

Carpenters International Certification Council

Building Envelope Certification Programs

Candidate Information Brochure

 UNITED BROTHERHOOD OF CARPENTERS
INTERNATIONAL TRAINING CENTER

CARPENTERS INTERNATIONAL CERTIFICATION COUNCIL	1
BUILDING ENVELOPE	1
CERTIFICATION PROGRAM	1
CERTIFICATION ELIGIBILITY AND APPROVAL.....	4
PREREQUISITES.....	5
CERTIFICATION APPLICATION AND EXAM REGISTRATION INSTRUCTIONS.....	6
IF YOU ARE A MEMBER.....	6
IF YOU ARE NOT A MEMBER.....	6
MATERIALS TO BRING/ NOT TO BRING	6
CERTIFICATION RENEWAL & CONTINUING EDUCATION	6
EXAMINATION CONTENT	7
WRITTEN EXAMINATION	7
<i>Air.....</i>	<i>8</i>
<i>Moisture.....</i>	<i>8</i>
<i>Water & Moisture Management.....</i>	<i>8</i>
<i>Penetrations, Terminations, & Transitions.....</i>	<i>8</i>
<i>Thermal Defects, Fenestrations, Testing & Measurements</i>	<i>8</i>
<i>Health and Safety</i>	<i>8</i>
<i>Applications/Installation.....</i>	<i>8</i>
<i>Quality Control.....</i>	<i>9</i>
<i>Building Science</i>	<i>9</i>
DEVELOPMENT OF THE WRITTEN ASSESSMENTS	9
PREPARING FOR THE EXAMINATION	9
ALTERNATE TEST FORMS.....	10
CUT SCORE OR PASSING POINT	10
WRITTEN EXAMINATION	10
SECURITY OF CERTIFICATION RECORDS.....	11
SCHEDULING PROCEDURES.....	11
SPECIAL TESTING ACCOMMODATION	11
RE-TAKING THE CERTIFICATION EXAMINATION	12
VOIDED TEST RESULTS	12
COMPLAINTS AND APPEALS	12
COMPLAINTS AND APPEALS	12
DISCIPLINARY POLICIES.....	13
WHEN AN ACCIDENT OR INCIDENT OCCURS.....	13
POLICY/ETHICAL VIOLATIONS	13
DISCIPLINARY PROCEDURES	13
DISCIPLINARY ACTION APPEALS	13

Carpenters International Certification Council

The CICC is a strategic partner with the Carpenters International Training Fund (CITF) designated by the CITF to develop and manage certification programs targeted to United Brotherhood of Carpenter (UBC) members.

The mission of the CICC is to improve performance, reduce workplace risk, and safeguard personnel by overseeing that only trained, skilled, and qualified individuals complete the work. As part of this mission, the CICC has developed the Building Envelope (BE) Certification program. The purpose of credentialing Building Envelope personnel is to provide the public, contractors, and coworkers with confidence in the quality of the deliverables and the safety of the practices being employed.

You can contact the CICC by emailing CICC@carpenters.org. You can learn more about the certification program by visiting the following website: www.UBCCertifications.org.

The objectives of the CICC are to:

1. Establish certification programs designed to improve and enhance the skills of UBC members to meet the needs of the construction industry in Canada and the United States.
2. Maintain a systematic review of Certification programs.
3. Modify or revise certification programs as warranted.
4. Review and act on issues that may result in disciplinary action.
5. Review and act on all candidate complaints and appeals.

Revised 3/13/2019

Building Envelope Certification Program

The CICC offers five distinct Building Envelope certifications that fall within three different levels. Level 1 is technician, it consists of the Certified Building Envelope Technician (CBET). Level 2 is specialist, it consists of the Certified Building Envelope Specialist for Air and Moisture Barrier (CBES – Air and Moisture Barrier); Certified Building Envelope Specialist (CBES) for Thermal Barrier (CBES – Thermal Barrier); and Certified Building Envelope Specialist for Spray Foam Barrier (CBES – Spray Foam Barrier). Level 3 is the master, it consists of the Certified Master Building Envelope Specialist (CMBES).

