



WABO WSEC Plans Examiner Certification Scope of Work

1. Submit memo to C&R Committee outlining the program for approval to proceed.
2. Jurisdiction survey for the following information to determine interest:
 - a. Interest in a SPE program
 - b. Experience with an SPE program (does the jurisdiction already require it?)
 - c. Interest in contributing to the development of a SPE program (provide recommendations, review draft program content)
3. Memo to third party review agencies announcing development of program is in process.
4. Develop WSEC Plans Examiner Certification Program Policies and Procedure Handbook
 - a. Introduction
 - b. General Information
 - i. Overview
 - c. Program
 - i. Duties and responsibilities
 1. Building Official
 2. Applicant
 3. Special Plans Examiner
 - d. Definitions
 - e. Qualifications
 1. Minimum Education / Work Experience requirements

The evaluation of each applicant's education and work experience, related to the type of work in which they are seeking registration, must cumulatively total **35-50 points**.

Education – ~~5-30~~ points minimum but not more than 30

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|-------------------------------|--|
| _____ 5 points | WABO approved courses, seminars, classes, workshops in the type of work for which registration is being sought – 7 hours minimum. |
| _____ XX-5 points | ICC Commercial Energy Plans Examiner Certification |
| _____ XX-10 points | Certified Commissioning Professional as defined by current WA Energy Code |
| _____ 15 points | Community college, junior college, or vocational-technical institute degree in building inspection, building technology or engineering technology. |

~~20~~ 20 points Energy Code Certificate Program or Building Performance Institute association or RESNET HERS rater

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~~20-15~~ points University or college degree in: construction technology, Bachelor of Science (130 semester hours minimum)

~~25-20~~ points University or college degree in: mechanical or electrical engineering, architecture or other energy efficiency related field.

Work Experience – 5 points minimum but not more than 30 points.

(Work experience must be directly related to the type of work for which registration is being sought, unless otherwise specified.)

(1 to 2 tbd) points Each year of employment, within the past four years, performing commercial or residential inspections.

~~2.5~~ points . Each year of employment, within the past five years, performing installation of systems or building elements regulated by the energy code. (Maximum 5 Points)

~~5~~ points Each year of employment, within the past five years, as design professional proficient in energy code submittals (provide an energy code summary as an example) (maximum 10 points)

~~7~~ points Each year of employment, within the past five years, as a plans examiner performing WSEC **commercial** plan reviews. (maximum 14 points)

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~~10-5~~ points Each year of employment, with in the past 5 years, performing WSEC **commercial** inspections.

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2. Written Exam – Must successfully pass WABO written exam.

3. Oral Interview – Must successfully pass WABO oral interview. (Safeguards put in place to ensure implicit bias does not occur)

4. Renewal requirements –

- i. CEU's – Determine renewal course requirements (curriculum requirements and 10 training hours) Refresher course(s) as approved by WSEC Subcommittee
- ii. Determine renewal period – Recommend 3 years to fall in line with other WABO programs.

- f. Appendix A – Sample Plan Review Checklists for Envelope, Mechanical, Service Water Heating, Lighting & Electrical Provisions [\(TBD\)](#)
- g. Appendix B – Sample Output Reports from WSEC Compliance Documentation for Envelope, Mechanical, Service Water Heating, Lighting & Electrical Provisions [\(TBD\)](#)
- h. Appendix C – List of Applicable Codes and Standards - Current WSEC – C & WSEC - R

6. Develop Written Examination (Commercial & Residential) – [Use Duane’s Top 10 Checklist to identify test Q’s – straight WA State](#)

- a. Identify Question Groups
- b. Submit questions in each category for vetting by group:
 1. Commercial New Construction Provisions - General plan review, building envelope, mechanical systems, service water heating systems, electrical power and lighting systems
 2. Residential New Construction Provisions – General plan review, building envelope, mechanical systems, service water heating systems, electrical power and lighting systems
 3. Existing Building Provisions – Additions, Alterations, Change of Space Conditioning or Occupancy
- c. Questions – agree on amount of questions per exam (70 ? Commercial 50? Residential)
- d. Time Limit – agree on length of examination time (3 ½ hours ? Commercial 2 hours ? Residential)
- e. Test format – Open book

7. Develop oral interview questions for program

8. Memo to jurisdictions announcing program

9. Education developed by 3rd party to assist program – [bullet points if education meets WABO standards - curriculum is reviewed \(instructor qualifications / robust content\) - A & E Firms have internal experts - SBCC Energy Code TAG Members – Commerce \(Luke Howard\) – Kjell Anderson – Allan Montpelier PAE Engineer \(Mechanical Engineer\)](#)

10. Technical Consultant Support - To expediate Program rollout, suggest subcontracting for the following services:

- f. Evergreen Technology Consulting (ETC)
 1. Development of certification exam content & oral interview
 2. Provide plan review example including energy code forms as part of certification exam (partially filled out energy code form with several blanks and applicant expected to complete)
 3. Attend client meetings and provide technical support to the client
- g. WA State University Energy Extension
 1. Development of certification exam content & oral interview
 2. Provide plan review example including energy code forms as part of certification exam (partially filled out energy code form with several blanks and applicant expected to complete)
 3. Attend client meetings and provide technical support to the client