



## Announces

### Important Changes to the DSA Project Inspector Examination

**\*Beginning with the September 5, 2013 exam, the DSA Project Inspector Examination Application will comply with 2013 California Administrative Code requirements ([Section 4-333.1](#)) for minimum qualifications, including work experience, education and certifications. Please read the entire application package carefully for the new qualification criteria and corresponding process changes.**

#### Examination Schedule for 2015:

DATE	LOCATION	Latest Postmark Date for Application Filing	Registration Form & Fee due to DSA
March 5, 2015	Hilton Garden Inn, Fontana	January 5, 2015	February 5, 2015
June 4, 2015	Sunrise Event Center, Rancho Cordova	April 3, 2015	May 4, 2015
September 3, 2015	Hilton Garden Inn, Fontana	July 6, 2015	August 4, 2015
December 3, 2015	Sunrise Event Center, Rancho Cordova	October 10, 2015	November 5, 2015

- Examination dates, sessions and locations are subject to change. Should changes take place, they will be posted to the DSA website, and all approved applicants will be notified.
- Special Accommodation allowances are good for one year. The medical doctor's request must be submitted with each exam registration.
- Seating for the exam is limited. Registration is on a first come, first serve basis.

***Please read the entire application package as information has changed.***

#### Fees:

- Application fee is \$100 for licensed California architects and registered engineers, and \$150 for all other applicants. Application fee is non-refundable and subject to change.
- Examination fee is \$400 (non-refundable, fee subject to change).

**Contact Information:** DSA Project Inspector Unit: [inspector@dgs.ca.gov](mailto:inspector@dgs.ca.gov)  
or (916) 554-7019

# DSA Project Inspector Examination GENERAL INFORMATION

## DSA Project Inspector Examination INFORMATION & APPLICATION PACKAGE

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# DSA Project Inspector Examination

## GENERAL INFORMATION

The DSA Project Inspector Examination measures the applicant's ability to read and comprehend construction plans as well as the construction, inspection and testing requirements of the California Building Standards Code.

Certification does not guarantee that an individual will be approved for a school project. Experience, workload and past performance of the applicant project inspector will be evaluated and considered by the DSA when determining whether DSA approval can be granted for project inspector assignment to any given project.

### **Application Process**

An individual wishing to be considered for the DSA Project Inspector Examination must complete and submit the application form DSA 175 to the DSA, along with all applicable supporting documents. See Application Instructions section below for a complete list of requirements.

Application fee is \$100 for licensed California architects and registered engineers, and \$150 for all other applicants (payable by check or money order), and is non-refundable and subject to change. Personal checks returned for any reason are subject to a \$30.00 fee.

Application deadline is established by the DSA for each examination to ensure adequate time for DSA application review and collection of any missing documentation and/or clarifying information from the applicant. Applicants are encouraged to apply early to avoid delays in processing applications.

The DSA will review each application and verify the information provided by the applicant, and:

- If the application is approved, qualified applicants will be notified by mail of acceptance to take the examination. Along with the notification, the DSA will provide a registration form to be used to register for the exam and submit the examination fee.
- If the DSA review determines that an applicant does not qualify for the examination classification selected, but qualifies for a lower level classification, the applicant may revise his/her application and qualify to take the examination in the lower classification without paying an additional application fee.
- For applications that include incomplete or inaccurate information, or require additional documentation to determine eligibility, the DSA will contact the applicant in writing. The DSA letter will address the missing/incomplete items and request that the applicant provide the required information/documentation within 30 days. If the required information/documentation is not submitted within 30 days or is submitted but does not meet DSA requirements, the application will be denied. If an applicant wishes to submit a new application at a later date (i.e., resubmittal), such application will be subject to application procedures and fees in effect at the time of resubmittal.

### **Examination Registration**

After the applicant's eligibility is confirmed by the DSA in writing, candidates may register for an available examination by completing the registration form (provided by the DSA to each eligible applicant) and submitting it to the DSA by the registration deadline. Registration form must be accompanied by a \$400 non-refundable fee (subject to change), payable by check or money order. Personal checks returned for any reason are subject to a \$30.00 fee.

# DSA Project Inspector Examination GENERAL INFORMATION

Seating for the examination is limited. Registration is on a first come, first serve basis. Upon admittance to the examination, the DSA will send the candidate a site form with confirmation and instructions for attending the exam.

