



Ohio Administrative Code

Rule 4101:7-3-01 Residential and non-residential building department personnel certification.

Effective: July 1, 2025

The board of building standards certifies personnel to administer and enforce the board's rules by certified building departments.

(A) Building department personnel certification classifications. The certifications issued by the board of building standards are as follows:

- (1) Level 1 administrative.
- (2) Level 2 residential code official with specialization(s).
- (3) Level 3 inspector with specialization(s).
- (4) Level 3 plans examiner with specialization(s).
- (5) Level 4 combination inspector.
- (6) Level 4 combination plans examiner.
- (7) Level 5 building official with specialization(s).
- (8) Level 6 comprehensive code official.
- (9) Medical gas piping inspector.

It is the intent of the board to provide opportunities for developing competencies in additional code enforcement skills and types of construction and increasing responsibility by achieving higher levels of certification and obtaining additional specializations. Progression through levels is not required so long as the person only performs duties reserved for a given certification level. Individuals certified



at level 3 or higher are permitted to perform all the duties of level 2 residential code official except plumbing and electrical inspections unless they also hold those specializations in either residential or commercial.

(B) Applications for personnel certification. Applications for personnel certification are reviewed by the board and will be approved upon demonstration of competence by the applicant to perform the duties of a given certification level through documented experience, training and testing. The following are illustrative, but not comprehensive, of the experience, training and testing that may qualify an individual for stated certification.

Training may be undertaken within a department, or in cooperation with another department or code enforcement entity.

(1)) Level 1 administrative. Level 1 certified personnel fulfill administrative roles within the building department, such as customer service representatives, inspection schedulers, and permit technicians, etc. Administrative department personnel are not required to be certified but may seek certification to be able to progress to higher levels of certification. Level 1 personnel may be considered residential code trainees.

(a) Minimum qualifications for level 1 certification include:

(i) High school diploma or equivalent, or

(ii) "International Code Council" permit technician certification.

(b) To complete level 1 requirements, complete "International Code Council" permit technician examination and code academy during initial three-year certification.

(c) To progress to level 2 certification, personnel will demonstrate competence in reading construction documents, plans and drawings, shadow level 2 to 6 inspectors and/or plans examiners, demonstrate construction site safety awareness, and complete code academy and building inspector (residential or commercial) exam. Competence will be measured by records of shadowing and demonstrated jobsite safety awareness, exam results, completion of standardized construction site



safety training, and building official review and recommendation. Applicants for level 1 certification may include, but are not limited to, the following groups: department staff, employees of third-party code enforcement entities, or other candidates pursuing building code enforcement curricula at an accredited educational entity or trainee program.

(2) Level 2 residential code official. Level 2 certified personnel perform residential building inspections, plans examinations, and administer the residential code of Ohio. In departments which are certified to enforce the Ohio building code, level 2 personnel are commercial trainees, performing supervised and independent inspections and/or plan reviews. Level 2 personnel demonstrate competency in reading construction documents, drawings and plans, jobsite safety awareness, and competence in residential construction or at least one major building system: structural, mechanical, electrical, energy, plumbing, or fire suppression, and develop competency in the other systems through shadowing a level 3 to 6 certified person, observation, supervised inspections and/or plan reviews, exam completion and attendance at board-sponsored cross-training events.

(a) Minimum qualifications for level 2 certification include, but are not limited to:

(i) Successful completion of level 1 competencies;

(ii) Completion of construction related field vocational program at the high school or career center level;

(iii) One to four years commercial skilled trade experience as a skilled tradesperson or site superintendent; or

(iv) Three to five years residential skilled trade experience as a tradesperson or site superintendent;

(v) Fire safety inspector certificate from the department of public safety;

(vi) Associate's degree in construction related field;

(vii) Bachelor's degree plus one to four years in residential building construction; or



(viii) Residential general contractor with minimum three years onsite project experience.

(b) To complete level 2 requirements, complete prescribed examinations and attend code academy during initial three-year certification.

