

Article 1.
General Provisions

1001. The following constitutes the RULES AND REGULATIONS OF THE BOARD OF REGISTERED CONSTRUCTION INSPECTORS regarding registration of construction inspectors and certification of code specialists.

1002.

(a) "Registered Construction Inspector" means a person registered in one of the Divisions of construction inspection established by these Rules and Regulations.

(b) "Emeritus Registered Construction Inspector" means a person who is a life member of ACIA, who has been recognized by the Board for his or her significant contributions to the construction industry. An **"Emeritus Registered Construction Inspector"**, may use the titles or terms **"E.R.C.I."**, **"Emeritus Registered Construction Inspector"**, and is exempted from the requirements of Article 6; however, he or she cannot hold himself or herself out as a Registered Construction Inspector unless he or she has complied with all the requirements of Article 6.

(c) "Certified Code Specialist" means a person certified in one of the specialties of code specialization established by the Board of Registered Construction Inspectors.

1003.

(a) "Construction Inspection" means the function of inspecting the workmanship, materials, and manner of construction of engineered works, buildings and appurtenant structures, on-site and off-site, or portions of such work and may include the contract administration of such work to determine whether requirements prescribed by the plans, specifications, and other contract documents, and all codes, ordinances, or other statutory provisions are met by such workmanship, materials, and manner of construction and includes the supervision and administration of construction inspection.

(b) "Code Specialization" means the reading, interpretation and implementation of specified model codes that have been adopted to regulate construction of structures for the support, shelter, and enclosure of persons, animals, chattels, or movable property of any kind including site work and utilities incidental thereto.

1004.

(a) Purposes of Inspection. The purpose of inspection is to assure that the constructed work complies with all requirements of the design and contract

documents including referenced standards and all applicable government codes and regulations.

(b) Purpose of Code Specialization. The purpose of code specialization is to assure that the model codes are read, interpreted and implemented accurately and in context.

1005. Divisions of Construction Inspection. The Divisions of construction inspection are:

Division I - Engineering

(a) A Registered Construction Inspector in Engineering is a general inspector whose principal duties included the contract administration and the inspection of engineered works and may involve inspection of all related trades or materials of construction in which a specialist is not specifically required by the using agency or appropriate authority in connection with the following types of work, including both public and private sector construction projects: irrigation, drainage, water power, water supply, flood control, inland waterways, harbors, docks and wharves, shipyards and ports, dams and hydroelectric projects, levees, river control, reclamation works, railroads, highways, streets, roads, tunnels, airports, sewers, sewage treatment plants and systems, waste reduction plants, bridges, overpasses, underpasses, and other similar works, pipelines and other liquid or gaseous substances, parks, play grounds and other recreational works, refineries, chemical plants and similar industrial plants requiring specialized construction knowledge and skills, powerhouses, other utility plants and installations, mines, metallurgical plants, land leveling, earthmoving projects, excavating, grading, trenching, paving, and surfacing work, concrete works, and including any engineered buildings or structures appurtenant thereto.

(b) A registrant in this division meets the minimum requirements as established by these Rules and Regulations.

Division II - Building

(a) A Registered Construction Inspection in Building is a general inspector whose principal duties include the contract administration and the inspection of structures for the support, shelter, and enclosure of persons, animals, chattels or movable property of any kind including site work and utilities incidental thereto, and may involve inspection of all related trades or materials of construction in which a specialist is not specifically required by the using agency or appropriate authority including both public and private sector construction projects.

(b) A registrant in this division meets the minimum requirements as established by these Rules and Regulations.

Division III - Specialty

(a) A Registered Construction Inspector in a Specialty is an inspector whose principal duties are inspection of specialized areas and methods of construction.

(b) A registrant in this division meets the minimum requirements as established by these Rules and Regulations.

(c) An inspector registered in Division III shall not function or act as a Registered Construction Inspector in any division or specialty other than those in which he is registered.

Division IV - Public Works

(a) A Registered Construction Inspector in Public Works is a general inspector whose principal duties involve inspection of the placement, installation, construction, erection, and connection of discreet and unrelated components which are part of projects paid for by public or private funds and generally intended for public use, such as earthworks and grading, including trench and structural excavation, backfill, all appurtenant shoring and bracing; rigid and flexible pavements and appurtenances; structures; curbs, gutters, sidewalks, driveways; piles and pile driving; pipelines and appurtenances; erosion control; protective coating; concrete work, including shotcrete; forms and falseworks, structural metals and connections; pipeline testing; street lighting and traffic signal construction. Responsibilities include field sampling and testing, but do not involve work as a resident inspector on a project, contract administration or the supervision of inspection.

