

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Building Code Academy Advisory Committee (BCAAC)

Meeting – October 6, 2025 – 10:00 a.m.

**Virginia Housing Center
4224 Cox Road Glen Allen, Virginia 23260**

AGENDA

- I. BCAAC Roster
- II. DHCD Updates
- III. Code Change Proposal
 - a. Continued Education Unit Requirement Increase to 24 Hours For Each Two Year Renewal
- IV. 2024 Code Development Cycle Update
 - a. Virginia Certification Standards

BUILDING CODE ACADEMY ADVISORY COMMITTEE

David Sharp, Chair

(Fairfax Building Code Academy)

Kris Bridges

(Virginia Building and Code Officials Association)

Jimmy Csizmadia

(Virginia Fire Prevention Association)

Michael Dellinger

(Amusement Device Technical Advisory Committee)

Mike Henley

(Virginia Elevator Safety Association)

Paula Johnson

(Women in Code Enforcement and Development of Virginia)

Donna Rubino

(Prince William Building Code Academy)

Lou Wolf

(Virginia Chapter, American Institute of Architects)

Vacant

(Independence Alliance of the Electrical Industry)

Vacant

(Virginia Plumbing Mechanical Inspectors Association)

Vacant

(Virginia Association of Realtors)

Vacant

(The Apartment and Office Building Association of Metropolitan Washington)

Vacant

(Home Builders Association of Virginia)

Vacant

(Virginia Structural Engineers Council)

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Building Code Academy Advisory Committee

Summary Minutes of the September 2, 2025 Meeting – Virginia Housing Center

Committee members present: Kris Bridges, Jimmy Csizmadia, Michael Dellinger, Mike Henly, Paula Johnson, David Sharp (Chair), Lou Wolf, and Tread Willis (for Donna Rubino).

DHCD Staff present: Jeff Brown, Rajan Engh, Stephen Reynolds, and Travis Luter

Others present: None

Chair Sharp called the meeting to order at approximately 10:00 a.m.

Secretary Luter called the roll and informed the Chair a quorum was present.

Chair Sharp opened the floor for introductions of the members and staff present. Those in attendance introduced themselves to the group.

Chair Sharp then acknowledged Jeff Brown, Deputy Director of Building and Fire Regulation, to provide DHCD updates. Mr. Brown provided the group updates on staff positions within Building and Fire Regulation Division.

Mr. Brown acknowledged Rajan Engh and Stephen Reynolds who each provided the group updates on the re-writes of several training courses, new and re-booted trainings coming in the 2026 training calendar, and new enhancements to the online training registration system. Lastly, they informed the group that 746 digital code subscriptions were being utilized.

Chair Sharp then acknowledged Jeff Brown, Deputy Director of Building and Fire Regulation, to provide an update on the 2024 code development cycle. Mr. Brown provided an overview of the code development process. He then provided an update on the 2024 code development cycle such as calendar of meetings, submittal deadlines, etc.

Chair Sharp then opened the floor for general discussion.

- Mr. Bridges suggested that ICC Voter Validation be required to renew a digital code subscription.
- Mr. Bridges suggested adding an item to the agenda for the next meeting to discuss creating a Master Code Professional certification for Virginia.
- The members generally agreed to add an item to the agenda for the next meeting to review the training matrix.
- Mr. Bridges moved to direct staff to begin developing a policy, for review and consideration by the BCAAC, for training and education of all code officials requiring

them to attend the Core and Advanced Official DHCD training modules every 10 years. The motion was seconded by Mr. Csizmadia and passed unanimously.

- Mr. Bridges moved to direct staff to draft/develop a code change proposal to increase the required amount of continued education hours from 16 hours every two years to 24 hours every two years. The motion was seconded by Ms. Johnson and passed unanimously.
 - *Note: Tread Willis votes were not considered for votes of the BCAAC.*

There being no other business, the meeting was adjourned at approximately 2:00 p.m.

CS51-24

VRC: 13VAC5-21-51.

Proponents:

2021 Virginia Building and Fire Code Related Regulations

Revise as follows:

Virginia Certification Standards -

13VAC5-21-51. Issuance and maintenance of certificates.

- A. Certificates will be issued when an applicant has complied with the current applicable requirements of this chapter. Certificates will be classified as active or inactive. An inactive certificate will be considered out of compliance and a noncompliance notice will be issued to the certificate holder. In such cases, notification shall also be provided to the locality or company employing the certificate holder. Exceptions to the issuance of a noncompliance notice may be considered where there is a separation from employment by medical or military leave for 12 consecutive months or more during the continuing education period. An inactive certificate may be reinstated as an active certificate after completing makeup training courses designated by the Department.
- B. All certificates issued since June 1978 are valid unless revoked or suspended, except that provisional certificates shall remain valid as set out under subsection C of this section.
- C. A provisional certificate may be issued to (i) a person who has been directed by the Department to obtain a certificate; (ii) an applicant requesting a certificate under the alternative training provisions of 13VAC5-21-45; (iii) an applicant when the required training has not been provided or offered; (iv) an inactive certificate holder when the issuance of a provisional certificate is determined to be warranted by the Department; or (v) a person who, due to extenuating and warranting circumstances either on behalf of the code academy or beyond the person's control, has not fully complied with the eligibility requirements of training and competency established herein.

