



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
SPECIAL INSPECTION REGISTRATION PROGRAM

**KEY PERSONNEL TRANSFER APPLICATION**

**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 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](mailto:registration@wabo.org).

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

**APPLICATION FEE: \$67.00 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 along with the prescribed fees; and
3. They submit their current, unexpired WABO Key Personnel Certificate of Registration.



## 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:

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

\* Requires current ACI certification as an ACI Field Technician Grade 1.

\*\* 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 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 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

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Print Name