It's not going to be smooth sailing, we're not going to be crossing the seven seas in a boat. We will instead, navigate the Seven C's in a classroom environment. It's going to be difficult; but it's also going to be very rewarding. The Council of Code Officials and the NC Department of Insurance staff, both firm proponents of professionalism and building safety, are working together to provide a continuing education opportunity that should be offered to all inspectors in the State of North Carolina. It will be called simply, “The 7-C's.” We have a commitment (no that's not one of the C's), to combine (nope, combine's not one) our code proficiency (code's not even one of the C's), our expertise, our extensive experience, and our pride in the profession with a set of “soft” skills that will take our inspector profiles from good to great. It will be a primer of sorts, not on the code, but how the code and its enforcement effect on the public, is influenced by our Building Safety Officials in North Carolina. It's an interactive, series of facts, observations, discussions, and learning tools, all presented in the classroom environment, that promote professional behavior. I hope you can help make this 7-C's discussion work for yourselves and your peers. An effort of this size requires a unified body with a common goal.

The 7-C's that we will work with are:

1.) Context: This will be the background, the frame of reference, the developmental process that shaped our codes historically and continues to affect them to this day. It will include a look back, a look at the future, and an assessment of where we are today, how we got here, and what our obligations will be moving forward as Building Safety Officials.

2.) Communication: Not just what we communicate, but how we communicate. We will discuss what makes the transfer of information effective. How is the transfer performed? How do our personalities affect the transfer of information? How many
3.) Consequences: How do our efforts/actions affect our jobs, affect our communities, and affect our industry partners. What is a results oriented strategy, and how can having one enhance positive consequences and reduce negative ones?

4.) Consistency: Probably the number one complaint inspectors hear about in the whole United States. How do we get ourselves out of the way and let professional code enforcement speak for itself. This one will create a lot of discussion I bet. (No boxing gloves allowed in the classroom for this one)

5.) Competence: Adequate training, intelligence, experience, work ethic, skill, qualifications, personality, dedication, commitment...... all of these are 100% necessary, but as we develop these traits are we building a capacity into our daily work life and inspections teams that ensures that these qualities will be sustainable and easily transferable to new employees?

6.) Character: No I don’t mean like in a movie. This ain’t like John Wayne where you can just shoot ‘em if they don’t follow the rules. This is how you will build honor, pride, morality, honesty, and a true servant mentality into your job description.

7.) Customer Service: I’m glad we mentioned a servant mentality, that’s what we must, above all else, possess. Our mission for building safety, our job, is done as a pledge, a commitment to the public. We ensure their safety with our good works. We are not above anyone else, we are not below anyone. As a matter of fact, put us all in a line and we look like, we actually are, just like “everybody else”. But make no mistake, we’re good people, professionals, serving a higher calling. If you believe that, if your communities, your friends, your families and their safety is of the utmost importance to you, then this class is the one you want to take. In the gospel of John, Chapter 13, Jesus washes the feet of his disciples. He does this as a lesson, so that others would understand that even the greatest have an obligation to others, to serve and to be a teacher, and to know and recognize good works in one another’s lives. Our reward as an inspector is not Heaven, but it is a well-bought, sometimes hard won reward. We look for our reward in the faces of our community as they go about their lives without worry for the buildings and homes they inhabit. You, the North Carolina Building Safety Official, are a mentor, a teacher and a servant, but it’s not about you as an individual, it’s about the success of our calling to do good for others. Let’s embrace our mission to serve, and let’s ensure, through excellent education opportunities and the actions that follow, our current and future inspector brothers and sisters a well-deserved place of respect in the State. Jesus said, “I have set you an example that you should do as I have done for you. Very truly I tell you, no servant is greater than his master, nor is a messenger greater than the one who sent him. Now that you know these things, you will be blessed if you do them.” Let’s do them. And as we do them, let’s find our mission to serve this second calling; the one that serves our Great State of North Carolina. In addition to being good people, let’s be great inspectors. Let’s learn to be servants and messengers that reflect the goodness of the people we serve; and let’s try to enable others to serve in a safe and secure built environment. Let’s figuratively sail the seven seas of professional inspections education, leave no corner uncharted or untouched. Let’s all embrace the 7-C’s and make them a part of our daily work lives. It will require extra effort on our parts...why, because we’re the ones who can!

Your humble Building Safety Official,

Dan Dockery
Presidential Views

Take care, this is something that you may say when departing from someone and we don’t pay much mind at what this may mean. We need to take care in our everyday lives in all that we do. Things can happen in an instant. Over the years I have been personally touched in one way or another in the electrical business with accidents.

I can remember the tendency to climb on a ladder one rung too high to change a ballast or work on a circuit hot when it could have been de-energized in a few minutes. I have also seen coworkers with missing fingers and burns on face and neck from circuits shorting out. A couple of stories come to mind when I think about electrical accidents. An electrician was installing a breaker in a 120/208 volt panel on a job that I was inspecting, refused the utility company turning off the power and inadvertently touched a screwdriver to ground causing an explosion that burned a large part of his body.

Another story that comes to mind is working in high voltage manholes without proper training and personal protective gear, hearing that after leaving the job that a coworker was killed in an explosion in one of the very manholes that I worked in.

It only takes a second to save yourself severe injury or death by turning off a circuit, wearing proper safety gear or making a decision to get a ladder that reaches the task at hand. I am thankful to be alive and uninjured by some of the poor decisions that I have made in my electrical career but feel that it is a constant battle within myself to make good choices when working.

I don’t install electrical work now but still face some of the same safety issues and have to make sure to be aware of the hazards that are around and encourage you to do the same. You are valuable, Please take care.

Reminder:


Let’s go to the beach

The Ellis Cannady Chapter IAEI will be having our annual Educational Conference this year at the Doubletree Atlantic Beach August 14th-16th. Please visit our website for more information. www.nciaei.org

Sincerely,

Michael Caudle
President
Ellis Cannady Chapter IAEI, 2015-2016

Lead Codes Enforcement Officer,
Cabarrus County Construction Standards
mjcaudle@cabarruscounty.us
(704) 791-3936

Industry Events

North Carolina Electrical Institute
April 5-6, 2016
North Raleigh Hilton
(Website?)

CECA

NCAEC

NC Ellis Cannady Chapter IAEI Annual Convention
August 14-16, 2016
Doubletree Atlantic Beach
(Website?)

See our website for more information: www.nciae.org.
(Meetings page).

One Day Continuing Education Class
January 28, 2016
Replacements Ltd.
1089 Knox Rd.
McLeansville, NC 27301
(336) 697-3000

North Carolina Electrical Institute
April 5-6, 2016
North Raleigh Hilton
(Details will be available on our website at a later date).

See our website for more information: www.nciae.org.
(Meetings page).

Spring Safety Tips
From Electrical Safety Foundation Website www.efsi.org

Bereaved

C. G. Davis, Inspector, Electrical Supervisor for Union County.

C. G. Davis, 71, of Monroe died Thursday, February 18, 2016 at home. He was born in Duplin County, NC on November 7, 1944 son of the late Hubert Avery and Lois Spence Davis. He was also preceded in death by a son, Charles Timothy Davis and a brother, Avery H. Davis who died November 27, 2014.

C. G. enjoyed his children, grandchildren and godchildren. He also enjoyed southern gospel music. Charlie was fondly called C.G. by his friends, but to his grandchildren he was respected highly as grand-daddy. His nephews and nieces called him uncle C.G.
The family received friends on Friday, February 19, 2016 at Gordon Funeral Service, 1904 Lancaster Ave., Monroe, NC 28112. Funeral services were held Saturday, February 20, 2016 at 2:00 PM at Mt. Zion Baptist Church, 6905 Gus Eubanks Rd., Monroe, NC 28112. Burial followed in the church cemetery.

C. G. is survived by his wife, Shelia Cox Davis, daughter, Judy. D. Kirchinger and husband Rick of Columbia, SC, Kelly D. Keziah and husband Landon and Michelle Davis, of Monroe, sisters, Shelby D. Kearney of Seven Springs, and Peggy Laws (Al) of Goldsboro, sister-in-law, Patty Davis, brother and sister-in-law, Bobby and Joye Cox of Monroe, grandchildren, Bethany Crout (Brian), Andrew Kirchinger of Columbia, SC, Courtney Liles and Corey Liles of Waxhaw, Evan Keziah of Monroe, Blake Quick and Colton Quick both of Indian Trail. Also godchildren, Carrie Quick (Brian) of Indian Trail, Beverly Liles (Jeremy) of Waxhaw, Dustin Lowery (Brittany) and Katie Lowery, all of Monroe.

Online condolences may be made at www.gordonfuneralservice.com

Continuing Education with NC IAEI

Our Continuing Education classes around the State continue to be successful for our Inspectors and Contractors. Since these classes are in several locations, it makes classroom learning more practical, avoiding the need to travel far and stay in a hotel room. Thanks again to Al Parris, and all our talented and dedicated instructors! Look for more dates coming soon.

