

Hospital Inspector Certification Program

**Office of Statewide Health
Planning and Development**

Facilities Development Division

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Office of Statewide Health Planning and Development (OSHPD)
Facilities Development Division (FDD)
Hospital Inspector Certification Program
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Note: The intent of this document is to explain the hospital inspector certification and recertification regulations contained in Chapter 7 of the 2007 California Administrative Code (Part 1, Title 24, California Code of Regulations). It is not intended to take precedence over such regulations.

HOSPITAL INSPECTOR CERTIFICATION

GENERAL

An OSHPD certified Hospital Inspector, upon approval, performs inspection functions and oversees all special inspection functions, on all new hospital facility construction and on all alterations, modifications, and additions to existing hospital buildings. OSHPD certifies inspectors for Class A, B, and C levels of inspection.

AUTHORITY

Section 129825 of the Health and Safety Code requires the hospital governing board or authority to provide for and require competent and adequate inspection by an inspector that is satisfactory to the architect of record or the engineer of record and satisfactory to OSHPD. The OSHPD approves inspectors and as part of the approval process, is authorized to conduct periodic examinations to certify and recertify hospital inspectors.

ELIGIBILITY

CLASS A

Class A Hospital Inspector may inspect all areas of construction including: architectural, including accessibility; mechanical; plumbing; electrical, fire and life safety; structural; and anchorage of non-structural elements.

Minimum Qualifications for Class A Hospital Inspector Exam:

1. High school graduation or the equivalent and six years experience involving building projects of **Type I or Type II** construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in **technical inspection or inspection supervision**. (NOTE: Work experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years); or
2. Possess a valid California license as a mechanical, electrical, or civil engineer and two years experience involving building projects of Type I or Type II construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in technical inspection or inspection supervision; or
3. High school graduation or the equivalent, and two years of working experience as a Class B Hospital Inspector; or

4. Possess a valid California license as a structural engineer or valid California license as an architect.

CLASS B

Class B Hospital Inspector may inspect the following areas of construction: architectural, including accessibility; mechanical; plumbing; electrical; fire and life safety; and anchorage of non-structural elements.

Minimum Qualifications for Class B Hospital Inspector Exam:

1. High school graduation or the equivalent and four years experience involving building projects of **Type I or Type II** construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in **technical inspection or inspection supervision**. (NOTE: Work experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years); or
2. Possess a valid California license as a civil engineer and two years experience involving building projects of Type I or Type II construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in technical inspection or inspection supervision; or
3. Possess a valid California license as a structural, mechanical, or electrical engineer or valid California license as an architect.

CLASS C

Class C Hospital Inspector may inspect one or more areas of construction specialty, including but not limited to the areas listed in Section 7-204(c)1 of the 2007 California Administrative Code, but may not inspect the complete scope of construction authorized for Class A or B inspectors. The Class C inspector must be OSHPD certified in the specialty area to be inspected.

Minimum Qualifications for the Class C Hospital Inspector Exam:

1. High school graduation or the equivalent and four years experience involving building projects as the representative in testing, inspection or observation of construction for an architect, engineer, owner, local building official, local fire authority, testing lab, specialty contractor, or general contractor, and possess a valid certificate issued by:

Fire Alarm – NICET, Level III

Fire Extinguishing Systems – NICET, Level III

Fire Resistive Construction – ICC Building Inspector Certification

Medical Gas Systems – PIPE Certification
Plumbing – IAPMO Certification
Mechanical – IAPMO Certification
Electrical – ICC Certification
Concrete (Prestressed and Reinforced) – ICC Certification
Masonry – ICC Certification
Steel –ICC, Structural Steel Certification
Welding – AWS Certification
Framing and Drywall – ICC Building Inspector Certification
Roofing – National Roofing Contractors Association
Anchorage/Bracing of Nonstructural Components – Certification to be administered by the Office (Refer to Required Materials list)
Architectural – Certification to be administered by the Office (Refer to Required Materials list)

In addition to the certification organizations listed, the Office may accept the equivalent certification by a state or nationally recognized organization. Work experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years; or

2. Possess a valid California license as a civil engineer and two years experience involving building projects as an architect's, engineer's, owner's, local building official's, local fire authority's, specialty contractor's or general contractor's representative in testing inspection or observation of construction and possess at least one valid certificate issued by an organization that is listed or described in (1) above; or
3. Possess a valid California license as a structural, mechanical, or electrical engineer, or a valid California license as an architect and possess at least one valid certificate issued by an organization that is listed or described in (1) above.

