

## WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

### SPECIAL INSPECTION REGISTRATION PROGRAM

## SPECIAL INSPECTOR REGISTRATION

(Application forms are a part of this bulletin)

### REGISTRATION

An agency must have at least one registered ICC and/or WABO special inspector responsible for each type of work for which they are providing special inspection services. To register as a special inspector, individuals must:

1. hold valid, unexpired ICC and/or WABO special inspector certification in one or more of the following types of work- Reinforced Concrete, Prestressed Concrete, Shotcrete, Structural Masonry, Structural Steel and Welding, Structural Steel and Bolting, Structural Welding, Spray-applied Fire-resistive Materials, Lateral Wood and/or Lateral Framing;
2. document their employing agency is a WABO Special Inspection Program registered agency (or their employing agency has an application submittal package to become a WABO Special Inspection Program registered agency on file in the WABO office);
3. submit a complete initial Registrant inspector application and the prescribed fees;
4. submit copies of valid, unexpired ICC and/or ACI or WABO certification cards;
5. successfully participate in an interview process intended to corroborate their application information and to identify their knowledge pertaining to field work. (**Note:** In the event an inspector applicant fails the interview, a reapplication, including appropriate fees will be accepted any time thirty (30) days after the date of the interview. If the applicant fails a second time, they may reapply any time after six months.

### REGISTRATION ISSUANCE AND RENEWAL

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

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

Failure to renew any type of work represented on a registration certificate prior to certificate expiration date may result in elimination of that type of work from the registration certificate.

Failure to renew a registration certificate prior to the expiration date may result in loss of the certificate.

### REGISTRATION EXPIRATION AND REINSTATEMENT

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

1. an applicant's employing agency is a WABO Special Inspection Program registered agency (or has an application submittal package to become a WABO Special Inspection Program registered agency on file in the WABO office);
2. a Reinstatement Application Form is submitted, along with applicable fees, and received by WABO within 60 days of the expiration date;
3. an application must include an acceptable explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process; and,
4. an application will not be accepted from an inspector who has had a registration suspended or withdrawn.

### **REGISTRATION “VESTING”**

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

### **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 on a job site. The card is to be kept in the possession of the individual.

### **REGISTRATION REVOCATION**

Cause(s) for revocation of a registration or certification shall be determined by the SIRP board. One such cause is misrepresentation of an individual's registration or certification in the SIRP e.g. using a card when the individual is not in the employ of a registered agency; using another registrant's card; inspecting types of work without valid certification, et al.

### **LOST CERTIFICATION**

Certifications which have been lost require replacement. To obtain a replacement certificate, submit a signed and dated letter request to WABO indicating brief circumstances surrounding the loss and include the appropriate replacement fee.

## **APPLICATION FORM**

## **NEXT PAGE**



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

## INITIAL REGISTRANT SPECIAL INSPECTOR APPLICATION FORM

**DIRECTIONS:** PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH INSPECTOR.

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

MAIL THE **ORIGINAL AND ONE COPY** OF THE COMPLETED APPLICATION AND APPLICANT QUALIFICATION DOCUMENTATION, ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

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

**APPLICATION FEE:** **\$150** FOR THE FIRST TYPE OF WORK, PLUS **\$50** FOR EACH ADDITIONAL TYPE OF WORK BEING APPLIED FOR ON THIS APPLICATION FORM.

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

### INITIAL REGISTRANTS

Individuals holding an unexpired **ICC special inspector certification** in the categories of Reinforced Concrete, Prestressed Concrete, Structural Masonry, Structural Steel and Bolting, Structural Welding, and/or Spray-applied Fire-resistive Materials or unexpired **WABO special inspector registration** in Shotcrete, Lateral Wood and/or Lateral Framing, or unexpired **OBOA special inspector certification** may become registered in the WABO program as Initial Registrants if:

1. they document their employing agency is a WABO Special Inspection Registration Program registered agency (or their employing agency has an application on file at WABO); and
2. they submit a completed "Initial Registrant" special inspector application form along with the prescribed fees; and
3. they submit copies of unexpired ICC, WABO, or OBOA certification cards; and
4. they submit lists of education, training and work experience which when evaluated result in a cumulative total of 35 points (refer to WABO Standard No. 1701, Appendix C ); and,
5. they successfully participate in an oral interview process intended to corroborate their application information and to identify their knowledge pertaining to field work.



SPECIAL INSPECTION REGISTRATION PROGRAM

SPECIAL INSPECTOR REGISTRATION APPLICATION FORM

Application Fee: \$150 for the 1st type of work, plus \$50 for each additional type of work

APPLICATIONS MUST INCLUDE A LETTER OF RECOMMENDATION FROM THE AGENCY.

SUBMIT THE ORIGINAL AND ONE COPY OF THE COMPLETED APPLICATION AND QUALIFICATION DOCUMENTATION, ALONG WITH THE APPROPRIATE APPLICATION FEE

1. Applicant Information

Applicant Name \_\_\_\_\_ (last) (first) (M.I.)

Home Address \_\_\_\_\_ (city) (state) (zip)

Home Phone ( ) E-Mail \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_(yes) \_\_\_\_\_(no)

Have you ever been convicted of a felony? \_\_\_\_\_(yes) \_\_\_\_\_(no) (Note: A conviction will not necessarily bar you from registration.)