Jobs – please submit job postings

We continue to post new positions available and send a special announcement to our mailing list. Some of these postings have resulted in jobs for our members! To submit openings please go to our website www.nciae.org.

On Our Website

Remember to check the NC IAEI website regularly! We are making continuous improvements and always have great information on the NEC, on Continuing Education class schedules, code interpretations, important documents and exciting technology news.

News from the NC Fire Marshal’s Association

The North Carolina Fire Marshal’s Association (NCFMA) held its 1st quarter meeting on March, 14 2016 at the Courtyard by Marriot in Carolina Beach. There were approximately 168 people in attendance. The meeting was held in conjunction with the opening ceremonies of the 57th Annual Fire Prevention School. The executive board voted to update the website to a new and more user friendly platform. The Association voted to update the By-Laws to fully incorporate the Fire Code Revision Committee under the Association.

NCFMA is offering its Spring 2016 continuing education workshops. Charlie Johnson, Chief Deputy, Fire Marshal with Wake County will teach a six hour class on Hazardous Materials. Dates and locations are still being determined. Please check our website for information, NCFMA.com.

The second quarter meeting for the 2016 year will be held at the Durham Fire Department Training Center on June, 22 2016. The Executive Board will meet at 10:00am with the Association meeting starting at 12:30pm. Please check our website for additional information, NCFMA.com.
The North Carolina Mechanical Inspectors Association is proud to announce that our 43rd Annual Educational Conference will be held August 7-10. We are looking forward to our stay at the DOUBLETREE BY HILTON HOTEL ASHEVILLE - BILTMORE, 115 Hendersonville Road, Asheville, NC 28803.

We will have a get-acquainted buffet dinner Sunday night, August 7th at the DOUBLETREE BY HILTON HOTEL ASHEVILLE - BILTMORE beginning at 6:00 pm. A buffet lunch with the vendors will be offered on Monday for all conference registrants and their families. There will be a companions’ and children’s breakfast on Tuesday morning, followed by a brief program and door prizes. On Tuesday night, we will conduct a banquet, awards presentation and the induction of the new NCMIA Board of Directors, including door prizes.

Tuesday, August 9th will be our education day. We will provide six hours of continuing education that will be approved under the Code Officials Qualification Board Continuing Education Program for mechanical inspectors. The class will be taught by a professional trainer from ICC. The topic will be “The 2015 Mechanical Code, and its updates that may affect the 2019 NC Mechanical Code.”

Dress for the conference will be casual or resort wear. In order to give the DOUBLETREE BY HILTON HOTEL ASHEVILLE - BILTMORE an accurate count for the number of people for each meal, please indicate on the registration form the number of people who will be attending each meal function.

Please read through the following pages on preparing for the conference and send in your registration form. We hope to see you there.

Directions to DOUBLETREE BY HILTON HOTEL ASHEVILLE - BILTMORE, 115 Hendersonville Road, Asheville, NC 28803 are available at the Hotel’s website: www.doubletreeasheville.com

Hotel Registration: Room rates are $125.00 plus tax per night. Rates are based on single or double occupancy.

NOTE: A block of 38 rooms will be held until July 8, 2015. Reservations for the Event will be made by Individual call-in or on-line on or before Friday, July 8, 2016.

Reservations can be made 24 hours a day, seven days a week by calling toll free the following number: DoubleTree Reservations Desk: 1-800-222-TREE (1-800-222-8733). An additional option is to contact the DoubleTree by Hilton Asheville-Biltmore directly at (828) 274-1800. Please have the guests refer to the North Carolina Mechanical Inspectors Association.

Guest Check-in is 3:00 pm, check-out is 11:00 am.

You may also register through the website for the meeting: http://doubletree.hilton.com/en/dt/groups/personalized/A/AVLB-MDT-NCM-20160806/index.jhtml?WT.mc_id-POG

The Resort cannot promise an early check-in, so do not expect to get into your room before 3:00 pm. I am sure you will be welcome to sit out by the pool or in the lobby and enjoy the facilities prior to your check-in.

If you have any problems with hotel registration, please contact Dan Dittman 919-661-5880 x237, or dan.dittman@ncdoi.gov

Conference Registration: The registration form has a place to enter the number of people in your family who will be attending the meal events. It is important that you fill in that information so that we won’t run out of food! If you don’t fill it in, we will assume that the inspector only is attending.

The registration fee for this year’s Conference is $150.00 for an inspector, companion and dependent minor children if payment is received no later than July 5th, 2016.

If you prefer to pay at the door, the registration fee will be $160.00. Please pre-register by mailing your registration form and marking the appropriate box on the registration form.

The registration fee is $50.00 for retired inspectors and their companions.

The registration fee for non-members of the Association is $175.00.

Registration fees include the Sunday night dinner, all breaks, the Monday vendor lunch, the Tuesday morning companions’ and children’s breakfast, and the Tuesday night banquet.

Vendors: We will be conducting a vendor show on Monday and offering 20 exhibit tables for $300.00 each. If you know of any suppliers or manufacturers who would be interested in participating, please call Rebecca Latham, NC Department of Insurance at 919-661-5880 ext. 254, or e-mail at rebecca.latham@ncdoi.gov or Charles Taylor, City of Wilson at 252-399-2240, or email at ctaylor@wilsonnc.org and they will be happy to forward an Exhibitor Registration Form to them. There is also a form attached. The exhibitors may set their tables up on Sunday afternoon and take them down by 5:00 p.m. on Monday.

Important! There has been a change to our registrations this year. The registration fee only includes the Inspector, their companion and dependent minor children. All other guests will be assessed a $100.00 fee per person to cover meals.
REGISTRATION FORM | NC MECHANICAL INSPECTORS ASSOCIATION
43rd Annual Educational Conference
DoubleTree by Hilton Hotel Asheville – Biltmore
115 Hendersonville Rd., Asheville, NC  28803
www.doubletreeasheville.com
August 7–10, 2016

INSPECTOR ID#: ____________________________________________ MECHANICAL CERTIFICATE#: __________________________________________

COMPANION’S NAME (IF ATTENDING): __________________________________________

CHILDREN’S NAMES AND AGES (IF ATTENDING):
____________________________________________________________________________

EMPLOYED BY (Jurisdiction): ____________________________________________________

MAILING ADDRESS: ____________________________________________________________

CITY: ___________________________ STATE: _____________ ZIP: _____________

Please complete a separate form for each inspector attending. You do not have to send in registration fee to pre-register; however, it is less expensive. Payment and this registration form must be received by July 5th to meet the deadline for early registration. The registration fee will be paid as listed below:

[ ] $150.00 Member Registration Fee Enclosed
[ ] $160.00 Member Registration Fee Paid Upon Arrival
[ ] $50.00 Registration Fee for Retirees
[ ] $175.00 Non-Member Fee—Also applies to member jurisdictions not current in dues payment
[ ] Adult children, grandchildren, other guests ($100.00 per person to cover meals)

Total Due: $_______________

[ ] I (We) plan to attend the Sunday Night Dinner Social.
___ # Adults and Children 13 and above  ___ # Children 4–12  ___ # Children 3 and under

[ ] I (We) plan to attend the Vendor Lunch. Everyone is invited.
___ # Adults and Children 13 and above  ___ # Children 4–12  ___ # Children 3 and under

[ ] My companion and children plan to attend the Tuesday Morning Companion’s Breakfast.
___ # Adults and Children 13 and above  ___ # Children 4–12  ___ # Children 3 and under

[ ] I (We) plan to attend the Tuesday Night Banquet.
___ # Adults and Children 13 and above  ___ # Children 4–12  ___ # Children 3 and under

Please note that it is very important to get accurate counts for each meal. We must guarantee and pay for the number of meals to be prepared for each meal event.

MAKE CHECKS PAYABLE AND RETURN TO:
NC MECHANICAL INSPECTORS ASSOCIATION OFFM
1202 MAIL SERVICE CENTER RALEIGH, NC 27699-1202
ATTENTION Rebecca Latham
FAX (919) 662-4414  E-Mail: rebecca.latham@ncdoi.gov

6
Company Name: ____________________________________________________________________________

Contact Name: _____________________________________________________________________________

Mailing Address: ____________________________________________________________________________

City/State/Zip: __________________________________________ Telephone: ____________________

Email: _____________________________________________________________________________________

[ ] I would like to register for the Vendor Show. The registration cost is $300. A 3’ x 6’ table and electrical power supply will be provided for your convenience. You may setup Sunday August 7th in the late afternoon or early Monday morning on the 8th. Time is allotted on the Monday program for vendor introductions, product discussions and the Vendor show. We will have a projector set up if you want to have a presentation on a thumb-drive or use your own laptop. We will facilitate an Inspector’s luncheon and breaks in the Vendor Area to facilitate inspectors meeting and discussing products with our vendors. Monday activities will conclude in the afternoon.