Each level in the program supersedes the previous, such that BE designees must first complete the initial training and pass a written examination in order to become a Certified Building Envelope Technician (CBET). CBETs are then eligible to train and test to become a CBES in any or all of the three above-mentioned specialty areas. The highest level in the program (CMBES) can only be reached if members are first certified and current (not expired) in the three CBES specialties.

The eligibility requirements and test materials for the BE certification program were developed based on a thorough practice analysis validation study of the scope of practice and current state of knowledge and skills required in the building envelope trade. A practice analysis survey of UBC member building envelope professionals from across the United States and Canada was conducted in 2013 to define the scope of practice and determine the appropriate content areas for the BE tests. The questionnaire was designed to identify the knowledge and skills necessary

to complete the day-to-day tasks of building envelope trade professionals.

A representative group of building envelope experts reviewed the data derived from the questionnaire. They identified the scope of practice for building envelope professionals based on these data, thus ensuring that the content of the BE exams reflects the day-to-day practice of building envelope professionals in the United States and Canada. The results of the validation study were organized into comprehensive examination plans for each of the five building envelope specialties, which can be found in this document.

The BE written examinations are created by test development psychometricians in close concert with a panel of building envelope experts who write and review all examination questions. Every question is also reviewed by a psychometrician, a trained expert in examination writing, prior to being selected for a written examination. Questions are selected for examinations on the basis of the content areas defined by the validated examination plans mentioned above.

After the written tests are administered to a sufficient number of candidates, the examination questions will be analyzed statistically to identify any hidden flaws. Questions that appear to be flawed will be discussed by CICC building envelope experts to determine if any corrective measures are needed. After these issues are resolved, the test will be scored.

The test question pools for the BE certification program is updated on a regular basis to reflect current practices in the building envelope profession. Individual questions that are shown by statistical analysis to be unclear or unfair will be modified or deleted from the pool of examination questions.

Revised 3/13/2019

The BE certification written examinations have been designed to meet testing industry standards for validity and reliability. Validity is the degree to which the content of the test reflects the knowledge required to perform the duties of a building envelope professional in a competent manner. Reliability is the consistency of the test results, i.e., the degree to which the test results are free from error.

CBET (Technician) designees are skilled in multiple areas, including the following:

1. Assists the CBES or CMBES with the installation of the building envelope.
2. Evaluates the effectiveness of the different components of the building envelope.
3. Properly ventilates building envelope components.
4. Properly identifies hazards associated with building envelopes using industry codes and standards.
5. Identifies how energy will be lost and properly installs the building envelope system to minimize energy loss.
6. Prepares the surface for installation of the air, moisture, or thermal barrier systems.
7. Recognizes the appropriate materials to use and prepares them for the installation of the air, moisture, or thermal barrier systems.
8. Properly installs the air, moisture, or thermal barrier systems.
9. Protects the barrier system from being breached.
10. Identifies and locates the common problems and flaws in the air, moisture, or thermal barrier system in order address issues.

CBES – Air and Moisture Barrier designees are skilled in all previously listed CBET (Technician) skills as well as multiple areas, including the following:

1. Recognizes the problems associated with ventilation.
2. Follows plans for proper installation that include applications at transitions.
3. Anticipates and identifies potential problems associated with the installation of barriers.
4. Identifies and repairs substrate problems in order to apply the air barrier.
5. Identifies a compatible air barrier product to match the substrate.
6. Properly installs flashing used in exterior applications (e.g., wall-to-roof).
7. Understands the impact of water movement on buildings and on the application of the moisture barrier (e.g., application of building paper).
8. Understands the impact/effects of air pressure on water movement within a structure.
9. Assists in resolving conflicts between the barrier, concealed barrier, and rain screen envelope.
10. Anticipates and identifies problematic areas with the integrity of the moisture barrier during installation, i.e., maintains continuity of the moisture barrier.
11. Properly applies/installs sealants around penetrations, according to manufacturer's specifications.