Level 2 code officials may obtain residential specializations in electrical and plumbing systems and perform inspections upon

(i) Completion of prescribed examinations; and

(ii) Demonstration of three years experience or documented training in the specialization requested;
or

education or experience which provides knowledge of the specialization, or equivalent..

(c) To progress to level 3, complete at least one of the level 3 inspector or plans examiner specialization examinations and demonstrate competence in that system through records of shadowing, supervised inspections or plan reviews, and independent inspections or plan reviews, exam results, attendance at board-sponsored cross-training events and building official review and recommendation.

(3) Level 3 inspector or plans examiner specialization. Level 3 certified personnel perform commercial building inspections and plans examinations, limited to the area of competency in which they hold a specialization. Certification specializations in level 3 are building inspector, building plans examiner, electrical safety inspector, electrical plans examiner, energy inspector, energy plans examiner, fire protection inspector, fire protection plans examiner, mechanical inspector, mechanical plans examiner, plumbing inspector, and plumbing plans examiner. Level 3 certified personnel develop competency in other building systems through shadowing a level 3 to 6 certified person certified in that system, observation, supervised inspections and/or plan reviews, exam completion and attendance at board-sponsored cross-training events.

(a) Minimum qualifications for level 3 certification include, but are not limited to:



- (i) Three years building department residential or commercial code enforcement experience in a jurisdiction that enforces a model code, or
 - (ii) Five years skilled trade experience, at least 3 of which are in commercial structural, load bearing construction, or mechanical, or
 - (iii) Six years skilled trade experience in electrical or plumbing; or
 - (iv) Journeyperson certificate in related skilled construction trade, or
 - (v) Ohio fire safety inspector certification and three year's experience or one hundred fifty fire safety inspections as a certified Ohio fire safety inspector, or
 - (vi) Bachelor's degree plus one to four years commercial construction experience, or
 - (vii) Bachelor's degree in design or construction related field, or
 - (viii) Ohio construction industry licensing board licensed commercial trades contractor, or
 - (ix) Five years responsible for all trades as a commercial contractor, commercial foreman, or commercial site superintendent.
- (b) To complete level 3 requirements, complete certification examinations and code academy during initial three-year certification. Multiple specializations may be held at level 3, code academy needed only for first level 3 certification specialization in inspections and plans examination.
- (c) To progress to level 4, complete all prescribed examinations in inspections or plans examination, and demonstrate competence through records of shadowing level 3 to 6 personnel, supervised inspections or plan reviews, and independent inspections or plan reviews, exam results, attendance at board-sponsored cross-training events and building official review and recommendation.
- (4) Level 4 combination inspector or plans examiner. Level 4 certified personnel perform



commercial building inspections and/or plans examinations for all scopes of commercial buildings except medical gas inspection, dependent on certification type. Certifications in level 4 are combination commercial inspector and combination commercial plans examiner. Level 4 certified personnel develop competency in other disciplines through shadowing a level 4 to 6 certified person certified in that discipline (inspection or plans examination), observation, supervised inspections and/or plan reviews, and exam completion.

(a) Minimum qualifications for level 4 certification include, but are not limited to:

- (i) Completion of level 3 requirements or equivalent demonstrating full competence in all areas, or
- (ii) Registered architect or professional engineer in a design or construction related field.

(b) To complete level 4 requirements, complete all certification examinations and code academy within the discipline in either inspections or plans examination during initial three-year certification.

(c) To progress to level 5, complete level 4 requirements and the board's prescribed examinations and training.

(5) Level 5 commercial building official. Level 5 certified personnel manage all aspects of the commercial building department and are responsible for the enforcement of the rules of the board and of Chapters 3781. and 3791. of the Revised Code relating to the construction, arrangement and erection of buildings or parts thereof.

(a) Minimum qualifications for level 5 certification include, but are not limited to:

- (i) Registered architect or professional engineer in a design or construction related field, and completion of the board's prescribed examinations and training, or
- (ii) Ten years commercial general contractor, foreman or site superintendent responsible for supervision of all trades, and completion of the board's prescribed examinations and training, or
- (iii) Six years certified building department experience, completion of level 3 requirements and



completion of the board's prescribed examinations and training.

