



## Education Course Enrollment Form

Applicants for “**Certified Building Official-Limited**” and “**Certified Accessibility Specialist**” must attend a course specified by the State Building Official before they are approved to take the certification examination. This course is presented by staff of the Construction Codes and Licensing Division, Department of Labor and Industry. The applicant is responsible for expenses incurred for parking, meals and lodging. Certificates of attendance will be awarded to those completing the course. If for any reason the course schedule you requested is not available, you will be contacted for rescheduling. Please see the following pages for additional information about the courses.

Applicants for “**Certified Building Official-Limited**” and “**Certified Accessibility Specialist**” must also complete the **Application for Municipal Building Official Certification Form** and submit it along with the Course Enrollment Form.

### Certified Building Official-Limited

This is a five-day course scheduled for Monday through Friday from 7:30 a.m. until 4:00 p.m. daily. The course covers an introduction to the State Building Code statutes, Code Administration, Residential and Commercial Plan Review, Field Inspection, Mechanical, Plumbing, Energy, Manufactured Structures and Accessibility Provisions of the Minnesota State Building Code. .

### Certified Accessibility Specialist

This is a one-day course beginning at 7:30 a.m. and concluding at 4:00 p.m. The course covers an introduction to the State Building Code, Building Code Administration, Plan Review and Accessibility Provisions of the Minnesota State Building Code.

**Please check your choice for one course.**

- Accessibility Specialist, Thursday, June 9, 2016
- Building Official-Limited, Monday, June 6, 2016 – Friday, June 10, 2016
- Accessibility Specialist, Thursday, November 3, 2016
- Building Official-Limited, Monday, October 31, 2016 – Friday, November 4, 2016
- Accessibility Specialist, Thursday, March 9, 2017
- Building Official-Limited, Monday, March 6, 2017 – Friday, March 10, 2017
- Fulfilled this requirement with previous exam application and waive additional attendance.

PRINT IN INK or TYPE

LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS		WORK PHONE
CITY	STATE      ZIP CODE	HOME PHONE
E-MAIL		

**Prior to the course date, you will receive a letter confirming your enrollment.**

This material can be made available in different forms, such as large print, Braille or audio. To request, call 1-800-342-5354 (DIAL-DLI).

## Course Objective

The one-day and five-day courses are designed to provide knowledge of the various aspects of municipal building code enforcement work in order to better prepare individuals for a successful career. The classes focus on practical applications of the Minnesota State Building Code for single family dwellings, two-family dwellings, townhouses and commercial buildings within the scope of the Building Official, Limited certification, and the Accessibility provisions of the Minnesota State Building Code for Accessibility Specialists. The courses will concentrate on the practical application of reviewing construction documents from foundation to roof and provide examples of common construction methods along with the application of the Minnesota State Building Code to this work. Additional sessions will highlight key components of code administration, accessibility, radon, energy code, mechanical/plumbing, commercial plan review, and manufactured structures.

## Course Outcome

Participants will learn from industry experts the expectations when joining a municipality as a new entrant in the field and be able to assess a project to determine if it is within their authority to review and inspect, evaluate permit application package for completeness, determine which scoping requirements apply to the project and evaluate whether the proposed work complies within the technical criteria.

Applicants attending the Building Official-Limited and Accessibility Specialist courses are responsible for their own meals and lodging. Below is a listing of hotels in or near the city of St. Paul for your convenience. Please call for room rates and shuttle bus information.

## HOTEL INFORMATION

Embassy Suites  
175 East 10th Street  
St. Paul, MN 55101  
(651) 224-5400 or (800) EMBASS

Radisson City Center Hotel  
411 Minnesota Street  
St. Paul, MN 55101  
(651) 291-8800 or (800) 333-3333

The Saint Paul Hotel  
350 Market Street  
St. Paul, MN 55102  
(651) 292-9292 or (800) 292-9292

Radisson Riverfront Hotel  
11 East Kellogg Street  
St. Paul, MN 55101  
(651) 292-1900 or (800) 333-3333

Country Inn by Carlson  
6003 Hudson Road  
Woodbury, MN 55125  
(651) 739-7300 or (800) 456-4000

Best Western Kelly Inn  
161 St. Anthony Avenue  
St. Paul, MN 55103  
(651) 227-8711 or (800) 297-2576

## LOCATION AND PARKING INFORMATION

The Department of Labor and Industry main office is located at:

443 Lafayette Road North, St. Paul, MN 55155  
Phone (651) 284-5000  
Toll-free 1-800-DIAL-DLI (1-800-342-5354)

**The class will be held in the MINNESOTA ROOM or the ISANTI ROOM on the first floor.**

## PARKING

Public parking is available in the Jupiter Visitor Lot or the Blue Lot **ONLY**.  
**DLI requires that you sign in and register your vehicle (with license plate information).**

### From the west

Follow highway I-94 east to the 7th Street exit. Turn left on 7th Street and travel east three blocks to Lafayette Road North. Turn left on Lafayette Road North and go two blocks to DLI (on the left).

### From the east

Follow highway I-94 west to the Mounds Boulevard exit. Follow Mounds Boulevard north to 7th Street. Turn left on 7th Street and travel west 1/4 mile to Lafayette Road North. Turn right on Lafayette Road North and go two blocks to DLI (on the left).

### From the north

Follow highway 35E south to the University Avenue exit. Turn left on University Avenue and travel east four blocks to Lafayette Road North. Turn right on Lafayette Road North. DLI will be on your right after three blocks.

### From the south

Follow highway 52 across the Lafayette Bridge; exit and stay to the right for the Downtown exit, which will bring you to E. 7th Street; turn right onto E. 7th Street, travel two blocks and turn right at the stoplights at Lafayette Road N. DLI will be on your left after one block.