

2021 CODE SPECIALIST WEBINAR

Presented by Frank Morris, Study the Code. This dynamic webinar will be held in 3 sessions, 10:30AM-3:00pm CT on Nov. 28-30, 2023.

The webinar is designed to teach the codes and provide all of the necessary tools to successfully pass the ICC Code Specialist module. By passing this exam, combined with your Permit Technician certification, you will become a Permit Specialist.

CEUs Earned: Possible 1.2 ICC Preferred Provider CEUs

Preferred Provider CEUs earned: Per Hour .10; each session provides .4 ICC PP CEUs. Total possible: 1.2 ICC PP CEUs. Please be aware, your 'attentiveness' is monitored through software and will play factor in awarding of CEUs.

REGISTRATION: *Each person attending must register separately and log in separately with their own unique log in to receive course CEUs. Your registration includes the 3 modules.*

Series Time:

07:30 – 12:00 AK

08:30 – 1:00 PT

09:30 – 2:00 MT

10:30 – 3:00 CT

11:30 – 4:00 ET

Webinar Outline:

1. Customer Service
 - A. Soft Skills
 - B. Demonstrate skills including, but not limited to, decision making, problem solving, professionalism integrity, honesty, and time management
2. Communication
 - A. Demonstrate effective communications
3. Financial Management
 - A. Cost and Revenue Control
 - B. Implement financial audits to ensure ongoing compliance with budgetary restrictions.
 - C. Verify revenue generation and expenditures are consistent with budget projections and policies.
4. Personnel Management
 - A. Time-management Efficiency
 - B. Administer policies and goals for department personnel in time management and work flow efficiency.
5. Records Management
 - A. Personnel Records
 - B. Manage and administer procedures for generation and maintenance of all necessary employment records for all departmental personnel records, specifying which records are public information, and which records are not public information.
 - C. Manage and administer policies for public access to departmental code enforcement records
6. Code Enforcement
 - A. Permits, Notices, and Orders

- B. Administer procedures for processing and approval of permit applications, issuance of permits, notices, and orders
- C. Right of Entry - Administer a policy for compulsory legal procedures required for entry to property for authorized persons.
- D. Hazard Abatement - Administer policies for condemnation and abatement of structures and hazardous conditions
- E. Code Adoptions and Amendments - Assist in preparing and making recommendations for code adoptions and amendments, for consideration by local, state, or national governing authorities.

Reference Guides required for Code Specialist Exam:

1. 2021 International Building Code
2. 2021 International Fire Code
3. 2021 International Property Maintenance Code
4. Building Department Administration, 4th Edition
5. Human Resources Management for Public and Non-Profit Organizations: A Strategic Approach, 4th edition
6. 2017 Legal Aspects of Code Administration
7. A Budgeting Guide for Local Government, 3rd or 4th edition
8. Inspector Skills

NOTE: It is not mandatory to have all of the books for the webinar, but it will be mandatory to have them all to take the exam.

Biography

Frank C. Morris, CBO, CFM, MCP, MCEP, CSP, is a noted speaker who has more than 47 years' experience in the construction industry as a contractor, building official and consultant. With over 47 ICC certifications, he is still one of the top certified Building Officials in the United States. He has taught for SBCCI and ICC and provides consulting services to the construction industry.