



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
SPECIAL INSPECTION REGISTRATION PROGRAM

**COLD-FORMED STEEL FRAMING  
SPECIAL INSPECTOR REGISTRATION AND EXAMINATION INFORMATION**

**SPECIAL INSPECTION REGISTRATION PROGRAM**

Effective in 1993 the Washington Association of Building Officials (WABO) introduced a Special Inspection Registration Program (SIRP) for companies and individuals offering to provide special inspection services. The program is designed around the philosophy that the special inspector referred to in the International Building Code, is a quality control organization staffed with qualified management, supervisory, laboratory technician and field inspectors.

**COLD-FORMED STEEL APPLICANT REGISTRATION APPLICATION**

Special inspectors applying for Cold-Formed Steel registration must submit:

1. Special Inspector Registrant Application Form; and  
**(Refer Bulletin No. R-93-09)**
2. Special Inspector Registration Examination Application Form; and,  
**(Refer Bulletin No. C-95-02)**
3. Applicable application fees.
4. Applicants must submit the required application forms and fees simultaneously.

**COLD-FORMED STEEL APPLICANT EXAMINATION APPLICATION**

Applicants shall complete a Special Inspector Registration Examination Application form. A separate application is required for each examination applicant. (An examination application is attached to this bulletin)

**COLD-FORMED STEEL APPLICANT EXAMINATION FEE**

Cold-Formed Steel examination fee must accompany the application form. Please see fee schedule. Examination fees are nonrefundable and nontransferable.

**COLD-FORMED STEEL APPLICANT EXAMINATION AND INTERVIEW SCHEDULE**

Applicants for the Cold-Formed Steel (CF) type of work are required to complete the examination and interview process. Applicants are required to successfully pass the written exam, within six months from the date the application was received at WABO. Applicants are required to complete oral interview, within one year from the date application was received at WABO. Failure to meet the above requirement will deem the application void. Voided applications will require the submittal of an initial application, exam application and exam fee.

## EXAMINATION INFORMATION

### COLD-FORMED STEEL EXAMINATION STUDY MATERIALS

The Cold-Formed Steel examination is based on provisions of the International Building Code (Ch. 2,17, and 22); ASTM C 1007 Standard Specification for Installation of Load Bearing (Transverse and Axial) Steel Studs and Related Accessories; AISI S200 Standard for Cold-Formed Steel Framing – General Provisions; AISI S230 Prescriptive Methods for 1 and 2 Family Dwellings; AISI S240 North America Standard for Cold-Formed Steel Structural Framing; SSMA Product Technical Information from the Steel Stud Manufacturers Association; AWS D1.3 Structural Welding Code – Sheet Steel; ASTM – C955 Standard Specification for Lead-Bearing Transverse and Axial Steel Studs, Runners, Tracks, and Bracing or Bridging, for Screw Application of Gypsum Panel Products and Metal Plaster Bases; and ASTM C956 Specification for Installation of Cast-in Place Reinforce Gypsum Concrete.

### COLD-FORMED STEEL EXAMINATION PHOTOGRAPHIC IDENTIFICATION

For admission to an examination, applicants will be required to provide some form of photographic identification e.g. driver's license or passport. (**Note:** A Social Security card has no photographic identification and will not serve as identification.) Examination proctors are instructed to admit only those applicants who provide positive identification.

### COLD-FORMED STEEL EXAMINATION DAY

Applicants arriving after an examination has begun may not be admitted. Applicants should allow up to five (5) hours at the examination site due to the time needed for proctors to properly process applicants, applicants to complete examinations (up to one (1) hour will be given for the closed book portion of the exam and up to three (3) hours for the open book portion of the written exam) and applicants to be interviewed-if interviews are conducted the day of the examination. If the exam is being proctored by WABO administration, then the applicant will only need to allow four (4) hours as no interviews will be conducted on the testing day.

An examination proctor will coordinate applicant admittance to and dismissal from an examination session, provide instructions for applicants taking the examination and oversee the examination session.

