

Program Packet Includes:

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- **Program Application Deadlines**
- **Program Admission Process**
- **Program Resource Guide**
- **Program Admission Criteria**
- **Program Term-by-Term Course List**



Building Inspection

Chemeketa Community College

Building Inspection Technology Program Information Packet Fall 2023



**CHEMEKETA BROOKS CENTER
4910 Brooklake Rd NE
Brooks, OR 97305**

**Contacts: Before June 30, 2023 call 503.623.5567
After June 30, 2023 call 503. 485.2131**

Email: buildinginspection@chemeketa.edu

Website: go.chemeketa.edu/buildinginspection

The College is an equal opportunity/affirmative action employer and educational institution committed to an environment free of discrimination and harassment. Questions regarding sexual harassment, gender-based discrimination and sexual misconduct policies or wish to file a complaint contact the Title IX coordinator at 503-584-7323. For questions about equal employment opportunity and/or affirmative action, contact 503.399.2537. To request this publication in an alternative format, please call 503.399.5192.

What is Chemeketa's Building Inspection Technology Program

Building Inspection Technology is a two-year Associate of Applied Science degree program that is cohort-based, starts each Fall term, and can be completed in 21 months (attending full-time, remote, evening classes) while instructors prepare students to take International Code Council (ICC) certification exams in order to be employed in one of the career opportunities shown below.

Our building inspection AAS curriculum covers technical and general education courses as students work toward an AAS degree. Classes on building codes, plan review, inspection techniques and construction materials are complemented by courses in mathematics, communication skills and public relations.

Oregon needs ICC certified building inspectors and plans examiners in public and private agencies. Over the past 20 years, through ups and downs in the business cycle, Oregon has averaged 20,600+ building permits annually. The State of Oregon estimates the state will need hundreds more inspection professionals in the next five years. The average salary in Oregon for our graduates ranges from \$65-75,000 annually.

Career Opportunities

From reviewing construction blueprints to performing on-site inspections, code professionals work in a variety of positions that ensure residential and commercial construction meets safety requirements through building codes and ordinances. You could work in an exciting career as a -

Building official - Associates or bachelor's degree preferred. Oversees the building inspection department of a city or county; manages budgets, operations and personnel, and acts as the chief code compliance officer for their area.

Building inspector - Associates degree. Makes professional judgments about whether a building meets building code requirements.

Plans examiner - Associates degree. Verifies that blueprints and construction documents meet code requirements prior to construction of a building.

Specialty inspector - Associates degree. A building inspector that specializes in a specific field of construction such as electrical, concrete or other specialty areas.

Permit technician - High school diploma or GED. Reviews and processes construction project permits including processing permit fees, providing department information to the public and reviewing permit applications.

Building Inspection Technology 2-Year AAS Degree

APPLICATION DEADLINES

Application Open Date:

Wednesday, February 1, 2023 – Building Inspection Technology application is available on the website.

Priority Status Deadline Date:

Friday, June 9, 2023, 1:00pm – Applications received by this date will be given “priority status” and screened first. All required documentation listed on the application checklist must be received by the Chemeketa Community College Polk Center for the application to be considered complete.

Final Deadline Date:

Friday, August 18, 2023, 1:00pm – Applications received between June 10, 2023 and August 18, 2023 will be considered for review after “Priority Status” applications have been reviewed, if the program is not full. All required documentation listed on the application checklist must be received for the application to be considered complete.

Applicants who submit accurate and complete applications are qualified for admission (or alternate status if the program is full). Applicants will be placed on the Building Inspection Technology program admission or alternate list based on the evaluation of their application packet.

Notification:

Applicants will be notified by the program director of their acceptance status through their my.chemeketa email. It is necessary that applicants keep Admissions (through student form submission) and the Building Inspection Program (buildinginspection@chemeketa.edu) informed of any address or phone number changes after application submittal. Applicants should check their my.chemeketa email daily after June 9, 2023 for Chemeketa program communications.

Mandatory Student Orientation:

Wednesday, August 23, 2023, 6:00-8:30pm – @ Chemeketa Brooks Center (Brooks,OR), face-to-face or via Zoom if preauthorized by Program Director.

Students will be notified through their my.chemeketa e-mail if they have been invited to join the program. Students who accept an offer of Program Admission **are REQUIRED to attend the program orientation on Wednesday, August 23, 2023 from 6:00-8:30pm**. The orientation will include program information, policies, procedures, course registration numbers, and a chance to meet some of the faculty and staff.

ADMISSION PROCESS - Building Inspection Technology Students New to Chemeketa

Building Inspection Technology Program is a cohort-based program that starts each fall term.

