

13 VAC 5-21. VIRGINIA CERTIFICATION STANDARDS.

CHAPTER 21.

VIRGINIA CERTIFICATION STANDARDS.

13 VAC 5-21-10. Definitions.

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

"Active certificate holder" means any certificate holder who has attended the required DHCD-designated periodic training courses and is classified by DHCD as active.

"Applicant" or "candidate" means any person seeking to become qualified to provide enforcement or perform inspections or reviews under the applicable BHCD regulation by obtaining a certificate from the BHCD.

"BCAAC" means the Building Code Academy Advisory Committee appointed by the BHCD under § 36-137 et seq. of the Code of Virginia to advise the BHCD and the DHCD Director on policies, procedures, operations, and other matters pertinent to enhancing the delivery of training services provided by the Building Code Academy.

"BHCD" means the Virginia Board of Housing and Community Development.

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"Certificate" means a document issued by BHCD as a certificate of competence concerning the content, application, and intent of specified subject areas of the building and fire prevention regulations promulgated by the Board to present or prospective personnel of local governments and to any other persons seeking to become qualified to perform inspections pursuant to the Virginia Uniform Statewide Building Code (§ 36-97 et seq. of the Code of Virginia) and the Statewide Fire Prevention Code (§ 27-94 et seq. of the Code of Virginia), and any regulations adopted thereunder, who have completed training programs or in other ways demonstrated adequate knowledge.

"Certificate holder" means any person certified by the BHCD under this chapter and classified by DHCD as active or inactive.

"Code Academy" means the Virginia Building Code Academy established under § 36-139 of the Code of Virginia, and educational institutions established in accordance with § 36-137 of the Code of Virginia, which are accredited by DHCD under 13 VAC 5-80-~~10 et seq.~~ to conduct classes to prepare individuals pursuing occupations in the building, amusement device or fire inspection professions or to upgrade individuals in technical phases of building ~~and amusement device or fire~~ regulations and codes.

"Code enforcement agency" means the agency or agencies to which responsibility for enforcement of the USBC, VADR, or SFPC has been assigned.

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"Code inspection agency" or "code review agency" means any department, division, company, individual or agency to which inspection or construction document review responsibility under the applicable USBC, VADR, or SFPC has been assigned or delegated and, in addition, shall include such entities whose reports of inspection or review will be the basis of approvals under the applicable USBC, VADR, or SFPC.

"DFP" means the Virginia Department of Fire Programs.

"DHCD" means the Virginia Department of Housing and Community Development.

~~["Guidance document" means any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations, excluding agency minutes or documents that pertain only to the internal management of agencies. Nothing in this definition shall be construed or interpreted to expand the identification or release of any document otherwise protected by law.]~~

"Inactive certificate holder" means any certificate holder who has not attended the required DHCD-designated periodic training courses and is classified by DHCD as inactive.

"SFPC" means the Virginia Statewide Fire Prevention Code (13 VAC 5-51-10 et seq.).

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"Training" means the facilitation of an individual's learning that is focused on the performance of the job duties and tasks related to the content, application, and intent of specified subject areas of the building and fire prevention regulations promulgated by BHCD.

"Training - code academy" means training conducted by a code academy and which is divided into the following types of modules: (i) core module means the general foundation training module for persons seeking to become qualified to perform inspections and other duties under the BHCD regulations, which includes emphasis on the legal authority and the regulatory foundation of enforcement and administration of Virginia's building and fire regulations; (ii) management module means the advanced training modules for persons seeking to become qualified to manage and supervise enforcement and inspections and other functions under the BHCD regulations; and (iii) technical module means the foundation and advanced training modules for the various specialty areas related to performing plans review, inspections and other job duties under the BHCD regulations, including but not limited to areas such as building, fire protection, plumbing, electrical, mechanical, amusement device and elevators.

"Training - DFP" means training conducted under the DFP, Regulations Establishing Certification Standards for Fire Inspectors (19 VAC 15-20).

"TRB" means the Virginia State Building Code Technical Review Board established under §36-108 of the Code of Virginia.

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"USBC" means the Virginia Uniform Statewide Building Code (13 VAC 5-61-10 ~~et seq.~~).

~~"TRB" means the Virginia State Building Code Technical Review Board established under §36-108 of the Code of Virginia.~~

"VADR" means the Virginia Amusement Device Regulations (13 VAC 5-31-10 ~~et seq.~~).

B. Words and terms used in this chapter which are defined in the USBC, VADR, or SFPC shall have the meaning ascribed to them in those regulations unless the context clearly indicates otherwise.