(b) A registrant in this division meets the minimum requirements as established by these Rules and Regulations.

1006. Registered Construction Inspector (R.C.I.)

(a) A Registered Construction Inspector is a person enrolled under these Articles in Divisions I, II, III or IV, and who conforms to the requirements of these Articles. A Registered Construction Inspector shall comply with Article 8, Continuing Education for renewal or their registration.

(b) A Registered Construction Inspector must indicate the division or specialty qualified in whenever the title is used, such as Registered Construction Inspector, Engineering; and Registered Construction Inspector, Concrete.

1007. Inspector-In-Training (I.I.T.)

And Inspector-In-Training is a person enrolled under these Articles with the **BOARD OF REGISTERED CONSTRUCTION INSPECTORS** as a trainee or

student, in a program approved by the R.C.I. Board and is not a registered construction inspector until he has complied with the requirements of Article 4, Registration, for Divisions I, II, III, or IV.

1008. A person registered under the provisions of these Articles meets the minimum requirements established by the **BOARD OF REGISTERED CONSTRUCTION INSPECTORS** for the practice of construction inspection and may use the title or term "R.C.I.", "Registered Inspector," "Registered Construction Inspector" or any other combination of words or initials that will imply or give the impression that a person is registered under the provisions of these Articles.

1009. Certified Code Specialist (C.C.S.)

A Certified Code Specialist is a person enrolled under these Articles in a specified specialty and who conforms to the requirements of these Articles. A Certified Code Specialist shall comply with Article 6, Renewal, for renewal of their certification.

1010. A person certified under the provisions of these Articles meets the minimum requirements established by the **BOARD OF REGISTERED CONSTRUCTION INSPECTORS** for the practice of code specialization and may use the title or term "C.C.S.," "Certified Code Specialist," or any other combination of words or initials that will imply or give the impression that a person is certified under the provisions of these articles.

1011. Reserved

**ARTICLE 2.
ADMINISTRATION**

1012. There is in the American Construction Inspectors Association, A.C.I.A., a Board of Registered Construction Inspectors, R.C.I. Board, consisting of (9) members appointed by the Association President in accordance with the Associations Bylaws.

(a) R.C.I. Board Members. Each member shall have had at least five years of active experience in his profession or vocation prior to appointment. All members shall be of good moral character.

(b) R.C.I. Board Officers and Executive Officers. The Board shall select from its members a Chairman, Vice Chairman, Secretary and Treasurer to hold office for one (1) year. All inspector members of the R.C.I. board shall be members of good standing of the American Construction Inspectors Association. The Board, with approval of the Association Board, may appoint an Executive Officer at a salary to be fixed and determined by the R.C.I. Board. The Board shall give

consideration to persons nominated by the President of the Association for appointment as Executive Officer.

1013. All regular meetings of the R.C.I. Board shall be preceded by thirty (30) days notice to the Board members. Special meetings may be called by the Chair to be preceded by fourteen (14) days notice to Board members.

1014. Three (3) members of the Board shall constitute a quorum for the transaction of business.

(a) The Board may make such policies as are reasonably necessary to carry out the provisions of these governing Articles.

(b) The Board is the sole authority for the interpretation of these Articles.

1015.

(a) The Board may register a construction inspector in any of the divisions and specialties of construction inspection provided: an applicant for registration as a Registered Construction Inspector shall be qualified in each of the divisions and specialties for which he applies, to the extent that the Board shall require. Nothing in this section shall prohibit a person from being registered in one or more of the divisions and specialties.

(b) The Board may certify a code specialist in any of the specialty areas of the model codes provided: an applicant for certification as a Certified Code Specialist shall be qualified in each of the specialties for which that person applied to the extent that the Board may require. Nothing in this section shall prohibit a person from being certified in one or more specialties.

1016. The Board may appoint committees as are necessary to perform such duties as the Board may direct. Membership on all such committees is at the pleasure of the Board. No member of any committee shall receive any compensation other than his necessary expenses, as approved by the Board, for the performance of his duties as a member of any such committee.

1017. The Board may establish relations with private or public agencies which regulate the practice of inspection, or closely related functions, and may establish relations with such agencies in other countries for the purpose of working toward uniformly high-professional or vocational standards and mutual recognition of registration or certification.