Program applications open February 1st each year for fall start of the same year.

1. Apply for Admission

- Submit a free application at: www.chemeketa.edu/admission/
- After submitting your admission application, you will receive a welcome e-mail that includes your my.chemeketa user name, your Student ID# (K#), a temporary password, and instructions on how to set up your new student account.
- Claim your student account before proceeding to submitting a placement assessment test request.
- Students with disabilities should contact the Brooks Center at 503.485.2131, to request steps for admission with accommodations.

2. Placement Assessment

- After you receive your username and K#, follow the prompts within your my.chemeketa.edu email regarding completing your online placement survey.
- You will submit a Placement Assessment request at <https://www.chemeketa.edu/admission/enroll/placement-assessment/>. Testing services will email you your placement information.
- Once placement is complete, you can access your placement scores through your my.chemeketa account, and you'll need any previous college transcripts sent to Chemeketa. Have your K#, your my.chemeketa user name and your password available each time you speak with Chemeketa staff.

3. Apply for Financial Aid

- The Free Application for Federal Student Aid (FAFSA) is available at <https://studentaid.gov/>. Chemeketa's school code is **003218**.
- Apply for Financial Aid for the upcoming year beginning Oct. 1st as the process can take up to 16 weeks or more.
- Your FAFSA must be completed and **ALL** of your required documentation must be turned in by **June 30th** to avoid delays in registering for Fall term of the same year.
- You can check your Financial Aid status in my.chemeketa by clicking on the Services tab and resolving any red exclamation marks.
- For more information go to: <https://www.chemeketa.edu/cost-aid/financial-aid/>

4. Submit Completed BIT Program Application to *buildinginspection@chemeketa.edu*

- Program acceptance will depend on when you submitted your completed application. If you are accepted to the program (see Program Application for acceptance dates), please move to #5 on this sheet.

5. View the Online New Student Orientation

- Degree or certificate seeking students are **required** to view the New Student Orientation video imbedded within their my.chemeketa account before registering for classes.
- Log on at login.chemeketa.edu with your username and password, open the my.chemeketa app and click on the Services tab and then Advising. Click on the large rectangular box link on the right side of the screen entitled *New Student Orientation*, *click here to begin*, to complete the video.

6. Attend Mandatory Program Orientation Session

- See page 3 of this guide for Program Orientation date/time.
- Program Orientation is mandatory and is run face-to-face. If you live outside the Chemeketa service district, please email the program director to discuss a Zoom accommodation for attendance (glen.miller@chemeketa.edu).

7. Register for Classes during Program Orientation

- When you complete the Program Orientation you will be given permission from the Program Director to register for fall term classes.
- Log into your login.chemeketa.edu account with your user name and password. Open the my.chemeketa app, go to Registration tab, choose correct term, choose Class Search then enter CRNs to register for classes and submit.

8. Arrange for Tuition and Fee Payment

- For payment options go to: <https://www.chemeketa.edu/cost-aid/student-payment-options/>
- In-person payments can be made on Salem campus in Business Office.
- Paying online: Credit card (Visa, MasterCard, American Express and Discover) and E-Check payments may be made in your my.chemeketa account through Nelnet. International students may also choose to pay with a wire transfer in their home currency by selecting the FlyWire option. For more information go to: <https://www.chemeketa.edu/cost-aid/student-payment-options/payment-plans/>
- You can save your check or credit card information in your student account (my.chemeketa) for future use by entering a profile name on your payment. This will allow you to select that account information for future payments.
- Payment is due before the first day of the term or within 10 days of class registration (whichever is later) to avoid a \$25 late fee.

RESOURCE GUIDE

THIS RESOURCE GUIDE IS FOR ASSISTANCE IN THE 2-YEAR AAS DEGREE PROGRAM APPLICATION PROCESS. STUDENTS MAY APPLY AFTER THOROUGHLY READING THIS GUIDE. THE APPLICATION PACKET IS AVAILABLE AT:

go.chemeketa.edu/buildinginspection

This guide includes the following:

- Program Outline
- Estimated Program Cost
- Admissions Criteria
- Program Prerequisites
- Building Inspection Technology Program Application Scoring Sheet

The Application Packet includes the following:

- Building Inspection Technology Program Application Form
- Application Requirements Checklist

Building Inspection Technology Program Outline

PROGRAM OBJECTIVES: The Building Inspection Technology curriculum covers technical and general education courses as you work toward an Associate of Applied Science degree. Classes on building codes, plan review, inspection techniques, and construction materials complement courses in mathematics, communication skills, and public relations. The program trains students to work in the industry as a building inspector, plan reviewer or other related positions and prepares students to sit for national certification tests. NOTE: This program is NOT preparation for real estate home inspection.