Applicants who are registered and are not able to attend the examination for any reason may transfer to a future examination date one time (with a 72 hour notice), and not pay an additional fee.

Applicants with approved applications who do not register for the examination dates offered by the DSA on the registration form may register for later examinations, unless there are Project Inspector Examination qualification criteria changes adopted by the DSA that would render the applicant's eligibility invalid. In this case, an applicant will be required to submit a new application, which will be reviewed for qualification criteria in effect at the time of re-submittal.

## Examination Description

Each examination consists of two Parts: a 'Plan Reading Part' in the morning and a 'Code Part' in the afternoon. The 'Plan Reading Part' of the examination includes questions grouped into three subject areas: Structural, Architectural (which includes Access and Fire & Life Safety), and Mechanical/Electrical/Plumbing (MEP). The 'Code Part' of the examination has the same three sections, as well as an Administrative section (which includes inspector duties and responsibilities). To pass either part of the examination applicants must obtain a minimum score in each section. To become certified, applicants must pass both parts of the examination. The minimum scores to pass the examination are listed below:

	Sections			
	Administrative	Structural	Architectural	MEP
PLAN PART	/ / / / / / / /	60%	60%	60%
CODE PART	60%	60%	60%	60%

The DSA may change the minimum scores required to pass at any time without advance notice.

## Exam Duration, Locations, and Notification Procedures

Each Part of the examination lasts three hours. There will be 30 minutes allowed prior to the Plan Reading Part to review the drawings provided. Approximately one hour is allowed for lunch. Lunch is **not** provided.

**Exam Schedule:** The examination day is divided **approximately** as follows.

Check-in	Approx. 1 Hour
Review plans prior to Plan Reading	30 Minutes
Plan Reading	3 Hours
Lunch (not provided)	Approx. 1 Hour
Check-in for Code Part	Approx. 30 Minutes
Code Knowledge	3 Hours

Examinations will be held in northern and southern California (subject to change; please read Site Form carefully). Candidates will be notified of results approximately four to six weeks after the examination date.

**PLEASE DO NOT CALL FOR TEST RESULTS. RESULTS WILL NOT BE GIVEN OVER THE PHONE.**

# DSA Project Inspector Examination GENERAL INFORMATION

## **Retaking the Examination and Re-Application**

Applicants who fail one or both parts of the examination may retake the examination at any time within two years of the date of the initial examination. The two-year period is the maximum allowed for examination retakes, regardless of examination class (Class 1, 2, 3 or 4).

Applicants who passed one part of the examination and failed the other are only required to retake the part of the examination that they failed. Retakes of the failed examination part must be in the same examination classification as the part passed.

To retake the examination, the applicant should contact the DSA Inspector Unit and request a registration form to be sent to him/her. The form shall be completed and submitted to the DSA with the appropriate examination fee (\$200 for each examination part).

In the event that the applicant fails to pass both parts of the exam within this two-year period, a new application will be required to be completed and submitted, subject to all rules, procedures and fees in effect at the time of resubmittal.

## **Maintaining Certification**

DSA Project Inspector Certification is valid for four years. Certification must be valid throughout the duration of an assignment on a construction project. The inspector may renew his/her certification by meeting the requirements of the Recertification Program (see DSA website for complete description).

In the event that the DSA Project Inspector's certification expires and the inspector does not complete the requirements of the DSA Recertification Program in the time required, the inspector must apply to the DSA Project Inspector Examination as a new applicant. A new examination application will be required to be completed and submitted, subject to all rules, procedures and fees in effect at the time of resubmittal.

# DSA Project Inspector Examination

## PROJECT CLASSIFICATION

There are four classifications of construction projects, as defined below, and four project inspector examination classes to correspond to the four classifications of construction projects. All projects are assigned a project classification by the DSA during plan review. An individual must hold a certificate of the appropriate class to apply for the position of "Project Inspector" for a specific project. Individuals must be evaluated and approved by the owner, design professional in general responsible charge, and the DSA for each specific project prior to start of construction.

### Class 1:

- Buildings or additions of 2,000 square feet or greater that utilize materials other than wood-frame shear walls (for example: masonry/concrete shear walls, steel brace frames, concrete, or steel moment-resisting frames) as the primary lateral load-resisting system.
- Substantial structural alterations to the gravity and/or lateral load-resisting system of the building types described above.

