



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
SPECIAL INSPECTION REGISTRATION PROGRAM

**STRUCTURAL WOOD AND MASS TIMBER  
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.

**STRUCTURAL WOOD & MASS TIMBER APPLICANT REGISTRATION APPLICATION**

Special inspectors applying for Structural Wood and/or Mass Timber 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.

**STRUCTURAL WOOD & MASS TIMBER 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)

**STRUCTURAL WOOD & MASS TIMBER APPLICANT EXAMINATION FEE**

Structural Wood and/or Mass Timber examination fee(s) must accompany the application form. Please see fee schedule. Examination fees are nonrefundable and nontransferable.

**STRUCTURAL WOOD & MASS TIMBER APPLICANT EXAMINATION AND INTERVIEW  
SCHEDULE**

Applicants for the Structural Wood (SWD) and/or Mass Timber (MT) 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**

### **STRUCTURAL WOOD EXAMINATION STUDY MATERIALS**

The Structural Wood examination is based on provisions of the International Building Code; National Design Specification for Wood Construction; APA Introduction to Lateral Design; APA Engineered Wood Construction Guide, and the American Wood Council “Special Design Provisions for Wind & Seismic” (SDPWS).

### **MASS TIMBER EXAMINATION STUDY MATERIALS**

The Mass Timber examination is based on provisions of the International Building Code; WAC 51-50-1705; ANSI/APA PRG 320; CLT Handbook; Nail Laminated Timber US Design Construction Guide; American Structural Screw Design Guide; National Design Specification (NDS) for Wood Construction; and Simpson Strong Tie Fastening Systems Technical Guide - Mass Timber/ Cross-Laminated Timber Fastening.

### **STRUCTURAL WOOD & MASS TIMBER 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.

### **STRUCTURAL WOOD & MASS TIMBER EXAMINATION DAY**

Applicants arriving after an examination has begun may not be admitted. Applicants should allow up to five (5) hours per certification at the examination site due to the time needed for proctors to properly process applicants, applicants to complete examinations and applicants to be interviewed-if interviews are conducted the day of the examination. 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 for Structural Wood. Up to two (2) hours will be given for the open book written exam for Mass Timber. If the exam is being proctored by WABO administration, then the applicant will only need to allow two (2) to four (4) hours per certification 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)

### **STRUCTURAL WOOD & MASS TIMBER EXAMINATION FORMAT**

The examination format will be a combination of closed book and open book for Structural Wood. The examination format for Mass Timber is open book.

## **STRUCTURAL WOOD & MASS TIMBER 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.

## **STRUCTURAL WOOD & MASS TIMBER 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.

## **STRUCTURAL WOOD & MASS TIMBER 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.)

## **STRUCTURAL WOOD & MASS TIMBER 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.

## **STRUCTURAL WOOD & MASS TIMBER EXAMINATION ADMINISTRATIVE 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.