



2012



**Virginia Standards
for Individual and
Regional Code
Academies**

Effective September 10, 2014



13VAC5-80-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

“**BHCD**” means the Virginia Board of Housing and Community Development.

“**Certificate of Accreditation**” means the certificate issued to an individual or regional code academy that accredits that code academy to conduct educational programs for persons seeking to become BHCD-certified for enforcement of Virginia’s building-related and fire-related regulations.

“**Code Academy**” means an educational institution established in accordance with § 36-137 of the Code of Virginia that is accredited by DHCD to conduct classes to prepare an individual to pursue an occupation in the inspection profession relating to enforcement of the USBC, VADR, and SFPC, or to upgrade an individual in technical phases of the USBC, VADR, and SFPC.

“**DHCD**” means the Virginia Department of Housing and Community Development.

“**Operator**” means the person designated as the executive official in charge of the Code Academy.

“**SFPC**” means the Virginia Statewide Fire Prevention Code (13VAC5-51).

“**Train the Trainer**” means the DHCD training provided for Code Academy instructors.

“**USBC**” means the Virginia Uniform Statewide Building Code (13VAC5-63).

“**VADR**” means the Virginia Amusement Device Regulations (13VAC5-31).

13VAC5-80-40. Appeals.

Decisions of DHCD under this regulation are case decisions under the Virginia Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) and are subject to judicial review in accordance with that law.

13VAC5-80-50. Listing of certified academies.

DHCD shall maintain a list of code academies that hold valid Certificates of Accreditation, which shall be available for public review.

13VAC5-80-60. Application for accreditation.

A. Any Code Academy seeking a Certificate of Accreditation shall submit the information required by these standards, on forms provided by DHCD, 120 calendar days prior to the date for which approval is requested.

B. The operator shall reimburse DHCD for the cost of processing and monitoring the accreditation.

C. The following information shall be submitted as part of the application:

1. A budget documenting the financial resources available to equip, maintain, and operate the Code Academy and proposed expenditures;
2. The educational and teaching qualifications of the operator and instructors;
3. The individual courses of instruction that will be offered, the purpose of such instructions, and an instruction schedule including proposed dates, times, and instructors. The course listing shall include state Code Academy courses required for certification and continuing education programs;
4. A listing of any equipment available to aid instruction in each field;
5. The maximum anticipated enrollment to be accommodated with the equipment available in each specified field, and the ratio of students to instructors, which shall not exceed 50 to 1 for lecture format courses and 20 to 1 for interactive courses;
6. The locations where such instruction will take place; and
7. Any additional information that DHCD may deem necessary to carry out the provisions of this chapter.

D. Each application for a Certificate of Accreditation shall also include the following commitments:

1. Conduct the Code Academy in accordance with all standards and regulations promulgated by DHCD and BHCD;
2. Permit DHCD to inspect the Code Academy at any time and provide all information pertaining to the activities of the Code Academy or its financial condition as requested by DHCD;
3. Use the levy retained under § 36-137 of the Code of Virginia only for purposes directly relating to the operation of the Code Academy;

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4. Conduct all state certification courses in accordance with DHCD content and delivery requirements;

5. In the event that the Code Academy should close, a list of enrolled students who have not completed their program of study and the amount of the course that they have completed shall be submitted to DHCD;

6. Maintain current, complete and accurate student records, including a record of all hours of work completed by each student;

7. Submit quarterly activity reports on forms provided by DHCD. The reports shall include:

- a. Training activities conducted during a quarter;
- b. Expenditures for conducted training activities;
- c. Expenditures for related activities; and
- d. Anticipated adjustments to approved activities at the time of accreditation; and

8. Submit final activity and budget reports on forms provided by DHCD within 90 days prior to the end of the accreditation period. The reports shall include:

- a. A training and activity report, including courses, programs, instructors, and student statistics;
- b. A report detailing related activities;
- c. A report on expenditures on all activities and purchases including revenue collected and any carryover balance; and
- d. Summary of the accreditation year.

13VAC5-80-70. Certificate display.

The Certificate of Accreditation shall be displayed on the premises of the Code Academy in an area which is readily accessible to the public.

13VAC5-80-80. Renewal of certificate.

