



Office of Statewide Hospital Planning and Development  
2020 West El Camino Avenue, Suite 800  
Sacramento, CA 95833  
(916) 440-8300



## Hospital Inspector Certification (HIC) Examination Application Checklist

The following is a list of documents that must be included in the application submittal package and postmarked by the final filing date. DO NOT STAPLE.

- HOSPITAL INSPECTOR CERTIFICATION APPLICATION.** The application must specify the exam class (A, B or C) and preferred examination location. You may apply for multiple classes; however, one completed application and review fee are required for each class.
- HOSPITAL INSPECTOR CERTIFICATION APPLICATION QUALIFICATIONS MATRIX.** Identify the inspector Class for which you are interested in applying. Verify that you meet the minimum qualifications as defined in CAC Section 7-204. Submit the required supporting documentation.
- HOSPITAL INSPECTOR EXPERIENCE FORM.** Outlines all qualifying experience for certification as defined in CAC Section 7-204. No section shall be left blank. (This form is not required if you qualify based on registration/license as an architect/engineer or provide valid certifications for Class B method 4 and Class C method 3.) Workload reports are not acceptable.
- HOSPITAL INSPECTOR VERIFIER CERTIFICATION FORM.** Must be included with every "Hospital Inspector Experience Form" submitted as qualifying experience. One form can be used for an individual who is verifying work experience on multiple projects. A reference letter may be used to substitute this form. The reference letter must be signed by a current and/or previous employer(s) and include project names, dates of employment and description of duties regarding each job which meets the minimum qualifications for the examination. References must include a valid phone number and email address.
- HOSPITAL INSPECTOR CERTIFICATION APPLICATION EDUCATION AND CERTIFICATIONS FORM.** Completed when supplementing or substituting education for the required experience outlined in CAC Section 7-204(a)(1) or 7-204(b)(1) or including required supporting documentation for qualifying Class B method 4 and Class C method 3.
- HOSPITAL INSPECTOR EXAM FEE PAYMENT FORM.** Submit application with the appropriate fee. Do not combine the Application Review and Exam fees in one payment.

**NOTE:** Incomplete applications will be rejected.





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## HOSPITAL INSPECTOR CERTIFICATION APPLICATION QUALIFICATIONS MATRIX

Please identify the inspector class you are interested in applying for below and identify which of the qualifying methods you will use to certify meeting the minimum requirements listed in the 2022 CAC 7-204.

<b>Class "A" Hospital Inspector</b> May inspect all areas of construction. This includes Architectural, Mechanical, Plumbing, Electrical, Fire and Life Safety and Structural elements.	
<b>Qualification Method 1</b>	<b>Required Supporting Documents</b>
<input type="checkbox"/> High school graduation or the equivalent <b>and six years</b> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings. Experience in subsection (a) 1 of the California Admin. Code Title 24, Part 1, Article 19, Section 7-204 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.	<ul style="list-style-type: none"> <li>• Copy of high school transcripts or high school equivalency certificate.</li> <li>• Copy of college degree or transcripts demonstrating major work area in architecture, engineering, building inspection and/or construction, <i>only if used to satisfy up to two years of work experience.</i></li> <li>• Work experience form(s) describing <u>six years</u> of experience involving Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings.</li> <li>• Verifier form for each qualifying work experience.</li> </ul>
<b>Qualification Method 2</b>	<b>Required Supporting Documents</b>
<input type="checkbox"/> Possess a valid California registration/license as a mechanical, electrical, or civil engineer <b>and two years</b> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings.	<ul style="list-style-type: none"> <li>• Copy of valid California registration/license as a mechanical, electrical, or civil engineer.</li> <li>• Work experience form(s) describing <u>two years</u> of experience involving Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings.</li> <li>• Verifier form for each qualifying work experience.</li> </ul>
<b>Qualification Method 3</b>	<b>Required Supporting Documents</b>
<input type="checkbox"/> <u>Two years</u> of satisfactory performance as a Class "B" Hospital Inspector of Record on hospital projects of significant scope and complexity as determined by OSHPD.	<ul style="list-style-type: none"> <li>• Copy of valid Class "B" certification.</li> <li>• Work experience form(s) describing <u>two years</u> of experience working as a Class "B" OSHPD Inspector or Record.</li> <li>• Verifier form for each qualifying work experience.</li> </ul>
<b>Qualification Method 4</b>	<b>Required Supporting Documents</b>
<input type="checkbox"/> Possess a valid California registration/license as a structural engineer or a valid California license as an architect.	<ul style="list-style-type: none"> <li>• Copy of valid California registration/license as a structural engineer or architect.</li> </ul>