Note: The Class 1 examination is comprehensive; it tests the applicant's knowledge of Class 1, Class 2, Class 3 and Class 4 structures and related code requirements.

### Class 2:

- Buildings or additions over 2,000 square feet that utilize wood-frame shear walls as the primary lateral load-resisting system. Projects may be single or multi-level, with no upper limit in floor area. The project may contain incidental masonry, concrete and/or structural steel construction (e.g. gravity load carrying columns and beams). Buildings may have isolated exceptions to the lateral load-resisting system, such as a steel brace frame at one location in the structure.
- Buildings or additions of less than 2,000 square feet in floor area that have primary lateral load-resisting systems utilizing concrete, masonry or steel construction. A single-story masonry building with a regular configuration (see C.B.C. Sec. 1629A.5.2), a floor area of less than 7,000 square feet, and a wood-frame roof structure may be considered to be a Class 2 structure.
- Two-story modular buildings (on-site construction) utilizing shop-fabricated building frames.
- Alteration, modernization, and reconstruction projects that exceed the limitations of the Class 3 scope of work, but do not include substantial alterations to structural systems of concrete, steel or masonry.
- Non-building structures that exceed the limitations of the Class 3 scope of work (signs, poles, bleachers, walls, fences, retaining walls, etc.).

Note: The Class 2 examination tests the applicant's knowledge of Class 2, Class 3 and Class 4 structures and related code requirements.

### Class 3:

- Buildings or additions of wood-frame, single-story construction, with conventional (spread footing) concrete foundations and a total floor area less than 2,000 square feet. Structures must utilize wood-frame shear walls as the primary lateral load-resisting system. The project may include isolated steel or concrete elements (e.g. steel or concrete columns).
- Structural alteration projects limited to wood-frame, single-story construction. When deemed appropriate by the DSA, alterations to (or addition of) isolated steel, masonry or concrete elements may be included in Class 3 projects. Alteration projects involving significant changes to the lateral load-resisting system may be classified as Class 2 projects.
- Alteration and modernization projects that are primarily non-structural, such as electrical, mechanical, plumbing, disabled access features, and site improvement work.

# DSA Project Inspector Examination

## PROJECT CLASSIFICATION

- Most non-building structures such as signs and poles less than 35' in height, bleachers with a maximum of 5 rows of seats, walls less than 10' in height above grade, and single-story canopies less than 200 square feet in horizontal projected area.

Note: The Class 3 examination tests the applicant's knowledge of Class 3 and Class 4 structures and related code requirements.

### **Class 4:**

- Building placement and related site work for pre-manufactured single-story relocatable buildings.

### **See IR A-7 for a complete definition of Project Classifications**

Inspectors who pass the Class 1 examination are qualified to apply for the position of "Project Inspector" for any project. Class 2 inspectors may apply for Class 2, 3 or 4 projects. Class 3 inspectors may apply for Class 3 or 4 projects. Class 4 inspectors may only inspect Class 4 projects.

# DSA Project Inspector Examination

## FREQUENTLY ASKED QUESTIONS & ANSWERS

**1. Does the DSA provide training for prospective inspectors?**

**Answer:** The DSA has developed an Academy of classes to educate project inspectors on the rules, regulations, and standards that apply to the inspection of schools. The DSA Project Inspector Overview Class is mandatory for all DSA project inspectors, as part of the re-certification process.

**2. What kind of experience do I need to qualify for each class of examination?**

**Answer:** The Qualification Matrix provided as part of the DSA Project Inspector Examination Packet lists the qualifications for each classification and documents required to demonstrate qualifications.

**3. I'm not sure if my education will qualify?**

**Answer:** If you are unsure if a specific type of education you possess, or particular courses will or will not qualify, contact the DSA Project Inspector Unit at [inspector@dgs.ca.gov](mailto:inspector@dgs.ca.gov) prior to submitting your application. The Inspector Unit will review the information provided and determine whether it can be used as qualifying education for submitting an application for the DSA Project Inspector Examination.

**4. I am already a DSA certified Project Inspector. How can I upgrade to a higher class of certification?**

**Answer:** You may apply for a higher class of certification by submitting an examination application if you meet the qualification criteria outlined in the Qualifications Matrix. The qualification criteria apply to both new applicants and already certified project inspectors wishing to upgrade their certification.