A. Every Code Academy shall apply for renewal of its Certificate of Accreditation no later than April 15 of each year, on forms provided by DHCD. The following information shall be submitted as part of the renewal application:

1. Proposed state certification course and continuing education training schedule for accreditation for the renewal period, including a delivery schedule,

instructors, target participants, site logistics, and proposed budget;

2. Proposed related activities such as, but not limited to, equipment and related training purchases, conferences, and outside training events;

3. Anticipated revenue for the operation of the academy; budget for all training activities, academy staffing, and related purchases; and anticipated carryover funds;

4. Any changes to the initially approved instructor list; and

5. The following commitments:

a. Conduct the Code Academy in accordance with all standards and regulations promulgated by DHCD and BHCD;

b. Permit DHCD to inspect the Code Academy at any time and provide all information pertaining to the activities of the Code Academy or its financial condition as requested by DHCD;

c. Use the levy retained under § 36-137 of the Code of Virginia only for purposes directly relating to the operation of the Code Academy;

d. Conduct all state certification courses in accordance with DHCD content and delivery requirements;

e. In the event that the Code Academy should close, submit to DHCD a list of enrolled students who have not completed their program of study and the amount of the course that they have completed; and

f. Maintain current, complete, and accurate student records, including a record of all hours of work completed by each student.

B. Every Certificate of Accreditation shall expire upon failure to obtain renewal by June 30 of each year.

13VAC5-80-90. Personnel qualifications.

A. Any director of the Code Academy shall demonstrate a working knowledge of USBC, VADR, and SFPC training-related technology and shall possess a minimum of two years of supervisory experience. Managerial experience and a college degree from an accredited college or university are preferred.

B. All instructors shall have knowledge and experience in the trade or profession in which the instructor teaches. Instructors teaching the state-required certification courses shall have DHCD-approved experience as an instructor or shall have successfully completed a Train the Trainer or DHCD-approved equivalent course and hold active DHCD instructor certification and active certifications in the discipline in which they are teaching.

C. DHCD shall be notified of any staff or instructor changes within the Code Academy subsequent to receiving accreditation. Staff changes forwarded to DHCD shall include qualifications of the instructors.

13VAC5-80-100. Instructional program.

The instructional program shall consist of those courses and subjects, related to the technical provisions of the national model codes and referenced standards, which the Code Academy has been accredited to offer, and be consistent with the instructional programs offered by DHCD. DHCD reserves the sole right to provide programs based on Chapter 1 of the USBC, VADR and SFPC. Attendance at any local or regional Code Academy shall not satisfy mandatory attendance at programs administered by DHCD on any changes to the USBC, VADR or SFPC.

13VAC5-80-110. Application for additional courses.

The operator shall present a supplementary application to DHCD for approval of additional courses of instruction.

13VAC5-80-120. Approval of initial application, withdrawal of course approval, and revocation, suspension, or refusal to renew a certificate of accreditation.

A. DHCD may deny an initial application; withdraw course approval; or revoke, suspend, or refuse to renew any Code Academy's Certificate of Accreditation for any of the following:

1. Violating any provision of this chapter;
2. Furnishing false, misleading, or incomplete information to DHCD, or failure to furnish information requested by DHCD within a reasonable time;
3. Presenting to a student any information that is false, misleading, or fraudulent;
4. Failing to maintain the premises in a safe and sanitary condition as required by law, state regulation, or local ordinance;

5. Failing to maintain adequate financial resources to satisfactorily conduct the courses of instruction offered, or to retain an adequate, qualified staff.

B. DHCD shall notify the operator by certified mail 30 calendar days prior to the effective date of any withdrawal of course approval, or revocation of, suspension of, or refusal to renew a Certificate of Accreditation.

13VAC5-80-130. Return of certificate.

Any Certificate of Accreditation issued to a Code Academy shall be returned to DHCD immediately, by registered mail, for the following:

1. Revocation; or
2. Voluntary closure of institution; or
3. Any other cause deemed sufficient by DHCD.

13VAC5-80-140. Records.

DHCD shall maintain records on all actions, findings, and recommendations concerning the initial application approval or denial, or approval of, revocation of, suspension of, or refusal to renew any Certificate of Accreditation. All records shall be available to the public, upon request.