

# Student Guide

## Preparing for the Unrestricted Massachusetts Construction Supervisor License Exam

This is a guide for CCI students to help you to organize, to keep track of your materials, and prepare yourself for the state examination.

CCI policies are included in this guide.

These policies are in effect for students registering directly with CCI, for virtual classroom presentations conducted using the current building codes and amendments used in the Massachusetts State Building Code and on the state examination for the Unrestricted Construction Supervisor License.

These policies end upon the adoption of another edition or amended edition of the Massachusetts State Building Code.

Since CCI has no ability to assure that individual students are progressing as well as needed, because there is no accountability for student performance, we must assume that students have the materials available when needed and that they pursue the progress scheduled for the virtual meetings.

Students who elect to complete their scheduled assignment after the virtual meeting will be disadvantaged with the learning process and find higher difficulty to successfully complete the state exam.

Students who are diligent and disciplined will enjoy success on the state exam.

Students are to be prepared for each virtual meeting, as outlined in the Preparing for Zoom Meeting Procedures associated with each meeting, or class.

Meetings and presentations in virtual classrooms, or events similarly labeled may be referred to as class or classes in the remainder of this Guide.

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**First Night Class Materials and Required Code Books**

**1.0 FIRST CLASS MATERIALS**

The materials needed at the first class are as follows:

- The Prometric exam registration form.
- The International Building Code 2015 (IBC 2015) assembled as exam ready

The loose leaf version of the IBC 2015 is exam ready when the chapter directories are installed and the Massachusetts Amendment is integrated into the book.

The soft cover version of the IBC 2015 is exam ready when the chapters have tabs attached and the Amendment is available in a three ring binder.

- The Use and Occupancy Classifications sheet, three hole punched.
- A pen
- Four highlighters: Pink, Yellow, Green and any other color, such as orange or blue.
- Skill Builder 1

**2.0 REQUIRED PUBLICATIONS**

This course and the unrestricted construction supervisor license exam require the following seven books:

The following seven publications are needed for this course and the unrestricted construction supervisor license:

- |   |                   |
|---|-------------------|
| • The International Building Code 2015 (IBC 2015)       | Needed at class 1 |
| • The latest edition Amendment to the IBC 2015 (780CMR) | Needed at class 1 |
| • The International Residential Code 2015 (IRC 2015)    | Needed by class 3 |
| • The latest edition Amendment to the IRC 2015 (780CMR) | Needed by class 3 |
| • The International Energy Code 2018 (IECC 2018)        | Needed by class 4 |

The exam is based upon the International Energy Code 2015 (IECC 2015). We are using the IECC 2018 because the Commonwealth is enforcing it on construction projects. Differences for exam purposes are minor. Instructors will have you annotate any significant differences between the IECC 2018 and the IECC 2015 as they may apply to the exam.

- |   |                   |
|---|-------------------|
| • The Architectural Access Board Rules and Regulations (521CMR) | Needed by class 4 |
| • OSHA Title 29, Part 1926                                      | Needed by class 4 |
| •   |                   |

We prefer the loose leaf editions of the IBC 2015 and IRC 2015, because we like to have you front-end load the code with the Massachusetts Amendment. This makes accessing information during your studies and the exam much quicker and easier.

## 3.0 SAMPLE LETTERS OF ATTESTATION

## Sample Letter of Attestation - Skeleton Model

These sample letters of attestation are provided as guidelines to help students compose letters for their employers to attest to their experience. NOTE: The person who is signing the letter must have their signature notarized by a Notary.

NOTE: CCI disclaims any and all responsibility for how students obtain or write letters of attestation.

CCI disclaims any and all responsibility whether the testing agency, the state, or any other organization rejects letters of attestation written using these guidelines.

Letters of attestation must contain the following:

1. The name and address of your employer
2. List each of your HANDS-ON duties that were performed for this employer (Example: framing, roofing, form work.)
3. The amount of time you were employed doing this work (start and end dates,)
4. The name and title of the employer attesting to your experience.

You may need multiple letters from employers to show the required three years of experience.

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A template for a letter of attestation might look something like this:

[Date of Letter]

To Whom It May Concern:

[Student's Name] has worked for me full time as [describe your title] between [start of work date] and [end of work date].

