DSA 175

PROJECT INSPECTOR EXAMINATION APPLICATION

DSA Project Inspector Examination
APPLICATION INSTRUCTIONS

The following six items must be submitted to apply for the examination:

1. Application, Form DSA 175 (Rev. 01-14)

An application form must be completed using the current revision of the form; applications submitted on old templates will not be accepted. The applicant must be at least 25 years old to qualify for the examination, in accordance with California Code of Regulations, Title 24, Part 1. An original signature is required for submittal of form DSA 175 to the DSA.

2. Application Fee (checks or money orders only, credit cards are not accepted):

- $100 for licensed California architects and registered engineers
- $150 for all other applicants

3. Form DSA 650

All applicants are required to complete and submit Form DSA 650 in compliance with Assembly Bill 1424 (Chapter 455, Statutes of 2011). See DSA's AB 1424 Notification page for additional information.

4. Copy of High School Diploma, or equivalent.

5. Qualification Matrix

An applicant shall complete the Qualification Matrix for the specific exam class and check the box next to the qualification criteria used to apply for the DSA Project Inspector Examination.

6. Supporting Documentation to Demonstrate Qualifications

The Qualifications Matrix lists the supporting documents required to demonstrate applicant's qualifications. An applicant must submit the documentation, as required for the specific qualification criteria. Information specific to each type of supporting documentation is listed below:

A. Experience Record Form

This form is used to provide project-specific experience information. Qualifying experience must be submitted on a separate Experience Record Form for each project. Experience may not be more than 20 years old at the time of application submittal. Forms shall be numbered sequentially with the most recent project listed on the first form. Resumes are not accepted. See Instructions for Completing Experience Record prior to completing the Form.

B. California Registration as a Structural or Civil Engineer

A copy of the applicant's registration certificate shall be provided to verify qualification as a registered structural or civil engineer. The DSA will verify the current license status using the on-line license verification services provided by the Board for Professional Engineers and Land Surveyors of the California Department of Consumer Affairs.

C. California Architect's License

A copy of the applicant's architect's license shall be provided to verify qualification as a licensed architect. The DSA will verify the current license status using the on-line license verification services provided by the California Architects Board, Department of Consumer Affairs.

D. Inspection Certificates

Copies of certificates for building code-enforcement or special inspection shall be provided as required by the Qualification Matrix. For applicants with certificates that are not listed in the Matrix, a request may be made to the DSA, in advance of the application submittal, to determine whether it can be used for qualifying experience. Requests shall be submitted by mail to the address below, or by email to the DSA Headquarters Inspector Unit at inspector@dgs.ca.gov **prior** to submitting an application for the DSA Project Inspector Examination.

E. College Transcripts and College Courses Descriptions

College transcripts and course descriptions must be from an accredited institution, as listed by the United States Department of Education in the Database of Accredited Postsecondary Institutions and Programs (http://ope.ed.gov/accreditation/Search.aspx). College classes must be consistent with major coursework in engineering (civil, structural, mechanical, or electrical). Coursework in Construction Administration and Construction Management **cannot** be used to meet the qualification criteria for the DSA Project Inspector Examination.

For applicants with questions regarding qualifying education a request may be made to the DSA, in advance of the application submittal, to determine whether certain coursework can be used for qualifying education. Requests shall be submitted by mail to the address below, or by email to the DSA Headquarters Inspector Unit at inspector@dgs.ca.gov **prior** to submitting an application for the DSA Project Inspector Examination.

Qualification credit cannot be given to courses that were not completed or failed.

All supporting documents will be verified and any unverifiable or incomplete documents will not count toward the required qualifications.

Exam Application should be mailed to DSA Headquarters Office at
1102 Q Street, Suite # 5100, Sacramento, CA., 95811

Keep a copy of your complete application package. An applicant may need to refer to the package to answer questions that the DSA might have during the review of an application. The DSA **will not** provide copies of the application package or experience records to applicants.