HOW TO APPLY

An applicant for the Hospital Inspector Certification Examination must submit to the Office the following items. All items must be received by the Office on or before the final filing date noticed on the OSHPD website for a scheduled exam:

1. A completed original application, as provided by the Office or the OSHPD website, shall be submitted to the Office in Sacramento and shall include the exam title, preferred examination location (Sacramento or Los Angeles area) and contact information. Qualifying work experience must be listed on the application and include: the length of employment, inspection related duties performed, facility, building name, and type of construction. **Resumes will not be accepted in lieu of the completed application.**

2. Copies of recognized certificates, licenses, memberships in professional organizations, or transcripts indicating educational courses completed by the applicant used to meet the minimum eligibility requirements as stated in Section 7-204, 2007 California Administrative Code.
3. Work verification form or letter from current and/or previous employer(s) regarding any job that meets the minimum qualifications for the certification examination. Verification must include the applicant's name, dates of employment, position held, inspection duties performed for and employer's signature.
4. An Application Review Fee of \$100.00 must accompany the application. This fee is non-refundable.

Applications, supporting documentation and application review fee must be received by the final filing date. Incomplete submittals will be rejected by the Office and returned to the applicant with a statement of reason for non-acceptance. Upon review, verification, and evaluation of the applicant's qualifications, the Office will notify the applicant, in writing, of eligibility or ineligibility for entrance to the requested certification examination.

Applications are valid for one year commencing with the first available examination date.

NEW EXAMINATIONS

The Office administers certification examinations every six months in the Sacramento and Los Angeles areas. Upon approval of the application, a notice of the test dates and locations and confirmation form will be mailed to the candidate. The candidate must confirm attendance and the examination fee **must be received no later than 10 business days before** the examination date.

The **Class A** Hospital Inspector examination is an eight-hour test consisting of two parts. Part One consists of 100 multiple-choice code questions (open book) and measures the applicant's understanding of Chapter 7 of the 2007 California Administrative Code, the 2007 California Building Standards Code, and Referenced Standards. See "Required Materials" for a complete list of codes and standards. Part Two consists of 100 multiple-choice questions on plan reading and measures the candidate's ability to read and understand construction plans and specifications of a hospital construction project. The test is divided into sections covering the following code enforcement areas of construction inspection: administrative, including inspector duties and responsibilities; architectural, including accessibility and fire and life safety; structural, including anchorage of nonstructural components; and mechanical/electrical/plumbing (MEP).

The **Class B** Hospital Inspector examination is a six-hour test consisting of two parts. Part One consists of 100 multiple-choice code questions (open book) and measures the applicant's understanding of Chapter 7 of the 2007 California Administrative Code, the

2007 California Building Standards Code, and Referenced Standards. See “Required Materials” for a complete list of required codes and standards. Part Two consists of 50 multiple choice questions on plan reading and measures the candidate’s ability to read and understand construction plans and specifications of a hospital construction project. The test is divided into sections covering the following code enforcement areas of construction inspection: administrative, including inspector duties and responsibilities; anchorage of nonstructural components; architectural, including accessibility and fire and life safety; and mechanical/electrical/plumbing (MEP).

To be successful in the Class A or B examination, a candidate must obtain a minimum score of 75% in each section as shown in Table 1.

Table 1

Minimum Passing Scores – Class A and B

	Sections			
	Administrative	Structural (A) Anchorage (A and B)	Architectural	MEP
Code Part	75%	75%	75%	75%
Plans Part	N/A	Combined	Combined	Combined

If a candidate obtains a minimum score of 75% in all sections except one and obtains a minimum score of 50% in the one failed section, a retest of that one failed section is allowed within six weeks of the original exam date. Failure to achieve a minimum score of 75% on the retest requires the candidate to retake the entire exam.

