

**ARTICLE 1
GENERAL PROVISIONS**

1001. Rules and Regulations

The following constitutes the **RULES AND REGULATIONS OF THE REGISTERED CONSTRUCTION INSPECTORS COMMITTEE** regarding registration of construction inspectors and certification of code specialists.

1002. Certification Categories

(a) "**Registered Construction Inspector**" means a person registered in one of the Divisions of construction inspection established by these Rules and Regulations.

(b) "**Emeritus Registered Construction Inspector**" means a person who is a life member of ACIA, who has been recognized by the RCI Committee for his or her significant contributions to the construction industry. An "**Emeritus Registered Construction Inspector**", may use the titles or terms "**ERCI**", or "**Emeritus Registered Construction Inspector**", and is exempted from the requirements of Article 6; however, he or she cannot hold himself or herself out as a Registered Construction Inspector unless he or she has complied with all the requirements of Article 6.

(c) Repealed July, 2016

1003. Definitions

(a) "**Construction Inspection**" means the function of inspecting the workmanship, materials, and manner of construction of engineered works, buildings and appurtenant structures, on-site and off-site, or portions of such work and may include the contract administration of such work to determine whether requirements prescribed by the plans, specifications, and other contract documents, and all codes, ordinances, or other statutory provisions are met by such workmanship, materials, and manner of construction and includes the supervision and administration of construction inspection.

(d) Repealed July, 2016

1004. Purposes

(a) Purposes of Inspection. The purpose of inspection is to assure that the constructed work complies with all requirements of the design and contract documents including referenced standards and all applicable government codes and regulations.

(b) Repealed July, 2016

1005. Divisions of Construction Inspection

The Divisions of construction inspection are:

Division I - Engineering

(a) A Registered Construction Inspector in Engineering is a general inspector whose principal duties included the contract administration and the inspection of engineered works and may involve inspection of all related trades or materials of construction in which a specialist is not specifically required by the using agency or appropriate authority in connection with the following types of work, including both public and private sector construction projects: irrigation, drainage, water power, water supply, flood control, inland waterways, harbors, docks and wharves, shipyards and ports, dams and hydroelectric projects, levees, river control, reclamation works, railroads, highways, streets, roads, tunnels, airports, sewers, sewage treatment plants and systems, waste reduction plants, bridges, overpasses, underpasses, and other similar works, pipelines and other liquid or gaseous substances, parks, play grounds and other recreational works, refineries, chemical plants and similar industrial plants requiring specialized construction knowledge and skills, powerhouses, other utility plants and installations, mines, metallurgical plants, land leveling, earthmoving projects, excavating, grading, trenching, paving, and surfacing work, concrete works, and including any engineered buildings or structures appurtenant thereto.

(b) A registrant in this division meets the minimum requirements as established by these Rules and Regulations.

Division II - Building

(a) A Registered Construction Inspection in Building is a general inspector whose principal duties include the contract administration and the inspection of structures for the support, shelter, and enclosure of persons, animals, chattels or movable property of any kind including site work and utilities incidental thereto,

and may involve inspection of all related trades or materials of construction in which a specialist is not specifically required by the using agency or appropriate authority including both public and private sector construction projects.

(b) A registrant in this division meets the minimum requirements as established by these Rules and Regulations.

Division III - Specialty

(a) A Registered Construction Inspector in a Specialty is an inspector whose principal duties are inspection of specialized areas and methods of construction.

(b) A registrant in this division meets the minimum requirements as established by these Rules and Regulations.

(c) An inspector registered in Division III shall not function or act as a Registered Construction Inspector in any division or specialty other than those in which he is registered.

Division IV - Public Works

(a) A Registered Construction Inspector in Public Works is a general inspector whose principal duties involve inspection of the placement, installation, construction, erection, and connection of discreet and unrelated components which are part of projects paid for by public or private funds and generally intended for public use, such as earthworks and grading, including trench and structural excavation, backfill, all appurtenant shoring and bracing; rigid and flexible pavements and appurtenances; structures; curbs, gutters, sidewalks, driveways; piles and pile driving; pipelines and appurtenances; erosion control; protective coating; concrete work, including shotcrete; forms and falseworks, structural metals and connections; pipeline testing; street lighting and traffic signal construction. Responsibilities include field sampling and testing, but do not involve work as a resident inspector on a project, contract administration or the supervision of inspection.

(b) A registrant in this division meets the minimum requirements as established by these Rules and Regulations.

