

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 classes conducted using the current building codes and amendments, beginning in January 2018. These policies end upon the adoption of another edition or amended edition of the Massachusetts State Building Code.

Students registering through others are subject to policies in effect by those with whom they have registered.

All students are to adhere to the policies and rules in effect at the location this class is presented.

NOTE: Smoking is not permitted at or on the following locations:

Attleboro Falls - Fisher College	Harwich - Cape Cod Regional Technical HS
Bourne - Bourne High School	Haverhill - Northern Essex Community College
Braintree - Braintree High School	Northampton - Smith College
Dartmouth - University of Massachusetts	Lowell - Middlesex Community College
Easton - Southeastern Technical HS	Pittsfield - Pittsfield High School,
Framingham - Keefe Technical High School	Plymouth - Plymouth North High School
Franklin - Tri County Regional Vocational HS	Worcester - Worcester State University
Greenfield - Four River Charter HS	

Other class locations may have designated smoking areas for your use.

If you are asked to leave a classroom and/or are banned from a classroom or campus, because you did not adhere to the policies and rules of the location where the class is presented, no refunds will be given.

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First Night Materials

What follows is a list of materials that students are given at the first class. It includes directions on how to use the materials.

- Participant Data Sheet (PDS)

The PDS collects basic information about you which we use to identify you in our computer systems. It is not shared with any other entity and is securely stored. Complete the PDS and give it to instructor before leaving class. Students who do not give a completed Participant Data Sheet to the instructor will not be eligible for future interactions with CCI, including our YOU PASS or WE PAY program. Students registering for the first time will receive a CCI Tee Shirt, when they enter their tee shirt size on the form.
- Candidate Information Bulletin with Exam Registration Form

This Bulletin presents the requirements for candidates who wish to take the state exam for the Construction Supervisor License. It contains the application for the exam on pages 15 and 16. Your instructor will review the application form with you in class. Complete the form after class, have your signature notarized on the form, and send it to Prometric along with your proof of experience and test fee. Read this bulletin, it gives the ground rules for the exam. Save this bulletin and bring it to the exam, in case you need to reference it when there appears to be a difference of opinion between the proctor and you.
- Code Organizer Package for New Registrations

This organizer helps bring your IBC 2015 and/or 2015 to an exam ready condition. It contains a Tables of Contents for Chapters 1 to 35, a Table of Contents for the Appendices and Special Regulations, and tabbed Chapter Directories.
- Class 1 of 7 Skill Builder

Skill Builders are made up of questions that drive you through the various code books and prepare you for the state exam. They are given out at the end of each class. Complete all skill builders before the next class and give to the instructor at the beginning of the next class.

Publications provided to students who have purchased them.

- IBC 2015, if purchased
- 9th edition Amendment to the IBC 2015, if purchased.

First Night Materials

Check to be sure you have all of the materials listed above.

If you are missing ANY of the materials listed above, tell you instructor before leaving class so that we may get you what is missing.

Future copies of these materials will not be available after the next class, until the next set of classes begin.

Lastly, materials that are given out at class are only available at class, from your instructor.

CCI does not provide students with materials other than through the instructor at class.

If you miss a class you must get materials from your instructor.

If you know you are going to miss a class, let the office know. If adequate time is given, they will try to provide your instructor with the materials you need for the missed class before you miss the class.

Under no circumstances will class materials be transmitted electronically.

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

1. The International Building Code 2015 (IBC 2015)
2. The latest edition Amendment to the IBC 2015 (780CMR)
3. The International Residential Code 2015 (IRC 2015)
4. The latest edition Amendment to the IRC 2015 (780CMR)
5. The International Energy Code 2015 (IECC 2015)
6. The Architectural Access Board Rules and Regulations (521CMR)
7. OSHA Title 29, Part 1926

CCI delivers these books to class for students who have purchased them in advance with free shipping, in the following order.