(b) To complete level 5 requirements, complete the board's prescribed examinations and training during initial three-year certification.

(c) To progress to level 6, meet full certification requirements for level five, and complete prescribed exams for all subject matter areas in both inspections and plans examination.

(6) Level 6 comprehensive code official. Level 6 certified personnel manage all aspects of the commercial building department and are responsible for the enforcement of the rules of the board and of Chapters 3781. and 3791. of the Revised Code relating to the construction, arrangement and erection of buildings or parts thereof.

(a) Minimum qualifications for level 6 certification include, but are not limited to:

(i) Registered architect or professional engineer in a design or construction related field and three years at level 5, or

(ii) Ten years' commercial general contractor, foreman or site superintendent responsible for supervision of all trades, and three years at level 5, or

(iii) Nine years building department experience and completion of all level 4 and 5 requirements.

(b) To complete level 6 requirements, complete the board's prescribed examinations and training during initial three-year certification.

(7) Medical gas piping inspector: Applications for medical gas piping inspector certification will be administratively approved upon receipt of application with evidence verifying that the applicant has been certified by an "American Society of Sanitary Engineering (ASSE)" recognized third-party certifier in accordance with ASSE standard 6020.

(C) Other qualifying experience. In addition to qualifications specified in this rule, the board of building standards may find the following enforcement, education, inspection, or plans examination



experience to be acceptable to demonstrate competence:

(1) Experience gained with the department of commerce, division of industrial compliance or an agency or jurisdiction outside the state of Ohio enforcing a model residential code, for residential certifications, or a model non-residential building code, for nonresidential certifications, of a national model code organization or a code adopted for the respective buildings or structures of the types regulated by the rules of the board.

(2) Education or experience which provides knowledge of different construction methods, processes, or types as it determines applicable, including, but not limited to, accredited vocational/career development programs in code enforcement, internships with certified building departments, and vocational programs sponsored by the Ohio department of rehabilitation and corrections.

The board of building standards will not credit experience gained while acting in violation of rules adopted by the board to establish equivalent experience.

(D) Reciprocity. In accordance with Chapter 4796. of the Revised Code, an applicant for certification is to be granted an initial certification at the appropriate level if the applicant meets one of the following conditions:

(1) The applicant has been certified in another state through exam or experience in a profession equivalent to the board certification requested, has been employed in that certification for at least one year of the last five years, and maintains the original certification in good standing with the original jurisdiction; or

(2) The applicant holds private certification from a national organization in a profession equivalent to the board certification requested, has been employed in that certification, in a state that does not issue state certification, for at least two years of the last five years, and maintains the original certification in good standing with the national organization; or

(3) The applicant has been employed in a profession equivalent to the board certification being requested, without examination or state or private certification, in a state that does not require government or private certification, with the same occupational duties a certification holder in Ohio



would be engaged in, for at least three of the last five years.

Applicants seeking reciprocity are to include evidence of out-of-state licensure or certification or national organization certification along with relevant work history to demonstrate eligibility for reciprocity.

Military and military spouse temporary certification. Pursuant to section 4743.041 of the Revised Code, an individual shall be issued a temporary certification as a certified building department personnel upon demonstration of the following:

- (a) The individual holds a valid certification issued by any other state or jurisdiction, equivalent to a building department personnel certification, in good standing; and
- (b) The individual or the individual's spouse is on active military duty in Ohio.

Military duty temporary certifications will be issued without fee. At the individual's option, they may instead apply for certification under the reciprocity rules listed in this paragraph.

(E) Personnel certification application, filing and processing. Persons wishing to become certified are to submit the prescribed application for certification and application fee of fifty dollars indicating the certification level they are applying for, as well as any specializations they are seeking within the certification level. The completed application will include evidence of qualification confirming the statements and information made in the application, including but not limited to, resumes, letters of recommendation, "International Code Council" or "National Certification Program for Construction Code Inspectors" credentials or test results, educational transcripts, diplomas, journeyman card, Ohio construction industry licensing board license, published data, photographs, or any other documentation. An application with fee is to be submitted for each subsequent level, to include evidence demonstrating that the criteria for the new level has been met.