1006. Registered Construction Inspector (RCI)

(a) A Registered Construction Inspector is a person enrolled under these Articles in Divisions I, II, III or IV, and who conforms to the requirements of these Articles. A Registered Construction Inspector shall comply with Article 8, Continuing Education for renewal or their registration.

(b) A Registered Construction Inspector must indicate the division or specialty qualified in whenever the title is used, such as Registered Construction Inspector Div II Engineering; or Registered Construction Inspector Div III Concrete, for example.

1007. Inspector-In-Training (IIT)

“Inspector-In-Training” is a person enrolled under these Articles with the **REGISTERED CONSTRUCTION INSPECTORS COMMITTEE** as a trainee or student, in a program approved by the R.C.I. Committee and is not a registered construction inspector until he has complied with the requirements of Article 4, Registration, for Divisions I, II, III, or IV.

1008. Registered Construction Inspector (RCI)

A person registered under the provisions of these Articles meets the minimum requirements established by the **REGISTERED CONSTRUCTION INSPECTORS COMMITTEE** for the practice of construction inspection and may use the title or term "RCI", or works or initials that will imply or give the impression that a person is registered under the provisions of these Articles.

1009. Certified Code Specialist (CCS)

Repealed July, 2016

1010.

Repealed July, 2016

1011. Reserved

**ARTICLE 2
ADMINISTRATION**

1012. The Committee

There is in the American Construction Inspectors Association (ACIA) a Registered Construction Inspectors Committee (RCI Committee), consisting of (9) members appointed by the Association President in accordance with the Associations Bylaws.

(a) **RCI Committee Members.** Each member shall have had at least five years of active experience in his profession or vocation prior to appointment. All

members shall be of good moral character and shall be an ACIA member in good standing.

(b) RCI Committee Officers. The Committee shall select from its members a Chairman and a Secretary to hold office for one (1) year. All members of the RCI Committee shall be members of good standing of the American Construction Inspectors Association. The Executive Director of the Association shall be the Executive Officer of the Committee.

1013. Meetings

All regular meetings of the RCI Committee shall be preceded by at least Five (5) days notice to the Committee members. Special meetings may be called by the Chair to be preceded by two (2) days notice to Committee members.

1014. Quorum

Three (3) members of the Committee shall constitute a quorum for the transaction of business.

(a) The Committee may make such policies as are reasonably necessary to carry out the provisions of these governing Articles.

(b) The Committee is the sole authority for the interpretation of these Articles.

1015. Registration

(a) The Committee may register a construction inspector in any of the divisions and specialties of construction inspection provided: an applicant for registration as a Registered Construction Inspector shall be qualified in each of the divisions and specialties for which he applies, to the extent that the Committee shall require. Nothing in this section shall prohibit a person from being registered in more than one division or specialty

(b) Repealed July, 2016

1016. Sub-Committees

The Committee may appoint sub-committees as are necessary to perform such duties as the Committee may direct. Membership on all such sub-committees is at the pleasure of the RCI Committee chair. No member of any sub-committee

shall receive any compensation other than his necessary expenses, as approved by the Committee, for the performance of his /her duties as a member of any such committee.

1017. Agency Relationships

The Committee may establish relations with private or public agencies which regulate the practice of inspection, or closely related functions, and may establish relations with such agencies in other countries for the purpose of working toward uniformly high-professional or vocational standards and mutual recognition of registration or certification.

1018. Committee Functions

The Committee shall, consistent with the purpose of these Articles, do all of the following:

- (a) Promulgate necessary policies of uniform and general applicability.
- (b) Provide leadership and coordinate resources for the improvement of inspection education.
- (c) Develop objective, independently verifiable standards of measurement and evaluation of inspection competence as it relates to inspector registration or code specialization competence as it relates to code specialization.
- (d) Develop criteria to consider on-the-job experience or continuing education, or both, in order to maintain inspector expertise.

1019. Sponsorships

The Committee may approve and sponsor classes and programs at any institution of higher education whose education program meets the standards prescribed by the Committee .

1020. Reserved

ARTICLE 3 APPLICATION OF GOVERNING ARTICLES

1021. Use of Titles

It is a violation of these Articles for any person to either use the title or term "RCI," "Registered Construction Inspector," or other terms as defined in these Articles without being registered or certified pursuant to these Articles, or to purport to be registered or certified in a division

of inspection or code specialization for which he has not been registered or certified by the RCI Committee.