Such a provisional certificate may be issued when the applicant or person has satisfactorily completed the code academy core module and completed any training through the code academy or through other providers determined to warrant the issuance of the provisional certificate.

The provisional certificate is valid for a period of one year after the date of issuance and shall only be issued once to any individual, except that a provisional certificate shall remain valid when the required training has not been provided or offered.

- D. All certificate holders shall attend periodic maintenance training as designated by the Department and shall attend ~~16~~ 24 hours of continuing education every two years as approved by the Department. If a certificate holder possesses more than one certificate, the ~~16~~ 24 hours shall satisfy the continuing education requirement for all certificates.

Reason Statement:

This proposal is being submitted by DHCD staff on behalf of the Building Code Academy Advisory Committee (BCAAC).

Change Summary: The proposal intends to increase the minimum number of continuing education hours required for all certificate holders (every two years) from 16 hours, to 24 hours.

Background Information and Reason:

The current DHCD certification requirement is **16 hours every two years** (or **8 hours per year** for comparison purposes), and this requirement has remained unchanged since the DHCD CE policy was established more than 17 years ago when the policy went into effect in 2008. The current 16 hour requirement applies to all certificate holders regardless of the number or type of certification(s) they hold.

In practice, most Virginia code enforcement professionals already engage in more than 16 hours of professional development over a two-year period. By raising the standard to 24 hours, we align the formal requirement with the professional development practices already taking place in many Virginia localities. This adjustment also ensures that our requirements are consistent with ICC and other states with statewide inspection certifications, many of which set much higher continuing education benchmarks to maintain the skills and

knowledge of their certificate holders.

CE requirements for other US States with statewide inspector certifications, and ICC CE requirements:

- **California**
 - **15 hours per year** - 45 hours of continuing education every three years for all inspectors, plan examiners and building officials, with 8 of those hours relating to accessibility requirements
- **Connecticut**
 - **30 hours per year** for Building Official, Assistant Building Official, and Plan Reviewer
 - **20 hours per year** for Residential Building Inspector
 - **10 hours per year** for Construction Inspector, Electrical Inspector, HVAC Inspector, Mechanical Inspector, and Plumbing Inspector
- **Florida**
 - **7 hours per year** with specific topic requirements
 - 14 hours every two years – a minimum of two hours of energy conservation, one hour in the area of accessibility, two hours in the area of Florida laws and rules (other than accessibility and ethics) and one hour in the area of ethics.
- **New York**
 - **6 hours per year for "Building Safety Inspectors"**, with at least 3 of these hours from programs approved by the NY dept. of State
 - **24 hours per year for "Code Enforcement Officials"**, with at least 12 of these hours from programs approved by the NY dept. of State. Of these 12 approved hours, 3 hours of Code enforcement and administration, 3 hours of Uniform Fire Prevention and Building Code, and 3 hours of Energy Conservation
- **Massachusetts** (3-year cycle)
 - **15 hours per year** for "Building Code Enforcement Officials" (Inspector of buildings, building commissioner, and local inspector)
- **ICC CE requirements**
 - Requirements are based on number of ICC Certs held. 3 year period. ICC also requires a certain percentage of hours to come from ICC or an ICC preferred provider.
 - 1 Cert = **5 hours per year** (15 hours every 3 years)
 - 2-5 certs – **10 hours per year** (30 hours every 3 years)
 - 6-10 certs = **15 hours per year** (45 hours every 3 years)
 - 11+ = **20 hours per year** (60 hours every 3 years)
 - MCP and CBO = **20 hours per year** (60 hours every 3 years)

To ensure that our Virginia enforcement staff remain knowledgeable, skilled, and responsive to emerging practices and technologies, we propose increasing the CE requirement to **24 hours every two years**, which represents an increase of 8 hours for the 2-year period (or 4 additional hours per year).

This change is both reasonable and attainable. The broad range of activities that qualify as CE already provides staff with significant flexibility to meet the requirement. Eligible activities include nearly any type of professional training, workshop, conference training session, or documented meeting that contributes to employee growth and job performance. Furthermore, many of these opportunities are available at **little to no cost**, such as in-house training, webinars, and regularly scheduled departmental and organization meetings. As a result, staff can easily achieve the increased requirement without incurring additional financial burden.

Ultimately, this change is an investment in the long-term success of Virginia code enforcement professionals, resulting in even safer and more code compliant construction throughout Virginia.

Note: Approval of this change would not be retroactive, and implementation would not impact CE periods that are already underway. The increased CE hours would not be required to be submitted for the two-year period during which the effective date of the 2024 VCDS lands but would be applicable starting with the next two-year CE period. For example, if the 2024 VCS were approved and effective in October 2027, the new requirement would be applicable to the May 1, 2028 to April 30, 2030 CE cycle for certificate holders with last names beginning with A-M, and to the May 1, 2029 to April 30, 2031 CE cycle for certificate holders with last names beginning with N-Z.

Cost Impact: The code change proposal will not increase or decrease the cost

This code change proposal will not impact the cost of construction; however, the increase in required training hours might result in increased costs to code enforcement personnel or their employers.