1018. The Board shall, consistent with the purpose of these Articles, do all of the following:

(a) Promulgate necessary policies of uniform and general applicability.

(b) Provide leadership and coordinate resources for the improvement of inspection education.

(c) Develop objective, independently verifiable standards of measurement and evaluation of inspection competence as it relates to inspector registration or code specialization competence as it relates to code specialization.

(d) Develop criteria to consider on-the-job experience or continuing education, or both, in order to maintain inspector expertise.

1019. The Board may approve and sponsor classes and programs at any institution of higher education whose education program meets the standards prescribed by the Board.

1020. Reserved

ARTICLE 3. APPLICATION OF GOVERNING ARTICLES

1021. It is a violation of these Articles for any person to either use the title or term "R.C.I.," "Registered Construction Inspector," "C.C.S.," "Certified Code Specialist", or other terms as defined in these Articles without being registered or certified pursuant to these Articles, or to purport to be registered or certified in a division of inspection or code specialization for which he has not been registered or certified by the R.C.I. Board.

1022. All reports or documents where a Registered Construction Inspector's or certified Code Specialist's verification is required shall be signed by the Registered Construction inspector, or the Certified Code Specialist respectively, and they shall bear all responsibility for the accuracy of such reports or documents.

1023. A Registered Construction Inspector engaging in the function of inspecting the workmanship, materials and manner of construction of engineered works, buildings and appurtenant structures shall not make or approve changes to approved design plans, specifications, or other contract documents unless authorized to do so by the responsible authority.

1024. Reserved.

ARTICLE 4. REGISTRATION AND CERTIFICATION

1025. Subject to the Rules and Regulations, and policies governing examinations, a candidate for registration as a construction inspector in any one

or more of the divisions or specialties or construction inspector in any one or more of the divisions or specialties of construction inspection or for certification as a code specialist as established by these Articles or by the Board shall be entitled to an examination of each registration or certification when available, by meeting the qualifications prescribed by this Article. Before taking the examination, the candidate shall file the application fee and examination fee fixed by the R.C.I. Board and shall meet all other requirements.

1026. The applicant for registration as a construction inspector shall have a high school education or the equivalent thereof, be of good moral character, and have had at least five (5) years of full-time construction inspection experience in the division or specialty of construction inspection covered by the registration for which he is making application.

(a) The Board shall have the sole discretion in determining the qualifications of applicants and upon review may allow an applicant to make the examination for registration if in the opinion of the Board the applicant substantially meets the requirements or for other good reasons.

1027. With respect to applicants for registration as construction inspectors, the Board:

(a) Shall give credit as inspection experience not to exceed four (4) years for time spent on the job as an Inspector-In-Training.

(b) May give credit as inspection experience, not to exceed two (2) years, for satisfactory education for completing courses in engineering, architecture, inspection, or construction management, where the curriculum has been approved by the Board.

(c) May give credit as inspection experience, not to exceed four (4) years, for graduation from an accredited college or university majoring in construction management, architecture; electrical, mechanical, structural or civil engineering; geology; or land surveying.

(d) May give credit as inspection experience, not to exceed two (2) years, for construction inspection teaching when related to the division or specialty for which application is made.

(e) May give credit as inspection experience, not to exceed (2) years, for having actively worked for five (5) or more years in a journey level position in the construction trades or in field engineering or construction technology when related to the division or specialty for which application is made.

(f) May give credit as inspection experience, not to exceed four (4) years, for having actively worked for five (5) or more years as a licensed contractor's

project manager (on-site or off-site) or superintendent responsible for the management, control, and coordination of the work of two (2) or more subcontractors and involving three (3) or more trades.

(g) May give credit as inspection experience, not to exceed four (4) years, for direct supervision or administration of a jurisdictional department engaged in and responsible for inspection of the division or specialty for which application is made.

(h) May give credit as inspection experience, not to exceed two (2) years, for successfully passing an examination given by an examining body recognized by the R.C.I. Board in that division or specialty for which application is made.

(i) Notwithstanding any experience credit allowed by this Section, an applicant must demonstrate a minimum of one (1) year of experience as a construction inspector in the division or specialty for which application is made.

1028.

(a) The Board shall, by means of examination, ascertain the professional qualifications of all applicants for registration as a Registered Construction Inspector and shall issue a registration to each person it finds to be qualified. No registration shall be issued to anyone who has not demonstrated his competency by examination.