Applicants should bring the following materials to the examination:

1. Photographic identification (Required)
2. Two (No. 2) lead pencils (Recommended)
3. Watch (Recommended)

### COLD-FORMED STEEL EXAMINATION FORMAT

The examination format will be a combination of closed book and open book.

## **COLD-FORMED STEEL SESSION PROCEDURES AND REGULATIONS**

The following regulations and procedures will be observed when an examination is administered:

1. An examination proctor will admit, excuse or dismiss applicants from an examination session.  
(No additional time will be provided applicants for brief excused absences, i.e. restroom breaks)
2. An examination proctor will provide instructions for applicants taking the examination and oversee the examination session.
3. Late arrivals may not be admitted, if the proctor determines admission would disrupt other applicants.
4. Only applicants, proctors and official monitors are permitted in an examination session.
5. Examination proctors may collect an applicant's examination materials and dismiss the applicant during an examination for any of the following reasons:
  - 5.1 Giving or receiving assistance during an examination;
  - 5.2 Attempting to remove materials or notes from the examination session;
  - 5.3 Creating a disturbance.

Examination answer sheets of an applicant dismissed from an examination session by a proctor will not be scored and examination fees will not be refunded.

## **COLD-FORMED STEEL EXAMINATION MATERIALS**

Each applicant will be given an examination instructions sheet and an examination booklet. In addition to the examination instructions and booklet, the applicant will be given a separate examination answer sheet for marking examination question responses.

## **COLD-FORMED STEEL EXAMINATION SCORING AND RESULTS**

After each examination, completed answer sheets are returned to the proctor for scoring at the examination site or at a later date, depending upon interview scheduling.

Strict procedures are followed to ensure scoring accuracy. A minimum score of 75% correct responses are required to pass an exam. Applicants passing an examination will receive confirmation of passing with their percentage score and applicants failing the examination will receive confirmation of failing with their percentage score. Applicants will not be informed of the questions they answered correctly or missed.

The Washington Association of Building Officials reserves the right to cancel or withhold examination scores if, in its sole opinion, there is adequate reason to question the validity of the examination. Cancellation or withholding of scores may occur as the result of:

1. Suspected misconduct such as giving or receiving help on an examination; using unauthorized reference materials; removing examination materials or notes from an examination room; or attempting to take an examination for someone else; and (In such circumstances, applicants will be expected to cooperate in any investigation. Such applicants will be notified of procedures approved by the Washington Association of Building Officials to ensure fair treatment, including the possibility of a makeup examination for the applicant(s) concerned.)

2. Questions about examination scores beyond the applicant's control, such as faulty examination materials, mistiming, et al. (These situations will be investigated and when such occurrences result in cancellation of an applicant's score, the Washington Association of Building Officials will arrange for a makeup examination for the applicants concerned.)

### **COLD-FORMED STEEL APPLICANT EXAMINATION RETAKE APPLICATION**

Applicants who do not pass an examination and wish to retake it are required to complete a new Special Inspector Registration Examination Application and return it with the required nonrefundable and nontransferable examination fee.

- Applicants are eligible to submit a new exam application 30 days after initial failure. (If a period of six months or more elapses from initial failure date then the retest policy will start over).
- If applicant fails 1<sup>st</sup> retest, they must wait 6 months from date of failure to submit a new exam application.
- If applicant fails 2<sup>nd</sup> retest, they must wait 6 months from the date of failure to submit a new exam application.

### **COLD-FORMED STEEL EXAMINATION ADMINISTRATION COMMENTS**

Applicants with questions or comments about such things as the examination site facilities, examination proctoring or any other matter related to the examination program should write to the Washington Association of Building Officials office. Applicants should include the date and location of the examination and their complete name and address along with any comments.

### **ADDITIONAL INFORMATION**

For additional information regarding the registration program or examination application, contact the Washington Association of Building Officials office.

### **REGISTRATION DISCLAIMER**

The Washington Association of Building Officials **Special Inspection Registration Program** is based on voluntary participation. It carries no guarantee that registration will be accepted or recognized by a government jurisdiction.