**5. I received a letter stating that additional information is required to qualify; what should I do?**

**Answer:** The Application Review Pending letter explains what additional information is required. Most applications are returned for further detail on the applicant's experience. The following suggestions may help to clarify your experience:

- Fill out the Experience Record Form with detailed information on your experience on a project-by-project basis; attach additional pages as required (resumes are not acceptable).
- Include pertinent information such as start and finish dates for each project and the percentage of time spent on separate tasks such as inspection or supervision of construction.
- Overlapping projects will only count once (if you did ten different projects over a three-month time frame you will be credited with three months of experience, not thirty).

**6. Do I have to complete the Project Inspector Overview before applying for an exam?**

**Answer:** No. The DSA is no longer requiring the Project Inspector Overview for New and Retesting applicants. The Project Inspector Overview is still a required component for Recertification.

**7. What kind of experience is not acceptable towards meeting the minimum qualifications for the DSA Project Inspector Examination?**

**Answer:** Non-building experience (bridges, dams, mechanical plant installations, roads, railways, etc.) as well as experience non-related to construction (for example, electrical work on automobiles) does not meet the qualification requirements for the DSA Project Inspector Examination.

**8. I have experience gained outside of the United States; can I use this experience towards**

# DSA Project Inspector Examination

## FREQUENTLY ASKED QUESTIONS & ANSWERS

meeting the qualification criteria?

**Answer:** The minimum qualification criteria for exam applicants do not include experience gained outside of the United States of America.

**9. I passed all but one Section of the test. Can I just retake that one Section?**

**Answer:** No, you must re-apply and take the entire Part over again. If you only missed one (or more) Section(s) in one Part then you only need to retake that Part.

**10. If I take the Class 1 exam and miss passing by a small margin, will I be certified as a Class 2 (or Class 3) inspector?**

**Answer:** No, you must decide which exam you want to apply for and pass it. Even if you miss the passing score by only one point you will have to re-test and pass both parts of the Exam to obtain certification.

**11. I had qualified for the DSA Project Inspector Examination under the old qualifications and I haven't tested since 2010, do I need to re-qualify under the new qualifications?**

**Answer:** Prior applicants may take the September 5, 2013 or December 4, 2013 exam without having to demonstrate that they meet the new qualification criteria. Applicants wishing to take an exam after January 1, 2014, must meet the new qualification criteria and submit the Form DSA 175 (rev. 06-03) with supporting documentation and applicable fees.

**12. I applied for the exam a few years ago and received an Additional Information Letter before June 1, 2013; now that I finally have the necessary experience do I have to re-qualify under the new qualifications?**

**Answer:** Applicants with submitted applications prior to June 1, 2013, who received a letter asking for additional information in order to qualify for the exam, may provide such documentation and take the September 5, 2013 or December 4, 2013 exam without having to demonstrate that they meet the new qualification criteria. Applicants wishing to take an exam after January 1, 2014 must meet the new qualification criteria and submit the Form DSA 175 (rev. 01-14) with supporting documentation and applicable fees.

**13. What should I bring to the exam?**

**Answer:** You should bring the reference books from the list provided below that you would bring to the construction site to perform your inspections. The following is a list of things you may need; it is not meant to be an exhaustive list, nor will all reference books be of value during the exam:

**What you must bring**

- Your Site Admittance Form
- Your Picture Identification
- #2 Pencils and erasers

**You may only bring the following:**

- A simple calculator (non-printing, self-contained, silent. Palm top computers are not allowed)
- The 2010 version (only) of Title 24, Parts 1, 2, 3, 4, 5, 6, 9 and 12. No other editions of Title 24.
- American Iron and Steel Institute (AISI) Standard for Cold-Formed Steel Framing – General Provisions
- American Institute of Steel Construction (AISC), Steel Construction Manual
- AISC Seismic Design Manual

# DSA Project Inspector Examination

## FREQUENTLY ASKED QUESTIONS & ANSWERS

- American Welding Society (AWS) D1.1, Structural Welding Code
- American Concrete Institute (ACI) 318
- American Concrete Institute (ACI) 530 Building Code Requirements and Specifications for Masonry Structures
- American Forest and Paper Association (AF&PA) National Design Specification (NDS) for Wood Construction
- American Wood Council Special Design Provisions for Wind and Seismic (SDPWS)
- American Wood Preserver's Association U1 Usage Category Specifications
- West Coast Lumber Inspection Bureau (WCLIB) Lumber Grading Rules
- National Fire Protection Association (NFPA) 13, 14, 17, 17-A, 24 and 72
- American Society for Testing and Materials (ASTM) C94, A615, A706, F1667
- Post-It Flags only (no larger than 1" X 1.75")
- Magnifying glass/reader