1022. Signatures

All reports or documents where a Registered Construction Inspector's verification is required shall be signed by the Registered Construction inspector respectively, and they shall bear all responsibility for the accuracy of such reports or documents.

1023. Authority

A Registered Construction Inspector engaging in the function of inspecting the workmanship, materials and manner of construction of engineered works, buildings and appurtenant structures shall not make or approve changes to approved design plans, specifications, or other contract documents unless authorized to do so by the responsible authority.

1024. Reserved.

**ARTICLE 4
REGISTRATION AND CERTIFICATION**

1025. Examinations

Subject to these Rules and Regulations, and policies governing examinations, a candidate for registration as a construction inspector in any one or more of the divisions or specialties or construction inspector in any one or more of the divisions or specialties of construction inspection as established by these Articles or by the Committee shall be entitled to an examination of each registration or certification when available, by meeting the qualifications prescribed by this Article. Before taking the examination, the candidate shall file the application and pay the examination fee fixed by the ACIA Board and shall meet all other requirements.

1026. Requirements

The applicant for registration as a construction inspector shall have a high school education or the equivalent thereof, be of good moral character, and have had at least five (5) years of full-time construction inspection experience in the division or specialty of construction inspection covered by the registration for which he is making application, or five (5) years general experience, at the discretion of the Committee.

(a) The Committee shall have the sole discretion in determining the qualifications of applicants and upon review may allow an applicant to make the examination for registration if in the opinion of the Committee the applicant substantially meets the requirements or for other good reasons.

1027. Qualifications

With respect to applicants for registration as construction inspectors, the Committee:

(a) Shall give credit as inspection experience not to exceed four (4) years for time spent on the job as an Inspector-In-Training.

(b) May give credit as inspection experience, not to exceed two (2) years, for satisfactory education for completing courses in engineering, architecture, inspection, or construction management, where the curriculum has been reviewed and approved by the Committee.

(c) May give credit as inspection experience, not to exceed four (4) years, for graduation from an accredited college or university majoring in construction management, architecture; electrical, mechanical, structural or civil engineering; geology; or, land surveying.

(d) May give credit as inspection experience, not to exceed two (2) years, for construction inspection teaching when related to the division or specialty for which application is made.

(e) May give credit as inspection experience, not to exceed (2) years, for having actively worked for five (5) or more years in a journey level position in the construction trades or in field engineering or construction technology when related to the division or specialty for which application is made.

(f) May give credit as inspection experience, not to exceed four (4) years, for having actively worked for five (5) or more years as a licensed contractor's project manager (on-site or off-site) or superintendent responsible for the management, control, and coordination of the work of two (2) or more subcontractors and involving three (3) or more trades.

(g) May give credit as inspection experience, not to exceed four (4) years, for direct supervision or administration of a jurisdictional department engaged in and responsible for inspection of the division or specialty for which application is made.

(h) May give credit as inspection experience, not to exceed two (2) years, for successfully passing an examination given by an examining body recognized by the RCI Committee in that division or specialty for which application is made.

(i) Notwithstanding any experience credit allowed by this Section, an applicant must demonstrate a minimum of one (1) year of experience as a construction inspector in the division or specialty for which application is made.

1028. Issuance of Registration

The Committee shall, by means of examination, ascertain the professional qualifications of all applicants for registration as a Registered Construction Inspector and shall issue a registration to each person it finds to be qualified. No registration shall be issued to anyone who has not demonstrated his competency by examination.

1029. Multiple RCI Certifications

Applicants who desire to be registered in more than one division or specialty of construction inspection shall be required to file a separate application for each such division or specialty.

1030. Retesting

An applicant failing an examination may be examined again upon filing a request for re-examination and the payment of the designated re-examination fee.

1031. Temporary Authorization

A temporary authorization for the practice of construction inspection in a division or specialty established by the Committee may be granted for a specific project, upon application and payment of the fee prescribed, for a period not to exceed one hundred and twenty (120) consecutive days provided:

(a) The applicant demonstrates, by means of an individual appearance, before a duly authorized representative of the Committee, satisfactory evidence of their knowledge in the division or specialty of construction inspection for which the applicant requests registration under the temporary authorization.

1032. Issuance of Certification

Any applicant who has passed the examination and has otherwise qualified pursuant to these Articles as a Registered Construction Inspector, shall have evidence of registration or certification issued to them for the particular division or specialty for which they were found qualified.