CBES – Thermal Barrier designees are skilled in all previously listed CBET (Technician) skills as well as multiple areas, including the following:

1. Selects the proper thermal barrier used in the installation according to the construction plan documents.
2. Properly installs the thermal barrier according to manufacturer's specifications.
3. Identifies different types of insulation and its usage.
4. Recognizes the difference between R-value and U-values.

5. Properly prepares the substrate.
6. Identifies defects and problems within the building envelope installation.
7. Identifies the climate zone a building is built in and determines the recommended R-value for the different components of the building.
8. Evaluates conditions for performing tests of the thermal barrier system.
9. Properly insulates or seals around fenestrations in the thermal barrier system.
10. Identifies potential problems with installation of the thermal barrier.
11. Identifies defects that may compromise the U-value in an assembly.
12. Minimizes thermal bridging through proper insulation techniques.

CBES – Spray Foam Barrier designees are skilled in all previously listed CBET (Technician) skills as well as multiple areas, including the following:

1. Identifies and selects the proper spray foam materials to use for a given building.
2. Properly prepares the site for spray foam installation.
3. Identifies and avoids common problems that arise during the spraying of foam material.
4. Inspects building conditions to determine if installation of foam is possible.
5. Recognizes potential hazards and unsafe site conditions when applying spray foam.
6. Identifies and selects an appropriate PPE for the installation of spray foam.
7. Properly installs the spray foam product for the project at hand on schedule and according to manufacturer's specifications.
8. Identifies and repairs defects with spray polyurethane foam (SPF) installations that could compromise the thermal barrier.

9. Protects surrounding surfaces from overspray and damage.

CMBES designees are skilled in all previously listed areas in addition to the following:

1. Properly reads technical and general conditions, specifications, blueprints, and data to determine construction requirements.
2. Inspects and evaluates the required quality and quantity of products and their installation.
3. Properly evaluates information (e.g. spec or shop drawing) against a set of standards (e.g. LEED, ASTM, etc.) and verifies correct products are used.
4. Properly records information such as production and operational data on specified forms and reports.
5. Properly inspects or diagnoses equipment to identify causes of error or other problems or defects.
6. Recognizes problems or issues with the building envelope.
7. Applies knowledge to repair, maintain, set up, adjust, and test job site equipment.
8. Applies knowledge of techniques for maximizing the manufacturers test requirements.
9. Applies knowledge of the process involved in organizational planning and execution (e.g. resource allocation, manpower, and production methods).
10. Applies knowledge of project requirements for public safety (e.g. federal buildings, airports, and hospitals) and security.
11. Effectively manages manpower and teams.
12. Maintains constructive and cooperative working relationships with existing clients, architects, and other trades workers.
13. Recognizes and effectively addresses project issues in a timely manner.

14. Implements project procedures, scheduling, manpower, equipment, and materials at project start up.

15. Properly estimates products, quantities, costs, and materials needed to perform work activities.

Certification holders may state that they are certified in the respective area(s) and may use the corresponding designation (e.g., CBET, CBES – Thermal Barrier, CMBES) to market credentials on business cards, resumes, etc.

Additionally, each certified BE professional receives a certificate and their credentials are posted on a wallet-sized card. The verification card has a Quick Response (QR) code that links to an electronic database of certification and qualification records. The certificates and electronic records contain the name, date of expiration, and the unique membership identification number of every individual who has successfully completed the BE certification assessments.

Certification Eligibility and Approval

To become certified as a Building Envelope professional, a candidate must be a UBC member and must successfully complete a knowledge-based written examination.

A current unexpired CBET certification is a prerequisite for any of the three CBES certifications (Air & Moisture Barrier; Thermal Barrier; Spray Foam Barrier). All three CBES certifications in current status are a prerequisite for the CMBES certification.

By passing the examination(s) for each certification, a candidate demonstrates competency in the knowledge and skills

required to perform safely and successfully as a certified Building Envelope professional.