### **Do NOT bring the following:**

- Do not bring any electronic device that has the ability to store, communicate or transfer information, such as, but not limited to cell phones, Bluetooth devices, MP3 players, and iPods.
- Do not bring seminar or class handouts of any type (including DSA seminar binders).
- Do not bring the DSA "IR manual" or any other material downloaded from any website.
- Do not bring ring-bound notebooks (ring-bound codebooks are allowed), spiral-bound books, or loose paper of any kind. Do not bring any blank paper, including Post-It® notes (Post-it Flags okay as indicated above).
- Do not bring photocopies of any reference books.
- Do not insert any additional pages into your codebooks or other reference books. This includes indexes, quick reference guides, or similar assistive references (ICC tabs are okay).

# 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. 12-14)

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 online license verification services provided by the Board for Professional Engineers and Land Surveyors of the California Department of Consumer Affairs.

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**PROJECT INSPECTOR EXAMINATION APPLICATION****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 online 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](mailto: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](mailto: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 Project Inspector Examination QUALIFICATIONS MATRIX

APPLICANT'S NAME (last, first):			
<b>Qualification Criteria (CHECK ONE THAT APPLIES)</b> 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.	<b>Supporting Documentation Required to Demonstrate Qualifications</b>		
<b>CLASS 1 INSPECTOR EXAMINATION</b>			
1	<input type="checkbox"/>	<p><b>Six</b> 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 <b>with</b> 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.</p>	<p>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 &amp; valid certificates: ICC, C5 Commercial Combination Inspector ACIA, Registered Construction Inspector, Division II (Building) OSHPD Class A Hospital Inspector Copy of current &amp; valid California registration/license, if used for 4 years of experience</p>
2	<input type="checkbox"/>	<p><b>Six</b> 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</p>	<p>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.</p>
3	<input type="checkbox"/>	<p><b>Three</b> years of qualifying experience as a DSA certified Class 2 project inspector <b>and</b> 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 <b>two</b> years of experience in special inspection with valid certification.</p>	<p>Experience Record Form (s); One or more of the following current &amp; 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</p>
4	<input type="checkbox"/>	<p>Possession of certification as DSA Class 2 project inspector <b>and</b> four years of experience as a DSA-approved assistant project inspector in Class 1 school construction projects.</p>	<p>Experience Record Form(s)</p>

## DSA Project Inspector Examination QUALIFICATIONS MATRIX

APPLICANT'S NAME (last, first):		
<b>Qualification Criteria (CHECK ONE THAT APPLIES)</b>	<b>Supporting Documentation Required to Demonstrate Qualifications</b>	
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.		
<b>CLASS 2 INSPECTOR EXAMINATION</b>		
1	<input type="checkbox"/>	<p><b>Four</b> 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 <b>with</b> a valid certification as a commercial combination building inspector by a state- or nationally-recognized organization, as accepted by DSA.</p> <p>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.</p>
		<p>Experience Record Form (s) listing hospital inspector experience as OSHPD Class A inspector; local jurisdiction inspector; or other eligible experience;</p> <p>One of the following current &amp; valid certificates:          ICC, C5 Commercial Combination Inspector          ACIA, Registered Construction Inspector, Division II (Building)          OSHPD Class A Hospital Inspector</p> <p>Copy of current &amp; valid California registration/license, if used for 3 years of experience</p>
2	<input type="checkbox"/>	<p><b>Four</b> years of qualifying experience as the lead project construction superintendent on:</p> <p>a. new building public school construction projects subject to the requirements of Education Code sections 17280 or 81130, and these regulations; and/or,</p> <p>b. construction of new hospital buildings as defined by Section 129725 of the Health and Safety Code.</p>
		<p>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.</p>
3	<input type="checkbox"/>	<p><b>Three</b> years of qualifying experience as a DSA certified Class 3 project inspector on DSA Class 3 projects.</p>
		<p>Experience Record Form(s)</p>
4	<input type="checkbox"/>	<p>Possession of certification as DSA Class 3 project inspector <b>and</b> four years of experience as a DSA-approved assistant project inspector in Class 1 or 2 school projects.</p>
		<p>Experience Record Form(s)</p>