When calling the DOUBTREE BY HILTON HOTEL ASHEVILLE – BILTMORE, be sure to tell them you are attending the “NC Mechanical Inspectors” meeting and ask for a room from the room block so that you may get the special rate of $125.00 per night plus tax. Rooms are based on single or double occupancy. If the quantity of rooms is exceeded, the hotel reserves the right to charge market rate. Please make your reservations with the DOUBTREE BY HILTON HOTEL ASHEVILLE – BILTMORE by calling (828) 274-1800 or through the website for the meeting:


Please be our guest at the Sunday Night Meet & Greet that begins at 6:00 pm on Sunday August 7th.

[ ] I do plan to attend the Sunday Night Meet & Greet  [ ] Number Attending

[ ] I do not plan to attend the Sunday Night Meet & Greet

For further details, you may call Rebecca Latham (Rebecca.latham@ncdoi.gov) at 919.661.5880 Ext. 254 or Dan Dittman (dan.dittman@ncdoi.gov) at 919.661.5880 Ext. 237 or Charles Taylor (ctaylor@wilsonnc.org) at 252.399.2240.

Please make checks payable and return to:

N.C. Mechanical Inspectors Association
1202 Mail Service Center
Raleigh, NC 27699-1202
Attention: Rebecca Latham

Register Online using PayPal: www.ncmia.com/vendor/vendor.php
**NC MECHANICAL INSPECTORS ASSOCIATION**

**SCHOLARSHIP FUND APPLICATION**

Application's Name_________________________ Date __________________________

Application Deadline: Your application file must be completed by **June 1, 2016**

Mailing Address: NC Mechanical Inspectors Association
OSFM
322 Chapanoke Road, Suite 200
Raleigh, NC 27603

**ACTION OF THE SCHOLARSHIP FUND COMMITTEE**

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THIS GRANT IS AWARDED FOR THE SCHOOL YEAR ____________________________

BY ___________________________ DATE ____________________________

NOTICE TO APPLICANT: Please read thoroughly the "Instruction to Applicant" and the "Criteria of Qualifications" sections of this application.

Date __________________________ Phone # ________________ E-mail Address ____________________________

Full Name __________________________________ (First) (Middle or Maiden) (Last)

Home Address _____________________________ (Number, Street, City, State, Zip Code)

Date of Birth __________ Age ________ Birthplace ____________________________

Applicant's Present Occupation ___________________________________________________________

If employed, name of firm _______________________________________________________________

Address of firm ________________________________________________________________

Name of Father or Mother (or Guardian) who holds a mechanical inspection certificate including their work phone number and e-mail address: _________________________________________________________

Mechanical Certificate Number and Issue Date__________________________

Home Address _____________________________ (Number, Street, City, State, Zip Code)

Is this person employed by a Municipality, County, or State? (Yes or No) __________________________

If so, give name of the Municipality, County, or State where employed __________________________

Is the Municipality, County, or State current in payment of Association dues? _______ (Check with parent or guardian.)

Title of position or job ________________________________________________

How many years of active mechanical field inspection and/or plan review experience? _______________

Name of Spouse (or Additional Guardian) ________________________________________________

Home Address _____________________________ (Number, Street, City, State, Zip Code)

Is this person employed by a Municipality, County, or State? (Yes or No) __________________________

If so, give name of the Municipality, County, or State where employed __________________________

Title of position or job __________________________________ For how long? _______________

If not, give occupation and place of employment ________________________________________________

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8
I hereby apply for a NC Mechanical Inspectors Association grant to enable me to (begin)/(continue) my education at __________________________ located at __________________________

(College, University, Trade School, etc.)

For session beginning ________________________, 20___ and ending ________________________, 20___

My classification will be ________________________________________________________________

(Freshman, Sophomore, Junior, Senior)

My intended vocation is _________________________________________________________________

My intended major is ___________________________________________________________________

Name of high school, preparatory school, college, etc., you have attended or are currently enrolled in:

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Please indicate the following:

Honors received _______________________________________________________________________

Clubs or fraternities __________________________________________________________________

Extracurricular activities ________________________________________________________________

Hobbies _______________________________________________________________________________

Additional information _________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Applicant: Please provide a minimum one page handwritten personal essay stating why you are deserving of this award and attach it to the application.
INSTRUCTIONS TO APPLICANT

1. This application has been prepared as a frank and friendly means of obtaining necessary information regarding the applicant, and the applicant is required to give all information requested. Read the contents carefully and understand each question and all information requested.

2. Before filling in the application, draft your answers on an extra application form as your file copy and worksheet. Little consideration will be given to carelessly prepared applications.

3. Every question and statement must be answered and submitted. Do not answer any question with a check mark. If your answer is “none” or “does not apply”, it should be so stated. If spaces are inadequate for some answers, use a separate sheet of paper.

4. Answers must be neatly HAND PRINTED by applicant in ink. Please do not type.

5. Place name in proper space on front page of application.

6. Attach minimum one page HAND WRITTEN personal essay stating why you are deserving of this award to application.

7. Have three (3) letters of recommendation, two (2) of which must be from teachers or faculty members, mailed directly to the NC Mechanical Inspectors Association

8. Have an up-to-date copy of your high school or college transcript of academic record mailed directly to the NC Mechanical Inspectors Association.

9. Return the completed application with any other required submittal or requested information to the NC Mechanical Inspectors Association.

10. Prospective freshmen: Have your ACT or SAT score sent directly to the NC Mechanical Inspectors Association.

11. E-mail a digital picture that is suitable for an award ceremony to Mr. Dan Dittman at dan.dittman@ncdoi.gov.

12. All requested information is required for consideration of applicant. You are requested to verify with Mrs. Jean Williams at 919 661 5880 x-260 that your file for your application is complete well in advance of the application deadline. Incomplete applications will not be considered. Any questions concerning this scholarship may be directed to Mrs. Jean Williams at jnwilla@ncdoi.net or Mr. Dan Dittman at dan.dittman@ncdoi.gov.

CRITERIA OF QUALIFICATION OF STUDENT APPLICANTS

The NC Mechanical Inspectors Association Scholarship Committee may establish reasonable and operable procedures and qualifications for determining the selection of the student or students considered as recipients of grants from the Association funds, provided it is not in conflict with criteria or guidelines herein stated and as follows:

1. The student applicant shall be a spouse, child, or dependent of a living mechanical inspection certificate holder who is working for a building inspection department of the City, County, or State Government, and further that such City, County, or State Agency or department shall be an active member of the NC Mechanical Inspectors Association for at least five (5) years. The mechanical inspection certificate holder shall be an active mechanical inspector with a minimum of five (5) years’ mechanical field inspection and/or plan review experience, beginning minimally with a probationary certificate. In order to be eligible for a scholarship, the jurisdiction must be in good standing in payment of Association dues.

2. The student applicant shall agree that the use of grant funds shall be predicated on his or her enrollment or continuance of education in a recognized and/or accredited school such as a college, university, trade school, business college, or as may be acceptable to the NC Mechanical Inspectors Association Scholarship Committee and Board of Directors.

3. The applicant shall possess qualities of good character and integrity.

4. The applicant shall provide a record or evidence of satisfactory scholastic or school grades, ability, ambition, and desire for continuance of education.

5. The grant of funds may be utilized by a student for continuance of succeeding year or years upon satisfactory academic progress, subject to review by the NC Mechanical Inspectors Association Scholarship Committee. The maximum number of years that funds may be granted a student is four (4) years. All students desiring continuation of funding must apply each year by submitting this application form.

I solemnly affirm to the correctness of the information supplied in this application and have thoroughly read and understand the “Instructions to Applicant” and the “Criteria of Qualification” sections as transmitted herewith. If a grant is provided, I agree and promise to use it for no other purpose than as set forth in the “Criteria of Qualification” section above.

_________________________________________________
Applicant’s Signature

_________________________________________________
Date
The next regular quarterly meeting of the NC Code Officials Qualification Board will be held on Tuesday, April 26, 2016, at 1:00 PM. Schedule changes as well as agendas and minutes for regular quarterly meetings may be found through the NC Department of Insurance web site at www.ncdoi.com. Select the “OFFICE OF STATE FIRE MARSHAL” drop down, ENGINEERING AND CODES, then Code Officials Qualification Board.

Qualifications Assurance Section (QAS) [aka “Q’Board” Staff]

Mission Statement: Protect lives and property through code compliance.

OSFM, Engineering & Codes Division staff administer the Board’s North Carolina code officials qualification program. As authorized by N.C. General Statutes the program provides a consistent, uniform state level framework for certification of code enforcement officials employed by more than 50 local authorities having jurisdiction (AHJs). From a strategic planning and performance management system perspective the above mission is pursued by focusing on specific program results called “outcomes.” One desired outcome is to have a sufficient supply (quantity) of code officials needed to assure code compliance. Another desired outcome is to have competent (quality) code officials enforcing the code. At times challenges are presented when emphasis on one outcome such as quantity may be at the expense of another such as quality.