Class #1	<ul style="list-style-type: none">• International Building Code 2015 – loose leaf three ring binder• 780 CMR Commercial amendment for the IBC 2015
Class #3	<ul style="list-style-type: none">• International Residential Building Code 2015 – loose leaf three ring binder• 780 CMR One and Two Family amendment for the IRC 2015
Class #4	<ul style="list-style-type: none">• 521 CMR Architectural Access Board Rules and Regulations• International Energy Conservation Code 2015• CFR Title 29 Part 1926 O.S.H.A. for Construction

Only books ordered in advance will be available at class.

If you need books for class #3 or class #4, please purchase them before 12 noon the Friday of class #2 week, to have them delivered to class with free shipping.

Shipping will be charged for books purchased after Friday of class #2 week.

Letter of Attestation

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.

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]

Letter of Attestation

A finished letter might look something like this:

January 3, 2018

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

Another finished letter might look something like this:

January 3, 2018

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 PARTICIPANT DATA SHEETS (PDS)

Participant Data Sheets (PDS) provide CCI with positive identification of a student using a driver's license number and date of birth. Emergency contact information is requested.

Students who do not provide a "completed" PDS on the first night of class will be asked to complete one before beginning class two.

Students who do not complete a PDS are ineligible for extended class activities, continuing education programs at alumni price or future reference at CCI. People without a PDS on file are classified as a new student for future interactions with CCI.

5.0 CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Cell phones, recording devices and other electronic equipment are not allowed to be operational in the classroom. They are distracting from the learning experience of both the user and fellow students.

Students who fail to shut their cell phone off during class are not eligible for our YOU PASS or WE PAY program. Those who do not shut their cell phone off will be asked to leave the class and take it at a later date at no charge. Students asked to leave are not eligible for a refund or our YOU PASS or WE PAY program.

6.0 CLASS CANCELLATIONS

Class cancellations may be necessary for justifiable reason, such as weather conditions, classroom conditions, instructor concerns, or anything else that may be unanticipated.

In the event of a classroom 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.

For latest information of cancelled classes, check the website of the location to which you are attending.

Attleboro Falls, Fisher College: <http://fisher.edu>: Instructor decision, check with CCI.

Bourne, Bourne High School: <http://bourneps.org/BHS.cfm>

Braintree, Braintree High School: <https://www.braintreeschools.org/>

Danvers, North Shore Hotel: Instructor decision, check with CCI.

Dartmouth, UMass Dartmouth: <http://www.umassd.edu/>: Instructor decision, check with CCI.

Dedham, Allan Congregational Church: Instructor decision, check with CCI.

Easton, Southeastern Regional Vocational Technical High School: <https://sersd.org/>

Framingham, Keefe Tech: <http://keefeatnight.org/> and <http://www.framingham.k12.ma.us/>

Policies

6.0 CLASS CANCELLATIONS (Continued)

For latest information of cancelled classes, check the website of the location to which you are attending.

Framingham, Columbus Hall: Instructor decision, check with CCI.

Franklin, Tri-County Regional Technical High School: <http://www.tri-county.tc/>

Greenfield, Four Rivers Charter School: <http://www.fourriverscharter.org/>

Harwich, Cape Cod Technical High School; <http://www.capetech.us/>

Haverhill, Northern Essex Community College; <http://www.necc.mass.edu/>: Instructor decision, check with CCI.

Hudson, NH, American Legion: Instructor decision, check with CCI.

Leominster, Doubletree Hotel: Instructor decision, check with CCI.

Lowell, Middlesex Community College, <https://www.middlesex.mass.edu/>: Instructor decision, check with CCI.

Ludlow, Holiday Inn Express/: Instructor decision, check with CCI.

Medford, Elks Lodge/: Instructor decision, check with CCI.

Northampton, Smith College: <https://www.smith.edu/>: Instructor decision, check with CCI.

