



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, Residential Fire Sprinklers, 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, March 9, 2017
- Building Official-Limited, Monday, March 6, 2017 – Friday, March 10, 2017
- Accessibility Specialist, Thursday, June 8, 2017
- Building Official-Limited, Monday, June 5, 2017 – Friday, June 9, 2017
- Accessibility Specialist, Thursday, November 16, 2017
- Building Official-Limited, Monday, November 13, 2017 – Friday, November 17, 2017
- Accessibility Specialist, Thursday, March 8, 2018
- Building Official-Limited, Monday, March 5, 2018 - Friday, March 9, 2018

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 and fire sprinkler systems, 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. *A course workbook will be provided.

Applicants attending the Building Official-Limited and Accessibility Specialist courses are responsible for their own meals and lodging.

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 on the first floor.

PARKING

Public parking is available in the Jupiter Visitor Lot or the Blue Lot **ONLY**. **Jupiter lot** is located on Grove Street at the Northwest corner of the DLI lot and is sectioned off with access from Grove Street across from the Saint Paul Police Department. **Blue lot** is located at the corner of University Ave E and Olive Street across from Ramsey County Detox Center.

DLI requires that you sign in and register your vehicle (with license plate information).