



## **SUBJECT**

Reasonable Accommodation For Hospital Inspector Certification and Recertification Examinations

**PIN: 61**

**Effective: 12/29/2014**



## **PURPOSE**

All hospital construction work must be continuously inspected by a certified hospital inspector approved by the architect or engineer in responsible charge and OSHPD. The Facilities Development Division (FDD) Inspection Services Unit (ISU) is responsible for the testing and certification of private-sector construction inspectors. ISU administers the Hospital Inspector Certification Examination (HICE) and Recertification Examination for the following classes: Class A, Class B, Class C, and Class C Architectural or Anchorage/Bracing of Non-Structural Components specialties.

This Policy Intent Notice (PIN) provides guidelines for applicants requesting reasonable accommodation for the HICE or Recertification Examination.

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## **POLICY**

In compliance with the California Fair Employment and Housing Act (FEHA), FDD provides reasonable accommodation for HICE and Recertification Examination applicants with disabilities or medical conditions, as defined by the FEHA, Government Code section 12900 et seq. All applicants requesting reasonable accommodation for the HICE or the Recertification Examination shall complete a Reasonable Accommodation Request for Hospital Inspector Certification Examination or Recertification Examination form. In accordance with this PIN, most requests also require medical verification by a licensed or certified health care provider.

## **PROCEDURE**

It is the applicant's responsibility to notify OSHPD FDD of the need for accommodation. Applicants must submit the following completed forms to the ISU at least 30 days prior to the test date:

- Reasonable Accommodation Request for Hospital Inspector Certification Examination or Recertification Examination (Appendix A), and
- Medical Verification of Request for Reasonable Accommodation for Hospital Inspector Certification Examination or Recertification Examination (Appendix B).

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Completed forms should be mailed to OSHPD/Facilities Development Division, Inspection Services Unit, 400 R Street, Suite 100, Sacramento, CA 95811, Attention: Hospital Inspector Certification Program. It is the applicant's responsibility to obtain medical verification at his or her own expense. Failure to provide the necessary documentation may result in a denial of the reasonable accommodation request.

If the reasonable accommodation request is limited to building access needs, the applicant need only submit a completed Reasonable Accommodation Request for Hospital Inspector Certification Examination or Recertification Examination form to the ISU. Medical verification is generally not necessary for this type of request.

ISU may request additional information and/or clarification from the applicant where necessary to process the reasonable accommodation request. ISU will make a final determination on the applicant's request for reasonable accommodation and will inform the applicant of its decision to grant, modify, or deny the reasonable accommodation request.

**APPLICATION**

The procedures identified in this PIN are to be utilized for all reasonable accommodation requests for the HICE and Recertification Examination. Special circumstances may justify FDD management to require procedures that are different from those specified in this PIN.

<u>Original signed</u>	<u>12/29/14</u>
Paul Coleman	Date

**Appendix A – REASONABLE ACCOMMODATION REQUEST  
FOR HOSPITAL INSPECTOR CERTIFICATION EXAMINATION OR  
RECERTIFICATION EXAMINATION**

In compliance with the California Fair Employment and Housing Act (FEHA), the Office of Statewide Health Planning and Development (OSHPD) Facilities Development Division (FDD) provides reasonable accommodation for examination applicants with disabilities or specified medical conditions (see Government Code section 12900 et seq.). It is the applicant's responsibility to notify OSHPD FDD of the need for accommodation and provide the necessary documentation at least 30 days prior to the test date.

You are required to submit medical verification by a licensed or certified health care provider with your request. It is the applicant's responsibility to obtain medical verification at his or her own expense. Submit this completed form along with the medical verification (see Appendix B, *Medical Verification of Request for Reasonable Accommodation for Hospital Inspector Certification Examination or Recertification Examination*) to OSHPD/FDD, Inspection Services Unit, 400 R Street, Suite 100, Sacramento, CA 95811, Attention: Hospital Inspector Certification Program.

If your request is limited to building access needs, it is not necessary to obtain medical verification. Complete this form and submit it to the address above.

<b>TO BE COMPLETED BY THE APPLICANT</b>		
Name:		
Current address:		
City:	State:	ZIP code:
Phone #:	E-mail:	
1. Requested Exam(s): Class A ___ Class B ___ Class C 1-hour ___ Class C 2-hour ___ Recertification ___		
2. Describe the specific functional limitation resulting from a disability (defined by the FEHA as a medical condition, physical impairment, or mental impairment that limits a major life activity) which requires reasonable accommodation.		

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3. The reasonable accommodation(s) I am requesting is:

Separate testing area

Specified breaks during testing

Duration & # of breaks: \_\_\_\_\_

Extended testing time

Visual aids (vision impairment)

Amount requested: \_\_\_\_\_

Describe aids needed: \_\_\_\_\_

Standard Testing Times:

-Class A Exam: 8 hours, 1 hour lunch

-Class B Exam: 6 hours, 1 hour lunch

-Class C Exam: 1 hour

-Class C Architectural or Anchorage/Bracing of Non-Structural Components specialties Exam: 2 hours

-Recertification Exam – \*45 minutes

PLEASE NOTE THAT EXTENDING THE TESTING TIME MAY REQUIRE YOU TO TAKE THE TEST IN 2 DAYS.

Other: \_\_\_\_\_

\_\_\_\_\_

\*The Class C recertification exam is 30 minutes. All other recertification exams are 45 minutes.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

Applicant's signature

Date signed

If you have any questions, please contact (916) 440-8300.