### Class "B" Hospital Inspector

May inspect only architectural, mechanical, plumbing, electrical, fire and life safety, and anchorage of nonstructural elements.

Qualification Method 1		Required Supporting Documentation
<input type="checkbox"/>	<p>High school graduation or the equivalent <b>and four years</b> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings. Experience in subsection (b) 1 of the California Administrative Code Title 24, Part 1, Article 19, Section 7-204 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.</p>	<ul style="list-style-type: none"> <li>• Copy of high school transcripts or high school equivalency certificate.</li> <li>• Copy of college degree or transcripts demonstrating major work area in architecture, engineering, building inspection and/or construction, <i>only if used to satisfy up to two years of work experience.</i></li> <li>• Work verification form(s) describing <u>four years</u> of experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings.</li> <li>• Verifier form for each qualifying work experience.</li> </ul>
Qualification Method 2		Required Supporting Documents
<input type="checkbox"/>	<p>Possess a valid California registration/license as a civil engineer <b>and two years</b> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of more than one major structural or nonstructural system of buildings (structural, mechanical, electrical, or plumbing).</p>	<ul style="list-style-type: none"> <li>• Copy of valid California registration/license as a civil engineer.</li> <li>• Work verification form(s) describing <u>two years</u> of experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of more than one major structural or nonstructural system of buildings (structural, mechanical, electrical, or plumbing).</li> <li>• Verifier form for each qualifying work experience.</li> </ul>
Qualification Method 3		Required Supporting Documents
<input type="checkbox"/>	<p>Possess a valid California registration/license as a structural, mechanical, or electrical engineer, or a valid California license as an architect.</p>	<ul style="list-style-type: none"> <li>• Copy of a valid California registration/license as a structural, mechanical, or electrical engineer, or a valid California license as an architect.</li> </ul>
Qualification Method 4		Required Supporting Documents
<input type="checkbox"/>	<p>High school graduation or the equivalent, <b>and two years</b> experience involving building projects of Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings, <b>and</b> possession of valid certification in all of the following: California Commercial Building Inspector, California Commercial Electrical Inspector, IAPMO certification as a California Plumbing Inspector and California Mechanical Inspector.</p>	<ul style="list-style-type: none"> <li>• Copy of high school transcripts or high school equivalency certificate.</li> <li>• Work verification form(s) showing <u>two years</u> of experience involving Type I or II construction as an architect's, engineer's, owner's, local building official's or general contractor's representative in technical inspection of major structural and nonstructural systems and components of buildings; <b>and</b></li> <li>• Copies of valid <b>ICC</b> certifications in the following categories: <ul style="list-style-type: none"> <li>▪ Certification as a California Commercial Building Inspector (1)</li> <li>▪ California Commercial Electrical Inspector (12)</li> </ul> </li> <li>• Copies of valid <b>IAPMO</b> certifications in the following categories: <ul style="list-style-type: none"> <li>▪ California Plumbing Inspector</li> <li>▪ California Mechanical Inspector</li> </ul> </li> </ul>

**Class “C” Hospital Inspector**

May inspect on or more areas of construction specialty, including but not limited to the areas listed in Section 7-204(c). A Class C Hospital Inspector may not inspect complete scope of construction authorized for Class “A” or “B” inspectors.