The current resurgence in the economy is driving demand for qualified code officials nationwide. Jurisdictions that cut back on permitting and inspections staff during the recession are now scrambling to hire personnel in order to address an increased workload in a timely manner. To complicate matters, the number of code officials nearing retirement age is significant. Consequently the number of applications being processed by board staff are at record levels reminiscent of the housing boom of 2007. Development activity is so high in some jurisdictions, there are reports of "poaching" inspectors between jurisdictions. Who knew we were an endangered species? Several jurisdictions recently petitioned the Board to reconsider the way the existing statute and rules on comity [a one-way version of reciprocity] are applied to code officials with ICC certifications in other states. At the January Board meeting this issue was referred to the Policies and Procedures Committee for further discussion.

But how does one go about assessing the degree of competence or quality of officials? We might argue that the score attained on the state exam provides an objective measure of competence. But state exams are only designed to establish the minimum level of competence necessary for newly certified officials. And, inspectors certified by comity are exempt from the North Carolina State exam. We might also note that the compulsory board-developed standard pre-service education courses conclude with a mandatory exam and that increasing levels of competence are demonstrated by Level I, II and III certifications needed to inspect various occupancies, areas, heights and complexity of buildings and service systems.

In practice, assuring the competence of code officials results from successful execution of the following six processes established in the Board rules typical of many certification agencies:

**Application, Evaluation, Examination, Certification, Education and Investigation**

If a flowchart were drawn, each process would have an input and an output. For example, once a completed application is submitted online, it becomes an input for the evaluation process. The output of the application evaluation process is either approval (meaning a determination of eligibility to register for an exam), a request for additional supporting documentation or denial. The process is effective when qualified applicants are approved for the appropriate type and level certificate and unqualified applicants are denied. The process is efficient when applications are not placed on hold awaiting supporting documentation and are processed quickly to allow examination and issuance of a certificate at the next regular quarterly board meeting. Recent legislation passed by the General Assembly clarifies misconduct related to inconsistent enforcement. An obvious implication is the broadening of the potential basis for complaints against code officials. Complaints are inputs to the investigation process. Board disciplinary actions may be viewed as outputs of the investigation process and may be considered a potential negative indicator of competence.

**Staff email addresses – (919) 661-5880 is the main phone # with extensions shown:**

**Customer Service Rep.**
rodney.daughtry@ncdoi.gov x 212

**Certification**
teri.tart@ncdoi.gov x 274

**Education**
Jessica Yelverton
Jessica.yelverton@ncdoi.gov x 248

**Examination**
Kathy Williams
kathy.williams@ncdoi.gov x 245

**Investigation**
Sam Whittington
sam.whittington@ncdoi.gov x 504

**Director**
Mike Hejduk
mike.hejduk@ncdoi.gov x 272

**Application**
Several “How do I become an Inspector…” informational bulletins have been developed for the five technical areas to assist individuals and jurisdictions in the application process. These are available as
PDF files through the link below and can be emailed to anyone interested in seeing if they qualify for a Probationary or Standard certificate or Pre-Qualification if they are not currently employed by a jurisdiction.

Applicants (and AHJs) are sometimes confused at this initial stage since there is a slight “Which came first, the chicken or egg?” aspect to this process taking standard courses. Knowing what level certification one actually qualifies for determines what standard course they must successfully complete. But, if the applicant is unsure, then they may submit the application and wait for the staff determination thinking, “Well, the staff review and evaluation of my application will tell me what level I’ll be allowed to test for, and then I’ll know what standard course to take.” This is particularly true of out-of-state applicants and requests for comity and can introduce delay in the review process. Currently there are no automated “go/no-go” filters built into the online application that prevent applying for a certificate for which one does not qualify or from creating duplicate applications.

Applicants who are already employed by a jurisdiction may apply for probationary or standard certificates. A Certificate of Employment form is required for BOTH Probationary and Standard Certificates.

Applicants who are not already employed by a jurisdiction may only apply for pre-qualification in order to take the state exam and approval by the Board conditioned upon subsequent employment by a jurisdiction, at which time a standard certificate will be issued.

All applications must be submitted and paid for online using the OSFM web page link below. Fortunately, the paper application process was transitioned to an internet based, paperless online process in 2012 that resulted in decreased time-consuming form filling, data entry and check deposits by staff. However, applicants are cautioned not to create duplicate user accounts as this will delay processing. All applicants are advised to write down and keep their account login username and password handy because the database is the primary means of communication between staff and the applicant/inspector throughout their career. CEO Certification Tools, SYSTEM LOG-IN button https://apps.ncdoi.net/?p=114:1:0:....:

NOTE: In the future, all first time applicants and existing CEOs will need to register for and receive an “NCID” account Username and Password as the primary means for accessing all OSFM online database portals. There will be a transition period during which existing COQB account username and password credentials will be associated with the new NCID account. The new NCID account will allow access to multiple online services. Please see the North Carolina Identity Service (NCID) web page for further information https://www.ncid.its.state.nc.us/ and the following informational guide on the OSFM web page http://www.ncdoi.com/OSFM/Fire_Rescue_Grants_and_Relief_Funds/Documents/NCID_Registration_Help.pdf

Evaluation
After submission and payment of the $20 online application fee (for one or multiple certificates) the application appears automatically in the work queue for review and evaluation by staff. Provided the application is complete and contains all the documentation needed by staff to make a decision, the applicant will be notified via email of the type and level certificate for which their education and experience qualifies them. If the applicant has not already successfully completed the mandatory standard courses for the type and level certificate sought, the notification letter advises the applicant to do so before he/she will be deemed eligible to register for the state exam. All applicants must take and pass the Law and Administration Course. Approximately 30% of all applications are placed on hold pending additional information. This is why the determination letter from staff often states the applicant is only eligible to take the exam once the required standard courses are completed.

- Probationary Certificate applications are typically processed and certificates issued by staff within 1 week of receipt.
- Standard Certificate applications are typically processed by staff within 3 weeks of receipt and certificates issued upon approval by the Board at the next regular quarterly meeting.
- Pre-Qualification applications typically require longer evaluation time to process, especially if the applicant submits out-of-state education and experience documentation and/or credentials requiring verification.

Examination
Applicants must be approved by Board staff in order to register for a state exam through the contracted test administrator PSI Services, LLC. The list of eligible candidates is sent daily to PSI Services, LLC via an automated data transfer. The Candidate Information Bulletin (CIB) contains all instructions needed to register for the exam through the PSI Services, LLC web site www.psixams.com as well as a list of testing facilities, acceptable reference materials and permanent tabs that may be brought into the testing facility. Each state exam is 150 questions and administered in computer based format. All candidates who do not pass an exam are eligible to review their exam within 30 days of the exam date and submit exam question challenges. To schedule this review contact PSI directly. The OSFM staff will review all exam question challenges. Contact Kathy Williams if you have questions regarding exam reviews.

Supplemental Exam Reference Materials
The 2012 Administrative Code and Policies book does not contain the reprints of the General Statutes that previous editions contained, however, this material may still be tested on all exams. You must print these Statutes yourself and bring them to the exam. They must be bound in some manner – stapled or hole-punched and inserted into a binder. The web page below provides a list of links to the current Statutes listed in Chapter 3. http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/COQB_Documents/Links%20to%20General%20Statutes%20for%20CEOs.pdf

The 2012 code books as published by ICC do not contain subsequent, periodic amendments approved by the N.C. Building Code Council and N.C. Rules Review Commission and ultimately codified as agency rules. This has become more of an issue since no new editions of the codes are planned for 2015 due to extension of the 3 year code cycle to 6 years. OSFM staff to the Building Code Council maintain a cumulative supplement to the NC 2012 Building Codes that is available in PDF file format through the web page below listed in the RESOURCES box. Standard course instructors may or may not address these supplements to the code and you should be aware of these changes to the codes. These amendments typically become effective requirements in the code requiring enforcement on January 1st of intervening years (i.e. 2013, 2014, 2015 & 2016). All code officials should be familiar with these amendments as they also may form the basis for permit application requests for approval under the provisions of Alternate Material, Design or Methods even prior to their effective date.
Certification

Probationary certificates may be issued by staff and expire after two (2) years [unless there is an interruption in service performing code enforcement activities in which case the certificate may be placed on hold]. Standard certificates are issued upon approval by the Board, typically at regularly quarterly meetings held on the fourth Tuesday of January, April, July and October.

After initial issuance each active Standard and Limited certificate must be renewed annually by June 30. Probationary certificates do not require renewal but expire after two (2) years. In order to renew a certificate, CEOs must attain a minimum of six (6) hours Continuing Education (CE) in each technical discipline for which they hold a Standard or Limited certificate per Board Rule 11 NCAC 08.0713. The renewal fee is $10 per certificate. Jurisdictions may view a list of CEO certificates that have met CE renewal requirements as of May 1st for the period and pay the renewal fee online through June 30. After July 1, a two dollar ($2) late renewal fee is applied to each certificate.