NATIONAL AND STATE CERTIFIED INSTRUCTORS: The program instructors hold multiple certifications through the International Code Council (ICC) and Oregon State Building Codes Division (BCD) in commercial and residential inspection, plan review, and building department administration.

FURTHER CONSIDERATIONS: Since the goals of the Building Inspection Technology Program include training and preparing students for employment in building inspection, you should be advised that most future employers will require a criminal background check and a clean driving record. Some might also require a pre-employment drug screening. If you are unable to pass a drug test, do not have a valid driver's license, have a license with multiple moving violations, and/or have a felony conviction, your opportunities for employment could be limited. It is your responsibility to verify if your background will exclude you from employment prior to beginning the program.

CRIMINAL BACKGROUND CHECK, DRUG TESTING, and DMV DRIVING RECORD: Please familiarize yourself with common screening practices of jurisdictions for these three items. For some jobs, screening is required for insurance purposes and by federal or state law. The current emphasis on security and safety has dramatically increased the number of employment background checks conducted. For more information, visit *privacyrights.org*. You may not be allowed to work in the industry if you have certain convictions.

PROGRAM DETAILS:

- Program is a **Fall term entry only**.
- The AAS degree program is two-years in length, for seven terms, which includes a full-time internship (CWE) during the summer between the first and second year.
- Students must apply for the program, attend a mandatory Building Inspection Technology Program Orientation, be accepted into the program, and have their major changed to Building Inspection Technology AAS to be eligible to register for program classes.
- Current program curriculum can be viewed at: *go.chemeketa.edu/buildinginspection*
- New student enrollment is limited to 25 participants per year.
- Classes will be primarily delivered remotely in the evening through Zoom technology.

PROGRAM COST: These costs are **ESTIMATES** over the two years based on current tuition and fee structure and are subject to change at any time without notice.

Estimated tuition & universal fee, \$13,110; books, \$2,700; class fees, \$2,010; equipment and supplies, \$600 (total of \$18,420). Visit www.chemeketa.edu/cost-aid/tuition-fees/ for the current Tuition/Fee Rate Table.

ADMISSION CRITERIA—REQUIRED DOCUMENTS

If not currently enrolled at Chemeketa Community College, applicants must first apply for admission on the college's website using the "Admissions Application" form, <http://www.chemeketa.edu/admission/enroll/> prior to applying to the Building Inspection program.

Directions: To apply for the Building Inspection program, email the application with attachments as one complete packet to buildinginspection@chemeketa.edu. (Make sure your **name and K# are visible on all documents.**)

- Building Inspection Technology Program Application Form (see fillable application).**
- A copy of your placement assessment scores (Reading, Writing, and Mathematics) - print from your My Chemeketa account) OR a copy of an unofficial transcript showing completion of college level coursework in math and writing.**

*Placement assessment is being conducted using a variety of options. To begin, go to <https://www.chemeketa.edu/admission/enroll/placement-assessment/>. You will receive a response by email within 3-5 business days with information about your placement assessment. **Note - If the placement scores are over three years old from the time you submit the Building Inspection Technology Program Application, they are not valid, and you will need to fill out a new placement assessment form.**

- Current resume describing work experience, highlighting any construction related experience.**
- Answers to the following supplementary questions on a separate page (see fillable application).**
 - a. **What is the purpose of the building department in the construction process?**
 - b. **What is the role of the building inspector and/or plans examiner?**
 - c. **How does completion of the Building Inspection Technology program fit into your future career goals?**

IMPORTANT: Applicants to the Building Inspection Technology Program must submit an application packet that includes **all items listed above**. Make sure your name and K# are on ALL DOCUMENTS. If your assessment scores show that you do not meet the minimum requirements for entry, you can still apply but you **must complete all required courses BEFORE you will be eligible to register for fall program courses.**

REMINDER: You are responsible for checking to see if any criminal or driving background will hinder your ability to obtain employment after completing the Building Inspection Technology Program.

Other College Transcripts:

Applicants may submit transcripts from another college/university for substitution for the general education requirements of the program. Students must request an evaluation through Enrollment Services which may take several months (evaluation@chemeketa.edu).

Chemeketa Community College

Building Inspection Technology Program Admission Placement Assessment Requirements Fall 2023

FOR APPLICANT INFORMATION/USE ONLY

If you have questions about whether or not you qualify or do not qualify for program admission, you are strongly urged to contact the program staff.