The **Class C** Hospital Inspector examination is a one or two-hour examination consisting of multiple-choice questions to measure the candidate’s understanding of Chapter 7 of the 2007 California Administrative Code and the 2007 California Building Standards Code. All Class C candidates must take the administrative exam section. The candidate’s certification by a recognized organization listed under the “Eligibility” section of this document will be substituted for the technical aspect of the examination for all Class C Hospital Inspector specialties, except anchorage/bracing of nonstructural components and architectural. To be successful in the Class C certification examination, a candidate must obtain an overall minimum score of 75%. If an applicant applies for additional certification(s) within three years of passing the administrative section of the exam, it is not necessary for a candidate who has passed the administrative section to retake this section if the candidate possesses the required technical certification.

Examination results will be mailed to the candidates approximately four weeks after the examination date.

A candidate who has failed an examination may apply to participate in a re-examination no sooner than six months from the exam previously taken by the candidate.

A candidate who is disqualified from an examination may not participate in an examination for a period of one year from the date of disqualification.

If the Office reschedules an exam, the Office will notify the candidates of the new date in writing. If a candidate is unable to participate on the new date, the candidate may reschedule within a 12 -month period and fees will be transferred to the new date.

FEES

All applicants must submit the “Application Review Fee” (non-refundable) with the exam application. The “Examination Fee” may accompany the application or be submitted later with the confirmation form. All fees must be received prior to participating in the examination as listed below:

Application Review Fee (non-refundable)	\$100.00
Examination Fee (Class A or B)	\$300.00
Examination Fee for each specialty (Class C)	\$100.00

Fees shall be made payable to “OSHPD”. Acceptable methods of payment are check, money order, Novus/Discover card, Visa, Mastercard, or American Express. Payments must be submitted and/or mailed to:

Office of Statewide Health Planning and Development
Facilities Development Division
Hospital Inspector Certification Program
400 R Street, Suite 200
Sacramento, CA 95811

RESCHEDULING OR CANCELING AN EXAMINATION APPOINTMENT

With a **one week notice** to OSHPD, candidates who are accepted for an exam, but are not able to attend for any reason will receive a **one-time** transfer to a future examination. The examination fee collected from the first appointment may be applied to the new test date. A candidate may request to reschedule or cancel an examination appointment by submitting a request with the confirmation form or by contacting the Office before the examination date. No refunds will be made for late cancellations or no shows.

REQUEST FOR EXCUSED ABSENCE FROM THE RESERVED EXAMINATION

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to OSHPD within 14 days of the original examination date.

The following are valid reasons for an excused absence:

1. Death in the immediate family;
2. Disabling traffic accident;
3. Court appearance or jury duty;
4. Military duty; or
5. Illness (either the exam candidate or an immediate family member.)

If a candidate is absent from an examination appointment and has not rescheduled or canceled according to the policy, OSHPD will be owed the full examination fee for that missed examination session.

ACCESSIBILITY AND REASONABLE ACCOMMODATION

Test sites will be accessible and free from architectural and communication barriers. However, if a reasonable accommodation is needed, the application must be marked accordingly. **All support services, including extra time to complete the examination, must be approved by OSHPD and arranged before the day of the examination.** Reasonable accommodation in written tests may mean that competitors with disabilities may test on a day(s) other than the published examination date.

DAY OF THE EXAMINATION

The candidate should allow time to arrive at the examination location, check-in and setup for the examination. Directions to the locations may be requested from the Office, if needed. The examinations **start at exactly 8:00 a.m.** and end at 3:00 p.m. for Class B and 5:00 p.m. for Class A. The Class C examinations will be held at either 8:00 a.m. or 1:00 p.m. as scheduled. Lunch period is from 12:00 to 1:00 p.m. Exceptions to these times must be approved in advance.

Candidates must have received written approval and paid all fees to participate in the examination. Candidates must bring the following items on the date of the examination:

1. One form of photo identification with valid signature (example: a driver's license);
and
2. The Required Materials as referenced in this document.

CONDUCT RELATIVE TO THE EXAM

An applicant, who participates in any of the following acts before, during, or after the administration of the examination shall be disqualified by the office. The applicant shall not:

1. Copy any portion of the examination.
2. Participate in collusion regarding the examination.
3. Disclose the contents of the examination questions to anyone other than a person authorized by the Office.
4. Solicit, accept or compile information regarding the contents of the examination. This includes annotating or highlighting code books as a means to compile information regarding the contents of the examination.
5. Falsify documents required for examination entrance.
6. Engage in harassment of proctors or other candidates.
7. Write on the examination booklet or plans.
8. Use literature other those listed on the "Required Materials" list shown in this document. No notes or binders are allowed.
9. Share materials with another candidate.

