types of work without valid certification, et al.



## 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.

**NOTE:** APPLICATIONS MUST BE ACCOMPANIED BY A LETTER OF RECOMMENDATION FROM THE AGENCY.

MAIL THE **ORIGINAL** COMPLETED APPLICATION FORM ALONG WITH THE APPROPRIATE APPLICATION TRANSFER FEE TO:

**WABO  
PO BOX 7310  
OLYMPIA, WA 98507-7310.**

**FEES: \$60 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.



**3. Information Accuracy Certification and Inquiry Consent**

I certify that all statements, answers and information given as part of 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 key personnel registrant.

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.

\_\_\_\_\_

(Signature of Applicant)

\_\_\_\_\_

(Date)