Application for additional specializations without level change may be submitted at any time, without fee, and will be reviewed and approved or denied administratively by the executive secretary or designee. Applications for specializations must include evidence of completion of board prescribed training and examination(s). In reviewing applications for specializations, the



executive secretary or designee will determine whether the training and examination requirements have been met. If the application for specialization is administratively denied, the process in paragraph (E)(3)(b) of this rule will apply.

(1) Applications for certification are to be submitted to the office of the board at least seven days prior to a certification hearing. The application will expire if not approved within one year of receipt by the board.

(2) Committee consideration of applications. The certification committee will consider all applications received on an individual basis, and make recommendations to the board for approval, denial, or request for additional information. The committee may recommend approval of an application at the level submitted, recommend approval at a lower or higher level, recommend denial of an application, or recommend a request for additional information. The committee may ask for additional information to be submitted by the applicant prior to making a recommendation to the board. If the committee requests additional information from the applicant, failure to submit the requested information within ninety days from the date of the request may be cause for disapproval of the application by the board.

(3) Certification, approval or denial. After receiving a recommendation from the committee, the board shall hold a certification hearing to take action on the application. The applicant may be present at the certification hearing to respond to any questions from the board, and all interested persons appearing at such certification hearing may be given an opportunity to comment. Following the certification hearing, the board may approve the application at the level requested, approve the application for a different level than requested, table pending further review and/or receipt of additional documentation, deny the application for certification, or take such other action as the board deems appropriate. If the board requests additional information, failure to submit the requested information within ninety days from the date of the request may be cause for disapproval of the application by the board. The board may request an interview of the applicant by the certification committee to assist the board in making its evaluation of an application.

(a) If the application is denied, in whole or in part, by the board of building standards, the applicant shall be notified in accordance with Chapter 119. of the Revised Code of such denial, the reason for the denial, and their rights of appeal pursuant to sections 3781.10 and 3781.101, and, Chapter 119. of



the Revised Code. Hearings shall be held by the board of building standards and appeals shall be permitted on any proceedings for certification as provided in section 119.07 of the Revised Code and in paragraph (M) of this rule.

(b) If an application is approved for a lower level than was requested, or if an application for specialization is denied administratively by the executive secretary or designee, the applicant is to be notified of the lower level or specialization denial via electronic mail. The applicant may request review of the application by the board and include with said request a narrative and additional information supporting the request for review. If the review results in no change of level or specialization status, it is considered a denial. The applicant shall be notified in accordance with Chapter 119. of the Revised Code, of such denial, the reason for the denial, and their rights of appeal pursuant to sections 3781.10 and 3781.101 and Chapter 119. of the Revised Code. Hearings shall be held by the board of building standards and appeals shall be permitted on any proceedings for certification as provided in section 119.07 of the Revised Code and in paragraph (M) of this rule.

(F) Records. The board shall retain, as a part of applications which have been approved, any or all documents submitted or electronic versions of such documents, properly marked for identification and ownership.

(G) Board action. All applications shall be considered individually by the board and the action taken recorded in the minutes, and the applicant notified as required.

(H) Examinations. The board maintains a list of prescribed examinations for each board personnel certification level and specialization. Either at the time of application, or at the time of request to move to full certification, applicants shall furnish the board evidence of passing the board approved examinations for the appropriate certification category issued by a national model code organization or a testing agency or entity recognized by the board.

(I) Issuance of certificate and renewal.

(1) Issuance of certification.

(a) All approved applicants are to be granted an initial certification. The certificate will state the



certification level and specialization being issued pursuant to paragraph (E) of this rule, expiration date, and limitations, if any, under which it has been issued. All certifications are issued for a three-year period.

(b) Before the end of the initial certification period, the certificate holder is to submit evidence of successfully completing the requirements of the certification level.

(c) Certification level reduction: In the event that an initial certification holder in level 2, 3 or 4 has not completed the required examinations and instruction to obtain full certification status, that person may apply for certification level reduction prior to the expiration of the current initial certification. The person will then have three years to complete either the requirements for the reduced level, or the requirements for the original certification level, to obtain full certification status for the level they have completed.