REQUIRED MATERIALS

Effective January 1, 2008, the Hospital Inspector Certification Examinations will be based on the 2007 California Building Standards Code and Referenced Standards as follows:

Class A and Class B

- 2007 California Administrative Code**
Part 1, Title 24, California Code of Regulations (CCR)
- 2007 California Building Code, Volumes 1 and 2**
Part 2, Title 24, CCR
(2006 IBC and 2007 California Amendments)
- 2007 California Electrical Code**
Part 3, Title 24, CCR
(2005 NEC and 2007 California Amendments)
- 2007 California Mechanical Code**
Part 4, Title 24, CCR
(2006 UMC and 2007 California Amendments)
- 2007 California Plumbing Code**
Part 5, Title 24, CCR
(2006 UPC and 2007 California Amendments)
- 2007 California Fire Code**
Part 9, Title 24, CCR
(2006 IFC and 2007 California Amendments)

Referenced Standards:

American Concrete Institute (ACI)

Class A and Class B

ACI 318-05 Building Code Requirements for Structural Concrete

ACI 530-05 Building Code Requirements for Masonry Structures

American Institute of Steel Construction (AISC)

Class A

AISC Seismic Design Manual, 1st Edition

Class A and Class B

AISC Steel Construction Manual, 13th Edition

American Welding Society (AWS)

Class A

AWS D1.1-06 Structural Welding Code – Steel

AWS D1.4-05 Structural Welding Code – Reinforcing Steel

Class A and Class B

AWS D1.3-98 Structural Welding Code – Sheet Steel

National Fire Protection Association (NFPA)

Class A and Class B

NFPA 13-02 Installation Sprinkler Systems

NFPA 72-02 National Fire Alarm Code

NFPA 99-05 Health Care Facilities

Class C

All specialties

2007 California Administrative Code
Part 1, Title 24, California Code of Regulations (CCR)

Architectural

2007 California Administrative Code
Part 1, Title 24, California Code of Regulations (CCR)

2007 California Building Code, Volume 1
Part 2, Title 24, CCR
(2006 IBC and 2007 California Amendments)

Anchorage and Bracing of Nonstructural Components

2007 California Administrative Code
Part 1, Title 24, California Code of Regulations (CCR)

2007 California Building Code, Volumes 1 and 2
Part 2, Title 24, CCR
(2006 IBC and 2007 California Amendments)

Referenced Standards:

American Society of Civil Engineers (ASCE)

ASCE 7-05 Minimum Design Loads for Buildings and Other Structures including Supplement No.1 and excluding Chapter 14 and Appendix 11A

National Fire Protection Association (NFPA)

NFPA 13-02 Installation Sprinkler Systems

CERTIFICATE

Upon successfully passing the examination, each inspector will receive an OSHPD Hospital Inspector Certificate that is valid for three years. Email address and telephone number will be posted on the OSHPD List of Certified Hospital Inspectors available to the public and posted on the OSHPD website.

Duplicate Hospital Inspector Certification badges may be issued to replace a lost, destroyed, or mutilated certificate by submitting a written request with the accompanying \$25.00 duplicate certificate fee as indicated under the Recertification Fees section of this document.

FILING A CHANGE OF NAME OR CONTACT INFORMATION

An applicant for the certification examination or a Certified Hospital Inspector must file with the Sacramento Office any changes to name, mailing address, telephone number, or email address within 10 working days of the change. The information filed shall include the new and former name, mailing address, telephone number, email and Certification number(s), if applicable.

EXPIRATION OF CERTIFICATION

Certification is valid for three years from the latest certification date. The expiration date is indicated on the Hospital Inspector Certification badge. The Office will make every effort to notify inspectors within a year of their Certification expiration date; however, all inspectors are responsible for monitoring their Certification expiration date. Notifications will be sent based on the contact information on file at OSHPD.

HOSPITAL INSPECTOR RECERTIFICATION

GENERAL

Class A, B, or C Hospital Inspector Certification Badges issued by OSHPD expires three years from the latest certification examination date. An inspector must pass a Hospital Inspector recertification examination and complete a seminar conducted, sponsored, or

cosponsored by the Office within the three-year certification period in order to maintain a valid certification in the same hospital inspector class. If an inspector upgrades to another certification class, the recertification certificate will be issued for the higher level only.