Prerequisites

In order to qualify for the Building Envelope certification assessments, a candidate must first attend at least 36 hours of training for each of the five certifications which includes both knowledge transfer and practical safe application. Course content must be designed to reflect the knowledge and hands-on experience of building envelope techniques and equipment relevant to the trade.

The prerequisite course content for Technician certification must include information about building science, building envelope components and ventilation, building codes, energy, the air barrier system, and air barrier system materials. Additional topics include moisture management, water vapor management, the thermal barrier, and door and window installation.

The prerequisite course content for Air and Moisture Barrier certification must include information about air management, the air barrier system, testing, and ventilation. Additionally, the training must address water movement and transport, the moisture barrier, testing, sealants (water and air), and fenestrations and flashing and will include an evaluation of the practical application of the requisite air and moisture skills.

The prerequisite course content for Thermal Barrier certification must include the thermal envelope, heat transfer, insulation types and materials, and insulation applications, methods and special considerations. Additionally, the training must address fenestrations, thermal defect types and locations, and testing and measurement

verification and will include an evaluation of the practical application of the requisite thermal barrier skills.

The prerequisite course content for Spray Foam Barrier certification must include the advantages and disadvantages of spray polyurethane foam (SPF), SPF as applies to building science, inspection, set-up and installation, and testing and remediation. Training must also include potential hazards to health and safety and personal protective equipment (PPE) and will include an evaluation of the practical application of the requisite spray foam barrier skills.

The prerequisite course content for a Master certification must include quality control, building science, and envelope testing and corrections as they relate to the air and moisture barrier, spray foam barrier, and thermal installation. Additionally, training must address installation of the air and moisture barrier, spray foam barrier, and thermal barrier.

All training must include important safety precautions and practices as they apply to each activity. In any building envelope assembly, safety is of maximum importance. All building envelope professionals on the jobsite are responsible for their own safety as well as the safety of others. Safety considerations include proper inspection and upkeep of building envelope materials and equipment. It is imperative that the training include detailed instructions on how to properly inspect (i.e., check for damage) and care for building envelope materials and equipment to ensure long service life.

Candidates have one year from date of completion of the BE prerequisite training in which to take and pass the respective BE certification written exam. Failure to do so, will

result in the candidate having to complete the entire training program again.

Certification Application and Exam Registration Instructions

If you are a member

Contact your local center to schedule a session for the next certification administration date.

All candidates under the age of 18 must have their Candidate Agreement countersigned by their parent or legal guardian before taking any Certification Exam.

If you are not a member

Only UBC members are eligible for the BE certification program. Contact the nearest UBC local union to join.

Materials to Bring/ Not to Bring

When reporting for the exam, candidates must present one (1) form of government-issued photo identification (e.g., Driver's License, State ID, Canadian ID, Military ID, or Passport) in order to sit for the exam. The government-issued photo identification must contain the candidate's date of birth and must be current. The ID must match the information on the UBC membership record. Candidates must contact their local union to verify and update the first and last name, photo, and date of birth prior to testing. Candidates without proper ID that matches UBC membership records are not allowed to test.

Any candidate arriving after the written test has begun, will not be allowed to test.

Candidates cannot have access to electronic equipment in the testing room other than a

standard calculator. Candidates are permitted to use their own calculators provided they do not have a QWERTY keyboard, camera, or access to the internet. If a candidate does not have one of these required calculators, a spare calculator will be provided for the candidate to use during testing.

These items are **not** allowed in the exam room:

- Food or drink
- Cell phones
- Any type of camera
- Laptop computers
- Notebooks, tablets
- Smart watches, Fitbits
- Anything that could access the Internet or take pictures
- Books, paper notebooks, loose paper
- Pens, markers, highlighters
- Hats, knitted caps, scarves, jacket hoods, shirt hoods
- Sunglasses

Restricted items brought into the exam room will need to be placed under the candidate's chair and not touched or accessed until the exam is completed and all exam materials have been turned in.