Education

Standard Courses

Anyone may take a standard course sponsored by the NC Community College System either as a pre-requisite to become eligible to register for the state exam or for continuing education credit. Because a large amount of material is covered in a short period of time, it is recommended that students purchase and familiarize themselves with their code books well in advance of the class start date. Students are cautioned that the standard courses are NOT “state exam prep” or “pass the exam” courses and should NOT be viewed as such.

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<thead>
<tr>
<th>Standard Courses</th>
<th>Hours</th>
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<tr>
<td>Building Level I</td>
<td>48</td>
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<tr>
<td>Building Level II</td>
<td>40</td>
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<tr>
<td>Building Level III</td>
<td>40</td>
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<tr>
<td>Mechanical Level I</td>
<td>32</td>
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<td>Mechanical Level II</td>
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<td>Mechanical Level III</td>
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<td>Fire Prevention Level I</td>
<td>36</td>
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<td>Fire Prevention Level II</td>
<td>32</td>
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<td>Fire Prevention Level III</td>
<td>24</td>
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<tr>
<td>Electrical Level I</td>
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<td>Electrical Level II</td>
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<td>Electrical Level III</td>
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<td>Plumbing Level I</td>
<td>32</td>
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<td>Plumbing Level II</td>
<td>24</td>
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<tr>
<td>Plumbing Level III</td>
<td>16</td>
</tr>
<tr>
<td>Law &amp; Administration</td>
<td>15</td>
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</tbody>
</table>

Not all Community College locations offer standard courses for all trade and level certifications. A searchable list of sponsor scheduled Standard and Continuing Education (CE) Courses is available through the OSFM web page https://apps.ncdoi.net/?p=114:505%20 where courses may be searched by Trade, Type and Format. Select your preferences in the drop down boxes to filter/display only those courses you wish to see. The Law and Administration course will be displayed with any discipline because it applies to all. Courses are listed in date order and include registration information. Please note the course dates often may span two weeks because some courses are taught over consecutive weekends. Please note that the course list is constantly changing as sponsors can add a new schedule at any time. Check back frequently to view the most updated information.

**YOU MUST REGISTER IF YOU PLAN TO ATTEND A STANDARD CLASS**

Please keep in mind that many courses may require advance registration and may be limited in size based on available space or instructor requirements. Since contact information is provided with each listing, inquire about attending well in advance of the class date. Registration and payment is typically required at least ten days prior to the beginning date of each course. Each community college may increase the cost of the course depending upon the number of students that have pre-registered. In the event of a cost increase, the community college will notify all students that have pre-registered. Many community colleges require a certain minimum number of students per course or else it will be canceled. The decision to cancel is usually made a few days in advance, so don’t count on being able to just “show up” at a class.

Code books and Board Rules

Are generally available for purchase and pick-up as a “Walk-in Customer” at OSFM, 322 Chapanoke Road, Raleigh, NC. Please call (919) 661-5880 x 240 to ensure the code book you want is in stock. The order form and price list is available through the web page below. Payment is accepted by Check, Visa, MasterCard or Money Order ONLY. No cash is accepted. Code books may be purchased online from the publisher, International Code Council (ICC), through the OSFM Code Book Sales web page below. Allow at least 2 weeks for delivery.


Fire Prevention (all levels):
- 2012 Fire Prevention Code

Building (Level I)
- 2004 Manufactured Buildings/Mobile Home Regulations
- 2012 Residential Code
- 2012 Building Code
- 2012 Energy Conservation Code

Building (Levels II and III)
- 2012 Residential Code
- 2012 Building Code
- 2012 Energy Conservation Code

Electrical (all levels)
- 2011 Electrical Code
- 2012 Energy Conservation Code

Mechanical (all levels):
- 2012 Mechanical and Fuel Gas Code
- 2012 Energy Conservation Code

Plumbing (all levels)
- 2012 Plumbing Code
- 2012 Energy Conservation Code

Law and Admin
- 2012 Administrative Code and Policies, Board Rules, Reprints of the General Statutes

Continuing Education Courses

Continuing education courses are sponsored by many industry associations, businesses and individuals. Code Official and industry associations published their education seminar schedule offerings annually in a variety of outreach media such as mass emails, newsletters, direct mailings as well as the OSFM web page noted above. Many sponsors also provide CE online.

Board approved CE sponsors are required to submit class rosters, attendance sign-in sheets, and course/instructor evaluation forms for all students who attend 80% of the class. Please make sure your CE Instructor or Education Coordinator has your name and CEO ID information correct on the Certificate of Completion form he/she
provides to you for each continuing education course you complete. The CE Instructor or Coordinator is required to provide this documentation. This is your only proof of attendance and may be the only way to document course credit if there is a discrepancy on your computerized CE Transcript. Once the sponsor has submitted the roster and scanned supporting documents electronically to Board staff, CE credit is applied automatically to each CEO CE record and the CEO receives an automated confirmation by email. All CEOs must have a valid email address in the online COQB Information Management System to have CE course credit reported accurately. CEOs may access their individual records online through the OSFM website section CEO Certification Tools, SYSTEM LOG-IN button, https://apps.ncdoi.net/f?p=114:1:0:::)

If you do not see your CE credits or if they appear incorrect, you should first contact your sponsor or instructor. If the issue cannot be resolved with the course provider, please contact staff to assist with resolution. Keep track of your credits. Please allow up to 15 days after completing a course for your credits to appear – this is the time allotted to the sponsors to enter a roster allowed by Board rule 11 NCAC 08.0731(a).

Investigation
Anyone may file a verified complaint against a code enforcement official, or if the official is unknown, the AHJ. The OSFM web page link below takes the user to a PDF file Complaint form http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/CE O_Certification_Tools/How%20do%20I%20file%20a%20complaint%20against%20an%20Inspector.pdf

Investigations conducted by Board staff may also require assistance from OSFM Chief Code Consultants depending upon the nature of the allegation of improper code enforcement of a technical requirement. CEOs performing either plan review or field inspection activities should ensure that they hold the proper level certification for the structure they are evaluating. Performing administration and enforcement activities beyond one’s authorized certification is the most common complaint submitted.

Upon completion of a written investigation report, staff presents a summary of the complaint at the next quarterly board meeting and makes recommendations regarding the sufficiency of the evidence collected to support the allegations. Reports resulting in insufficient evidence for all allegations are typically dismissed by the Board. Reports which include one or more determinations of sufficient basis may be resolved by voluntary settlement agreement or may proceed to a hearing by the Board.
So what!’ have you ever thought that after someone made a promise to you that you knew would never be fulfilled? Have you ever thought that about yourself whenever you made a hollow promise to yourself that you knew you yourself couldn’t or wouldn’t keep? Hollow words, hollow truths tend to make us cynical about the future and maybe even the present. So why do I bring this up?

The reason I’m bringing this up is because most of us have faced the “so what’s” in life but I want to draw our attention to many of the truths that we as inspectors are facing and I’m asking the question, not only to you, but to myself and the NCBIA Board as well, “so what?”. You know NCBIA stands wholeheartedly for Education, Integrity and Professionalism and we are facing accusations from certain quarters that we need consistency in code interpretation across all jurisdictions, we are facing the fact that we will lose 80% of inspectors to retirement in the next ten years, and we are facing a hostile environment most often spread by lies and half-truths that threatens our ability to protect the public. Folks, these realities are staring us right in the face so I say, “So what!” And what do I mean by that question? I’m asking me and you and the NCBIA Board, what are we doing about these realities?

As a member of the NCBIA Board I can tell you what we are doing in answer to these realities we are facing. I can tell you also that the board is not a bunch of uppity folks strutting around with their noses up in the air and think that they are a few planes about the rest. We are building inspectors first and foremost with a desire to encourage our members to be the best they can be. So, what are we doing? NCBIA sees communication as a major issue to ensure we effectively communicate across all jurisdictional lines and to all individuals and groups that we interface. As a result, we have re-established the NCBIA website, we send out blast emails, we have four conferences each year and are seeking to provide another, we collaborate with the Office of the State Fire Marshal and we are meeting with other official code association boards in joint meetings to seek answers to the issues we all face.

NCBIA has had two recent planning retreats in the past two years that sought to develop goals and action plans to address these issues. As a result, a committee has formed that is specifically tasked to “raise the profile” of the inspection community and another committee to promote high school and community college programs geared to prepare students to enter the code enforcement field. Two communities are also seeking to raise up new inspectors through apprenticeship programs. Also, NCBIA and other associations across the country have done terrific jobs as training inspectors in the “hard skills”, the technical skills to perform their jobs. Our association is soon to provide its first seminar on the “soft skills”, personal qualities or habits and attitudes that are necessary for effective job performance. This seminar should be ready by the fall. But we can’t accomplish all that needs to be done alone!

We also encourage you to answer the question of “So What!” by becoming involved in our association. There are many committees that need your efforts and ideas so please consider giving a portion of your time that seeks to ensure a safe environment for the public to live, play and work. Our association conference will be held July 24-27 in Atlantic Beach so please come and be a part of this meeting. Thanks for all you do for our state and our profession.

