

Ind 26.09 Examination. (1) **APPLICATION FOR EXAMINATION.** All applications for examination shall be filed with the department prior to examination. The applicant shall be advised by the department of the date and place of the examination.

(2) **TIME AND PLACE OF EXAMINATIONS.** Scheduled examinations shall be offered at least semiannually. Specific details regarding time and place are available from the department upon request.

(3) **SCOPE OF EXAMINATION.** The examinations will test the applicant's ability to inspect and examine dwellings to ascertain compliance with the rules of the uniform dwelling code, and more specifically:

- (a) Code knowledge;
- (b) Code administration;
- (c) Inspection and enforcement techniques;

(d) Skills such as, but not limited to, general mathematics, reading of plans and specifications, materials and methods of construction, construction safety and oral and written communications.

(4) **GRADING OF EXAMINATIONS.** The final grading of all examinations shall be by persons approved by the department. A grade of 70% or greater in each part shall be considered a passing grade for certification as an inspector.

(5) **EXAMINATION RETAKE.** Applicants failing part or all of an examination shall be required to retake, within 2 years of the original examination, only that part failed. All applications for re-examination shall be filed with the department prior to the scheduled date of the examination to be retaken.

History: Cr. Register, December, 1978, No. 276, eff. 1-1-79.

Ind 26.10 Reciprocity. Inspector certification may be accomplished through reciprocity provided that the certification program of the state in which the inspector is certified is approved by the department.

History: Cr. Register, December, 1978, No. 276, eff. 1-1-79.

Ind 26.11 Issuance of certificate. Upon completing the requirements for certification, the department shall notify the applicant in writing and shall issue an inspection certificate. The certificate will bear the name of the applicant, certification number, expiration date, and certification category (ies). The certificate shall be valid for a period of 2 years.

History: Cr. Register, December, 1978, No. 276, eff. 1-1-79; am. Register, August, 1980, No. 296, eff. 9-1-80.

Ind 26.12 Renewal of certificate. Upon receipt of written notice of expiration, certification may be renewed. Certification renewal shall be contingent on successful completion of on-going approved education programs or receiving a passing grade on the examination.

History: Cr. Register, December, 1978, No. 276, eff. 1-1-79.

Ind 26.13 Denial of certification. (1) **NOTICE OF DENIAL.** Upon denial of certification or recertification, the department shall notify the applicant in writing stating the reasons for denial. The notice of denial

shall be made by certified mail sent to the address filed with the application. Service shall be verified by the certified mail receipt.

(2) **HEARING.** Upon receipt of denial, any applicant may submit a written request for hearing. The right to hearing shall be considered waived if the applicant fails to submit the request within 30 days. Hearings will be conducted by the department and the proceedings recorded.

History: Cr. Register, December, 1978, No. 276, eff. 1-1-79.

PART III—INDEPENDENT INSPECTION AGENCY CERTIFICATION FOR MANUFACTURED DWELLINGS

Ind 26.14 Independent inspection agency certification. Any independent inspection agency offering to perform in-plant inspections of manufacturing facilities, processes, fabrication and assembly of manufactured dwellings and certify compliance for manufactured dwellings under the uniform dwelling code shall be certified and shall satisfy the requirements of this part.

History: Cr. Register, December, 1978, No. 276, eff. 1-1-79.

Ind 26.15 Application for independent inspection agency certification or recertification. Application for certification and recertification shall be made to the department, together with the payment of the fee as specified in Wis. Adm. Code section Ind 69.20.

Certification Coordinator
Safety and Buildings Division
Department of Industry, Labor and Human Relations
P. O. Box 7969
Madison, Wisconsin 53707

(2) All applications for certification shall be submitted in duplicate and shall contain the following information:

(a) Articles of incorporation, bylaws, and a statement of stock ownership of the agency.

(b) Name, address, and qualifications of all officers, directors, top management and personnel.

(c) A statement of stock held by the agency in other corporations.

(d) Location of offices.

(e) An organizational chart of the independent inspection agency.

(f) Names, licenses and qualifications of all in-plant inspectors employed by the agency.

(g) An outline of training programs and general procedures used to assure that all in-plant inspectors are properly trained.

(h) A list of products, components, equipment and structures which the agency has evaluated, tested and inspected.

(i) A list of states in which the agency is authorized to inspect or evaluate manufactured dwellings or components.

(j) An affidavit certifying independence and absence of conflict of interest.

Register, August, 1980, No. 296