Unwrapped cough drops, throat lozenges, or hard candy will be permitted in the testing room only after visual inspection by the proctor. These items are to be stored in a sealed clear plastic bag no larger than one quart in size. Once the candidate is seated, the bag must always remain on top of the table.

Candidates who do not abide by these policies will be dismissed and their test will be voided.

Certification Renewal & Continuing Education

The Building Envelope certification is valid for four years from the last day of the month that the certification was granted.

Prior to the CBET certification expiration date, a CBET must renew their CBET certification, or become a CBES prior to the CBET expiration date. If candidates become a CBES prior to their CBET certification expiration date, the member does not need to renew the CBET certification. The CBES certification is considered to take the place of the CBET and the candidate should follow the renewal policies associated with the CBES.

Prior to the CBES certification expiration date, a CBES must renew their CBES certification, or become a CMBES prior to the CBES expiration date. If candidates become a CMBES prior to the CBES certification expiration date, the member does not need to renew the CBES certification. The CMBES certification is considered to take the place of the CBES and the candidate should follow the renewal policies associated with the CMBES.

To renew each certification, a member must pass the written exam within one year prior to certification expiration.

Certificants are eligible to recertify up to one year prior to their certification expiration date. There are two options:

- Opt-in to prerequisite training prior to testing: These candidates opt to complete prerequisite training before taking the written test. If passed, they are recertified. If failed, candidates may retest after 30 days and prior to their certification expiration date.
- Opt-out of training and have one-time chance to pass the test: These candidates opt to take the written test without taking

the prerequisite training. If passed, they are recertified. If failed, candidates are not eligible to retest until after they complete prerequisite training. If they take training prior to their certification date, they have until their certification expiration date to pass the written test to recertify. If they wait until after their certification expiration date to take training, they have one year to pass the test to become certified again.

The additional training must include information that reflects the knowledge and hands-on experience of building envelope techniques and equipment relevant to the trade. See “Re-Taking the Certification Examination” for retesting requirements.

Examination Content

Written Examination

Candidates are allotted the following amount of time to complete each Building Envelope written examination:

- 3 hours for CBET
- 2.5 hours for CBES – Air & Moisture Barrier
- 2 hours for CBES – Thermal Barrier
- 3 hours for CBES – Spray Foam Barrier
- 3 hours for CMBES

The content of each examination follows the plans detailed below, which were derived from an in-depth practice analysis validation effort that was completed in 2013. Each examination also contains an additional 20% experimental items that are scattered throughout the exam. These experimental items do not count against a candidate’s exam score and are included in the examinations to collect data on items that are proposed to be included in future test forms.

Certified Building Envelope Technician (CBET)	
Dimension & Sub-Dimension	Number of Items on Exam
Building Science	
Building Envelope Components & Ventilation	20
Codes	10
Energy	10
Air	
Air Barrier System Materials	10
Air Barrier System	10
Moisture	
Moisture Management	10
Door & Window Installation	10
Thermal	
Thermal Barrier	10
Water Vapor Management	10
TOTAL	100

Certified Building Envelope Specialist (CBES) - Thermal Barrier	
Dimension & Sub-Dimension	Number of Items on Exam
Thermal Principles & Insulation	
Thermal Envelope & Heat Transfer	7
Insulation Types & Materials	7
Insulation Applications, Methods, & Special Considerations	13
Thermal Defects, Fenestrations, Testing & Measurements	
Fenestrations	7
Thermal Defect Types & Locations	8
Testing & Measurement Verification	8
TOTAL	50

Certified Building Envelope Specialist (CBES) - Air and Moisture Barrier	
Dimension & Sub-Dimension	Number of Items on Exam
Air Management	
Air Barrier System	10
Testing	7
Ventilation	7
Water & Moisture Management	
Water Movement/ Transportation	7
Moisture Barrier	11
Testing	7
Penetrations, Terminations, & Transitions	
Fenestrations & Flashings	7
Sealants	14
TOTAL	70