[He/She] [describe the work you did].

Sincerely,

[Employer Name]

[Employer title]

[Company name, if any]

[Employer address]

## 3.0 SAMPLE LETTERS OF ATTESTATION (Continued)

A finished letter might look something like this:

January 3, 2020

To Whom It May Concern:

Joe Xyzzyx has worked for me full time as a roofer between March 18, 2013 and March 25, 2016.

Joe removed the old roof covering, sistered sub-standard rafter tails, replaced sheathing, and replaced the roof covering.

Sincerely,

Gladys Abceeba  
Owner  
Gladys Renovations  
P.O. Box 1234  
Anytown, USA  
(123) 456-7890

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Another finished letter might look something like this:

January 3, 2020

To Whom It May Concern:

Joe Xyzzyx has worked for me full time renovating my house, building an addition onto my house, and building my garage between March 18, 2013 and March 25, 2016.

Joe did the framing, built the stairs, installed the windows, installed the siding, installed the insulation, hung the gypsum, installed the trim, installed the roofing, and built the exterior stairways.

Sincerely,

Gladys Abceeba  
Homeowner  
P.O. Box 1234  
Anytown, USA  
(123) 456-7890

## Policies

### 4.0 CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

During classes, it is highly recommended that cell phones and other electronic equipment be silenced. They are distracting from the learning experience of both the user and fellow students.

Students who fail to shut their cell phone off, or have other distractions, will be asked to leave the class and take it at a later date. Students asked to leave are not eligible for any compensation, due to their lack of consideration for other students.

### 5.0 CLASS CANCELLATIONS

Class cancellations may be necessary for justifiable reason, such as equipment malfunctions, instructor concerns, or anything else that may be unanticipated.

In the event of a class cancellation, students will be called and emailed to apprise them of the condition as soon as we become aware of the event. In addition the cancellation will be posted on CCI's website, [www.statecertification.com](http://www.statecertification.com).

To assure that the complete program is presented, an additional class will be added to the schedule for every week a class is cancelled. In some cases an additional class may be able to be scheduled during what would normally be one of the school vacations weeks. In other cases, we may be able to double-up

### 6.0 PAYMENTS

Classes and books are to be prepaid by the Friday before classes begin, if payment is by credit or debit card. Classes and books are to be prepaid seven days before classes begin, if payment is by check. Materials will not be shipped unless payment is received.

### 7.0 REFUNDS

Students who elect to cancel participation in this course prior to the start of classes and who want a refund must call CCI and receive a cancellation verification number. Calls may be made 24 hours a day, seven days a week to the numbers above. Calls going into the message system will be returned as soon as they are received. You must speak with a CCI representative to confirm a refund. All refunds incur a \$25.00 administrative fee.

Students who have prepaid the course fee and purchased one or more codebooks will receive a full refund if class materials and/or books have not been shipped and cancellation is received on or before the Thursday before the week classes begin, minus an administrative fee. No refunds will be given for any reason after the Thursday before the week classes begin.

## Policies

### 7.0 REFUNDS (Continued)

There are no refunds for the course fee or any portion of the course fee for students who have attended one or more classes.

There is no refund for codebooks that students have ordered which have not shipped and which we cannot use in future classes.

There is no refund for codebooks students have been shipped, whether they have received them or not.

Students ineligible for a refund who have charged the price of the course and/or materials on a credit/debit card, and who call their card provider to obtain a refund, will be charged a fee of \$65.00 in addition to the other charges, to compensate for the time required to refute the claim.

### 8.0 MISSING A CLASS, CODEBOOK AND MATERIAL DELIVERY

Students who will miss a class may make up the missing class at any future scheduled class by giving notice to the office.

Class materials presented verbally are available only from either instructors at the class when they were initially presented or from a tutorial instructor after class for a fee.

### 9.0 RE-REGISTRATION AND/OR WITHDRAWING

Students may retake the course for one year from the start date of their original class for a fee of \$40.00 on a priority basis.

Students withdrawing from a class part way through the course wishing to attend a future class may do so on a priority basis for a fee of \$40.00 for up to one year from the start date of their original class.

All students may retake the course after the first year from the start date of their original class and up to two years for one half the current course fee course.