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1033. Duplicate Certificate

A duplicate certificate of registration or certification to replace one lost, destroyed, or mutilated may be issued upon payment of the duplicate certificate fee.

1034. Identification Cards

An unexpired identification card is presumptive evidence that the person named therein is registered or certified under these Rules and Regulations. Official verification that a person holds a current valid registration or certification will be made by the RCI Committee upon request.

1035. Denial of Certification

Any applicant who is denied registration or certification authorization shall be sent a written notification informing him the reason. Within twenty-one (21) days after service of the notice, the applicant may make a written request to the Committee for a hearing.

1036. Authorized Seal

It is recommended that each person who becomes a Registered Construction Inspector acquire a seal which contains their name, the name of the Division or Specialty in which they are registered, their Registration Number, the words "Registered Construction Inspector," the words "American Construction Inspectors Association," and which indicates the expiration date of their registration. This seal shall conform to the format approved by the RCI Committee and contain Wet Signature and Expiration Date by Registrant.

1037. Reserved.

**ARTICLE 5
DISCIPLINARY PROCEEDINGS**

1038. Complaints

The Committee shall receive and investigate written and signed complaints against Registered Construction Inspectors and persons granted temporary authorizations, and make findings thereupon.

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1039. Suspension and Revocation

The Committee may reprove suspend, or revoke, privately or publicly, the certificate of any person registered or certified hereunder; or reprove, suspend or revoke privately or publicly the authorization granted to any person who has done any of the following:

(a) Who has been convicted of a misdemeanor or felony arising from or in connection with the practice of inspection or code specialization.

(b) Who has committed any deceit, misrepresentation, violation of contract, fraud or negligence in his practice of inspection or code specialization.

(c) Who has committed any fraud or deceit in obtaining or renewing their registration or certification.

(d) Who has aided or abetted any person in the violation of any provisions of these Articles.

(e) Who presents or attempts to use as ones own the certificate of registration or certification of another.

(f) Who gives false evidence of any kind to the Committee, or to any agent thereof, in obtaining or in helping another to obtain a certificate or registration or certification.

(g) Who uses an expired or revoked certificate or certification.

(h) Who has violated any provisions of these Articles.

1039. Reissuance of Revoked Certificate

The Committee at its sole discretion may reissue a certificate of registration or certification to a person whose certificate has been revoked.

1040. Reserved.

ARTICLE 6 RENEWAL

1041. Renewal Requirements

A certificate of registration as an inspector expires at midnight three (3) years from the date of issue if not renewed. To renew an unexpired certificate, the certificate holder shall:

(a) Pay the renewal fee prescribed;

(b) Have met and verified to the RCI Committee the continuing education requirements as set forth in these Articles;

(c) Have in their possession the authorized seal of a Registered Construction Inspector or verify that they have voluntarily declined to have a seal.

(d) Have been previously registered.

1042. Verification of CEUs

To demonstrate compliance with the above renewal requirements the applicant for renewal shall provide to the RCI Committee:

(a) Verification of attendance for any seminars, and any college or educational course or approved online educational programs completed during the previous thirty-six (36) months;

(b) Verification signed by the local ACIA chapter of the applicant's attendance at meetings of local chapters, or similarly verified attendance at meetings of other professional construction related organizations, such as AIA, DSA, OSHPD or CSI;

(c) Verification signed by the employer for work experience credit; and

(d) An impression of their Registered Construction Inspector seal, if possessed.

1043. Repealed July, 2016

1044 . Late Renewals

Except as otherwise provided in this Article, a certificate of registration as a construction inspector or as a certified code specialist may be renewed within sixty (60) days to 6 months after expiration.

(a) The certificate may be renewed more than 6 months after its expiration upon written request of the certificate holder showing good cause for the failure to renew, The certificate holder, as a condition of renewal, shall also pay the delinquency fee prescribed.

1045. Renewal of Suspended Certifications

A suspended certificate is subject to expiration and shall be renewed as provided in this Article, but such renewal does not entitle the holder of the certificate, while it remains suspended and until it is reinstated, to use the title or term

Registered Construction Inspector. A reinstatement fee shall be paid as one of the conditionals for reinstatement of a suspended certificate.

1046. Reinstatement of Revoked Certification

A revoked certificate of registration or certification is subject to expiration as provided in this Article, and the certificate holder loses all rights and privileges granted by these Articles, A revoked certificate may not be renewed except on a vote of the RCI Committee. A restatement fee shall be paid as one of the conditions for reinstatement of a revoked certificate.