Tom Brown
NCBIA President
NORTH CAROLINA BUILDING INSPECTORS ASSOCIATION
60th ANNUAL CONFERENCE
DOUBLE TREE
ATLANTIC BEACH, NC

A block of rooms is being held at the Doubletree Atlantic Beach until June 26, 2016. Room rates are $159 for an Ocean view room, $199 for an Oceanfront room, and $239 for a Suite. All rates are for single or double occupancy plus tax. Hotel information may be accessed online at www.atlanticbeachoceanfront.doubletree.com (Group Name: NC Building Inspectors Association) or contact the Doubletree at 252-240-1155 to make reservations.

NAME:_______________________________________________

COMPANION’S NAME (IF ATTENDING):

CHILDREN’S NAME(S) (IF ATTENDING):
_________________________________ AGE _____
_________________________________ AGE _____
_________________________________ AGE _____

JURISDICTION ____________________________________

PHONE # ( _____ ) _____ - _______

MAILING ADDRESS
____________________________________________________
____________________________________________________

CITY __________________  STATE _____  ZIP __________

E-MAIL ________________________

[ ] CONFERENCE REGISTRATION FEE OF $195 ENCLOSED.
(whole family registration)

[ ] LATE REGISTRATION FEE OF $260 RECEIVED AFTER
JULY 10, 2016

[ ] RETIREE REGISTRATION FEE OF $65 ENCLOSED

[ ] CE Education Sessions ONLY - $65 each day (included in
conference registration fee)

[ ] Golf - $25.00

My Qualification Board ID number is: ________________
I will attend the CE Education sessions on:
Monday __  Tuesday __

Is this the first time that you have attended a NCBIA Annual
Conference?  Yes __  No __

Are you the voting member from your jurisdiction?
Yes __  No __

Please indicate how many people will be attending the follow-
ing events:
Sunday Night – Pool-Party
How many? ______
Tuesday Evening – Banquet and Entertainment
How many? ______
Wednesday Morning – Breakfast
How many? ______

** THERE WILL BE A $65 CANCELLATION FEE FOR REFUNDS UP TO
CLOSE OF BUSINESS ON JULY 10, 2016. NO REFUNDS WILL BE
GIVEN AFTER JULY 10, 2016. **

Make checks payable to: NCBIA and mail to:
Attn:  Rebecca Latham
NC Building Inspectors Association
322 Chapanoke Road, Suite 200
Raleigh, NC  27603

Payment by Visa ( ) or Mastercard ( ) can be made by providing the
following information:

Credit Card #: __________ / __________ / __________ / __________
Exp. Date: _____ / _____

Signature: ________________________________________
Date: _____ / _____ / _____

Registration confirmations will not be sent. Please contact
Rebecca Latham at Rebecca.Latham@ncdoi.gov or
(919) 661-5880 (x254) if you need to verify registration.

16
VENDOR AND SPONSOR REGISTRATION FORM

Name of Organization: ________________________________
Contact Person: ____________________________________
Phone: ( _____ ) _______ - _________
Mailing Address: ___________________________________
City: ____________________  State: ___  Zip: _________
E-Mail Address: ______________

BECOME A MEMBER
[ ] I would like to become an Associate Member of the NCBIA for fiscal year 2016-2017. The membership fee is $125 per year.

BE A VENDOR
[ ] I would like to reserve a Vendor table for the Vendor Showcase to be held Monday July 25, 2016 from 11:00 AM to 2:00 PM at $300 per table. This also includes all conference events (except the golf tournament) for one person. You may add another attendee for $65. Please also return the conference registration form to identify the events that you plan to attend. Vendors may begin setting up Sunday evening, July 24 at 7:00 PM. This year vendors will set up in the corridor.

SPONSOR AN EVENT
[ ] Door Prizes (4-sponsors each) $200
[ ] Breaks (4-sponsors each) $300
[ ] Hospitality Room (non-alcoholic) (3-sponsors each) $100
[ ] Sunday – Pool Party and DJ (4-sponsors each) $400
[ ] Monday – Vendors Table $300
[ ] Monday - Officers & Past Presidents Breakfast $200
[ ] Tuesday - Companions Brunch $200
[ ] Tuesday – Banquet (6-sponsors each) $500
[ ] Tuesday – Magic Show (3-sponsors each) $500
[ ] Wednesday – Breakfast (2-sponsors each) $300

Make check payable NCBIA and mail to:
Rebecca Latham
NC Building Inspectors Association
322 Chapanoke Road, Suite 200
Raleigh, NC  27603

For payment by Mastercard or Visa credit card, provide the following:
Please charge $ ________ to my credit card.
Card Number:  _________ / _________ / _________ / _________
Expiration Date: _____ / _____
Signature:  ______________________________________
Date: _____ / _____ / _____

COMPANIONS PROGRAM
SUNDAY, JULY 24, 2016

Meet in lobby at 7:30 North River Golf Club
Contact Jeff Britt for questions
910-301-9595

6:30 – 7:00 PM Business Session – President’s message
7:00 – 9:00 PM Pool-Party
Dress in 60s Style!!!!!!

MONDAY, JULY 25, 2016

8:30 – 9:30AM Opening Session

Afternoon Shopping, Sunbathing,
(On Your Own)

7:00 – 9:00 PM Family Entertainment,
(On Your Own)

9:00 – 11:00 PM Hospitality Room Open

TUESDAY, JULY 26, 2016

9:00 – 10:00 AM Continental Breakfast
(Hospitality Room)

Afternoon Shopping, Sunbathing
(On Your Own)

5:30 – 6:30 PM Social Hour

6:30 – 8:00 PM Banquet

8:00 – 10:00 PM Haydini "Rare Magic Well Done"

10:00 – 11:00 PM Hospitality Room Open

WEDNESDAY, July 27, 2016

9:00 – 11:30 AM Breakfast Buffet and Business Meeting
NC BUILDING INSPECTORS ASSOCIATION
60th ANNUAL CONFERENCE
Double Tree
Atlantic Beach, NC
2015-2016 OFFICERS AND DIRECTORS

Tom Brown, PRES
Monroe

Amy Britt, PRES -ELECT
Town of Clayton

Mark Matheny, VICE-PRES
NC Department of Insurance

Carl Martin, SECRETARY
NC Department of Insurance

DIRECTORS
Vacant, AREA 1  Jeff Griffin, AREA 2
   Mecklenburg County

Michael Rettie, AREA 3  Jim Roberson, AREA 4
   Orange County  Wake County

Reggie Hucks, AREA 5  Chris Noles, AT-LARGE
   BRUNSWICK COUNTY  NC Department of Insurance

Dan Dockery, EX-OFFICIO  Jeff Britt, EX-OFFICIO
   Winston- Salem  Retired

Glenn Batten, EX-OFFICIO  Steve Sudderth, EX-OFFICIO
   Retired  Watauga County

Les Everett, EX-OFFICIO
City of Greenville

INVOCATION – LES EVERETT
PLEDGE OF ALLEGIANCE – MARK MATHENY
WELCOME–MAYOR TRACE COOPER
ADDRESS –WAYNE GOODWIN, INSURANCE
COMMISSIONER
ALEX OSLZOWY ICC PRESIDENT
DONNY PHIPPS ICC BOARD REPRESENTATIVE
VAUGHN WICKER ICC LIASON

**THE VENDORS ROOM IS OPEN ALL DAY FROM 8AM UNTIL 5PM.
PLEASE VISIT AND SHOW YOUR APPRECIATION FOR THEIR SUPPORT.

TUESDAY, JULY 26, 2016

8:00 – 8:30 AM  REGISTRATION (LOBBY)
8:30 – 8:50 AM  NCBIA Update
TOM BROWN PRESIDENT
8:50 – 9:50 AM  EDUCATION TO BE ANNOUNCED
9:50 – 10:00 AM  BREAK
10:00 – 11:00 AM  EDUCATION TO BE ANNOUNCED
11:00 – 12:00 PM  NOMINATING COMMITTEE (HOSPITALITY
   ROOM)
11:00 – 12:00 PM  LUNCH (ON YOUR OWN)
12:00 – 1:00 PM  EDUCATION TO BE ANNOUNCED
1:00 – 1:10 PM  BREAK PLEASE DO NOT FORGET TO ATTEND
   THE BUSINESS SESSION FOLLOWING THE
   BREAK
1:10 – 2:30 PM  BUSINESS SESSION (PRESIDENT'S REPORT,
   COMMITTEE REPORTS, ELECTION OF OFFICERS)
   SOCIAL HOUR (CASH BAR)
5:00 – 6:15 PM  BANQUET, AWARDS, DOOR PRIZES
6:15 – 8:00 PM  HAYDINI RARE MAGIC WELL DONE
8:00 – 10:00 PM  HOSPITALITY ROOM OPEN
10:00 – 11:00 PM  BREAKFAST BUFFET (EVERY ONE INVITED)
   BUSINESS MEETING (NEW PRESIDENT'S
   MESSAGE)
   FINAL REMARKS
   DOOR PRIZES
   ADJOURNMENT

