NAVIGATING THE CERTIFICATION APPLICATION PROCESS

Step 1:   Complete and submit the "Application for Municipal Building Official Certification" with the $50 fee
- Application must be filled out completely, signed, and dated
- Education, certifications, experience, and employment pages must be filled out in detail and include supporting documentation such as college transcripts, ICC certifications, and employment verification letters
- A minimum of 100 qualifying points is required for your application to be approved
- Apply now: http://www.dli.mn.gov/CCLD/PDF/BldgOfficialCert.pdf

Step 2:   Schedule your exam online once you receive an approval letter with an exam application number (instructions provided in the approval letter)

Building Official, Limited Certification

Step 1:   Complete and submit the "Application for Municipal Building Official Certification" with the $50 fee
- Application must be filled out completely, signed, and dated
- Education, certifications, experience and employment pages must be filled out in detail and include supporting documentation such as college transcripts, ICC certifications and employment verification letters
- A minimum of 30 qualifying points is required for your application to be approved
- Apply now: http://www.dli.mn.gov/CCLD/PDF/BldgOfficialCert.pdf

Step 2:   Submit the Course Enrollment Form along with your application - there is no fee for the course
- Enrollment form must be filled out completely.
- Visit: http://www.dli.mn.gov/CCLD/PDF/official_enrollment.pdf
- Indicate which course dates you want to enroll in
- If you have taken this course previously, you may waive enrollment in the course again by checking the box on the form and submitting it with your application

Step 3:   After attending the entire course, or waiving enrollment, you can schedule your exam online when you receive an approval letter with an exam application number

Accessibility Specialist Certification

Step 1:   Submit an "Application for Municipal Building Official Certification" with the $50 fee
- Application must be filled out completely, signed, and dated
- Education, certifications, experience and employment pages must be filled out in detail and include supporting documentation such as college transcripts, ICC certifications and employment verification letters
- Qualifying points are not required for your application to be approved
- Apply now: http://www.dli.mn.gov/CCLD/PDF/BldgOfficialCert.pdf

Step 2:   Submit the Course Enrollment Form along with your application - there is no fee for the course
- Enrollment form must be filled out completely.
- Visit: http://www.dli.mn.gov/CCLD/PDF/official_enrollment.pdf
- Indicate which course dates you want to enroll in
- If you have taken this course previously, you may waive enrollment in the course again by checking the box on the form and submitting it with your application

Step 3:   After attending the entire course, or waiving enrollment, you can schedule your exam online when you receive an approval letter with an exam application number