Pembroke, Knights of Columbus Hall/: Instructor decision, check with CCI.

Pittsfield, Pittsfield High School: <http://pittsfieldhigh.pittsfield.net/>

Plymouth, Plymouth North High School: <http://www.plymouth.k12.ma.us>

Worcester, Worcester State University/: <http://www.worcester.edu/>: Instructor decision, check with CCI.

To assure that the complete program is presented, an additional class night 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.

7.0 PAYMENTS

Students who have committed to attend classes and receive class materials prior to full payment for the classes and materials are obligated for the full price of the program, whether they elect to attend all of the classes and received all of the program materials or not.

Students who have ordered books are obligated for the full price of the books they ordered, whether they elected to receive them or not. Students may pick-up the books they ordered at their scheduled class during their scheduled class times. Alternately, students may have their books shipped to them by paying a shipping and handling fee.

Students who are on a payment program, that is a program where one or more payments are being made to pay for the course and/or books, are to have all outstanding payments completed by the beginning of class five. Students who do not complete payment as outlined are not eligible for our YOU PASS or WE Pay program.

Policies

7.0 PAYMENTS (Continued)

Students who elect to transfer their class participation to future class participation are still obligated to make payments as originally scheduled for the current class presentation.

Students who do not make their payment upon schedule or whose payment does not process will be assessed a \$25.00 late fee per late payment, to defer the administrative costs of collecting the outstanding amount(s). These are added to the total cost of the program. The maximum amount of late payment fee charged is \$100.00.

Multiple processing failures occurring on one scheduled week render the entire outstanding balance due before attending future classes.

8.0 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. There is no refund for codebooks students receive and codebooks that students have ordered and are not going to be used in future classes. There are no refunds for the course fee or any portion of the course fee for students who have attended one or more classes.

Students who have prepaid the course fee and purchased one or more codebooks will receive a full refund if cancellation is received on or before the Thursday before the week classes begin minus an administrative fee.

Students who have prepaid for books and wish to receive them can pick their books up at the class where they originally registered on the night they are distributed. Students may alternately have their books shipped to an address of their choice by paying a shipping and handling fee.

Refund requests must be received by the Thursday before the week classes begin. No refunds will be given after that time for any reason.

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.

9.0 MISSING A CLASS, CODEBOOK AND MATERIAL DELIVERY

Students who will miss a class, and wish to have their printed materials available at an earlier class, **must** notify CCI of the date(s) they will miss class at the beginning of classes so that their materials will be available at class when needed. There is no charge for this service.

Policies

9.0 MISSING A CLASS, CODEBOOK AND MATERIAL DELIVERY (Continued)

Students who will miss class two may get materials from their instructor at the first class.

Students who will miss class three may get printed materials from their instructor at the second class, if CCI is notified prior to the delivery of materials for the first two classes.

Students who will miss class four or five may get printed materials from their instructor at class three or four.

Students who will miss class six or seven may get printed materials from their instructor at class five, if CCI is notified prior to the delivery of materials for the class three materials.

There are no materials for students missing class seven.

Students who miss a class and were not able to order printed materials in advance may obtain their materials from their instructor at the next class.

Students who have missed a class and wish to receive printed materials for the class they missed before the next class may call CCI and purchase the materials they missed. The printed materials will be sent by USPS. The charge for this service is an administrative fee of \$20.00 plus the cost of the materials and the cost of shipping. **Under NO circumstances will printed class materials be transmitted electronically.**

Instructors keep copies of class materials for students registered to the current class up to the last set of current classes. No materials are available from instructors after the last set of current classes, except through CCI.

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.

10.0 RE-REGISTRATION AND/OR WITHDRAWING

Students who fulfilled the conditions of the YOU PASS or WE PAY program, but did not pass the state test, may retake the course for one year from the start date of their original class at no charge on a priority basis at any CCI location.