SUNDAY, JULY 24, 2016

LOBBY AT 7:30  NORTH RIVER GOLF CLUB CALL JEFF
   BRITT WITH QUESTION @ 910-301-9595
2:00 – 5:00 PM  REGISTRATION (LOBBY)
6:30 – 7:30 PM  BUSINESS SESSION – PRESIDENT'S
   MESSAGE
7:00 – 9:00 PM  POOL-PARTY, DJ, FOOD DRESS 60S STYLE
9:00 – 11:00 PM  HOSPITALITY ROOM OPEN

MONDAY, JULY 25, 2012

7:00 – 8:00 AM  CURRENT PRESIDNET, PAST PRESIDENTS
   AND BOARD MEMBERS BREAKFAST
8:00 – 5:00 PM  **VENDORS SHOWCASE
8:00 – 10:00 AM  REGISTRATION (LOBBY)
8:30 – 9:40 AM  OPENING SESSION – TOM BROWN,
   PRESIDENT

WEDNESDAY JULY 27, 2016

9:00 – 11:30 AM  BREAKFAST BUFFET (EVERY ONE INVITED)
   BUSINESS MEETING (NEW PRESIDENT'S
   MESSAGE)
   FINAL REMARKS
   DOOR PRIZES
   ADJOURNMENT
NC BUILDINGS INSPECTORS ASSOCIATION
SCHOLARSHIP FUND APPLICATION
Sponsored by:
North Carolina Building Inspectors’ Association, Inc.
322 Chapanoke Road, Suite 200
Raleigh, North Carolina 27603

Application Of ______________________________________________________________________
(name)
Application Deadline: MAY 1ST

Action of the Awards Committee

APPROVED □       DENIED □
KERN E. CHURCH □   JESSE F. ALLRED □
J. LEE HAUSER □   WILLIAM J. TANGYE □
This grant is awarded for fiscal year _______________

BY:____________________________________ DATE:___________________

NOTICE TO APPLICANT: Please read thoroughly the “Instruction to Applicant” and the “Criteria of Qualifications” sections of this application.

Date _________________________________

Name in Full ____________________________________________________________________________
(First) (Middle or Maiden) (Last)

Home Address ____________________________________________________________________________
(Number, Street, City, State, Zip Code)

Date of Birth ________________ Age __________

Are you married___________ If so, how long ______________ Number of children _________________
If married, give spouse's name __________________________________________________________________

Applicant's present occupation ___________________________________________________________________

If employed, name of firm __________________________________________________________________________

Address of firm ___________________________________________________________________________

Name of Father (or male guardian) ______________________________________________________________

Home Address _____________________________________________________________________________
(City, State, Zip Code)

Is this person employed by a municipality, county, or state? (Yes or No) ____________________________
If so, give name of the Municipality, County, or State where employed ______________________________

Title of position or job ______________________________ For how long ____________________
If not, give occupation and where employed ___________________________________________________________________

Name of Mother (or female guardian) ___________________________________________________________

Home Address _____________________________________________________________________________
(City, State, Zip Code)

Is she employed by a municipality, county or state? Yes ____  No ____
If so, give the name of the municipality, county, or state where employed _______________

Title of position or job ______________________________ For how long __________________
If not, give occupation and where employed ___________________________________________________________________
I hereby apply for a grant of $_________ to enable me to (obtain)/(continue) my education at ______________________________________________________________________________ located at ____________________________
(College, University, Trade School, etc.)

For session beginning ______________________, 20___ and ending ______________________, 20___

My classification will be ________________________________________________________________
(Freshman, Sophomore, Junior, Senior)

My intended vocation is __________________________________________________________________

The course of study I plan to major in is: _____________________________________________________

Name of high school, preparatory school, college, etc., you have attended or are currently enrolled in:

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<th>SCHOOL</th>
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Please indicate the following:

Honors received _______________________________________________________________________

Clubs or fraternities __________________________________________________________________

Extracurricular activities __________________________________________________________________

Hobbies _______________________________________________________________________________

Additional information ___________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________
____________________________________________________________________________________
## CONFIDENTIAL FINANCIAL STATEMENT

### I. Parent’s or Guardian’s Annual Income and Expenses

<table>
<thead>
<tr>
<th>Income</th>
<th>YEAR</th>
<th>Total 20___</th>
<th>Total 20___</th>
<th>Total 20___</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Wages, salaries, tips</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and other compensation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father or male guardian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother or female guardian</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Dividend</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Social Security, Benefits,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans benefits, Welfare,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total (Add A, B, C, D) ________________________________

### Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Medical and Dental not covered</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>by insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Casualty or Theft Losses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. IRS itemized deductions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. US Income Tax Paid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Other Unusual Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total (Add A, B, C, D and E) ________________________________

If the applicant is not dependent on parents or guardians for financial support (married or independent) then the applicant should provide the same information for him/herself.

### II. Parent’s or Guardian’s Assets and Liabilities

<table>
<thead>
<tr>
<th>Asset</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Home if owned or being purchased</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year Purchased</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fire Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Market Value</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimated of present</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unpaid Mortgage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Principal or Debts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Market value of other real estate owned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Investments (stocks, bonds,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and other securities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Cash, savings and checking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. List all outstanding debts:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### III. Student Applicant’s Assets and Benefits

<table>
<thead>
<tr>
<th>Asset</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Savings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Other (endowments, trusts,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>inheritances, investments, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefits</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Other Educational Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Social Security Benefits per</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>month</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2. Veteran Benefits per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3. Other Grants or Scholarships</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IV. Student Applicants Estimated Educational Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Tuition per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Book and supplies and fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Room and board per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$_________________________</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

I solemnly affirm to the correctness of the information in this financial statement

Parent/Guardian’s Signature ____________________________________________ Date _________________

Student Applicant’s Signature ___________________________________________ Date _________________
INSTRUCTIONS TO APPLICANT

1. This Application has been prepared as a frank and friendly means of obtaining necessary information regarding the applicant, and the applicant is required to give all information requested. Read the contents carefully and understand each question and all information requested.

2. Before filling in the Application, draft your answers on an extra Application form as your file copy and work sheet. Little consideration will be given to carelessly prepared Applications.

3. Every question and statement must be answered and submitted. Do not answer any question with a check mark. If answer is "none" or "not apply", it should be so stated. If spaces are inadequate for some answers, use separate sheet.

4. Answers must be neatly PRINTED by applicant with pen and ink.

5. Place name in proper space on front page of application.

6. Have mailed directly to the NC Plumbing Inspectors Association, three (3) letters of recommendation, two (2) of which must be teachers or faculty members.

7. Have mailed directly to the NC Plumbing Inspectors Association, an up-to-date copy of your high school or college transcript of academic record.

8. Return to the NC Plumbing Inspectors Association the completed application with any other required submittal or requested information.

9. Have your ACT or SAT score sent director to NC Plumbing Inspectors Association, 1202 Mail Service Center, Raleigh, NC 27699-1202.

10. All requested information is required for consideration of applicant.

CRITERIA OF QUALIFICATION OF STUDENT APPLICANTS

The Educational Fund Committee may establish reasonable and operable procedures and qualifications for determining the selection of the student or students considered as recipients of grants from the Educational Fund, provided not in conflict with criteria or guidelines herein stated, and as follows:

1. The student applicants shall be sons or daughters of living or deceased plumbing inspection certificate holders who worked or are working for a building inspection department of the City or County or State government, for at least five (5) years, and further, that such City or County or State agency or department shall be an active member of the NC Plumbing Inspectors Association.

2. The student applicants shall agree that the use of grant funds shall be predicated on his or her enrollment or continuance of education in a recognized and/or accredited school such as a college, university, trade school, business college, or as may be acceptable to the Educational Fund Committee.

3. The applicant to possess qualities of good character and integrity.

4. A record of evidence of satisfactory scholastic or school grades, ability, ambition and desire for continuance of education.

5. The grant of funds may be utilized by a student for continuance of succeeding year or years upon satisfactory academic progress, subject to review by the Committee. The maximum number of years that funds may be granted a student is four years. All students desiring continuation of funding must make application each year using this form.

I solemnly affirm to the correctness of the information supplied in this Application and have thoroughly read and understand the “Instructions to Applicant” and the “Criteria of Qualification” sections as transmitted herewith. If a grant is provided, I agree and promise to use it for no other purpose than as set forth in the “Criteria of Qualification”.

_________________________________________________
Applicant’s Signature

_________________________________________________
Date
The Officers and Directors of the NCPIA would like to thank everyone that have attended our continuing education workshops so far this year. Also, we’d like to remind everyone of the remaining workshops still available. If you haven’t registered for one, please do so. You may visit our website for a list of all of our workshops and the registration forms can be found there as well. Here are the remaining workshops for this year:

- Morganton – April 14th
- High Point – May 11th
- Annual Conference in Kitty Hawk – June 12th – 15th
- Calabash – September 15th
- Burlington – October 11th

Please take a look at the announcement for our Annual Conference and the registration form. We have planned for a most enjoyable retreat this year and have different classes set for the education portion of the event. If you have any questions please feel free to contact me directly at (919)-996-2179 or via email at: clint.latham@raleighnc.gov

Thanks to everyone for continuing to support the NCPIA and the Officers and Directors look forward to serving everyone’s needs and will continue to promote consistency in code enforcement across the State.