Certified Building Envelope Specialist (CBES) - Spray Foam Barrier	
Dimension & Sub-Dimension	Number of Items on Exam
Spray Polyurethane Foam (SPF)	
Building Science	8
Advantages & Disadvantages	8
Health and Safety	
Potential Hazards	16
Personal Protective Equipment	8
Applications/Installation	
Inspection	8
Set-up & Installation	24
Testing & Remediation	8
TOTAL	80

Certified Master Building Envelope Specialist (CMBES)	
Dimension & Sub-Dimension	Number of Items on Exam
Quality Control	
Quality Control	30
Envelope Testing/Corrections	
Air & Moisture	10
Thermal Installation	10
Spray Foam	5
Building Science	
Building Science	20
Installation	
Air & Moisture	10
Thermal	5
Spray Foam	10
TOTAL	100

Development of the Written Assessments

The design and administration of the examinations meet the most rigorous test validation and development standards for certification programs. Activities and meetings were conducted to provide an examination and scoring process that meets the requirements set forth by the National Commission for Certifying Agencies (NCCA) Standards for the Accreditation of Certification Programs (ICE, 2014). Examination questions for the Building Envelope certification program were written to target the required information listed in the International Energy Conservation Code (IECC), International Building Code (IBC), National Building Code of Canada, International Residential Code, OSHA 1910 and 1926 Standards, and specific curriculum textbooks to ensure that

Revised 3/13/2019

assessments are consistent with the published purpose of the certification. The examination has been designed based on the evaluations of expert building envelope professionals regarding the most important parts of the profession. There are specific links from the building codes to the written examinations.

Preparing for the Examination

The following reference lists provide suggested materials that could assist candidates in preparing for the building envelope examinations. The examinations are not open book; candidates are not allowed to bring reference materials into the test administration site.

The following resources may be helpful in preparing for any of the building envelope examinations:

1. UBC Building Envelope Curriculum Textbooks
2. Construction and Waterproofing Handbook
3. Moisture Control Handbook
4. Insulation Handbook
5. International Building Code – International Code Council (IBC – ICC)
6. International Residential Code – International Code Council (IRC – ICC)
7. International Energy Conservation Code (IECC)

In addition to the resources listed above, the references below may also assist candidates in preparing for the Certified Building Envelope Technician (CBET) examination:

1. NW Stucco Guide
2. Tyvek Installation Manual

In addition to the resources initially listed above, the references below may also assist candidates in preparing for the Certified

Building Envelope Specialist (CBES) – Air and Moisture Barrier examination:

1. NW Stucco Guide
2. Residential Energy Handbook

In addition to the resources initially listed above, the references below may also assist candidates in preparing for the Certified Building Envelope Specialist (CBES) – Thermal Barrier examination:

1. Residential Energy Handbook
2. Math for Trades

In addition to the resources listed above, the references below may also assist candidates in preparing for the Certified Building Envelope Specialist (CBES) – Spray Foam Barrier examination:

1. Residential Energy Handbook
2. Spray Foam Association
3. Spray Foam Alliance

In addition to the resources initially listed above, the references below may also assist candidates in preparing for the Certified Master Building Envelope Specialist (CMBES) examination:

1. CSI Master Specifications
2. LEED Score Card

Alternate Test Forms

To maintain a high-quality, defensible certification program, new examination questions are created each year such that each alternate form of the examination contains a subset of new items. Not only is this necessary to ensure the examinations contain high-caliber updated items, but it also ensures a sufficient number of new items to keep test questions from becoming overexposed or compromised over time. In addition to upholding exam security, new items facilitate efforts toward statistically ensuring each

Revised 3/13/2019

examination pass point is set to be equally difficult as any other examination form. Thus, the likelihood of passing any form of the examination is statistically identical, even though the questions on the examination may change.

Cut Score or Passing Point

A cut score serves as a decision point in the certification standard-setting process. In essence, a cut score (or passing point) makes a pass-fail decision. Cut scores for the Building Envelope exams are never determined in an arbitrary manner. Every item is analyzed through a rigorous process to determine the cut score for each exam. These predetermined cut scores screen out candidates who do not possess the required proficiency needed to perform effectively as a Building Envelope professional. A cut score can be thought of as the interpretation of the standard of competence for each certification.