13 VAC 5-21-20. Purpose.

~~The purpose of this chapter is to establish categories of and requirements for obtaining certificates of competence to be issued by the BHCD concerning the content, application and intent of specified subject areas of the USBC, VADR and SFPC to present or prospective personnel of local governments and to any other persons seeking to be qualified to perform inspections under Chapter 6 (§ 36-97 et seq.) of Title 36 of the Code of Virginia and any regulations adopted thereunder.~~ standards to be used by persons desiring to be issued a BHCD certificate and by DHCD in the evaluation and determination of a person's eligibility for the issuance of BHCD certificates.

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13 VAC 5-21-31. Proof of qualifications for certificate and examination.

A. Applicants for a BHCD certificate prior to certification shall provide ~~proof of qualifications~~ for certification as required to DHCD for verification, a written endorsement from the code official, code official's supervisor or in the case of non-government employees, other such documentation as proof of compliance with the qualification sections as listed in the USBC, SFPC or VADR as applicable for each type of certificate sought. Such proof of qualifications shall be provided to and verified by DHCD prior to BHCD certification.

B. ~~In addition to the training requirements established by this chapter,~~ Applicants shall provide proof of successful completion of approved examinations for each type of certificate sought. ~~The following is the DHCD shall [develop a training and certification guidance document that shall maintain a] list of [the of] approved testing agencies and examinations that meet nationally accepted standards for each type of certificate. For information on approved testing agencies and examinations contact: DHCD, Division of Building and Fire Regulation, 501 N. 2nd St., Richmond, VA 23219, telephone (804) 371-7180.~~

- ~~1. All categories of BHCD certificates except amusement device inspector, fire prevention code official and fire prevention inspector:~~

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~~The BOCA Certification Program/2000, First Edition, published by Building Officials and Code Administrators International, Inc., 4051 W. Flossmoor Rd., Country Club Hills, IL 60478-5795, toll free number 1-800-323-1103.~~

~~Exception, Elevator inspectors certified in accordance with the ASME QEI-1 Standard by organizations accredited by ASME International, Elevator Inspector Certification Organization Accreditation Program shall be deemed acceptable as an alternate. ASME International, Three Park Avenue, New York, NY 10016-5990, toll free number 1-800-843-2763.~~

~~2. Amusement device inspector:~~

~~Exterior, 3813 Gaskins Road, Richmond, VA 23233, toll free number 1-800-356-3381.~~

~~3. Fire prevention code official and fire prevention inspector:~~

~~Virginia Department of Fire Programs (DFP), James Monroe Building, 101 N. 14th St., 18th Floor, Richmond, VA 23219-3684, telephone (804) 371-0220.~~

C. Upon written request by the applicant with the endorsement as required under subsection A of this section, the ~~BHCD~~ DHCD may approve alternate testing agencies and examinations or may approve any combination of education and experience which would in other ways demonstrate

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adequate knowledge for the type of certificate sought. ~~Note: Future amendments to the list of approved testing agencies and examinations do not automatically become part of this chapter; however, the BHCD shall consider such amendments in deciding whether a requested alternate should be granted.~~ Under § [~~36.139~~ 36-139] of the Code of Virginia, the DHCD may also approve other training, experience and educational offerings as equivalent to and in place of code academy [technical module] training. The types of such combinations of education and experience may include military training, college classes, technical schools, or long-term work experiences [, except that long-term work experiences shall not be the sole substitute] . DHCD may convene meetings of the BCAAC to review and advise the DHCD concerning the appropriateness of applications for certification under this section.

13 VAC 5-21-41. Certification categories and training requirements.

A. DHCD shall [develop a training and certification guidance document that shall maintain a] list [the categories] of BHCD [~~certificates~~ certification categories and required training] ; Code Academy training and subject area requirements are as provided for in the following table: .