DSA 175

PROJECT INSPECTOR EXAMINATION APPLICATION

Examination Date	Latest Postmark Date for Filing
Mar. 12, 2014 – Ontario	January 31, 2014
June 6, 2014 – Sacramento	April 25, 2014
Sept. 4, 2014 – Ontario	July 25, 2014
Dec. 4, 2014 – Sacramento	October 23, 2014

Office Use Only
ID# _____
CK# _____
$ _____

Which exam are you applying for? ☐ Class 1 ☐ Class 2 ☐ Class 3 ☐ Class 4

FEES: $100 for licensed California architects and registered engineers
$150 for all other applicants
Fees are non-refundable and subject to change. Exam seating is limited.
Please make checks or money orders payable to Division of the State Architect (no credit cards).
Mail application and fee to DSA-HQ, 1102 Q Street, Suite 5100, Sacramento, CA 95811

APPLICANT'S NAME: _____
Last Name First Name MI

Address: _____ Public Contact Phone #: (___)_____

City: _____ State:_____ Zip: _____ Alternate Phone #: (___)_____

County: _____ e-mail address: _____

Date of Birth: _____

REQUESTS FOR REASONABLE ACCOMMODATIONS: If you have a disability or special need that restricts your ability to take a test under standard conditions you may request special testing arrangements. Clarification of both the disability and the need for special accommodations by a licensed medical doctor is required.

See application instructions for information on documents required to be submitted with the application. Original signature is required for application submittal to the DSA.

CERTIFICATION:

I hereby certify under penalty of perjury that:

- I am the person indicated above;
- I meet all the requirements to take this examination;
- I have read and understood this application form and application instructions; and,
- All information given is true and complete.

I understand that any false statement will be cause for voiding this application and any subsequent certification. I further certify that I will not reveal the contents of the examination to anyone and affirm that I will abide by the rules of the examination. I understand that upon certification, my name and phone number will be available to the public.

Signature: _____ Date: _____

DSA Project Inspector Examination
QUALIFICATIONS MATRIX

APPLICANTS NAME (last, first):			
Qualification Criteria (CHECK ONE THAT APPLIES) Applicant must qualify in one of the categories (numbered items); qualification criteria cannot be combined across categories. Check the criteria used to apply for exam.			**Supporting Documentation Required to Demonstrate Qualifications**
CLASS 1 INSPECTOR EXAMINATION			
1	☐	Six years of experience as an architect's, engineer's, owner's, or local building official's representative in building code-enforcement inspection of non-residential construction with a valid certification as a commercial combination building inspector by a state- or nationally-recognized organization, as accepted by DSA. Possession of a valid California registration as a structural engineer, civil engineer, or a valid California license as an architect may be substituted for four years of required experience.	Experience Record Form (s) listing hospital inspector experience as OSHPD Class A inspector; local jurisdiction inspector; or other eligible experience; One of the following current & valid certificates: ICC, C5 Commercial Combination Inspector ACIA, Registered Construction Inspector, Division II (Building) OSHPD Class A Hospital Inspector Copy of current & valid California registration/license, if used for 4 years of experience
2	☐	Six years of qualifying experience as the lead project construction superintendent on: a. new building public school construction projects (Class 1 only) subject to the requirements of Education Code sections 17280 or 81130, and these regulations; and/or, b. construction of new hospital buildings (steel, concrete, masonry construction only) as defined by Section 129725 of the Health and Safety Code	Experience Record Form(s) listing general contractor's field superintendent experience including: supervision of all aspects of construction; coordination of all crews and subcontractors; familiarity with plans and specifications; coordination of project inspections; coordination of structural tests and special inspections for owner employed materials tests and inspection facility. Qualifying experience shall not include Class 2, 3, or 4 school projects and OSHPD projects of wood construction.
3	☐	Three years of qualifying experience as a DSA certified Class 2 project inspector and valid certification as a special inspector for steel, or concrete, or masonry construction by a state- or nationally-recognized organization, as accepted by DSA, with two years of experience in special inspection with valid certification.	Experience Record Form (s); One or more of the following current & valid certificates: ICC 92 Prestressed Concrete Special Inspector ICC 84 Structural Masonry Special Inspector ICC S1 Structural Steel and Bolting Special Inspector ICC S2 Structural Welding Special Inspector ICC 47 Reinforced Concrete Special Inspector AWS Certified Welding Inspector OR Senior Certified Welding Inspector DSA Masonry Special Inspector
4	☐	Possession of certification as DSA Class 2 project inspector and four years of experience as a DSA-approved assistant project inspector in Class 1 school construction projects.	Experience Record Form(s)