(d) Initial certification expiration. If the initial certification has expired prior to completing all of the requirements, the board may grant full level certification of the individual if the applicant presents evidence of completing the outstanding requirements within one year following the expiration.

(i) Upon expiration of initial certification without level reduction or completion of level requirements, the individual shall not perform any duties for which the initial certification was received.

(ii) Applicants for initial certification who have held the same certification two times previously will be required to submit passing examination results with the application for initial certification. Code academy will be required for these applicants regardless of date of previous attendance.

(e) Upon completion of the requirements of an initial certification level, a certification holder may submit a first renewal application to maintain the certification level for another three-year period accompanied by fifty dollar renewal fee and evidence of successfully completing the prescribed examination modules, completion of the "Ohio Building Code Academy," and any other conditions of initial certification.

(2) Renewal. Responsibilities of certified personnel



(a) Maintain contact information on file with board, including mailing address, email address, and telephone number

(b) Renew certification every three years.

(c) Complete thirty hours of continuing education or continuing education alternatives within each three-year renewal period.

(3) Applications for renewal. Applications for renewal of a certification are to be submitted to the board of building standards at least thirty days but no more than ninety days prior to the expiration date. In addition to a completed renewal application form prescribed by the board, applicants for renewal of certification will submit a certification renewal fee of fifty dollars, and an attestation that the renewal applicant has completed all required continuing education instruction, and, other than medical gas piping inspectors, successfully completed thirty hours of educational courses and/or continuing education alternatives prior to the expiration of the current certification.

Exception: Applications for renewal of medical gas piping inspector certifications are to include evidence verifying that the applicant's certification by an "ASSE" recognized third-party certifier, in accordance with "ASSE" standard 6020, has been renewed.

(4) Failure to renew. Any individual whose certification has expired through failure to renew may obtain a renewal within one year from the date of its expiration provided the holder has met all requirements for renewal, including payment of the renewal fee. All applications for renewal of expired certifications are to be processed as renewals during the one-year period following expiration.

Once a certification has been expired for more than one year, individuals seeking recertification must apply for a new certification, and follow the procedures for initial certification.

The holder of a certification that has expired shall not perform any duties for which the expired certification is required.



(J) Active-duty military service certification extension. Upon receipt of documentation certifying that a holder of board certification has been called to active military duty described in division (A)(3)(c) of section 5903.12 of the Revised Code during the current or previous certification period the board is to extend a certification period by the total number of months that the holder of the certification spent on active military duty. For the purposes of this paragraph, any portion of a month served on active duty is to be considered one full month.

(K) Elective temporary suspension. Certifications may be placed in elective temporary suspension upon written request to and approval by the board. Except for emergency circumstances, requests shall be in writing at least sixty days prior to the certification expiration date and supported by satisfactory evidence that the holder is withdrawing from active employment for which the certification is required.

(1) Restoring certification. Certifications placed in elective temporary suspension for a period of time not to exceed one three-year term following the expiration date may be restored to active status by the board upon written request. The request will include satisfactory evidence that the holder has completed thirty hours of continuing education for that certification and any board-sponsored mandatory training required, or their board-approved equivalents, during the time the certification was in suspension prior to the date of reinstatement and payment of the fifty dollar renewal fee.

(2) Failure to restore certification. Certifications placed in elective temporary suspension in excess of one three-year term following the original certification expiration date will expire. Applicants choosing to reinstate their certifications may apply for a new initial certification.

(L) Continuing education.

(1) Holders of board certifications shall:

(a) Complete the "Ohio Building Code Academy" requirements during initial certification period. Individuals who have completed the "Ohio Building Code Academy" within thirty-six months immediately preceding the date of receipt of a new certification may attend "Code Administration and Skills Training" provided by the board in lieu of the "Ohio Building Code Academy."



