Overview:

The Jack A. Proctor Virginia Building Code Academy (JPVBCA) delivers mandatory statewide administrative and technical code training programs for professional certifications in various code enforcement disciplines including code official, building inspection, and plan review. All training programs offered through the JPVBCA are available to local and state government code enforcement personnel and third-party code enforcement personnel who are seeking professional certification, as defined by the Virginia Uniform Statewide Building Code (USBC) and the Virginia Statewide Fire Prevention Code (SFPC), and employed by a state levy–contributing local government office in accordance with § 36-137(7) of the Code of Virginia. For those individuals not employed by a levy-contributing locality, tuition, lodging, and related fees shall apply. In addition, training programs may accept non-code enforcement individuals from the public and private sector based on availability, and for which tuition, lodging, and related fees shall apply.

Most of the training programs required for code enforcement certifications are multi-day events offered throughout the calendar year in various locations across the state. In addition to the mandated training, the JPVBCA periodically offers specialized training programs on topics that are pertinent or relative to current issues in the code enforcement industry.

Priority acceptance is given to those applicants required to obtain certification per the USBC or the SFPC. For many code enforcement personnel employed by a levy-contributing locality, tuition and related fees may not apply, however certain lodging or cancellation/no-show fees may apply.

Registration, attendance, and fee requirements

- Registration applications must be submitted electronically through the VBCA Online Registration System. https://dmz1.dhcd.virginia.gov/BFR/Main/LogOn.aspx

- Tuition fees for participants who are engaged in enforcement of the USBC, SFPC and related codes employed directly for local governments contributing to the state levy are generally not applicable. Tuition, lodging, and related fees shall apply to participants employed by federal and state agencies, university and other non-levy government agencies and third-party and non-enforcement entities, based upon an established fee schedule.

- Tuition fees include instructional materials, as well as breakfast, lunch, and refreshment services for each full day of training. Tuition fees exclude transportation expenses and dinner meals, which are the responsibility of all participants.

- All training applications for enforcement personnel must be approved directly the building official, property maintenance official, or fire official as appropriate when employed by a levy contributing locality.

- If lodging accommodations are desired, participants may request so at the time of registration or with prior notice. Payment of the established nightly JPVBCA lodging fee is expected in advance of attendance unless other arrangements are made in advance. Payment options are available through the JPVBCA Online Registration System.

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Registration and Attendance Policy

- Participants may cancel registration for training programs; change their lodging or commuting status, and pay applicable fees electronically at the JPVBCA Online Registration System website. Revisions and payments must be completed <u>seven working days prior</u> to the training program. In the event of special circumstances or emergencies requiring cancellation or payment within seven working days of the program, please provide written notification to the JPVBCA at <u>vbca@dhcd.virginia.gov</u>. It is required that all cancellations be submitted <u>in writing</u> in advance to the JPVBCA to avoid any associated fees.

- All prior tuition, lodging, and related fees and outstanding balances due must be paid in full to be eligible for future registration and attendance at any additional or future JPVBCA training programs.

- Due to the limited seat availability for JPVBCA training programs, acceptance to each specific program may also be limited. Each applicant will be considered on a case-by-case basis based on (but not limited to) building official approval (as appropriate), applicable certification requirements, previous attendance history and outstanding tuition/fees.

- All participants are required to have 100% attendance. Those participants arriving late or repeatedly leaving the training room may be asked to return to their worksite and reschedule the training for a time when they are experiencing fewer distractions.

Acceptance Criteria:

The JPVBCA applies the following criteria to determine acceptance into the JPVBCA training programs:

- The applicant is hired or appointed to an employment position requiring the applicable certification per the USBC and/or SFPC and Virginia Certification Standards (VCS).
- The applicant complies with all pre-requisites, including the Core module.
- The applicant has been denied attendance for this same program in the past and requires the program for certification and/or continued employment.
- The applicant has not completed this same program within the last five years.
- The applicant does not have an outstanding balance due from previous program attendance (tuition, lodging, and/or related fees).
- The applicant has received written or electronic approval to attend the program from the locality's appointed building, property maintenance or fire official as appropriate.