Contacts:

Before June 30, 2023 call 503.623.5567

After June 30, 2023 call 503.485.2131

Course	Program Criteria for Fulfilling Requirement
Writing	<ul style="list-style-type: none">• Placement test score showing recommended course placement into WR088 or higher taken in the past 3 years*; <u>OR</u>• Successful completion of WR 080 with a C grade or higher taken within the past 5 years <u>OR</u>• Successful completion of college level writing class with a C grade or higher.
Reading	<ul style="list-style-type: none">• Placement test score showing recommended course placement into RD115 or higher taken in the past 3 years*; <u>OR</u>• Successful completion of RD 090 with a C grade or higher taken within the past 5 years
Mathematics	<ul style="list-style-type: none">• Placement test score showing recommended course placement into MTH052 or MTH060 or higher taken within the past 3 years*; <u>OR</u>• Successful completion of MTH 020 with a C grade or higher taken within the past 5 years <u>OR</u>• Successful completion of college level math class with a C grade or higher.

Please note: Chemeketa Community College reserves the right to modify the criteria and process for admission to the Building Inspection Technology program as necessary.

**Building Inspection Technology Program
Application Scoring Worksheet
Fall 2023**

FOR STUDENT APPLICANT INFORMATION/USE ONLY

1. Student Assessment and Recommendation Score				
One point for each step recommended above minimum required course.				
Required Prerequisite	Placed into	OR	Completed	Points
WR080	_____		_____	_____
RD090	_____		_____	_____
MTH020	_____		_____	_____
2. Work experience in construction related job.				Points
2-5 years (1 point), 5-10 years (3 points), 10+ years (5 points)				_____
3. Military service or a degree from an accredited institution.				Points
Must be documented from military records. Three points possible.				_____
4. Answers to supplementary questions.				Points
One to five points possible				_____
5. Qualified Building Inspection Technology program alternate from previous year.				Points
Two points possible				_____

Applicant Score: _____

In the event of a tie, the following tiebreakers will be applied in the order listed below:

- 1. Legal residence in the Chemeketa Community College service district**
- 2. Cumulative GPA from Chemeketa Community College**
- 3. Date of program readiness**
- 4. Random selection**

Please note: Chemeketa Community College reserves the right to modify the criteria and process for admission to the Building Inspection Technology Program as necessary.

BUILDING INSPECTION TECHNOLOGY PROGRAM COURSES BY TERM:

Cohort students may earn an Associate of Applied Science degree by successfully completing the 95 required credit hours shown below with a grade of “C” or better in all courses.

<u>Course</u>	<u>Title</u>	<u>Credit Hours</u>
<u>Term 1</u>		
BLD130	Permit Technician	2
BLD141	International Residential Code 1.....	3
BLD151	Building Codes 1.....	3
BLD158	Construction Materials and Blueprints.....	2
CIS101	Computing Concepts.....	3
OR		
BA131	Business Computing.....	3
<u>Term 2</u>		
BLD142	International Residential Code 2.....	3
BLD152	Building Codes 2.....	3
BLD165	Residential Inspection	3
BLD181	Mechanical Codes 1	3
FE205B	Resumes and Job Search Correspondence	1
<u>Term 3</u>		
BLD153	Building Codes 3.....	3
BLD175	Residential Plan Review	3
BLD182	Mechanical Codes 2	3
BLD193A	Building Inspection Lab	2
MTH052	Intro to Algebra/Geometry (or higher)	3
<u>Term 4</u>		
BLD280F	Cooperative Work Experience	6
BLD280F	Cooperative Work Experience	6
(40 hrs/week for 10 weeks during summer term)		
<u>Term 5</u>		
BLD166	Commercial Inspection	3
BLD268	Foundations, Excavation and Grading.....	3
BLD269	Engineering for Code Professionals 1	4
BLD275	Commercial Plan Review.....	3
WR088	Introduction to Technical Writing 1	3
OR		
WR121	Academic Composition (or higher)	4
<u>Term 6</u>		
BLD155	Building Department Administration	4
BLD260	Fire Protection for Buildings	4
BLD270	Engineering for Code Professionals 2	4
WR089	Introduction to Technical Writing 2	3
OR		
WR227	Technical Writing	4
<u>Term 7</u>		
BLD170	ADA Accessibility Code.....	3
BLD273	International Fire Codes.....	3
BLD290	Program Capstone	2
COMM130	Business and Professional Speaking.....	4
<u>TOTAL CREDITS</u>.....		95