Exceptions:

- (i) Individuals certified as medical gas piping inspectors pursuant to paragraph (B)(7) of this rule.
- (ii) Individuals who have attended at least three full code academies are exempted from future code academy requirements but will complete the specific instruction for the certification path (inspector, plans examiner, official) of the new initial certification and submit proof of completion.
- (b) Complete at least thirty hours of continuing education prior to the expiration date of the certification for each certification period other than initial certification. Of those thirty hours, education must include at least three hours of continuing education dedicated to the subject of code administration, three hours dedicated to existing buildings, and one hour dedicated to ethics.
- (2) Continuing education approved. Education provided by or approved by the following organizations is approved for board continuing education.
 - (a) American institute of architects
 - (b) American society of heating, refrigerating and air-conditioning engineers
 - (c) American society of plumbing engineers
 - (d) Accredited college, university, or vocational courses relating to building code or department management topics
 - (e) Board of building standards courses approved in accordance with rule 4101:7-3-04 of the Administrative Code
 - (f) International association of electrical inspectors Ohio chapter
 - (g) International code council
 - (h) International code council preferred provider



- (i) National fire protection association
 - (j) Ohio architects board
 - (k) Ohio association of plumbing inspectors
 - (l) Ohio board of engineers and surveyors
 - (m) Ohio building officials association
 - (n) Ohio construction industry licensing board
 - (o) Ohio professional engineer associations, including the American society of civil engineers, the institute of electrical and electronics engineers, the society of fire protection engineers, the American society of mechanical engineers, the American society of plumbing engineers, and Ohio structural engineers association
 - (p) Other related technical/professional societies or organizations, including local, state or regional affiliates, chapters, components or sections whose programs have been recognized by any of the above organizations.
- (3) Continuing education credit may also be obtained through the following equivalents. This substitution will not remove the need to complete required instruction elements.
- (a) Up to five hours per year for preauthorized documented community outreach. Preauthorization shall be obtained from the primary building official of the department where the individual is employed or under contract or by the board if the individual is not employed or under contract with a certified building department.
 - (b) Documented attendance at "International Code Council" code hearings.
 - (c) In-house training sponsored by a certified building department and attendance certified by the



primary building official of the department.

(d) Up to five hours per year for volunteering at professional development conferences organized by Ohio code enforcement associations.

(e) Up to five hours per year for volunteering as a poll worker for federal, state and local government elections.

(4) Failure to complete. Failure to complete the number of hours required will result in expiration of the certification.

(5) Proof of completion. It is the responsibility of the certificate holder to attest truthfully to completion of continuing education requirements, and to furnish evidence of completion in the format requested by the board at the time of renewal.

(6) Continuing education records. The certification holder shall maintain records of continuing education completion and shall make the records available at any time to the board upon request for review. Records shall be maintained for six years. Records may be requested at any time in connection with an investigation or enforcement proceeding. Following a request for records, if the board disallows one or more continuing education activities claimed, the certification holder has up to sixty days after the notification to substantiate adequate completion or to complete other continuing education activities sufficient to meet the minimum requirements. Failure to provide the requested information in the time frame established by the board may result in disciplinary action.

(M) Certification, revocation or suspension. In accordance with division (E) of section 3781.10 of the Revised Code, a certification may be revoked or suspended upon receipt by the board of building standards of a written complaint from any person affected by the exercise of the authority granted under such certification, or by the board on its own motion pursuant to this paragraph.

(1) Complaint process. Upon receipt of a complaint against a holder of a certification that is substantiated to the satisfaction of the board or upon the board's own motion:

(a) The board shall decide whether the information submitted warrants causing an investigation to be



initiated or sending a notice of opportunity for hearing as outlined in paragraph (M)(1)(d) of this rule.

(b) If a formal investigation is warranted, the subject of the investigation shall be notified that an investigation has been initiated by the board.

(c) Upon completion of the investigation, findings shall be reported to the board.

(d) The board may dismiss the complaint, table the matter for future action, or initiate action to suspend or revoke the certification. If the board decides to initiate action to suspend or revoke the certification it shall notify the certificate holder of the charges, in accordance with Chapter 119. of the Revised Code. The certificate holder shall be informed that a hearing, if desired, must be requested within thirty days from the date of the notification to request a hearing before the board. The order shall inform the certificate holder that counsel may represent the certificate holder at the hearing. Failure by the certification holder to request a hearing within thirty days from the date of the notification may cause the board, after a hearing, to uphold an order revoking or suspending certification.