Agency Employer Name \_\_\_\_\_

Agency Location \_\_\_\_\_

Agency Phone No. ( ) \_\_\_\_\_

2. Type(s) of Work For Which Applicant Is Seeking Registration

2.1 Inspectors may become registered for any one or more of a number of types of work (testing and inspection). Check each type of work the inspector is applying for below:

- Reinforced Concrete\* Structural Welding
Prestressed Concrete\*\* Spray-applied Fire-resistive Materials
Shotcrete\*\* Lateral Wood
Structural Masonry Cold-Formed Steel Framing
Structural Steel and Bolting

\* Requires current ACI certification as an ACI Field Technician - Grade 1.
\*\* Reinforced Concrete registration is a prerequisite for obtaining this inspector registration.

3. Education and Training Information

(Note: Information should relate to the type of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. The list should contain specific education and training experience which can be assigned points and totaled (refer to WABO Standard No. 1701, Appendix C for creditable education and training experience). If additional space is needed, attach supplemental sheets.

**4. Work Experience Information**

(Note: Information should relate to the type of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. For each employer, indicate date(s) of employment and type of inspection(s) performed. This list should contain specific work experience which can be assigned points and totaled (refer to WABO Standard No. 1701, Appendix C for creditable work experience). If additional space is needed, attach supplemental sheets.

**5. Projects Experience List**

For each type of registration sought, provide a list of projects the applicant has worked on pertaining to that specific type of registration. The list should include: the name of the project; the date(s) the applicant worked on the project, the name and telephone number for the registered agency or the applicant's supervisor on the project and the test methods and standards that the applicant was responsible for on the listed project. If additional space is needed, attach supplemental sheets.

**6. 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 special inspector.

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)

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(Date)

## **Applicant Qualification Documentation for Initial Special Inspector Registrants**

Along with the completed **Special Inspector Registration Application** form, please submit the following applicant qualification documentation:

**1. Letter of Recommendation**

Letter should be from an official with a registered agency or another WABO approved source.

**2. Inspector Certificates**

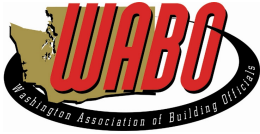
A legible photo copy of an unexpired ICC and/or WABO (Shotcrete, Lateral Wood and/or Lateral Framing) and/or OBOA certificates reflecting each Type of Work for which applicant is seeking WABO registration.

**3. Other Certificates, Registrations or Licenses**

A legible photo copy of other unexpired certifications, registrations and licenses the applicant believes to be pertinent to the application. (i.e. apprenticeship program completion documentation, certification certificates, registration certificates, degree diplomas, etc.)

**4. Fees**

Payment of prescribed application fee(s).



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

## **SPECIAL INSPECTOR REINSTATEMENT APPLICATION FORM**

**DIRECTIONS:** PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH INSPECTOR APPLIED FOR.

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

MAIL THE **ORIGINAL** APPLICATION AND APPLICANT QUALIFICATION DOCUMENTATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

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

**APPLICATION FEE: \$70 FOR EACH INSPECTOR REGISTRATION REINSTATED.**

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

### **REINSTATEMENT REGISTRANT**

Individuals failing to renew their inspector registrations prior to the assigned expiration date may apply for reinstatement of their registration, if:

1. their employing agency is a WABO Special Inspection Registration Program registered agency (or has an application on file at WABO);
2. an application is submitted on a prescribed "Reinstatement Registrant" form;
3. an application is accompanied by the prescribed application fee;
4. an application is accompanied by the expired inspectors registration card;
5. an application is accompanied by unexpired ICC and/or WABO and/or OBOA certificates for types of work to be reinstated;
6. an application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate of Registration;
7. an application must include an acceptable explanation of why the expired card was not renewed in a timely manner during the normal renewal process;
8. an application will not be accepted from an inspector who has had a registration suspended or withdrawn.



# INSPECTOR REINSTATEMENT APPLICATION FORM

**Application Fee: \$70**

## 1. Applicant Information

Applicant Name \_\_\_\_\_ (last) (first) (M.I.)

Home Address \_\_\_\_\_

\_\_\_\_\_ (city) (state) (zip)

Home Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Agency Employer Name \_\_\_\_\_

Agency Location \_\_\_\_\_

Agency Phone No. (\_\_\_\_) \_\_\_\_\_

## 2. Type(s) of Work For Which Applicant Is Seeking Reinstatement

2.1 Inspectors may reinstate an expired certification, as provided for in this bulletin, for only those types of work appearing on the expired certificate. Check each type of work the inspector is applying for below:

- |   |   |
|---|---|
| <input type="checkbox"/> Reinforced Concrete*       | <input type="checkbox"/> Structural Steel and Welding           |
| <input type="checkbox"/> Prestressed Concrete**     | <input type="checkbox"/> Spray-applied Fire-resistive Materials |
| <input type="checkbox"/> Shotcrete**                | <input type="checkbox"/> Lateral Wood                           |
| <input type="checkbox"/> Structural Masonry         | <input type="checkbox"/> Cold-Formed Steel Framing              |
| <input type="checkbox"/> Structural Steel & Bolting | <input type="checkbox"/> Placement Inspector                    |
| <input type="checkbox"/> Structural Welding         | <input type="checkbox"/> Proprietary Anchors                    |

\* Requires current ACI certification as an ACI Field Technician - Grade 1.  
\*\* Reinforced Concrete registration is a prerequisite for obtaining this inspector registration.

## 3. Explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process.

(If additional space is needed, attach supplemental sheets.)

## 4. 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 special inspector.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)