1047. Lapsed Certificates

Any RCI certificate which has been expired for more than 6 months may be reinstated upon written application by the certificate holder showing good cause for the failure to renew which shall be reviewed by the Committee on a case by case basis; and payment of a fee to be determined on a case by case basis, but in no event less than the regular fee for a three (3) year renewal,

(a) The applicant is of good moral character and no fact, circumstance, or condition exists which, if the certificate were issued, would justify its revocation or suspension:

(b) The applicant meets all requirements for registration or certification under the current Rules and Regulations, which would be required if they were then applied for registration or certification for the first time under the current Rules and Regulations.

(c) The Committee may waive requirements set forth above upon written appeal by the individual if a determination of unusual circumstance is made.

1048. Inspector in Training

Enrollment as an Inspector-In Training shall expire at mid-night three (3) years from the date of issue if not renewed. To renew the enrollee shall pay the renewal fee prescribed, provided that the Inspector-In-Training shall take the Registered Construction Inspector's examination upon completing not less than five (5) years as an Inspector-In-Training, and provided further, that not more than one (1) renewal will be granted prior to taking the initial examination

1049. Reserved

1050. Reserved

**ARTICLE 7
REVENUE**

1051. Fees

The RCI Committee shall fix such fees, as it deems necessary and prudent for carrying out the purpose of its programs. The fees established by the Committee shall be approved by the ACIA Board and will appear in the Fee Schedule, which will be available from the offices of the ACIA Executive Director.

1052. Revenue

All Revenue received from the RCI shall belong to the ACIA and shall be accounted for through ACIA accounting procedures.

1053. Reserved

**ARTICLE 8
CONTINUING EDUCATION**

1054. Purpose

The purpose of this Article is to promote and establish a program of continuing education for construction inspectors in accordance with the goals and policies of the RCI Committee and these Rules and Regulations.

1055. Prerequisites

A prerequisite for renewal is that the applicant must have accumulated in the previous thirty-six (36) months, not less than thirty-six (36) units of continuing education.

1056. Continuing Education Units

Units for continuing education credit may be accumulated in the following manner:

(a) Verified record of attendance at meetings of local chapters of this or other Associations, when educational program acceptable to the RCI Committee is presented (one (1) unit per meeting).

(b) Verified record of attendance at one day seminars relevant to construction inspection and acceptable to the Committee

(c) Verified attendance at two day, or weekend seminars relevant to construction inspection and acceptable to the Committee

(d) Verified completions of courses or tests approved by the RCI Committee when offered by colleges or universities, or recognized organizations or tests required by government agencies (five (5) to ten (10) units depending on the value of the course or test as determined by the Committee). Verified completion of a full-time college level curriculum relating to construction inspection, up to fifteen (15) units.

(e) Verified acceptable work experience in the construction industry equivalent to one thousand (1,000) hours in a year in which the inspector has demonstrated continuous efforts to maintain current skills and knowledge of construction and inspection (six (6) units per year).

(f) Other continuing education credit may be allowed depending on the value toward the inspector's education as determined by the RCI Committee.

1057. Reserved

**AMERICAN CONSTRUCTION
INSPECTORS ASSOCIATION**

AUTHORIZED SEAL

Registered Construction Inspectors
[EXEMPLAR]



SEAL :

The Seal authorized by the Registered Construction Inspectors Committee may be purchased by the registrant from the ACIA office or from any convenient source. It shall be of the design shown here and shall be not less than one and one-half inches in diameter.

REGISTERED CONSTRUCTION INSPECTORS COMMITTEE
FEE SCHEDULE July , 2016

EXAM FEE	\$ 500.00 - \$800.00	
	Includes 3 year joint ACIA/RCI membership	
RE TESTING FEE	\$ 100.00	
RENEWAL FEE	\$ 750.00	joint ACIA/RCI 3 years
	\$ 600.00	RCI only 3 years
	\$ 25.00	Emeritus RCI 1 year
DUPLICATE DOCUMENT FEE	\$ 25.00	
REINSTATEMENT OF EXPIRED RCI FEE	\$ 100.00	
TEMPORARY REGISTRATION FEE	\$ 100.00	for 120 days

Any fees may be waived or reduced due to extraordinary circumstances at the discretion of the Committee.

When seminars are given which are preparatory to taking RCI certification exams, the exam fee may be included in the seminar cost.