DSA Project Inspector Examination
QUALIFICATIONS MATRIX

APPLICANTS NAME (last, first):		
Qualification Criteria (CHECK ONE THAT APPLIES) Applicant must qualify in one of the categories (numbered items); qualification criteria cannot be combined across categories. Check the criteria used to apply for exam.		**Supporting Documentation Required to Demonstrate Qualifications**
CLASS 2 INSPECTOR EXAMINATION		
1 ☐	Four years of experience as an architect's, engineer's, owner's, or local building official's representative in building code-enforcement inspection of non-residential construction with a valid certification as a commercial combination building inspector by a state- or nationally-recognized organization, as accepted by DSA. Possession of a valid California registration as a structural engineer, civil engineer, or a valid California license as an architect may be substituted for three years of required experience.	Experience Record Form (s) listing hospital inspector experience as OSHPD Class A inspector; local jurisdiction inspector; or other eligible experience; One of the following current & valid certificates: ICC, C5 Commercial Combination Inspector ACIA, Registered Construction Inspector, Division II (Building) OSHPD Class A Hospital Inspector Copy of current & valid California registration/license, if used for 3 years of experience
2 ☐	Four years of qualifying experience as the lead project construction superintendent on: a. new building public school construction projects subject to the requirements of Education Code sections 17280 or 81130, and these regulations; and/or, b. construction of new hospital buildings as defined by Section 129725 of the Health and Safety Code.	Experience Record Form(s) listing general contractor's field superintendent experience including: supervision of all aspects of construction; coordination of all crews and subcontractors; familiarity with plans and specifications; coordination of project inspections; coordination of structural tests and special inspections for owner employed materials tests and inspection facility.
3 ☐	Three years of qualifying experience as a DSA certified Class 3 project inspector on DSA Class 3 projects.	Experience Record Form(s)
4 ☐	Possession of certification as DSA Class 3 project inspector and four years of experience as a DSA-approved assistant project inspector in Class 1 or 2 school projects.	Experience Record Form(s)

DSA Project Inspector Examination
QUALIFICATIONS MATRIX

APPLICANTS NAME (last, first):		
Qualification Criteria (CHECK ONE THAT APPLIES) Applicant must qualify in one of the categories (numbered items); qualification criteria cannot be combined across categories. Check the criteria used to apply for exam.		**Supporting Documentation Required to Demonstrate Qualifications**
CLASS 3 INSPECTOR EXAMINATION		
1 ☐	Three years of experience as an architect's, engineer's, owner's, or local building official's representative in building code-enforcement inspection of non-residential construction with a valid certification as a commercial combination building inspector by a state- or nationally-recognized organization, as accepted by DSA.	Experience Record Form (s) listing hospital inspector experience as OSHPD Class A inspector; local jurisdiction inspector; or other eligible experience; One of the following current & valid certificates: ICC, C5 Commercial Combination Inspector ACIA, Registered Construction Inspector, Division II (Building) OSHPD Class A Hospital Inspector
2 ☐	Possession of a valid California registration as a structural engineer, civil engineer, or a valid California license as an architect.	Copy of current & valid California registration/license
3 ☐	Four years of qualifying experience as the lead project construction superintendent. Experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years.	Experience Record Form(s) listing general contractor's field superintendent experience including: supervision of all aspects of construction; coordination of all crews and subcontractors; familiarity with plans and specifications; coordination of project inspections; coordination of structural tests and special inspections for owner employed materials tests and inspection facility. College Transcripts & College Courses Descriptions (Syllabus), if using education in lieu of experience
4 ☐	Two years of qualifying experience as a DSA certified Class 4 project inspector and two years of qualifying education with major work in architecture, engineering, building inspection and/or construction.	Experience Record Form(s) College Transcripts College Courses Descriptions (Syllabus)
5 ☐	Possession of certification as DSA Class 4 project inspector and three years of experience as a DSA-approved assistant project inspector in Class 1, 2, or 3 school construction projects.	Experience Record Form(s)

