

Applying for the Certification Exam

Applicants who meet the minimum eligibility requirements as stated in Section 7-204 of the 2016 California Administrative Code (CAC) may apply for the Hospital Inspector Certification Examination (HICE) by submitting to OSHPD the following items. *All items must be received by OSHPD on or before the final filing date for a scheduled exam.*

1. A completed HICE Application shall be submitted to OSHPD in Sacramento and shall include the following:
 - Exam title (Class A, B, or C)
 - Preferred examination location (Sacramento or Los Angeles area)
 - Applicant's name
 - Mailing address
 - Telephone number
 - Email address

Qualifying work experience must be listed on the application and include:

- The length of employment
- Inspection related duties performed
- Facility name
- Building name
- A description of the specific type(s) of construction work inspected

Resumes will not be accepted in lieu of the completed application.

2. Evidence of High School Graduation or the equivalent. (*Exceptions* – California licensed/registered structural, mechanical, electrical or civil engineers and Architect as stated in Section 7-204 of the 2016 California Administrative Code (CAC)).
3. Copies of recognized certificates, licenses, registrations, and/or official sealed transcripts indicating educational courses completed by the applicant used to meet the minimum eligibility requirements as stated in Section 7-204 of the 2016 California Administrative Code (CAC).
4. Work verification forms from current and/or previous employer regarding all jobs that meet the minimum qualifications for the certification examination.
5. An application fee of \$100.00 must accompany the application. This fee is non-refundable and non-transferable.

Applications, supporting documentation, and application review fee must be received by the final filing date. Incomplete submittals will be rejected by OSHPD and returned to the applicant with a statement of reason for non-acceptance. Upon review, verification, and evaluation of the applicant's qualifications, OSHPD 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.

EXAMINATION INFORMATION

OSHPD administers certification examinations every six months in the Sacramento and Los Angeles areas. Upon approval of the application, a confirmation notice of the test date and location will be mailed to the candidate. *The candidate must provide written confirmation for the approval date and the **examination fee must be received no later than 10 business days before the examination date.***

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CLASS A EXAM

The **Class A** Hospital Inspector examination is an eight-hour test consisting of two parts:

- Part One consists of code questions (open book) which measures the candidate's:
 - Ability to identify and understand the application of Chapter 7 of the 2016 California Administrative Code, the 2016 California Building Standards Code, and Referenced Standards.
 - Knowledge of appropriate inspector duties.
 - Ability to communicate in writing.

Refer to the *Acceptable Reference Materials for Exams* web page for a complete list of codes and standards. Most questions are multiple-choice; however, there may also be true-false and/or essay questions.

- Part Two consists of questions on plan reading which measure the candidate's:
 - Ability to read and understand construction documents consisting of plans and specifications of a hospital construction project.
 - Knowledge of appropriate inspector duties.
 - Ability to communicate in writing.

Most questions are multiple-choice; however, there may also be true-false and/or essay questions.

The test is divided into sections covering the following code enforcement areas of construction inspection:

- Administrative, including inspector duties and responsibilities
- Structural including anchorage and bracing of non-structural components
- Architectural, including civil, accessibility
- Fire and Life Safety (FLS)
- Mechanical and Plumbing
- Electrical

CLASS B EXAM

The **Class B** Hospital Inspector examination is a six-hour test consisting of two parts:

- Part One consists of code questions (open book) which measure the candidate's:
 - Ability to identify and understand the application of Chapter 7 of the 2016 California Administrative Code, the 2016 California Building Standards Code, and Referenced Standards.
 - Knowledge of appropriate inspector duties.
 - Ability to communicate in writing.

Refer to the *Acceptable Reference Materials for Exams* web page for a complete list of codes and standards. Most questions are multiple-choice; however, there may also be true-false and/or essay questions.

- Part Two consists of questions on plan reading which measures the candidate's:
 - Ability to read and understand construction documents consisting of plans and specifications of a hospital construction project.
 - Knowledge of appropriate inspector duties.
 - Ability to communicate in writing.

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Most questions are multiple-choice; however, there may also be true-false and/or essay questions.

The test is divided into sections covering the following code enforcement areas of construction inspection:

- Administrative, including inspector duties and responsibilities
- Anchorage and bracing of Non-structural Components
- Architectural, including civil, accessibility
- Fire and Life Safety (FLS)
- Mechanical and Plumbing
- Electrical

SUCCESS WITH PASSING CLASS A AND B EXAMINATIONS

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

Table 1

Minimum Passing Scores – Class A and B Sections						
	Administrative	Structural (A) Anchorage (A and B)	Architectural	FLS	Mechanical and Plumbing	Electrical
Code Part	75% Combined	75% Combined	75%	75%	75%	75%
Plans Part			Combined	Combined	Combined	Combined

A candidate who passes all sections of the Class “A” or “B” exam except one, and obtains a score of at least 50% in the one failed section, may retest that section within six weeks of the original exam date. Failure to achieve a minimum score of 75% on the retested section will be considered failure of the entire exam. The candidate may apply for a new exam pursuant to the procedures explained in the *Applying for the Certification Exam* section at the top of this page.

CLASS C EXAMS

Class C one-hour exam

For all Class C specialties except “Anchorage and Bracing of Non-Structural Components” and “Architectural” specialties, the **Class C** Hospital Inspector examination is a *one-hour* examination consisting of multiple-choice questions (open book) to measure the candidate’s understanding of Chapter 7 of the 2016 California Administrative Code. To be successful in the Class C *one-hour* certification examination, a candidate must obtain an overall minimum score of 75%. The Class C section of the webpage will be substituted for the technical aspect of the exam for all Class C Hospital Inspector specialties except for “Anchorage and Bracing of Non-Structural Components” and “Architectural” specialties.