<u>Categories of BHCD certificates</u>	<u>Code Academy training requirements</u>	<u>Subject area requirements</u>
	<u>Core and _____ modules</u>	<u>Content, application and intent of all subject areas of the _____</u>
<u>Building code official</u>	<u>Advanced</u>	<u>USBC</u>

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Fire prevention code official	Advanced and the 1031 school administered by the DFP	SFPC
Building maintenance code official	Advanced and property maintenance	USBC existing structure maintenance
Building plans examiner	Building plan review	USBC structure plans and specifications review, except plumbing, electrical and mechanical
Fire protection plans examiner	Building plan review	USBC fire resistant materials and construction, fire protection system and means of egress plans and specifications review
Building inspector	Building code	USBC structure inspections, except plumbing, electrical and mechanical
Fire prevention inspector	The 1031 school administered by the DFP	SFPC structure and property inspections
Fire protection inspector	"only core module"	USBC fire resistant materials and construction, fire protection system and means of egress
Building maintenance inspector	Property maintenance	USBC relating to existing structure maintenance inspections

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Plumbing plans examiner	Plumbing	USBC plumbing system plans and specifications review
Plumbing inspector	Plumbing	USBC plumbing system inspections
Electrical plans examiner	Electrical	USBC electrical system plans and specifications review
Electrical inspector	Electrical	USBC electrical system inspections
Mechanical plans examiner	Mechanical	USBC mechanical system plans and specifications review
Mechanical inspector	Mechanical	USBC mechanical system inspections
Combination inspector	BHCD certification as a building, plumbing, electrical, and mechanical inspector	USBC structure inspections, except Use Group R-3 or R-4
Building inspector 1 & 2 family dwellings	1 & 2 family dwelling building	USBC Use Group R-3 or R-4 structure inspections, except plumbing, electrical and mechanical
Plumbing inspector 1 & 2 family dwellings	1 & 2 family dwelling plumbing	USBC Use Group R-3 or R-4 plumbing inspections
Electrical inspector 1 & 2 family dwellings	1 & 2 family dwelling electrical	USBC Use Group R-3 or R-4 electrical inspections

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Mechanical inspector 1 & 2 family dwellings	1 & 2 family dwelling mechanical	USBC Use Group R-3 or R-4 mechanical inspections
Combination inspector 1 & 2 family dwellings	BHCD certification as a 1 & 2 family dwelling building, plumbing, electrical, and mechanical inspector	USBC Use Group R-3 or R-4 structure inspections
Elevator inspector	"only core module"	USBC elevator inspections
Amusement device inspector	Basic amusement device	VADR

For information on [categories of] BHCD [certificates certification categories and required training] contact: DHCD, Division of Building and Fire Regulation, 501 N. 2nd St., Richmond, VA 23219, (804) 371-7180.

Under § 36-139 et seq. of the Code of Virginia, the DHCD may approve other Code Academy equivalent educational training modules.

B. Prior to receiving certification, all applicants for BHCD certification shall attend and complete the code academy core module [and shall also attend and complete the applicable management, technical or DFP training as outlined in the training and certification guidance document] . [In addition to the completion of the code module, applicants for the following categories of BHCD certification are required to attend and complete additional code academy training prior to receiving certification in accordance with the following table:

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<u>Category of BHCD certification</u>	<u>Code academy training</u>
<u>Building official</u>	<u>Advanced official module</u>
<u>Fire official</u>	<u>Advanced official module and the 1031 school as administered by the Department of Fire Programs</u>
<u>Building maintenance official</u>	<u>Advanced official module and the property maintenance module</u>
<u>Fire prevention inspector</u>	<u>The 1031 school as administered by the Department of Fire Programs</u>
<u>Amusement device inspector</u>	<u>Amusement device inspection module]</u>

Exception: Applicants for BHCD provisional certification shall comply with 13 VAC 5-21-51 C.

13 VAC 5-21-51. Certification.

A. A ~~certification~~ [BHCD] certificate under this chapter shall be issued when the ~~BHCD~~ DHCD determines a candidate has complied with [~~the applicable provisions of this chapter~~ 13 VAC 5-21-31 and 13 VAC 5-21-41] .

B. All certificate holders certified by the BHCD since June 1978 are still certified unless revoked and shall be classified as active or inactive. Any certificate holder classified as inactive shall be

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deemed not to meet the certification requirements of the applicable USBC, VADR, or SFPC.

Such inactive certificate holder may ~~attend~~ complete DHCD-designated training and apply to become an active certificate holder.

C. ~~Candidates seeking a BHCD certificate in accordance with this chapter~~ Any person [failing falling] under any one or more of the following circumstances:

1. A noncertificate holder directed by the BHCD to obtain certification;

2. A candidate seeking certification based on demonstration of adequate knowledge and experience for the certificate being sought; or

3. The DHCD or DFP has not provided or offered the required training under 13 VAC 5-21-41 B or approved appropriate alternate training.

May be issued a provisional certificate under the following conditions:

~~1. a.~~ a. The candidate has satisfactorily completed the Code Academy core module.

~~2. b.~~ b. The candidate has complied with ~~the proof of examination completion and application for certification requirements~~ 13 VAC 5-21-31 A for proof of qualifications.