Students retaking a class must use the materials previously supplied to them.

Students will have to register as a new student and pay the fees of a new student if outside of the time periods above or if a new edition code has been promulgated.

## Policies

### 10.0 CODEBOOKS AND MATERIALS

Students who order codebooks from CCI are provided with those specified by Prometric, the testing agency, at the time of the codebook order, for the exam they are preparing to take. These codebooks are listed in the Candidate Information Bulletin published by Prometric, unless information is given to the students regarding any changes and the reasons for the changes.

### 11.0 CODEBOOKS AND MATERIALS (Continued)

CCI claims no responsibility for changes to the codebook requirements by the BBRS and/or by the testing agency, after the date codebooks have been ordered.

Codebooks are mailed to students prior to the first class, unless the student has been notified otherwise. Students who do not receive codebooks at the time scheduled must notify CCI by the day following the U.S. Postal Service scheduled delivery date, as shown on their label accessed by their tracking number.

Codebooks not received by students and are returned to us are returned to the warehouse, unless other arrangements have been made.

Codebooks returned to the warehouse may be re-shipped to students for an administrative fee of \$20.00 plus the cost of shipping.

Claims for missing codebooks are accepted up to the first class. No claims are accepted afterwards.

Students are to check for missing materials in accordance with the list below:

|                                   |                       |
|-----------------------------------|-----------------------|
| Exam Application                  | Class Skill Builder 4 |
| Use and Occupancy Classifications | Skill Builder 4       |
| Skill Builder 1                   | Class Skill Builder 5 |
| Class Skill Builder 2             | Skill Builder 5       |
| Skill Builder 2                   | Skill Builder 6       |
| Class Skill Builder 3             | Pre-MACS Exam         |
| Skill Builder 3                   | Exam Strategy         |

Claims for missing materials are accepted up to the day following the U.S. Postal Service scheduled delivery date, as shown on their label accessed by their tracking number. Claims for missing materials after that time will incur a fee for re-sending in the amount of \$20.00 per publication, plus postage.

**UNDER NO CIRCUMSTANCES WILL CLASS MATERIALS BE TRANSMITTED ELECTRONICALLY.**



## Policies

### 12.0 CODEBOOK CONCERNS / MATERIAL CONCERNS

Infrequently there are concerns with the codebooks and/or materials used for student handouts.

#### CODEBOOKS

In the past we have received codebooks that were not completely serviceable from various sources, such as the International Code Counsel and the Massachusetts State Book Store.

We will make unserviceable codebooks current and correct, or replace them at the option of the source. We will provide students who have notified CCI of unserviceable materials at the time they were received, with serviceable materials shipped within two business days of the date the materials are received from the source.

#### COURSE MATERIALS

Course materials are infrequently corrupted during the reproduction process. We will provide students who have notified CCI of missing materials or corrupted materials at the time of distribution with the missing materials and uncorrupted materials shipped within two business days of the date the materials are received from the source.

Students are to inspect codebooks and/or class materials upon receipt and give immediate notice to CCI of the concern.

### 13.0 INSTRUCTOR CONTACT INFORMATION

CCI policy is not to give instructor personal contact information out, even when the instructor has given this information to their students or others.

### 14.0 STUDENT / ALUMNI PRIVACY GUARANTEE

Student/alumni privacy guarantee means CCI will not release any information on a student to anyone, anytime without written permission from the student, unless required by a court order. The information we collect and retain is demographic information and information enabling alumni to access the web site and obtain information on continuing education programs.

## Policies

### 15.0 THE COMMONWEALTH'S REQUIREMENTS FOR APPLYING FOR A CONSTRUCTION SUPERVISOR LICENSE

Students have access to a copy of the latest edition of the Candidate Information Bulletin from our website, [www.statecertification.com](http://www.statecertification.com) or directly from the Prometric website, [www.prometric.com](http://www.prometric.com). This Bulletin outlines the requirement for licensing and for sitting for the Construction Supervisor License exams.

NOTE: CCI ASSUMES THAT ALL STUDENTS EITHER MEET THE COMMONWEALTH'S REQUIREMENT FOR LICENSING OR THAT THEY DO NOT INTEND TO TAKE THE STATE EXAMINATION.