## DSA Project Inspector Examination QUALIFICATIONS MATRIX

APPLICANT'S NAME (last, first):		
<b>Qualification Criteria (CHECK ONE THAT APPLIES)</b>	<b>Supporting Documentation Required to Demonstrate Qualifications</b>	
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.		
<b>CLASS 3 INSPECTOR EXAMINATION</b>		
1	<input type="checkbox"/>	<p><b>Three</b> 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 <b>with</b> a valid certification as a commercial combination building inspector by a state- or nationally-recognized organization, as accepted by DSA.</p>
		<p>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 &amp; valid certificates: ICC, C5 Commercial Combination Inspector ACIA, Registered Construction Inspector, Division II (Building) OSHPD Class A Hospital Inspector</p>
2	<input type="checkbox"/>	<p>Possession of a valid California registration as a structural engineer, civil engineer, or a valid California license as an architect.</p>
		<p>Copy of current &amp; valid California registration/license</p>
3	<input type="checkbox"/>	<p><b>Four</b> 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.</p>
		<p>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 &amp; College Courses Descriptions (Syllabus), if using education in lieu of experience</p>
4	<input type="checkbox"/>	<p><b>Two</b> years of qualifying experience as a DSA certified Class 4 project inspector <b>and two</b> years of qualifying education with major work in architecture, engineering, building inspection and/or construction.</p>
		<p>Experience Record Form(s) College Transcripts College Courses Descriptions (Syllabus)</p>
5	<input type="checkbox"/>	<p>Possession of certification as DSA Class 4 project inspector <b>and three</b> years of experience as a DSA-approved assistant project inspector in Class 1, 2, or 3 school construction projects.</p>
		<p>Experience Record Form(s)</p>

# DSA Project Inspector Examination QUALIFICATIONS MATRIX

APPLICANT'S NAME (last, first):	
<b>Qualification Criteria (CHECK ONE THAT APPLIES)</b> 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.	<b>Supporting Documentation Required to Demonstrate Qualifications</b>
<b>CLASS 4 INSPECTOR EXAMINATION</b>	
1	<input type="checkbox"/> <b>Two</b> years of experience as an architect's, engineer's, owner's, or local building official's representative in building code-enforcement inspection <b>with</b> 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	<input type="checkbox"/> <b>Two</b> 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	<input type="checkbox"/> <b>Four</b> 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	<input type="checkbox"/> Valid certification as a building code-enforcement inspector or structural special inspector by a state- or nationally-recognized organization, as accepted by DSA, <b>and three</b> 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. Please attach a separate sheet if unable to fit descriptions in the appropriate area below.

Qualifying experience must be submitted on a separate Experience Record Form for each 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):

- checkbox DSA Certified Project Inspector Class checkbox DSA Certified Assistant Project Inspector
checkbox General Contractor's Field Superintendent checkbox 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): checkbox OSHPD Certified Project Inspector Class checkbox General Contractor's Field Superintendent checkbox Special Inspector

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

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

Project Cost: \$ \_\_\_\_\_ Project Size (sq. ft.): \_\_\_\_\_

Type of building: checkbox Commercial checkbox Single Family (or Duplex) Residential checkbox Military
checkbox Multi-Family Residential checkbox Other Structures: \_\_\_\_\_

Primary lateral load-resisting system (for new construction and additions only):

- checkbox Plywood shear wall checkbox Concrete or masonry shear wall
checkbox Concrete or steel moment or braced frame checkbox Other: \_\_\_\_\_

Duties and Responsibilities: (Please check one that applies)

- checkbox Building Code Enforcement Inspection, as representative of:
checkbox Architect checkbox Engineer checkbox Owner checkbox Building Official
checkbox Special Inspector. Describe scope of work inspected: \_\_\_\_\_
checkbox Lead Project Superintendent in charge of all aspects of construction
checkbox Tradesman - CHECK ONE: checkbox Foreman checkbox Journeyman
INDICATE TRADE(s): checkbox Carpenter checkbox Concrete checkbox Steel checkbox Mechanical/Plumbing
checkbox Electrical checkbox 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: \_\_\_\_\_

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**PROJECT INSPECTOR EXAMINATION APPLICATION**

**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.