(b) The Board shall, by means of examination, ascertain the abilities of all applicants for certification as a Certified Code Specialist and shall issue a certification to every person whom it finds to be qualified. No certification shall be issued to anyone who has not demonstrated their competency by examination.

1029. Applicants who desire to be registered in more than one division or specialty of construction inspection or in more than one specialty of code specialization shall be required to file a separate application for each such division or specialty.

1030. An applicant failing an examination may be examined again upon filing a request for re-examination and the payment of the examination fee.

1031. A temporary authorization for the practice of construction inspection in a division or specialty established by the Board may be granted for a specific project, upon application and payment of the fee prescribed, for a period not to exceed one hundred and twenty (120) consecutive days provided:

The applicant demonstrates, by means of an individual appearance, before a duly authorized representative of the Board, satisfactory evidence of their knowledge in the division or specialty of construction inspection for

which the applicant requests registration under the temporary authorization.

1032. Any applicant who has passed the examination and has otherwise qualified pursuant to these Articles as a Registered Construction Inspector or Certified Code Specialist, shall have evidence of registration or certification issued to them for the particular division or specialty for which they were found qualified.

1033. A duplicate certificate of registration or certification to replace one lost, destroyed, or mutilated may be issued upon payment of the duplicate certificate fee.

1034. An unexpired identification card is presumptive evidence that the person named therein is registered or certified under these Rules and Regulations. Official verification that a person holds a current valid registration or certification will be made by the R.C.I. Board upon request.

1035. Any applicant who is denied registration or certification authorization shall be sent a written notification informing him the reason. Within twenty-one (21) days after service of the notice, the applicant may make a written request to the Board for a hearing.

1036. Authorization Seal. Each person who becomes a Registered Construction Inspector shall acquire a seal which contains their name, the name of the Division or Specialty in which they are registered, their Registration Number, the words "Registered Construction Inspector," the words "American Construction Inspectors Association," and which indicates the expiration date of their registration. This seal shall conform to the format approved by the R.C.I. Board and contain Wet Signature and Expiration Date by Registrant.

1037. Reserved.

ARTICLE 5. DISCIPLINARY PROCEEDINGS

1038. The Board shall receive and investigate written and signed complaints against Registered Construction Inspectors, Certified Code Specialists and persons granted temporary authorizations, and make findings thereupon.

The Board may reprove suspend, or revoke, privately or publicly, the certificate of any person registered or certified hereunder; or reprove, suspend or revoke privately or publicly the authorization granted to any person who has done any of the following:

- (a)** Who has been convicted of a misdemeanor or felony arising from or in connection with the practice of inspection or code specialization.
- (b)** Who has committed any deceit, misrepresentation, violation of contract, fraud or negligence in his practice of inspection or code specialization.
- (c)** Who has committed any fraud or deceit in obtaining or renewing their registration or certification.
- (d)** Who has aided or abetted any person in the violation of any provisions of these Articles.
- (e)** Who presents or attempts to use as ones own the certificate of registration or certification of another.
- (f)** Who gives false evidence of any kind to the Board, or to any agent thereof, in obtaining or in helping another to obtain a certificate or registration or certification.
- (g)** Who uses an expired or revoked certificate or certification.
- (h)** Who has violated any provisions of these Articles.

1039. The Board at its sole discretion may reissue a certificate of registration or certification to a person whose certificate has been revoked.

1040. Reserved.

ARTICLE 6. RENEWAL

1041. A certificate of registration as an inspector expires at midnight three (3) years from the date of issue if not renewed. To renew an unexpired certificate, the certificate holder shall:

- (a)** Pay the renewal fee prescribed;
- (b)** Have met and verified to the R.C.I. Board the continuing education requirements as set forth in these Articles;
- (c)** Have in their possession the authorized seal of a Registered Construction Inspector; and
- (d)** Have been previously registered.

1042. To demonstrate compliance with the above renewal requirements the applicant for renewal shall provide to the R.C.I. Board:

- (a)** Verification of attendance for any seminars, and any college or educational course completed during the previous thirty-six (36) months;
- (b)** Verification signed by the local ACIA chapter of the applicant's attendance at meetings of local chapters;
- (c)** Verification signed by the employer for work experience credit; and
- (d)** An impression of their Registered Construction Inspector seal.

1043. A certificate of certification as a code specialist expires at midnight three (3) years from the date of issue is not renewed. To renew an unexpired certificate, the certificate holder shall:

- (a)** Pay the renewal fee prescribed: and
- (b)** Take and pass a certification renewal examination.