Clint Latham

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**2015 - 2016**

**North Carolina Plumbing Inspector Of The Year**

The NCPIA will be accepting nominations for Plumbing Inspector of the Year from January 1, 2016 until May 1, 2016. Please take a moment and think of someone that you feel is deserving of such an honor and let us know. All nominees must meet the following qualifications:

- Nominee must hold a North Carolina Standard Plumbing Certificate for a minimum of 5 years; must be active-ly employed by an Inspections Department in North Carolina and must be in good standing with the NC Code Officials Qualification Board, the NCDOI and the NCPIA.
- Please take time to fill out the lower portion and return this form to the NCPIA by May 1, 2016. The winner will be announced at the Annual Conference.
- Please mail all entries to:
  - Rebecca Latham
  - NC Dept. of Insurance
  - 1202 Mail Service Center
  - Raleigh, NC 27699-1202

NAME:_________________________________________________

TITLE:_________________________________________________

CITY/COUNTY:___________________________________________

COMMENTS:_____________________________________________

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**ANNOUNCEMENT**

**NORTH CAROLINA PLUMBING INSPECTORS ASSOCIATION**

**2016 ANNUAL CONFERENCE & INSTRUCTIONAL PROGRAM**

**HILTON GARDEN INN OUTER BANKS**

Kitty Hawk, NC

The North Carolina Plumbing Inspectors Association is proud to announce our 60th Annual Conference and Instructional Program to be held June 12-15, 2016 at the Hilton Garden Inn Outer Banks, Kitty Hawk, NC. Registration will open at 1:00pm on Sunday afternoon and remain open until 5:00pm.

We will have a Sunday night Get Acquainted meal at the hotel. If you are planning to attend the Get Acquainted function, mark the appropriate blank on the registration form so we will have an accurate number when planning for food items. The Conference will hold a banquet and awards presentation on Tuesday night. Again, please indicate if you will be attending this function. The banquet will be business casual wear.

Opening session will begin at 9:00am on Monday, June 13th. We have an exciting agenda planned this year with plenty of educational opportunities. The education day has been approved for 6 hours of continuing education for plumbing inspectors.

This year we will be selling 20 exhibit tables for $250.00 each. If you or someone you know would be interested in purchasing a Vendor table this year please call ReBecca Latham at 919-661-5880 x254 or Clint Latham at 919-996-2179. The Vendor registration form will be included in this packet as well. Also, again this year, we will be offering Plumbing Inspectors Association Scholarships. For more information, please call ReBecca Latham. The deadline for the scholarship application is May 1, 2016.

Registration fee for the conference is $125.00 for an inspector and family ($50.00 for Retirees & family). This fee covers the Sunday night get acquainted, Vendor lunch, all breaks, Spouse/Companion breakfast and the Tuesday night banquet. Registration forms are included in this packet. It is imperative to pre-register in order to have a successful meeting. When registering, please complete all the information on the form.

Room rates this year at the Hilton Garden Inn Outer Banks are $164.00 plus tax for a single or double (Sunday–Tuesday night). A block of rooms will be held until May 18, 2016. Room reservations should be made directly with Hilton Garden Inn Outer Banks, Kitty Hawk at 252-261-1290. Please indicate that you are with the NCPIA and a government employee.
REGISTRATION FORM

Complete as you wish your name to appear on conference badge. Please type or print all information.

Name ________________________________________________________________

Jurisdiction/Company/Affiliation __________________________________________

Mailing Address __________________________________________ City __________ State ______

Phone Number ( ) __________________________

Plumbing Certificate # ____________________ Q-Board ID # __________

(Must Have Plumbing Cert # and Q-Board ID # to Receive CE Credit)

NAME OF SPOUSE/COMPANION ATTENDING ________________________________

NOTE: Business associates do not qualify as personal guests

CHILDREN’S NAMES AND AGES (IF ATTENDING) _________________________________

[ ] I/We plan to attend the Sunday Night Get Acquainted Social.

# Adults & Children 13 & Above # Children 4-12 # Children 3 & Under

[ ] I/We plan to attend the Monday Vendor Showcase Luncheon. (Everyone is invited)

# Adults & Children 13 & Above # Children 4-12 # Children 3 & Under

[ ] My companion & child(ren) plan to attend the Tuesday Morning Companion’s Breakfast.

# Adults & Children 13 & Above # Children 4-12 # Children 3 & Under

[ ] I/We plan to attend the Banquet on Tuesday Night.

# Adults & Children 13 & Above # Children 4-12 # Children 3 & Under

REGISTRATION FEES

$125.00 Registration Fee Enclosed $_________

$135.00 Late Registration Fee (After May 29) $_________

$ 50.00 Retirees Registration fee $_________

Annual NCPIA Dues: Members $50__________ Associates $75_________

***CONTINUING EDUCATION ON TUESDAY ONLY:***

6 Hours for Inspectors

Members $60 ______ Certificate # ________ Q-BD ID # __________

Non-Members $70 ______ Certificate # ________ Q-BD ID # __________

(This is only for inspectors NOT attending the annual conference)

RETURN FORM TO: Return this registration form along with check made payable to:

NC Plumbing Inspectors Association / Attention: Rebecca Latham

1202 Mail Service Center

Raleigh, NC 27699-1202

Phone-919-661-5880 ext. 254 Fax-919-662-4414 e-mail: Rebecca.Latham@ncdoi.gov

Room rates for single or double are $164.00 plus taxes for Sunday night through Tuesday night. This rate applies thru June 16th if you are interested in staying an extra night. However, there are a limited number of rooms available, so be sure to ask about this when you make your reservation. Room reservations should be made directly with Hilton Garden Inn Outer Banks, Kitty Hawk, NC at 252-261-1290. Please indicate you are with the NCPIA and a government employee. (Reserved until May 12, 2016)
NC PLUMBING INSPECTORS ASSOCIATION  
SCHOLARSHIP FUND APPLICATION

Application Of ________________________________________  (name)

Application Deadline: Your application file must be completed by May 1, 2016

Mailing Address: NC Plumbing Inspectors Association  
1202 Mail Service Center  
Raleigh, NC 27699-1202  
Attention: Rebecca Latham

APPLICATION AMOUNT AUTHORIZED $______________________________________________________

__APPROVED   __DENIED

THIS GRANT IS AWARDED FOR THE SCHOOL YEAR ____________________________________________

BY ________________________________________________                    DATE ___________________

NOTICE TO APPLICANT: Please read thoroughly the “Instruction to Applicant” and the “Criteria of Qualifications” sections of this application.

PLEASE NOTE: IF THE APPLICATOR IS NOT COMPLETELY FILLED OUT WITH ALL THE REQUIRED INFORMATION, IT WILL NOT BE CONSIDERED BY THE COMMITTEE.

Applicant _______________________________________  Date _________________________________

Name in Full ____________________________________________________________________________

(First) (Middle or Maiden) (Last)

Home Address _________________________________________________________________

(Number, Street, City, State, Zip Code)

Date of Birth ________________ Age ________ Birthplace ____________________________________

Are you married___________ If so, how long ______________ Number of children _______________

If married, give husband’s or wife's name _________________________________________________

Applicant’s Present Occupation _________________________________________________________

If employed, name of firm _______________________________________________________________

Address of firm __________________________________________________________________________

Name of Applicant’s Father (or male guardian)_______________________________________________

Home Address _________________________________________________________________

(Number, Street, City, State, Zip Code)

Is this person employed by a Municipality, County, or State? (Yes or No) __________________________

If so, give name of the Municipality, County, or State where employed __________________________

Title of position or job________________________________ For how long __________________________

If not, give occupation and where employed ________________________________________________

____________________________________________________________________________________

25
I hereby apply for a grant of $_________ to enable me to (obtain)/(continue) my education at _________ located at ____________________

(College, University, Trade School, etc.)

For session beginning ______________________, 20___ and ending ______________________, 20___

My classification will be ________________________________________________________________

(Freshman, Sophomore, Junior, Senior)

My intended vocation is ________________________________________________________________

The course of study I plan to major in is: ___________________________________________________

Name of high school, preparatory school, college, etc., you have attended or are currently enrolled in:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>LOCATION</th>
<th>DATE FROM</th>
<th>DATE TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate the following:

Honors received ______________________________________________________________________

Clubs or fraternities __________________________________________________________________

Extracurricular activities ______________________________________________________________

Hobbies _____________________________________________________________________________

Additional information _________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

(Continue on Separate Sheet, if needed)
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________________________________________________
Applicant's Signature

________________________________________________
Date