(e) In the event that the certificate holder timely requests a hearing, the board shall decide to either conduct a hearing or appoint a hearing officer to conduct a hearing.

(2) Board decision to hold a hearing.

(a) The board shall schedule a hearing to be held seven to fifteen days after receipt of the request.

(b) The board may continue or postpone the hearing upon application by the party or upon its own motion.

(c) The board shall conduct a hearing during which parties and witnesses can be examined and offer testimony in a manner that prevents unnecessary delay, and that ensures the development of a clear and adequate record. The hearing shall be conducted pursuant to the provisions of sections 3781.10, 3781.101, and 119.09 of the Revised Code.

(d) Board decision to appoint a hearing officer. The hearing officer shall submit, within thirty days



after the conclusion of the hearing, a written report of the finding of fact and recommendations to the board for its consideration.

(e) Following the hearing or following receipt of the hearing officer's report, the board shall take action. The party affected shall be sent a certified copy of the board's action and informed in accordance with Chapter 119. of the Revised Code, that the certification holder may appeal the order within fifteen days to the court with jurisdiction pursuant to sections 3781.10, 3781.101, and 119.12 of the Revised Code.

(3) Building department personnel certification, hearings and appeals. Hearings shall be held by the board of building standards and appeals shall be permitted on any proceedings for certification as provided in section 119.07 of the Revised Code and in paragraph (M)(1) of this rule.

(4) Grounds for revocation or suspension. The board may revoke or suspend an individual's certification if the board concludes that the individual has committed one or more of the following:

(a) The practice of fraud or deceit in obtaining the certification;

(b) A felony;

(c) Gross negligence, incompetence, misconduct in performance of duties, or engaging in conduct that is considered a conflict of interest;

(d) Failure to complete the continuing education requirements prior to expiration date of the certificate;

(e) Violation of the duties described in rule 4101:7-3-02 of the Administrative Code.

(5) Revocation or suspension. In the event of suspension or revocation of a certification, the individual shall no longer hold out to the public or any jurisdiction that the individual is certified to exercise enforcement authority or holds the board certification which has been suspended or certification revoked. During a suspension, the certificate holder shall comply with the training, reporting, auditing, or other remedial action required by the board. In addition to such other authority



the board may have, the board is authorized to revoke the individual's certification for failure to comply with such remedial requirements.

(6) Probationary status. In the event of an investigation in which the board decides not to immediately suspend or revoke an individual's certification, the board may place the individual on probationary status for a period of time and require remedial action as the board deems appropriate. During probation, the certificate holder shall comply with the training, reporting, auditing, or other remedial action required by the board. In addition to such other authority the board may have, the board may revoke or suspend the certificate holder's certification for failure to comply with such remedial requirements.

(N) Conversion of existing certifications to new certification levels. Upon adoption of this rule, the board will issue a new certification to individuals with current and active board certifications at the highest level the individual qualifies for based on certification(s) currently held.

(1) New certifications will be issued in accordance with following:

(a) An individual who holds a current interim or full residential building official, residential plan examiner, residential building inspector or residential mechanical inspector certification will be converted to a level 2 residential code official. If the individual has demonstrated passage of the E1 or P1 or equivalent examinations, the individual will also be granted residential electrical or residential plumbing inspector specialization, respectively.

(b) An individual who holds a current interim or full building inspector certification will be converted to a level 3 inspector with building, energy, fire protection and mechanical specializations.

(c) An individual who holds a current interim or full electrical safety inspector certification will be converted to a level 3 electrical safety inspector specialization.

(d) An individual who holds a current interim or full fire protection inspector certification will be converted to a level 3 fire protection inspector specialization.

(e) An individual who holds a current interim or full mechanical inspector certification will be



converted to a level 3 mechanical inspector specialization.

(f) An individual who holds a current interim or full plumbing inspector certification will be converted to a level 3 plumbing inspector specialization.