EXTENSION

All inspectors are required to recertify before their certification expires; however, a six-month extension may be granted by the Office. The inspector must submit a written request and justifiable cause demonstrated for the extension. The Hospital Inspector will be required to pay a delinquency fee, pursuant to Section 7-206, 2007 California Administrative Code. The extension allows the inspector to continue to work during this delinquency period for a maximum of six months. Failure to recertify within that time frame requires the submittal of a new application and to pass a new examination to obtain a new certification.

The Office shall rescind its approval for an inspector assigned as the Inspector of Record on any OSHPD project if a valid certification is not maintained.

ELIGIBILITY

To be eligible for the recertification examination, a Hospital Inspector must meet all the following criteria:

1. Possess a valid Hospital Inspector Certificate or an expired certificate that has been approved for an extension that has met the delinquency criteria.
2. Complete a seminar conducted, sponsored, or co-sponsored by the Office within the three-year certification period.

HOW TO APPLY

A Hospital Inspector may apply for recertification by submitting:

1. A completed Hospital Recertification Seminar/Exam registration form to the Sacramento office. This form may be obtained from the Office or the OSHPD website at <http://www.oshpd.ca.gov/FDD>. This form must include the inspector's contact information and certification number. Any change of address, email address, or telephone numbers should be indicated on the form. This contact information, including email address and phone number, will be posted on the OSHPD list available to the public.
2. Seminar and Examination Fees as indicated in the Recertification Fees section of this document.

RECERTIFICATION FEES

The Seminar Fee and Recertification Examination Fee should accompany the Recertification Seminar Registration form. All fees must be received prior to participating in the examination.

Seminar Fee	Refer	to Registration form
Recertification Examination Fee		\$100.00
Delinquency Fee		\$100.00
Duplicate Certificate Fee		\$ 25.00

Fees shall be made payable to "OSHPD". Acceptable methods of payment are check, money order, Novus/Discover card, Visa, Mastercard, or American Express. Payments must be submitted and/or mailed to:

Office of Statewide Health Planning and Development
Facilities Development Division
Hospital Inspector Certification Program
400 R Street, Suite 200
Sacramento, CA 95811

RECERTIFICATION EXAMINATION

The Office administers a recertification seminar and examination every six months in the Sacramento and Los Angeles areas. All inspectors are responsible for monitoring their Certification expiration dates. A recertification seminar and examination flyer with examination dates and locations will be posted on the OSHPD website or can be mailed or emailed to an inspector upon request to the Sacramento Office.

Recertification examinations are given in conjunction with the recertification seminars. The recertification examination is a 45-minute test consisting of multiple-choice questions based on information presented at the recertification seminar. The examination tests the Hospital Inspector's knowledge of new and/or revised requirements of the California Administrative Code and the California Building Standards Code. The exam may also include questions regarding critical changes in new construction materials or inspection procedures covered at the seminar. A minimum passing score of 75% is required.

ACCESSIBILITY AND REASONABLE ACCOMMODATION

All support services, including extra time to complete the examination, must be approved by OSHPD and arranged in advance.

CERTIFICATE

Upon successfully passing the recertification examination, an updated OSHPD Hospital Inspector Certification Badge for an additional three years is issued.

SUSPENSION OR REVOCATION OF A HOSPITAL INSPECTOR CERTIFICATION

A Hospital Inspector Certificate issued by the OSHPD may be suspended or revoked if the certificate holder misrepresents any facts presented to the Office.

APPEAL PROCESS

The applicant, candidate, or certificate holder may submit a written request, accompanied by a detailed statement of reasons, for an appeal within 60 days of any determination by the Office pursuant to Article 19, 2007 California Administrative Code.

The Deputy Director of the Office or designee shall review the issue and when requested appoint a peer board of appeals to hear the issue and recommend resolution. The Deputy Director will review the recommendation and render a final decision.

The peer board of appeals shall consist of a minimum of three Hospital Inspectors, one Regional Compliance Officer, one Compliance Officer, one architect, one structural engineer, and one hospital representative.

The certificate holder may appeal the decision to the Hospital Building Safety Board, pursuant to Section 7-159, 2007 California Administrative Code.