The JPVBCA reserves the right to deny or withdraw registration acceptance based on priority seating needs or failure to meet other acceptance criteria.

Special notes for Core and Advanced Official Programs
Core is limited to 60 participants on a first come first served basis with the priority acceptance for those code enforcement personnel employed by a locality or third party inspector required by a locality to obtain certification who, per the USBC or SFPC and Virginia Certification Standards, are required to obtain certification within the applicable 12 or 18 month period. Course applicants who are not otherwise in the enforcement industry or are employed by a levy-contributing locality yet are not directly appointed to enforce the USBC or SFPC may be accepted into Core based on seat availability and tuition, lodging, and/or related fees shall apply.

Advanced Officials Program is limited to 40 participants and designed specifically for the newly or recently appointed Official (Building, Property Maintenance and Fire) providing its participants with administrative training relative to duties and functions of the Official including human resource requirements, legal matters, code administration, and fiscal management. Although many code enforcement personnel apply for career advancement purposes, priority attendance to the Advanced Officials program is given to all personnel appointed to an Official position requiring certification within 12 months of appointment per the USBC or SFPC and VCS due to the limited seating availability and specific design of this program. As with all JPVBCA training programs, tuition, lodging, and/or related fees shall apply to those applicants not employed by a levy- contributing locality to enforce the USBC and/or SFPC.

Tuition Fees:

Four-day Course $425.00

Three-day Course $325.00

Two-day Course $225.00

One-day Program $175.00

- The tuition also includes instructional materials as warranted, refreshment breaks and daily lunch meal for all students. For lodging participants (lodging arrangements made through DHCD) the tuition will cover single room occupancy and breakfast meal each training day. Additional meal or beverage service may be provided at the discretion of the JPVBCA.
- Tuition will apply to applicants who are not employed and appointed to enforce the USBC or SFPC by a levy contributing locality. This includes but not limited to levy contributing locality employees who do not report to the Building, Property Maintenance, or Fire Official for purposes of enforcing the USBC or SFPC; state/university/airport authorities code enforcement personnel; federal government enforcement personnel; third party code enforcement personnel; and non-code enforcement persons.

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Lodging Fee
  Per night $90.00

- Non-levy contributing participants requesting lodging accommodations will be charged $90.00 per night in addition to applicable tuition fees. Participants must pay lodging fees in full in advance of the event. The lodging fee includes single room occupancy accommodations and breakfast each morning of program.

Cancellation/No show Fees
  Class no show/no cancellation $65.00
  Lodging no show/no cancellation $90.00

- *No Shows* – The participant's employer will be notified directly by JPVBCA of participants who do not show or call to cancel their course seat. Invoices will be issued according to the fee schedule.
- *No-show/No Cancellation Fees* -- Seats not cancelled prior to start of program are subject to a tuition cancellation fee of $65.00. Additionally, participants who request lodging accommodations are subject to $90.00 lodging cancellation fee. Individuals will be invoiced following the close of the course or program. All balances must be paid in full prior to approval of future registrations.
- *Note:*   Should an electronic application reflect "arrival the night before" and the participant arrives the morning of the training, without prior written notice to the JPVBCA of the change in lodging needs, an administrative fee of $90 will be invoiced to the participant for the empty lodging room.
- *Note:* Cancellation fees apply to <u>all</u> classes, programs, or modules offered by the JPVBCA.

Payment/Cancellation/Lodging changes

You may cancel your registration, change your lodging status, or pay fees (if applicable) by visiting the Online Registration System. These revisions may be done up to seven days prior to the course following these steps:
- Log into the Online Registration system as usual
- Under "History" on the left side of the screen, click "Training" and locate the class you want to cancel or update
- Click the appropriate button ("change", "cancel", or "pay")
- For course changes, make sure to click the "update" button to save your changes

The System will automatically send email confirmation.

In the event of circumstances or emergencies requiring change in registration or lodging status within seven working days of the program, please provide written notification to the JPVBCA at vbca@dhcd.virginia.gov. It is required that all cancellations be submitted <u>in writing</u> in advance to the JPVBCA to avoid any associated fees.

Cancelled seats are made available to those on the waiting list up to five days prior to start of class and may not be individually replaced by the locality.