1044. Except as otherwise provided in this Article, a certificate of registration as a construction inspector or as a certified code specialist may be renewed within sixty (60) days prior to or after expiration. If the certificate is renewed after its expiration, the certificate holder, as a condition of renewal, shall also pay the delinquency fee prescribed.

1045. A suspended certificate is subject to expiration and shall be renewed as provided in this Article, but such renewal does not entitle the holder of the certificate, while it remains suspended and until it is reinstated, to use the title or term Registered Construction Inspector or Certified Code Specialist. A reinstatement fee shall be paid as one of the conditionals for reinstatement of a suspended certificate.

1046. A revoked certificate of registration or certification is subject to expiration as provided in this Article, but it may not be renewed and the certificate holder loses all rights and privileges granted by these Articles. A reinstatement fee shall be paid as one of the conditions for reinstatement of a revoked certificate.

1047. Certificates of registration as an inspector or as a certified code Specialist which are not renewed within sixty (60) days after expiration may not be renewed, restored, reinstated or reissued thereafter. The holder of such certificates may apply for and obtain a new certificate, however, if they meet all of the following:

- (a) The applicant is of good moral character and no fact, circumstance, or condition exists which, if the certificate were issued, would justify its revocation or suspension:
- (b) The applicant meets all requirements for registration or certification under the current Rules and Regulations: and
- (c) The applicant meets all requirements for registration, which would be required if they were then applied for registration or certification for the first time under the current Rules and Regulations.
- (d) The Board may waive requirement (c) above upon written appeal by the individual if a determination of unusual circumstance is made.

1048. Enrollment as an Inspector-In Training shall expire at mid-night three (3) years from the date of issue if not renewed. To renew the enrollee shall pay the renewal fee prescribed, provided that the Inspector –In-Training shall take the Registered Construction Inspector’s examination upon completing not less than five (5) years as an Inspector-In-Training, and provided further, that not more than one (1) renewal will be granted prior to taking the initial examination.

1049. Reserved

1050. Reserved

ARTICLE 7. REVENUE

1051. The R.C.I. Board shall fix such fees, as it deems necessary and prudent for carrying out the purpose of its programs. The fees established by the R.C.I. Board shall appear in the Fee Schedule, which will be available from the offices of the Board.

1052. The Board of Registered Construction Inspectors shall receive and account for all money derived from the operation of this Article. The Treasurer of the Association shall audit the finances of the R.C.I. Board and present a report of the annual audit to the Association Board by April of the Following year.

1053. Reserved

**ARTICLE 8.
CONTINUING EDUCATION**

1054. The purpose of this Article is to promote and establish a program of continuing education for construction inspectors in accordance with the goals and policies of the R.C.I. Board and these Rule And Regulations.

1055. A prerequisite for renewal is that the applicant must have accumulated in the previous thirty-six (36) months, not less than thirty-six (36) units of continuing education.

1056. Units for continuing education credit may be accumulated in the following manner:

- (a) Verified record of attendance at meetings of local chapters of this or other Associations, when educational program acceptable to the R.C.I. Board is presented (one (1) unit per meeting).
- (b) Verified record of attendance at one day seminars relevant to construction inspection and acceptable to the Board (three (3) units per seminar).
- (c) Verified attendance at two day, or weekend seminars relevant to construction inspection and acceptable to the Board (five (5) units per seminar).
- (d) Verified completions of courses or tests approved by the R.C.I. Board when offered by colleges or universities, or recognized organizations or tests required by government agencies (five (5) to ten (10) units depending on the value of the course or test as determined by the Board).
- (e) Verified completion of a full-time college level curriculum relating to construction inspection (fifteen (15) units).
- (f) Verified acceptable work experience in the construction industry equivalent to one thousand (1,000) hours in a year in which the inspector has demonstrated continuous efforts to maintain current skills and knowledge of construction and inspection (six (6) unit per year).
- (g) Other continuing education credit may be allowed depending on the value toward the inspectors education as determined by the R.C.I. Board.

1057. Reserved

**AMERICAN CONSTRUCTION
INSPECTORS ASSOCIATION**

AUTHORIZED SEAL
Registered Construction Inspectors



SEAL

The Seal authorized by the Board of Registered Construction Inspectors may be purchased by the registrant from any convenient source. It shall be of the design shown here and shall be not less than one and one-half inches in diameter.