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~~3. An appropriate code official, county, city or town manager or other code inspection agency official certifies the candidate is trained and competent to perform the candidate's assigned code enforcement duties.~~ c. The candidate has complied with 13 VAC 5-21-41.

4. d. Such certification is nonrenewable and shall expire one year from the date of issuance.

Exception: Such provisional certification is renewable and shall not expire one year from the date of issuance when the DHCD or DFP has not provided or offered the required ~~Code Academy training technical module~~. However, ~~under 13 VAC 5-21-41 B~~, the DHCD may approve appropriate alternate training.

When a provisional certificate holder has complied with the provisions of 13 VAC 5-21-31 B for a regular BHCD certificate, DHCD shall issue such certificate.

D. A certification under this chapter may be denied when the BHCD determines a candidate has not complied with the applicable provisions of this chapter.

E. All certificate holders certified by the BHCD shall attend continuing education training as specified by DHCD in order to maintain status as an active certificate holder.

13 VAC 5-21-61. Sanctions [~~; peer review; petition~~] .

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[~~A.~~] When the BHCD determines a certificate holder, [a code official,] technical assistant or an inspector of a code inspection agency or code review agency has failed to (i) maintain a minimally acceptable level of competence under § 36-137(6) of the Code of Virginia ~~or~~, (ii) comply with an order issued by the BHCD or TRB, or (iii) [failed to] obtain the applicable BHCD certification as may be required under the applicable USBC, VADR, or SFPC, the BHCD may impose any of the following sanctions on a such [certificate holder, technical assistant or inspector enforcement personnel covered by this chapter] :

1. A warning letter under this chapter may be issued when the BHCD determines a certificate holder, [code official,] technical assistant or an inspector of a code inspection agency or code review agency committed any act prohibited by this chapter. The documentation that serves as the basis for such letter shall be made a part of the certification file on the certificate holder, technical assistant or inspector.
2. Attendance at special training under this chapter may be ordered when the BHCD determines a certificate holder is ~~inadequately knowledgeable or trained~~ lacks an adequate level of knowledge, skill or training to practice in the specific area of certification. A probation period may also be imposed by the BHCD upon completion of all such training.
3. A certificate issued under this chapter may be revoked or suspended by the BHCD.

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~~[B. An advisory review committee may be appointed by the BHCD to advise the department concerning the appropriateness of sanctions proposed against a certificate holder, technical assistant or an inspector of a code inspection agency or code review agency who has allegedly committed any act prohibited by this chapter. The advisory review committee shall serve and meet only when requested by the BHCD and, The advisory review committee shall comply with the following:~~

- ~~1. The advisory review committee shall consist of five certificate holders.~~
- ~~2. The advisory review committee shall select one of its members to serve as chairman.~~
- ~~3. A member shall not take part in a review in which that member has any personal, professional or financial interest.~~
- ~~4. The Director of DHCD shall designate a qualified staff person to serve as secretary to the advisory review committee and shall provide necessary staff support. The secretary shall file a detailed record of all meetings and recommendations with the BHCD.~~
- ~~5. There shall be no compensation of members, except for reimbursement of travel expenses as provided for by law.~~

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~~6. The advisory review committee shall meet within 10 working days upon notice from the chairman.~~

~~C. Following a certification denial, warning letter, special training order, or revocation or suspension of a certificate, the candidate or certificate holder, technical assistant or inspector of a code inspection agency or code review agency may petition the BHCD for issuance of certification, dismissal of such warning or order, or for reinstatement of a certificate upon good cause shown or as a result of substantial new evidence having been obtained that would alter the determination reached by the BHCD.~~

~~D. The BHCD shall cause an examination, investigation or review of the evidence and shall respond within 60 days of receipt of the petition to the candidate or certificate holder, technical assistant or inspector of a code inspection agency or code review agency regarding such petition.]~~

[13 VAC 5-21-70. Appeal.

Decisions of the BHCD regarding a candidate or certificate holder shall be final if the candidate or certificate holder makes no appeal. ~~Such candidate or certificate holder may present an appeal from the BHCD's decision directly to the TRB under § 114 of the Code of Virginia. All BHCD negative responses shall contain the following statement:~~

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~~“Upon receipt of the BHCD’s decision, the candidate or certificate holder may appeal to the State Building Code Technical Review Board (TRB) by submitting an application to the TRB within 30 calendar days. Application forms are available from the Office of the TRB, 5 1 N. 2nd. St., Richmond, VA 23219, (804) 371-7150”~~ Decisions of the BHCD under this regulation are case decisions under the Virginia Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) and are subject to judicial review in accordance with that law.]