DSA Project Inspector Examination
QUALIFICATIONS MATRIX

APPLICANTS NAME (last, first):		
Qualification Criteria (CHECK ONE THAT APPLIES) Applicant must qualify in one of the categories (numbered items); qualification criteria cannot be combined across categories. Check the criteria used to apply for exam.		**Supporting Documentation Required to Demonstrate Qualifications**
CLASS 4 INSPECTOR EXAMINATION		
1 ☐	Two years of experience as an architect's, engineer's, owner's, or local building official's representative in building code-enforcement inspection with a valid certification as a commercial combination building inspector by a state- or nationally-recognized organization, as accepted by DSA.	Experience Record Form (s) listing hospital inspector experience as OSHPD Class A inspector; local jurisdiction inspector; or other eligible experience; One of the following current & valid certificates: ICC, C5 Commercial OR Residential Combination Inspector ACIA, Registered Construction Inspector, Division II (Building) OSHPD Class A Hospital Inspector
2 ☐	Two years of qualifying experience as the lead project construction superintendent. One year of experience may be substituted with one year of college education with major work in architecture, engineering, building inspection and/or construction.	Experience Record Form(s) listing general contractor's field superintendent experience including: supervision of all aspects of construction; coordination of all crews and subcontractors; familiarity with plans and specifications; coordination of project inspections; coordination of structural tests and special inspections for owner employed materials tests and inspection facility. College Transcripts & College Courses Descriptions (Syllabus), if using education in lieu of one year of experience
3 ☐	Four years of a relevant and varied (more than one trade) construction experience at a minimum of journeyman level. Experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of 2 years.	Experience Record Form(s) listing journeyman-level experience including supervision & training of workers of lesser experience while possessing the knowledge and skills to work unsupervised by himself/herself. College Transcripts & Courses Descriptions (Syllabus), if using education in lieu of experience
4 ☐	Valid certification as a building code-enforcement inspector or structural special inspector by a state- or nationally-recognized organization, as accepted by DSA, and three years of inspection experience in structural special inspection and/or residential or commercial building inspection with valid certification.	Experience Record Form(s) One or more of the following current & valid certificates: ICC, C5 Commercial OR Residential Combination Inspector ACIA, Registered Construction Inspector, Division II (Building) OSHPD Class A Hospital Inspector; DSA Masonry Special Inspector ICC 92 Prestressed Concrete Special Inspector ICC 84 Structural Masonry Special Inspector; ICC S1 Structural Steel and Bolting Special Inspector ICC S2 Structural Welding Special Inspector ICC 47 Reinforced Concrete Special Inspector AWS Certified Welding Inspector OR Senior Certified Welding Inspector

PROJECT INSPECTOR EXAMINATION APPLICATION

Experience Record Form #_____

(Number each form for easy reference; e.g. 1, 2, 3)

Resumes are not accepted. Information provided on all forms will be verified and any unverifiable or incomplete Forms will not count toward required qualifications.

Qualifying experience must be submitted on a separate Experience Record Form for <u>each</u> project.

1. Project Name: _____

Project Location (City/State): _____

Employer (Contracted Party, if self-employed): _____

Address of Employer: _____

Employer Contact: _____ Phone # _____

2. My duties on this project commenced on _____ and ended on _____.
date (mm/yy) date (mm/yy)

3. During this time period _____% of my total work time was spent on this project.

4. DSA Project Information (complete this section for DSA projects)

DSA Application # _____ Project Name _____

Duties (check one and complete as applicable):
☐ DSA Certified Project Inspector Class ___ ☐ DSA Certified Assistant Project Inspector
☐ General Contractor's Field Superintendent ☐ Special Inspector