Class C two-hour exam

For the “Anchorage and Bracing of Non-Structural Components” or “Architectural” Class C specialty, the candidate must take a *two-hour* examination of multiple-choice questions (open book) to measure the candidate’s understanding of Chapter 7 of the current California Administrative Code, as well as applicable

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portions of the current California Building Standards Code. To be successful in the Class C *two-hour* certification examination, the candidate must obtain an overall minimum score of 75%.

If a certified Class C Hospital Inspector applies for additional Class C certification(s) within three years of passing the administrative section of the exam, additional certifications will be issued upon receipt of evidence of valid certification; it would not be necessary to retake the administrative exam. To add the “Architectural” or “Anchorage and Bracing of Non-structural Components” Class C certifications to the applicant would have to present evidence of successful completion of the OSHPD examination in these specialties.

RESULTS

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

REAPPLICATION

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.

DISQUALIFICATION

An applicant/candidate who is disqualified from an examination may not participate in an examination for a period of one year from the date of disqualification. Please refer to the “Conduct Relative to the Exam” section on this page for a list of inappropriate activities.

FEES

All applicants must submit the “Application Review Fee” (non-refundable and non-transferable*) with the exam application. The “Examination Fee” may accompany the application or be submitted later with the confirmation letter. All fees listed below **must be received no later than 10 business days before the examination date** in order to participate in the exam.

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

**The “Application Review Fee” is only applicable to one application and cannot be transferred to another Exam Classification (i.e. an Application Review Fee for the Class A exam cannot be transferred to the Class B or Class C Application Review Fee.)*

Fees shall be made payable to “OSHPD”. Acceptable methods of payment are:

- Check
- Money Order
- Novus/Discover card
- Visa
- MasterCard

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Payments must be submitted and/or mailed to:

Office of Statewide Health Planning and Development
Facilities Development Division
Hospital Inspector Certification Program
355 South Grand Avenue, 19th Floor
Los Angeles, CA 90071

RESCHEDULING AN APPOINTMENT

If OSHPD reschedules an exam, OSHPD 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.

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 for 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 written request or by contacting OSHPD 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 this policy, OSHPD will be owed the full examination fee for that missed examination session.

ACCESSIBILITY AND REASONABLE ACCOMMODATION

Applicants must submit the Reasonable Accommodation Request form (pages 3-6 of Policy Intent Notice (PIN) 61) at least 30 days prior to the exam date. Please direct questions regarding accessibility and/or reasonable accommodation to Nancy Rebenstorff at (916) 440-8316 or email nancy.rebenstorff@oshpd.ca.gov.

DAY OF THE EXAMINATION

The candidate should allow time to arrive to the examination location, check-in, and setup for the examination. Directions to the locations may be requested from OSHPD, if needed.

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Examination times* for Class A, B, & C:

Class A

8:00 a.m.* - 5:00 p.m.

Class B

8:00 a.m.* - 3:00 p.m.

Class C

8:00 a.m.* or 1:00 p.m. (as scheduled)

Lunch period: 12:00 - 1:00 p.m.

***All examinations will start promptly at the beginning time listed above.** Exceptions to these times must be approved in advance.

Candidates:

- Must have received written approval and paid all fees to participate in the examination.
- Must bring a valid form of photo identification with signature (example: a driver's license).
- May bring any of the codes and standards referenced on the *Acceptable Reference Materials for Exams* web page.

CONDUCT RELATIVE TO THE EXAM

An applicant/candidate who participates in any of the following acts before, during, or after the administration of the examination shall be disqualified by OSHPD. ***The applicant or candidate shall not engage in activities that would compromise the integrity of the exam including by not limited to the following:***

1. Copy any portion of the examination.
2. Participate in collusion regarding the examination
3. Disclose contents of the examination questions to anyone other than a person authorized by OSHPD.
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 the examination entrance.
6. Engage in harassment of proctors or other candidates.
7. Write on the examination booklet, plans or any other document other than the provided answer sheet.
8. Use literature other than those referenced on the OSHPD web page (view link titled *Required Materials (Building Codes for Exams)*). *No notes, loose paper or binders are allowed.*
9. Share materials with another candidate.
10. Bring any electronic devices into the exam room including but not limited to cellular phones

Questions that seem ambiguous or incorrect may be challenged on the scratch paper provided. The challenge must be filed immediately upon conclusion of the test in writing. The challenge must include the question(s) and grounds for the challenge (i.e. incorrect code section, typographical error, etc.), exam date, and the candidate's signature. *Differing opinions on code interpretation are not grounds for challenge.* The results of the challenge will returned by mail. Make sure to mark the best answer; **do not leave the challenged question blank.**

Scratch paper is provided in your exam booklet and will be collected at the conclusion of the exam.

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CERTIFICATION

A candidate who is successful in passing the examination will receive an OSHPD Hospital Inspector Certificate and photo ID card. The candidate's name, email address and telephone number will be posted on the OSHPD list of certified Hospital Inspectors available to the public through the OSHPD website.

Certification by OSHPD:

- Is valid for three (3) years from the date of issuance.
- Must be renewed prior to expiration in accordance with the process explained on the *Hospital Inspector Recertification* web page.
- **Does not guarantee job placement.**

Duplicate Hospital Inspector certification cards may be issued to replace a lost, destroyed, or mutilated card by submitting a written request with the accompanying \$25.00 duplicate certification fee.