

COMMONWEALTH OF VIRGINIA



Virginia Standards for Individual and Regional Code Academies

(2000 Edition)

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Virginia Department of Housing and Community Development
Division of Building and Fire Regulation
501 North 2nd Street
Richmond, Virginia 23219-1321

PREFACE

Introduction

The Virginia Standards for Individual and Regional Code Academies are state regulations promulgated by the Virginia Board of Housing and Community Development for the purpose of establishing standards for individual and regional code academies when such academies are formed to provide training to enforcement personnel of the state building and fire regulations. Approved academies may retain a fee levy on building permit fees established pursuant to § 36-137(7) of the Code of Virginia which provides funds for a Virginia Building Code Academy within the Department of Housing and Community Development.

Arrangement

The Virginia Standards for Individual and Regional Code Academies are part of the Virginia Administrative Code (VAC), the official compilation of state regulations published under the authority and guidance of the Virginia Code Commission. In addition to being available in this pamphlet form from the Department of Housing and Community Development, the regulation may be accessed through the website of the Virginia Code Commission or by subscription to the VAC.

In keeping with the designations used in the building and fire regulations distributed by the Department, this printing is known as the 2000 edition of the Virginia Standards for Individual and Regional Code Academies.

Technical Assistance

Staff of the Department's Training and Certification Office may be contacted at (804) 371-7180 for further information and assistance.

13 VAC 5-80-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

“**BHCD**” means the Virginia Board of Housing and Community Development.

“**Certificate of Accreditation**” means the certificate issued to an individual or regional code academy that accredits that code academy to conduct educational programs for persons seeking to become BHCD-certified for enforcement of Virginia’s building- and fire-related regulations.

“**Code Academy**” means an educational institution established in accordance with § 36-137 of the Code of Virginia that is accredited by DHCD to conduct classes to prepare an individual to pursue an occupation in the inspection profession relating to the enforcement of the USBC, VADR and SFPC, or to upgrade an individual in technical phases of the USBC, VADR and SFPC.

“**DHCD**” means the Virginia Department of Housing and Community Development.

“**Operator**” means the person designated as the executive official in charge of the academy.

“**SFPC**” means the Virginia Statewide Fire Prevention Code (13 VAC 5-51).

“**Train the Trainer**” means the DHCD training provided for code academy instructors.

“**USBC**” means the Virginia Uniform Statewide Building Code (13 VAC 5-62).

“**VADR**” means the Virginia Amusement Device Regulations (13 VAC 5-31).

13 VAC 5-80-40. Appeals.

Decisions of DHCD under this regulation are case decisions under the Virginia Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) and are subject to judicial review in accordance with that law.

13 VAC 5-80-50. Listing of certified academies.

DHCD shall maintain a list of code academies that hold valid Certificates of Accreditation, which shall be available for public review.

13 VAC 5-80-60. Application for accreditation.

A. Any Code Academy seeking a Certificate of Accreditation shall submit the information required by these standards, on forms provided by DHCD, 120 calendar days prior to the date for which approval is requested.

B. The operator shall reimburse DHCD for the cost of processing and monitoring the accreditation.

C. The following information shall be submitted as part of the application:

1. A budget documenting the financial resources available to equip, maintain, and operate the academy;
2. The educational and teaching qualifications of the operator and instructors;
3. The individual courses of instruction which will be offered, and the purpose of such instructions;
4. A listing of any equipment available to aid instruction in each field;
5. The maximum anticipated enrollment to be accommodated with the equipment available in each specified field, and the ratio of students to instructors which shall not exceed 50 to 1 for lecture format courses, and 20 to 1 for interactive courses;
6. The locations where such instruction will take place;
7. Any additional information that DHCD may deem necessary to carry out the provisions of this chapter.

D. Each application for a Certificate of Accreditation shall also include the following commitments:

1. Conduct the Code Academy in accordance with all standards and regulations promulgated by DHCD and BHCD;
2. Permit DHCD to inspect the Code Academy at any time, and to provide all information pertaining to the activities of the Code Academy or its financial condition as requested by DHCD;
3. The levy retained under § 36-137 of the Code of Virginia shall not be used for purposes other than directly relating to the operation of the Code Academy;
4. In the event that the Code Academy should close, a list of enrolled students who have not

completed their program of study, and the amount of the course which they have completed, shall be submitted to DHCD;

5. Maintain current, complete and accurate student records, including a record of all hours of work completed by each student.

13 VAC 5-80-70. Certificate display.

The Certificate of Accreditation shall be displayed on the premises of the Code Academy in an area which is readily accessible to the public.

13 VAC 5-80-80. Renewal of certificate.

A. Every Code Academy shall apply for renewal of its Certificate of Accreditation no later than April 15 of each year, on forms provided by DHCD. The application for renewal shall include a current training schedule.

B. Every Certificate of Accreditation shall expire upon failure to obtain renewal by June 30 of each year.

13 VAC 5-80-90. Personnel qualifications.

A. Any director of the Code Academy shall demonstrate a working knowledge of USBC, VADR and SFPC training-related technology and shall possess a minimum of two years of supervisory experience. Managerial experience and a college degree from an accredited college or university are preferred.

B. All instructors shall have knowledge and experience in the trade or profession in which the instructor teaches. Instructors shall have DHCD-approved experience as an instructor or shall have successfully completed a "Train the Trainer" or DHCD-approved equivalent course.

C. DHCD shall be notified of any staff changes within the code academy subsequent to receiving accreditation. Staff changes forwarded to DHCD shall include qualifications of the instructors.

13 VAC 5-80-100. Instructional program.

The instructional program shall consist of those courses and subjects, related to the technical provisions of the national model codes and referenced standards, which the Code Academy has been accredited to offer, and be consistent with the instructional programs offered by DHCD. DHCD reserves the sole right to provide programs based on Chapter 1 of the USBC, VADR, and SFPC. Attendance at any local or regional Code Academy shall not satisfy mandatory attendance at programs administered by DHCD on any changes to the USBC, VADR or SFPC.

13 VAC 5-80-110. Application for additional courses.

The operator shall present a supplementary application to DHCD for approval of additional courses of instruction.

13 VAC 5-80-120. Withdrawal of course approval and revocation, suspension, or refusal to renew a certificate of accreditation.

A. DHCD may withdraw course approval, or revoke, suspend, or refuse to renew, any code academy's Certificate of Accreditation for any of the following:

1. Violation of any provision of this chapter;
2. Furnishing false, misleading, or incomplete information to DHCD, or failure to furnish information requested by DHCD within a reasonable time;
3. Presenting to a student any information that is false, misleading or fraudulent;
4. Failure to maintain the premises in a safe and sanitary condition as required by law, state regulation or local ordinance;
5. Failing to maintain adequate financial resources to satisfactorily conduct the courses of instruction offered, or to retain an adequate, qualified staff.

B. DHCD shall notify the operator by certified mail 30 calendar days prior to the effective date of any withdrawal of course approval, or revocation, suspension, or refusal to renew, a Certificate of Accreditation.

13 VAC 5-80-130. Return of certificate.

Any Certificate of Accreditation issued to a Code Academy shall be returned to DHCD immediately, by registered mail, for the following:

1. Revocation; or
2. Voluntary closure of institution; or
3. Any other cause deemed sufficient by DHCD.

13 VAC 5-80-140. Records.

DHCD shall maintain records on all actions, findings and recommendations concerning the approval, revocation, suspension, or refusal to renew any Certificate of Accreditation. All records shall be available to the public, upon request.