<b>Qualification Method 1</b>		<b>Required Supporting Documentation</b>
<input type="checkbox"/>	<p>High school graduation or the equivalent <b>and four years</b> experience involving commercial or institutional 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 <b>and</b> must possess valid certification issued by an organization specified in the California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c). Experience in subsection (c)(1) 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.</p>	<ul style="list-style-type: none"> <li>• Copy of high school transcripts or high school equivalency certificate.</li> <li>• Copy of college degree or transcripts demonstrating major work area in architecture, engineering, building inspection and/or construction, <i>only if used to satisfy up to two years of work experience.</i></li> <li>• Work verification form(s) describing <u>four years</u> of 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.</li> <li>• Copies of a valid certificate(s) issued by one or more of nationally recognized organizations listed in the California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c)4.</li> <li>• Verifier form for each qualifying work experience.</li> </ul>
<b>Qualification Method 2</b>		<b>Required Supporting Documentation</b>
<input type="checkbox"/>	<p>Possess a valid California registration/license as an engineer <b>and two years</b> 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 <b>and</b> must possess at least one valid certificate issued by an organization that is listed or described in California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c).</p>	<ul style="list-style-type: none"> <li>• Copy of valid California registration/license as a civil engineer.</li> <li>• Work verification form(s) describing <u>two years</u> of experience involving building projects of Type I or II construction 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.</li> <li>• Copies of a valid certificate(s) issued by one or more of nationally recognized organizations listed in the California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c)4.</li> <li>• Verifier form for each qualifying work experience.</li> </ul>
<b>Qualification Method 3</b>		<b>Required Supporting Documentation</b>
<input type="checkbox"/>	<p>Possess a valid California registration/license as a civil, mechanical, or electrical engineer, or a valid California license as an architect and must possess at least one valid certificate issued by an organization specified in California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c)4.</p>	<ul style="list-style-type: none"> <li>• Copy of valid California registration/license as a civil engineer or architect.</li> <li>• Copies of a valid certificate(s) issued by one or more of nationally recognized organizations listed in the California Administrative Code Title 24, Part 1, Article 19, Section 7-204(c)4.</li> </ul>



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**HOSPITAL INSPECTOR EXPERIENCE FORM**

*(Must be typed. Do not staple.)*

**EXPERIENCE:** *List all qualifying experience outlined in Title 24, Part 1, Article 19, Section 7-204 (a), (b) & (c). Be sure to complete one sheet per project (or portion of a project, if experience gained on a large project needs to be subdivided to accurately portray all qualifying experience). Qualifying experience more than 40 hours per week will not be considered.*

Project Name:	OSHPD Number <i>(if applicable)</i> :
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Employer Name, address, and location *(Your employer is generally the entity who paid you, if not please explain):*

Name of Supervisor <i>(Your supervisor is the individual who supervised your work and is familiar with the duties you performed):</i>	Supervisor Phone Number:
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Facility Name & Address:

Timeframe: From: _____ / _____ / _____ Month      Day      Year To: _____ / _____ / _____ Month      Day      Year	Hours Worked on This Project: Per Week: _____ Weeks Per Year: _____	Type of Construction: <input type="checkbox"/> TYPE I <input type="checkbox"/> TYPE III <input type="checkbox"/> TYPE V <input type="checkbox"/> TYPE II <input type="checkbox"/> TYPE IV
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Type of Responsibility:

<input type="checkbox"/> Architect	<input type="checkbox"/> Local Building Official	<input type="checkbox"/> Owner	<input type="checkbox"/> Observer
<input type="checkbox"/> Engineer	<input type="checkbox"/> General Contractor	<input type="checkbox"/> Technical Inspector	<input type="checkbox"/> Field Technician

**Project Description** *Provide a focused description of the project, including:*

- *Identify the work involved, such as nonstructural remodel, interior remodel, expansion, new building.*
- *Number of stories, project square footage.*
- *Type of facility, such as hospital, school, commercial, or residential.*
- *Construction type and primary materials, such as steel moment frame, cast concrete shear walls, masonry shear walls, or plywood shear walls.*

