



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS
SPECIAL INSPECTION REGISTRATION PROGRAM

KEY PERSONNEL REGISTRATION
(APPLICATIONS ARE A PART OF THIS BULLETIN)

Detailed information regarding registration application procedures for key personnel may be found in WABO Standard No. 1701 and on the face of the included Key Personnel Registration Application. Briefly, an agency must have:

1. One registered **Technical Director** with engineering managerial qualifications responsible for direction of the agency's inspection and testing services; and
2. At least one registered **Supervising Laboratory Technician** responsible for each type of work for which the agency is providing special inspection services; and
3. At least one registered **Special Inspection Field Supervisor** responsible for each type of work in which the agency is providing special inspection services.

REGISTRATION ISSUANCE AND RENEWAL

Key personnel certificates of registration are issued for a period of one year and continue to be valid so long as they are renewed annually.

WABO will assign the expiration date of each certificate of registration which will remain constant regardless of whether or not any additional types to work are added.

Failure to renew any type of work represented on a certificate of registration prior to the expiration date may result in elimination from agency's register, loss of certification for that type of work from the certificate of registration, and possibly have an adverse impact on the agency's registration.

In the event an agency has a category pending due to key personnel non-renewal or vacancy, they will have up to one year to fill the vacancy before a re-application of that category will be required.

1. REGISTRATION TRANSFER

An individual's certificate of registration with a registered special inspection agency may be transferred to another agency if:

- 1.1 Their employing agency is a WABO Special Inspection Program registered agency (or has an application submittal package in process to become a WABO Special Inspection Program registered agency on file in the WABO office); and
- 1.2 They submit a completed "Key Personnel Transfer Registration Application" along with the prescribed fees; and
- 1.3 They submit their current, unexpired WABO Certificate of Registration.

2. REGISTRATION EXPIRATION AND REINSTATEMENT

An individual's certificate of registration that has not been renewed prior to a prescribed expiration date may be deemed expired and may be reinstated in accordance with the following guidelines:

- 2.1** An applicant's employing agency is a WABO Special Inspection Program registered agency (or has an application submittal package in process to become a WABO Special Inspection Program registered agency on file in the WABO office); and
- 2.2** An application is submitted on a prescribed "Key Personnel Reinstatement Registration Application" along with the prescribed fees; and
- 2.3** An application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate of Registration; and
- 2.4** An application must include an acceptable explanation(s) of why the expired Certificate of Registration was not renewed in a timely manner during the normal renewal process; and
- 2.5** An application may not be accepted from any key personnel individual who has had a Certificate of Registration suspended or withdrawn.

3. REGISTRATION "VESTING"

Once an individual's annual registration fee has been paid, whether the individual is with a "Pending" or "Registered" agency, the individual's eligibility for registration will be vested with that agency until the individual's registration expires or there is reason to revoke said registration.

4. CERTIFICATE OF REGISTRATION CARD

Individuals holding a certificate of registration card should note that it states on their card that "the card is the property of WABO". The card is provided to serve as identification, if such is requested by an official. The card is to be kept in the possession of the individual so long as the individual is employed by the agency named on the card. If the individual leaves the employ of that agency, the agency technical director is to collect the card and return it to WABO along with notification that the individual is no longer employed by that agency.

5. CERTIFICATE OF REGISTRATION REVOCATION

Revocation of a Certificate of Registration card shall be determined by the SIRP board. Cause(s) may include, but are not limited to: misrepresentation of an individual's Certificate of Registration; using a card when the individual is not in the employ of a registered agency; possession of another registrants Certificate of Registration card; fraudulent behavior; inspecting types of work without valid certification, et al.



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KEY PERSONNEL REGISTRANT APPLICATION

DIRECTIONS: Please answer all questions thoroughly. Type or print all responses. Refer to WABO Standard No. 1701 for detailed application prerequisites. Submit a separate application for each position applied for.

Mail / email the **completed** application along with the appropriate application fee to: WABO, PO Box 7310, Olympia, WA 98507-7310 or registration@wabo.org.

NOTE: Applications must be accompanied by a letter of recommendation from the agency.

APPLICATION FEES:

\$165.00 for Technical Directors and Supervising Laboratory Technicians

\$165.00 for the first type of work, plus an additional **\$57.00** for each additional type of work being applied for on this application for Special Inspection Field Supervisors.

MAKE CHECKS PAYABLE TO: WABO

KEY PERSONNEL REGISTRANTS

Key Personnel may become registered in the WABO Special Inspection Registration Program if:

1. They are a full-time employee of a pending or registered agency in the WABO Special Inspection Program; and
2. They submit a completed "Key Personnel Registration Application" along with the prescribed fees; and
3. They submit legible copies of the unexpired ICC and/or WABO certification cards for each type of work application is requested for; and
4. An application evaluation of the education and work experience documented on their application results in a cumulative total of 35 points (refer to Appendix C of WABO Standard No. 1701 for application evaluation information); and
5. The results of an interview evaluating their knowledge and hands-on experience is satisfactory (refer to WABO Standard No. 1701 for interview evaluation information)

NOTE: In the event a key personnel applicant fails the interview, a reapplication, including appropriate fees will be accepted any time thirty (30) days after the date of the interview. If the applicant fails a second time, a reapplication and fees will be accepted after 6 months of the failed interview

NOTE: Legible copies of other unexpired certifications, registrations and licenses the applicant believes to be pertinent to the application (i.e. apprenticeship program completion documentation, certification certificates, registration certificates, degree diplomas, etc.) may also be submitted.

3. EDUCATION AND TRAINING INFORMATION

NOTE: Information should relate to the type(s) of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. The list should contain specific education and training experience with relevant dates of each experience. Refer to Appendix C of WABO Standard No. 1701 for creditable education and training experience. If additional space is needed, attach supplemental sheets.

4. WORK EXPERIENCE INFORMATION

NOTE: Information should relate to the type(s) of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. The list should contain specific work experience with relevant dates of each experience. Refer to Appendix C of WABO Standard No. 1701 for creditable education and training experience. If additional space is needed, attach supplemental sheets.

5. PROJECTS EXPERIENCE LIST

NOTE: Information should relate to the type(s) of work for which the applicant is seeking registration. The list should include: the name of the project; the date(s) the applicant worked on the project, the name and telephone number for the registered agency or the applicants supervisor on the project, the test and/or inspection methods and standards that the applicant was responsible for on the listed project, and the type and size (number of stories) of each listed project. If additional space is needed, attach supplemental sheets.

6. INFORMATION ACCURACY CERTIFICATION AND INQUIRY CONSENT

I certify that all statements, answers, and information given as a part this application process are accurate to the best of my knowledge. I understand that giving false and/or misleading information may be cause for rejection of this application or revocation of subsequent registration as a special inspection agency.

I consent and authorize representatives of the Washington Association of Building Officials to request any information concerning my previous employment, education, military service or other information pertinent to this application.

Signature of Applicant

Date

Print Name

WABO registration responsibility is limited to verifying applicant’s national certification / licensing, work experience, project experience, education, and training. WABO reserves all discretion to approve and issue registration to applicant.