Written Examination

With multiple test forms, it is not appropriate to set a specific pass point. For this reason, the pass point for each exam is changed statistically based on the difficulty of the questions on a test.

Specifically, the differences in exam difficulty among different administrations are calculated and then the pass points of the new examination forms are adjusted, so the same benchmark standard can be used for each exam. By accounting for differences in difficulty across examination forms, all candidates have a comparable opportunity to pass the examination, regardless of when they take it.

For example, if the new examination is more difficult relative to previous examinations, the

percent correct necessary to pass the exam will be decreased to equal the benchmark standard. On the other hand, if a new examination turns out to be easier, the percent correct necessary to pass will be increased to equal the benchmark standard. Candidates who do not meet the benchmark standard on the written examination will not achieve certification.

To allow for consistency and ease of interpretation, candidates' scores are changed from their raw score (i.e., number correct) to a scaled score. Specifically, the raw scores are changed to a scale that ranges from 200 to 800, where 500 is the pass point. Therefore, regardless of how the test difficulty changes over time, the way the scores are interpreted will always remain the same. That is, a score from 500 to 800 will always indicate a passing score and a score from 200 to 499 will always indicate a failing score.

Security of Certification Records

All Building Envelope certification candidates are recorded in a password-protected database under the UBC member's unique eight-digit membership ID number. Access to the records system is controlled. Only staff member of the CICC can modify the records of BE certification recipients.

Scheduling Procedures

Local centers maintain schedules for all offerings, and each individual center has their own cancellation policy.

Special Testing Accommodation

The Carpenters International Certification Council (CICC) complies with the Americans

with Disabilities Act (ADA) of 1990 or other applicable disability discrimination laws. To ensure equal opportunities for all candidates, CICC will make reasonable testing accommodations for candidates when appropriate and consistent with such legal requirements. The CICC will consider requests for special testing accommodations related to the exams from candidates who require such accommodations under applicable disability discrimination law ("accommodation").

A physician or other qualified medical care professional who has made an individualized assessment related to the candidate's request for an accommodation must provide the required information concerning the candidate's requested accommodation. A qualified medical care professional is a licensed or otherwise properly-credentialed individual who possesses medical expertise for evaluating the requested accommodation. The information and any documentation that the candidate provides regarding the need for accommodation(s) will be treated as confidential.

The CICC requires that each candidate requesting a special testing accommodation complete and submit the form available online at www.ubccertifications.org by mail, fax, or email **at least 45 days** prior to testing. The Testing Accommodation Coordinator will send confirmation to the candidate that the request was received within five (5) business days of receipt. The confirmation will include the latest date when the candidate will receive notification of a decision. The Testing Accommodation Coordinator will respond with a final decision via email not more than 30 days after receipt of the request. For reasons of confidentiality, information regarding the granting or denial of testing accommodations will not be released by telephone.

All approved testing accommodation requests will be communicated to the Single Point of Contact at the test center and are valid only for the written test date indicated on the request form.

Forty-five (45) days advance notice is required for all testing accommodation requests.

Re-taking the Certification Examination

When a member does not meet the written examination requirements for initial certification, the member may retake the test after 30 days from the date of the failed test and no later than one year after completing the prerequisite training.

For renewal certification, a member may retest after 30 days from the date of the failed test and prior to their certification expiration provided the member completed 36 hours of additional training prior to failing the written exam. Members who do not complete training prior to taking the written exam are not eligible to retest.