**Description of Duties** *Provide a focused description of your work, including:*

- *Project inspector on a hospital, school or other.*
- *Project manager responsible for coordination, scheduling, tracking, construction progress, construction issue resolution.*
- *Project superintendent with supervision of subcontractors, construction staff, project scheduling, quality control, etc.).*
- *Construction foreman, supervisor, or laborer.*
- *Testing tech responsible for sampling, handling, testing.*
- *Special inspector such as welding, concrete placement, masonry.*
- *Governmental building inspector, responsible for elec. mech. plumb. struct. plan review, etc.*
- *Design, such as engineering, drafting, plan review.*

**EXPERIENCE:** List all qualifying experience outlined in Title 24, Part 1, Article 19, Section 7-204 (a), (b) & (c)). Be sure to complete one sheet per project (or portion of a project, if experience gained on a large project needs to be subdivided to accurately portray all qualifying experience). Qualifying experience more than 40 hours per week will not be considered.

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<input type="checkbox"/> Engineer	<input type="checkbox"/> General Contractor	<input type="checkbox"/> Technical Inspector	<input type="checkbox"/> Field Technician

**Project Description** Provide a focused description of the project, including:

- Identify the work involved, such as nonstructural remodel, interior remodel, expansion, new building.
- Number of stories, project square footage.
- Type of facility, such as hospital, school, commercial, or residential.
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- Governmental building inspector, responsible for elec. mech. plumb. struct. plan review, etc.
- Design, such as engineering, drafting, plan review.



<b>Observation of Candidate's Work</b>	
<b>Observation Occurred During:</b>	
<input type="checkbox"/>	Current Employment
<input type="checkbox"/>	Previous Employment
<b>Dates of Verification:</b>	
From: _____	To: _____
<b>Observation of the candidate occurred during my role as (check all that apply).</b>	
<input type="checkbox"/>	Candidate's direct supervisor
<input type="checkbox"/>	Candidate's indirect supervisor/manager responsible for the candidate's work results/outcomes
<input type="checkbox"/>	Architect or Engineer on one of the candidate's projects
<input type="checkbox"/>	Governmental Authority (specify):
<input type="checkbox"/>	Inspector supervisor for client
<input type="checkbox"/>	General Contractor
<input type="checkbox"/>	Other:
<b>I have (check all that apply):</b>	
<input type="checkbox"/>	Directly observed the candidate's work.
<input type="checkbox"/>	Directly observed the results of the candidate's work.
<input type="checkbox"/>	Directly supervised the candidate.
<input type="checkbox"/>	Received reliable reports from those who have directly observed the candidate's work in addition to direct observation.
<b>Verifier's Statement:</b>	
<i>I certify that:</i>	
<ul style="list-style-type: none"> <li>• <i>I understand and have carefully considered the above work engagement.</i></li> <li>• <i>I personally observed the candidate's performance on this work engagement.</i></li> <li>• <i>The above information is true and correct.</i></li> </ul>	
<b>Verifier Signature:</b> _____	<b>Date:</b> _____





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**HOSPITAL INSPECTOR  
 FEE PAYMENT FORM**

The prescribed fees relative to the Hospital Inspector Certification Program shall be specifically charged to the applicant as outlined in the Hospital Inspector Application package.

These fees shall be transmitted by **check, money order, or cashier’s check** payable to the Department of Health Care Access and Information (HCAI) and mailed to:

HCAI - OSHPD  
 Hospital Inspector Certification Program  
 2020 W. El Camino Ave, Suite 800  
 Sacramento, CA 95833

<b>Applicant Name:</b>	
<b>FEES</b>	
<b>NEW APPLICATIONS</b>	<b>RETEST/RENEWAL</b>
Application review \$100.00 (nonrefundable)	<input type="checkbox"/> Class A/B Inspector Certification Exam \$300.00
Class A Inspector Certification Exam \$300.00	<input type="checkbox"/> Recertification Exam \$100.00
Class B Inspector Certification Exam \$300.00	<input type="checkbox"/> Delinquency Fee \$100.00
Class C Inspector Certification \$100.00 (for each specialty certificate)	<b>DUPLICATE</b>
	<input type="checkbox"/> Duplicate ID \$25.00
<b>NOTE: DO NOT combine Application Review and Exam fees into one payment. Thank you.</b>	