CHAPTER 80.VIRGINIA STANDARDS GOVERNING OPERATION OF FOR INDIVIDUAL AND REGIONAL CODE ACADEMIES/1990.

13 VAC 5-80-10. Definitions.

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

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

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

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"Code Academy" means an educational institution established in accordance with §36-137 of the Code of Virginia ~~which~~ that is accredited to conduct classes to prepare an individual to pursue an occupation in the ~~building~~ inspection profession relating to enforcement of the USBC, VADR and SFPC, or to upgrade an individual in technical phases of ~~building regulations and codes~~ the USBC, VADR and SFPC.

~~"Department"~~ "DHCD" means the Virginia Department of Housing and Community Development.

"Operator" means the person designated as the executive official in charge of the academy.

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

"Train the Trainer" means the DHCD training provided for code academy instructors.

"TRB" means the Virginia State Building Code Technical Review Board established under § 36-108 of the Code of Virginia.

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

"VADR" means the Virginia Amusement Device Regulations (13 VAC 5-31).

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13 VAC 5-80-20. Authority. (Repealed.)

~~The standards governing operation of individual and regional code academies are adopted under authority granted the Board of Housing and Community Development by the Uniform Statewide Building Code Law, Chapter 6, §36-139 of the Code of Virginia.~~

13 VAC 5-80-30. Adoption. (Repealed.)

~~These standards were adopted by order of the Board of Housing and Community Development on November 19, 1990. This order was prepared according to the requirements of the Administrative Process Act. The order is maintained as part of the records of the Department of Housing and Community Development and is available for public inspection.~~

13 VAC 5-80-40. Appeals.

~~[A. Any operator aggrieved by a decision of the department DHCD may file an appeal to the State Building Code Technical Review Board TRB. Such appeal shall be filed within 30 calendar days of the issuance of the department's DHCD's written decision. A copy of the decision of DHCD to be appealed shall be submitted with the application for appeal. Failure to submit an application for appeal within the time limit established by this section shall constitute acceptance of DHCD's decision.~~

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~~B. Procedures of the TRB are in accordance with Article 2 (§ 36-108 et seq.) of Chapter 6 of Title 36 of the Code of Virginia. Decisions of the TRB shall be final if no appeal is made therefrom.~~

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

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

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

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

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

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

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

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

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

1. Conduct the Code Academy in accordance with all standards and regulations promulgated by ~~the department~~ DHCD and BHCD;

~~2. Permit the department DHCD to inspect the Code Academy at any time, and to provide all information pertaining to the activities of the Code Academy or its financial condition as requested by the department DHCD;~~

~~3. The levy retained under § 36-137 of the Code of Virginia shall not be used for purposes other than directly relating to the operation of the Code Academy;~~

~~4. Carry forward no more than 25% of the previous fiscal year's levy;~~

~~5. In the event that the Code Academy should close, a list of enrolled students who have not completed their program of study, and the amount of the course which they have completed, shall be submitted to the department DHCD;~~

~~6. 5. Maintain current, complete and accurate student records, including a record of all hours of work completed by each student.~~

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13 VAC 5-80-70. Certificate display.

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

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

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

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

13 VAC 5-80-90. Personnel qualifications.

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

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

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

13 VAC 5-80-100. Instructional program.

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

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

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

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

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

1. Violation of any provision of ~~these standards~~ this chapter;
2. ~~Furnishing false, misleading, or incomplete information to the department~~ DHCD, or ~~failure to furnish information requested by the department~~ DHCD ~~within a reasonable time~~;
3. Presenting ~~any information to students which~~ a student any information that is false, misleading or fraudulent;
4. ~~Failure to maintain the premises in a safe and sanitary condition as required by law, state regulation or local ordinance~~;

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~~5. Failing to maintain adequate financial resources to satisfactorily conduct the courses of instruction offered, or to retain an adequate, qualified staff.~~

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

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

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

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

13 VAC 5-80-140. Records.

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

13 VAC 5-80-150. ~~Transmitting documents and other materials.~~ (Repealed.)

~~All applications, forms, appeals, letters or other papers shall be addressed to the Supervisor of Training Programs, Department of Housing and Community Development, 205 North Fourth Street, Richmond, VA 23219.~~

I certify that this regulation is full, true, and corrected dated.

William C. Shelton, Director
Department of Housing and Community Development

Date: _____