Students who have not fulfilled the conditions of the YOU PASS or WE PAY program may retake the course for one year from the start date of their original class for a fee of \$40.00 per course on a space available basis at any CCI location.

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. These students are not eligible for the YOU PASS or WE PAY program.

Policies

10.0 RE-REGISTRATION AND/OR WITHDRAWING (Continued)

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 on a space available basis. All students may attend classes after the first re-registration during this time period, up to two years from the original start date for a fee of \$40.00 per course on a space available basis.

All other students will have to register as a new student and pay the fees of a new student. Previous students, registering as a new student or as a previous student, are not eligible for the YOU PASS or WE PAY program.

Note: Re-registering students are not eligible for the YOU PASS or WE PAY program and are subject to the CCI Policies in effect at the time of their re-registration.

11.0 CHANGE OF CLASS LOCATION

Students may change a class location for a single class or permanently. Students must notify CCI by the end of the first night class to do so without a fee. Students making a change at other times will be charged a \$20.00 administrative fee. In addition, if books and/or materials need to be delivered to the new location an additional \$25.00 charge for the delivery will be made. Students attending class in more than one location are not eligible for our YOU PASS or WE PAY program.

12.0 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.

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 distributed at class by the instructors prior to or at the class when they are relevant for the materials being presented. Students who do not receive codebooks at the time of distribution must notify CCI by noon of the day following the distribution, if they would like the codebook delivered to the next class at no charge. Codebooks not received by students are returned to the warehouse, unless other arrangements have been made.

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

Claims for missing codebooks are accepted until the end of classes. No claims are accepted afterwards.

Policies

12.0 CODEBOOKS AND MATERIALS (Continued)

Outside of classroom CCI will ship or mail students codebooks and/or printed materials for a prepaid fee when students prefer to receive them from other than a classroom. The fee for this service is dependent upon the method of shipment and the amount of materials, plus an administrative fee of \$20.00.

UNDER NO CIRCUMSTANCES WILL CLASS MATERIALS BE TRANSMITTED ELECTRONICALLY.

13.0 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 within three 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 within three 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.

14.0 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.

15.0 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

16.0 THE COMMONWEALTH'S REQUIREMENTS FOR APPLYING FOR A CONSTRUCTION SUPERVISOR LICENSE

Students are given a copy of the latest edition of the Candidate Information Bulletin in class at the first night of class. 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.

17.0 YOU PASS or WE PAY

We have found that students who complete this program have a very high pass rate on the state exam. We have also found that completing the class means **making an honest attempt to do the work of class before coming to the next class**. We consider an honest attempt to be at least 80% of class work with an accuracy of 80%.

We want each person who takes this program to pass the state test and we feel they will by doing the following:

- Attend all of the classes for the entire length of the class at one location. This means you are in class start time, you observe break times, you remain until the class is over and you remain in one location.
- Begin classes with current, unmarked, IBC and IRC three ring bound codebooks. Tab and highlight codebooks in accordance with CCI's guidelines. Have all books completely organized by class 5.
- Complete your class work before the start of the next class and give it to the instructor at the beginning of that class, so that we can monitor your progress.
 - Instructors will collect your class work, review it, and return it to you. They will mark the number of questions for which you are credited in the space allocated on the page.
 - Independent achievement is vital. No credit is given for copied results.
 - Credit is given for a question that:
 - Has the correct answer with a citation.
 - Has an incorrect answer with a citation that appears plausible for answering the question.
 - Credit is not given for questions that:
 - Has an correct or incorrect answer without a citation.
 - Have not been answered.
- Take the state exam within 14 calendar days after completing the course. Sundays and holidays are included as part of the fourteen days. You will be prepared to pass the exam right after class ends, but you will get rusty quickly as time goes on.

Failure to take the exam in the allotted time for reasons beyond the control of CCI, including closures of the test center or test center equipment failures, does not count as maintaining the time requirements of this program.