FOR OSHPD FDD USE ONLY	
Date request received:	Date determination communicated to applicant:
Final determination	
Notes	

**Appendix B – MEDICAL VERIFICATION OF REQUEST FOR  
REASONABLE ACCOMMODATION FOR  
HOSPITAL INSPECTOR CERTIFICATION EXAMINATION OR  
RECERTIFICATION EXAMINATION**

Use of this form by a provider is optional. However, if this form is not used, all the information requested in this form must be provided on original letterhead stationary of the provider.

**TO BE COMPLETED BY THE APPLICANT**

Name:

Requested Exam(s): Class A \_\_\_ Class B \_\_\_ Class C 1-hour \_\_\_  
Class C 2-hour \_\_\_ Recertification \_\_\_

**TO BE COMPLETED BY THE LICENSED OR CERTIFIED HEALTH CARE PROVIDER**

Please print clearly. Attach additional sheets if necessary.

1. Describe the credentials and experience, which qualify you, the licensed or certified health care provider, in the area of practice relative to the specific disability or condition to make the determination of the disability and the recommended accommodation.

2. Does the applicant have a mental or physical disability or medical condition?

\_\_\_ Yes     \_\_\_ No

3. Describe the specific functional limitation resulting from a disability (defined by the Fair Employment and Housing Act as a medical condition, physical impairment, or mental impairment that limits a major life activity) which requires accommodation.

4. What is the recommended accommodation and how does the accommodation relate to the applicant's disability or condition, given the format of the examination (see Appendix B (cont), *Information Regarding the Hospital Inspector Certification and Recertification Examinations* for a description)? Please be specific (e.g., if additional time is needed, indicate how much; if additional breaks, how many and with what frequency).

\_\_\_\_\_  
Provider's Name (Print)

\_\_\_\_\_  
Provider's License or Certification #

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Institution/Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix B (cont.) - INFORMATION REGARDING THE HOSPITAL INSPECTOR CERTIFICATION AND RECERTIFICATION EXAMINATIONS

**The information below should be reviewed by the applicant's licensed or certified health care provider prior to completing the Medical Verification of Request for Reasonable Accommodation for Hospital Inspector Certification Examination or Recertification Examination.**

OSHPD administers certification examinations every six months in the Sacramento and Los Angeles areas. The different types of examinations are detailed below.

### Class A Exam

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

- Part one (four hours) consists of code questions (open book) and measures the candidate's ability to identify and understand the application of Chapter 7 of the current California Administrative Code, the current California Building Standards Code, and Referenced Standards and knowledge of appropriate inspector duties and ability to communicate in writing. Most questions are multiple-choice; however there may also be True-False and/or Essay questions.

One hour lunch break

- Part two (four hours) consists of questions on plan reading and measures the candidate's ability to read and understand construction documents consisting of plans and specifications of a hospital construction project and knowledge of appropriate inspector duties and 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
- Mechanical and Plumbing
- Electrical

### Class B Exam

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

- Part one (four hours) consists of code questions (open book) and measures the candidate's ability to identify and understand the application of Chapter 7 of the current California Administrative Code, the current California Building Standards Code, and Referenced Standards. Most questions are multiple-choice; however there may also be True-False and/or Essay questions.

One hour lunch break

- Part two (two hours) consists of questions on plan reading and measures the candidate's ability to read and understand construction documents consisting of plans and specifications of a hospital construction project and knowledge of appropriate inspector duties and 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
- Anchorage and bracing of Non-structural Components

- Architectural, including civil, accessibility
- Fire and life safety
- Mechanical and Plumbing
- Electrical

**SUCCESS WITH PASSING CLASS A OR 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 & Plumbing	Electrical
Code Part	75% Combined	75% Combined	75% Combined	75% Combined	75% Combined	75% Combined
Plans Part						

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.

**Class C 1-hour Exam**

For all Class C specialties except "Anchorage/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 current California Administrative Code. To be successful in the Class C 1-hour certification examination, a candidate must obtain an overall minimum score of 75%.

**Class C 2-hour Exam**

For the "Anchorage/Bracing of Non-Structural Components" or "Architectural" Class C specialty, the applicant must take a two-hour examination consisting 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 portions of the current California Building Standards Code. To be successful in the Class C 2-hour certification examinations, a candidate must obtain an overall minimum score of 75%.

**Recertification Exams**

All Class A, B, and C Hospital Inspector Certifications issued by OSHPD expire three years from the most recent certification examination date. All hospital inspectors must participate in a Hospital Inspector Recertification Seminar and must pass a Recertification Examination.

Hospital inspectors with Class A, B, or C "Architectural" and/or "Anchorage/Bracing of Non-structural Components" specialties seeking recertification must attend an eight-hour seminar and pass a 45-minute recertification examination consisting of multiple-choice questions (open book) based on information presented at the recertification seminar. The examination tests the hospital inspector's knowledge of new/or revised requirements of the California Administrative Code and the California Building Standards Code. The exam may also include questions regarding changes in OSHPD policies, critical changes in new construction materials or



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inspection procedures covered at the seminar. A candidate must obtain a minimum passing score of 75% on the written exam.

Class C hospital inspectors (other than those with "Architectural" and/or "Anchorage/Bracing of Non-structural Components" specialties) may elect to attend only the California Administrative Code portion of the seminar (four hours) or may attend the entire seminar. Such inspectors must pass only the California Administrative Code portion of the examination (30 minute test) and may not take the portion of the examination covering the technical code updates.