Voided Test Results

Candidate test results will be deemed invalid and the test will be voided in the following situations that include but are not limited to:

- CICC is unable to validate the identity or eligibility of the candidate to test for the following reasons:
 - Candidate’s name does not appear on the Test Sign-In Sheet,
 - Candidate’s picture on the Test Sign-In Sheet does not adequately match the picture presented by candidate on ID,
 - Candidate’s ID is expired, and/or
 - Candidate’s information on the Test Sign-In Sheet (candidate’s

name, photo, and birth date) does not match the information on the candidate’s ID

- If there are scoring anomalies to the extent the CICC is unable to validate the test score
- If the candidate tests prior to fulfillment of the 30-day wait period
- If the candidate is dismissed from the test by the proctor
- If there is any significant variation from test administration protocol

Complaints and Appeals

Complaints and Appeals

A Complaint form is available for complaints regarding the following situations:

- 1) eligibility status
- 2) scoring verification within fifty (50) points
- 3) certification status

If a candidate believes he or she has been falsely denied eligibility to sit for an exam, failed an exam within fifty (50) points and would like his or her exam rescored, or believes his or her credentialing status has been falsely terminated, the candidate may submit a complaint form. Complaint forms must be received by the CICC within 30 days of the date the candidate was notified of his/her denied eligibility, exam results, or certification termination.

The CICC will review the complaint, take appropriate action, and respond to the candidate in writing in a decision letter within 90 days of the date the candidate’s complaint form was received. Complaints deemed frivolous will not be accepted or acted upon.

The outcome of a complaint or disciplinary action may be appealed by submitting the appropriate appeal form within 90 days of the date of the decision letter. The CICC Appeals Panel will review all related documentation, take appropriate action, and report its finding to the candidate in writing in a final decision letter within 90 days of the date the candidate's appeal form was received. Appeals deemed frivolous will not be accepted or acted upon.

Complaint and Appeal forms and procedures are available at www.UBCCertifications.org or by contacting the CICC at CICC@carpenters.org or 212 Carpenters Union Way, Las Vegas, NV 89119-4218.

Disciplinary Policies

When an accident or incident occurs

Accidents and incidents perceived to be a result of negligence on the part of a certified individual should be reported to the Carpenters International Certification Council (CICC), 212 Carpenters Union Way, Las Vegas, NV 89119-4218. In the event that a certificant is found to be at fault, the Professional Ethics and Disciplinary Committee (PEDC) has the authority to take disciplinary action.

The CICC Professional Ethics and Disciplinary Committee will review accident and incident reports to determine the appropriate action.

Policy/Ethical Violations

In the event that a certified individual, or an individual attempting to obtain certification, violates CICC policy or ethics by engaging in dishonest activities or demonstrating a lack of integrity, misrepresents his/her identity or eligibility status, gives or receives unauthorized assistance on the exam, or engages in other violations of established

Revised 3/13/2019

policies, the PEDC has the authority to take disciplinary action.

Disciplinary Procedures

All accidents, incidents, and policy/ethical violations will be documented thoroughly and succinctly for the CICC review, with all identifying information, including first and last name, removed from the summary of information provided to the PEDC. The PEDC will then review all materials and determine the necessary/appropriate action.

In the event disciplinary action is necessary, the PEDC is authorized to take disciplinary action including, but not limited to, the following:

- No action required
- Require partial re-evaluation to maintain certification
- Require full re-evaluation to maintain certification
- Void certification or prevent future attempts at certification
- Bar individual from CICC certifications for a certain period of time
- Bar individual from CICC certifications indefinitely

Once a decision has been made, a written decision letter will be provided to the alleged violator outlining the PEDC disciplinary action(s).

Disciplinary Action Appeals

The action of the PEDC may be appealed by the designee or the appellant by submitting the appropriate appeal forms to the CICC. The appeal should contain the PEDC's original disciplinary action decision letter and any supplemental documentation or information that may influence or change the initial decision.

The appeal form can be sent via ground mail or email to CICC@carpenters.org or 212 Carpenters Union Way, Las Vegas, NV 89119-4218.

The Appeals Panel will review all available information and determine whether the PEDC's action(s) should be overturned or changed in any manner. The Appeals Panel will report its finding to the candidate in writing in a final decision letter within 90 days of the date the candidate's appeal is received by the Appeals Panel.