5. OSHPD Project Information (complete this section for OSHPD projects)

OSHPD # _____ Project Type (Concrete, Steel, Masonry, Wood) _____

Duties (check one and complete as applicable): ☐ OSHPD Certified Project Inspector Class ___
☐ General Contractor's Field Superintendent ☐ Special Inspector

6. Non-DSA/OSHPD Project Information (complete this section for all other projects)

Type of Construction: ☐ New Structure ☐ Alteration ☐ Addition ☐ Relocatable Building

Project Cost: $_____ **Project Size (sq. ft.):** _____

Type of building: ☐ Commercial ☐ Single Family (or Duplex) Residential ☐ Military
☐ Multi-Family Residential ☐ Other Structures: _____

Primary lateral load-resisting system (for new construction and additions only):
☐ Plywood shear wall ☐ Concrete or masonry shear wall
☐ Concrete or steel moment or braced frame ☐ Other: _____

Duties and Responsibilities: (Please check one that applies)

☐ Building Code Enforcement Inspection, as representative of:
☐ Architect ☐ Engineer ☐ Owner ☐ Building Official

☐ Special Inspector. Describe scope of work inspected: _____

☐ Lead Project Superintendent in charge of all aspects of construction

☐ Tradesman – CHECK ONE: ☐ Foreman ☐ Journeyman
INDICATE TRADE(s): ☐ Carpenter ☐ Concrete ☐ Steel ☐ Mechanical/Plumbing
☐ Electrical ☐ Other (describe) _____

I certify under penalty of perjury that the information I have entered on this Experience Record Form is true and complete. I further understand that any false, incomplete, or incorrect statements may be cause for voiding this application and any subsequent certification. I authorize the employers identified on this application to release to DSA any requested information.

Signature: _____ Name: _____ Date: _____

INSTRUCTIONS for completing EXPERIENCE RECORD FORM

This form is used to provide project-specific experience information. Qualifying experience must be submitted on a separate Experience Record Form for each project. Forms shall be numbered sequentially with the most recent project listed on the first form. Resumes are not accepted.

Qualifying experience consists of building construction under the jurisdiction of federal, state or local authority within the United States. Experience must be within 20 years preceding submittal of Form DSA 175.

Information provided on all forms will be verified by the DSA and any unverifiable information or incomplete forms will not count toward required qualifications.

1. PROJECT NAME: Indicate the name of the project, such as the facility or building name. For applicants with experience in building code-enforcement inspection at a local jurisdiction, the Experience Record Form may list “various” in the Project Name field. Such an application must include a letter of employment verification from the local jurisdiction listing dates of employment, duties performed, and types of buildings inspected. The employer will be contacted to validate the information provided in the letter.

EMPLOYER: If an applicant was self-employed, the Employer section shall list the name of the party that contracted for the applicant’s services on the project.

2. PROJECT START/END DATES: For project start/end dates, the applicant shall report dates for his/her involvement in the actual construction time for the project to the nearest month.

3. PERCENTAGE OF TIME SPENT ON PROJECT: Generally, experience will be obtained at the rate of 40 hours per week. Extra time will not be credited for hours worked in excess of 40 hours per week.

If a project is shut down for more than two weeks, is part-time, or involves significant (more than 10 percent) of the time spent on “non-qualifying” duties, the applicant must enter the percentage of time spent on “qualifying” duties only.

The percentage of time indicated on all Experience Record Forms must not exceed 100% during any time period.

4. DSA PROJECT INFORMATION: To receive credit for school projects, DSA application numbers must be listed on the Experience Record Form. Credit will only be given for the applicant’s official capacity on the project, as approved by the DSA Field Engineer for the project. Informal assignments or duties are not eligible to receive credit.

5. OSHPD PROJECT INFORMATION: To receive credit for hospital projects, OSHPD numbers must be listed on the Experience Record Form. Credit will only be given for the applicant’s official capacity on the project.

6. NON-DSA/OSHPD PROJECT INFORMATION: This section must be completed in its entirety for all other projects (non-DSA and non-OSHPD projects). If the applicant served in more than one capacity on a project, a separate Experience Record Form must be submitted for each type of experience. Attachments may be included to describe responsibilities clearly for certain categories.