Policies

17.0 YOU PASS or WE PAY (Continued)

In the unlikely event that you do not pass the exam, and you have met the conditions above, **you MUST send CCI the results of the exam and call CCI to assure that CCI has received them within 21 calendar days after completing classes.**

These may be faxed or mailed. If mailed, DO NOT SEND THE ORIGINAL, in case it gets lost.

REIMBURSEMENT CHOICES

Immediate Reimbursement, Course Completed

Students electing to receive immediate reimbursement for the exam fee are considered to have completed the program. They will be classified as new students for attendance at future classes

Maintain Student Status, Continue Course Attendance

Students who have elected to attend classes during the year and who have elected to defer reimbursement to a future date will maintain active student status and may do so at no charge. Students must register for future classes within 21 calendar days after completing their class to register for the next one or two series of classes. Students will have to use their own codebook and codebook organizers.

These students may select which classes they wish to attend, or they may attend all of the classes. Students will attend the first set of classes on a priority status and second set of classes on a space available status.

Students completing the classes they elected to attend are to call and request their reimbursement check for the exam. They will then be classified as new students for attendance at future classes.

NOTE: Students must have exam books at all classes when required as follows: Classes 1 and 2, IBC 2015 and 9th edition MA IBC amendment, Class 3, IRC 2015 and 9th edition MA IRC amendment; Class 4 to Class 7, all books, including 521 CMR, OSHA Title 26, Part 1926, and the IECC 2015. Students must have paid all fees in full by the fifth class to participate in this program.

Snowstorms, classroom closings and other such occurrences that are beyond the control of CCI may impact exam dates. CCI accepts no responsibility for these events.

There are no further guarantees.

Previous CCI students enrolled from classes prior to the current class are not eligible for this program.

Policies

18.0 YOUR ACKNOWLEDGEMENT ON YOUR PARTICIPANT DATA SHEET (PDS)

If you have a pre-printed PDS and you have completed payment for the class and for any books purchased from CCI, you acknowledged the following on your Participant Data Sheet:

I have received a copy of CCI's current class Policies, which include CCI's payment, re-registration, and refund policies; and YOU PASS or WE PAY policy. I have read the policies, I understand the terms and conditions of the policies, and I accept them. I have also received a copy of the Commonwealth's requirements for applying for a Construction Supervisor License. **I have read these requirements, I understand them, and have the experience required to apply for the State examination or I elect not to take the State examination.**

If you have a pre-printed PDS and an outstanding balance for payment for the class and/or for books purchased from CCI, you acknowledged the following on your Participant Data Sheet:

I agree to pay the balance over four weeks, or sooner, automatically from a credit/debit card or electronic check on file. I am aware that the balance must be up to date to receive additional books and materials and that the balance must be paid in full before the start of class five.

I have received a copy of CCI's current class Policies, which include CCI's payment (and \$25.00 late payment fee), re-registration, and refund policies; and YOU PASS or WE PAY policy. I have read the policies, I understand the terms and conditions of the policies, and I accept them. I have also received a copy of the Commonwealth's requirements for applying for a Construction Supervisor License. **I have read these requirements, I understand them, and have the experience required to apply for the State examination or I elect not to take the State examination.**

If you have a blank PDS and you have an outstanding balance for payment for the class and/or for books purchased from CCI, you acknowledged the following on your Participant Data Sheet:

If making a minimum payment of \$260, student agrees to pay balance over four weeks at class. Balance must be up to date to receive additional books and materials. Balance must be paid in full before the start of class five.

I have obtained a copy of CCI's current class Policies, which include CCI's payment (and \$25.00 late payment fee), re-registration, and refund policies; and YOU PASS or WE PAY policy. I have read the policies, I understand the terms and conditions of the policies, and I accept them. I have also received a copy of the Commonwealth's requirements for applying for a Construction Supervisor License. **I have read these requirements, I understand them, and have the experience required to apply for the State examination or I elect not to take the State examination.**