(g) An individual who holds more than one current interim or full inspector certifications listed in paragraphs (N)(1)(b) to (N)(1)(f) of this rule, but not all six, the individual will be converted to a level 3 inspector with all applicable specializations noted.

(h) An individual who holds a current interim or full building, electrical safety, and plumbing inspector certifications will be converted to a level 4 combination inspector.

(i) An individual who holds a current interim or full building plans examiner certification will be converted to level 3 building and energy plans examiner specializations.

(j) An individual who holds a current interim or full electrical plans examiner certification will be converted to a level 3 electrical plans specialization.

(k) An individual who holds a current interim or full fire protection plans examiner certification will be converted to a level 3 fire protection plans examiner specialization.

(l) An individual who holds a current interim or full mechanical plans examiner certification will be converted to a level 3 mechanical plans examiner specialization.

(m) An individual who holds a current interim or full plumbing plans examiner certification will be converted to a level 3 plumbing plans examiner specialization.

(n) An individual who holds more than one current interim or full plans examiner certifications listed in paragraphs (N)(1)(i) to (N)(1)(m) of this rule, but not all six, the individual will be converted to level 3 plans examiner with all applicable specializations noted.

(o) An individual who holds a current interim or full building, electrical, fire protection, mechanical and plumbing plans examiner certifications, master plans examiner certification or limited plans



examiner certification will be converted to a level 4 combination plans examiner.

(p) An individual who holds a current building official examiner certification will be converted to level 5 commercial building official with any applicable specializations noted.

(q) An individual who holds a current interim or full building, electrical, fire protection, mechanical and plumbing inspector certifications, current interim or full building, electrical, fire protection, mechanical and plumbing plans examiner certifications or master plans examiner or limited plans examiner certification, and current interim or full building official certification will be converted to level 6 comprehensive code official.

(r) An individual who holds a full residential plumbing inspector certification without also holding an interim or full plumbing inspector certification will be converted to a level 2 residential code official with plumbing inspector specialization.

(s) An individual who holds a current non-residential industrialized unit inspector certification will be converted to level 4 combination inspector.

(t) An individual who holds a current residential industrialized unit inspector certification will be converted level 2 residential code official with both residential plumbing and electrical inspector specializations.

(2) Prior to issuance of new certifications in accordance with this rule, the board will provide a notice to all certified personnel with current and active certifications of its intent to transfer certification status and the proposed new certification level. The notice will inform certification holders of an opportunity to submit additional information within thirty days of the notice that would demonstrate competence to perform the duties of a higher certification level or additional specializations through previously unreported documented experience, training and testing. Upon receipt of any additional previously unreported documentation, the executive secretary or designee will review the documentation and determine whether it demonstrates competence to perform the duties of a higher certification level or additional specializations and will notify the individual of the decision. If the executive secretary or designee determines that the additional information demonstrates that individual is qualified to perform the duties of a higher certification level or



additional specializations, the new certification level or additional specializations will be administratively entered into the certification record of the individual. If the executive secretary or designee determines that the additional information does not demonstrate that the individual is qualified to perform the duties of a higher certification level or additional specializations, no change will be made in the certification record of the individual and the decision notification issued to the individual shall indicate that the individual may request review by the board which will be processed in the same manner as a new certification application submitted in accordance with rule 4101:7-3-01 of the Administrative Code.

(3) Individuals who hold an interim certification at time of transfer to new certification levels are expected to complete all interim certification requirements in place as of the date of issuance of the original interim certification during the initial three-year certification period of the new certification level. Failure to complete original interim certification requirements during the initial three-year certification period of the new certification level will result in reduction of certification level upon expiration.

(4) Individuals who hold a trainee certification at time of transfer to new certification levels are expected to complete all testing requirements in place as of the date of issuance of original trainee certification and demonstration of competence to perform the duties of the new certification level through documented supervision and training during the initial three-year certification period. Failure to complete original trainee certification requirements during the initial three-year certification period of the new certification level will result in reduction of certification level upon expiration.

Exception: At the expiration of the initial three-year certification period of the new certification level, an applicant may request a one-time extension to complete original trainee requirements for a period of time not to exceed the expiration date of the original trainee certification.