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## **POLICY: PROJECT INSPECTOR CERTIFICATION EXTENSION**

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) or [DSA Publications](#) webpage.

### **PURPOSE**

This policy defines an extension period and reinstatement requirements offered by DSA to project inspectors losing their certification due to expiration.

### **BACKGROUND**

As required by law (see references below) to ensure project inspector (PI) competency in performing inspections on DSA regulated projects, DSA administers inspector certification examinations, reevaluations, and provides education and training to all individuals providing inspections. These aspects of DSA's project inspector program collectively cover the rules, regulations, and standards applicable to techniques of inspection, construction, plan reading, and required submittal documents. Project inspector certifications are valid for four years and, in order to renew, inspectors must meet requirements within that period. Individuals may not perform work as a project inspector without DSA certification.

## **1. POLICY (EFFECTIVE SEPTEMBER 1, 2019)**

### **1.1 Extension of expired project inspector certifications**

Individuals with expired DSA project inspector certifications will be granted a six-month extension period beyond their certification expiration date to fulfill recertification requirements for reinstatement identified in this document.

**1.1.1** Reinstatement requirements are those training and recertification examination requirements unmet by the project inspector at the time of their certification expiration. Priority will not be provided to sign up for training and recertification exams.

**1.1.2** Until all reinstatement requirements are satisfied during this extension period, the individual's name will be removed from the [DSA Certified Inspectors List](#) and their approval (*forms DSA 5-PI: Project Inspector Qualification and Approval, DSA 5-AI: Assistant Inspector Qualification and Approval, or DSA 5-IPI: In-Plant Project Inspector Qualification and Approval, as applicable*) withdrawn on any active DSA projects which they are currently DSA approved.

**1.1.3** If an inspector fails to reinstate his/her certification within the six-month extension time frame, the inspector will be required to apply and pass the DSA Project Inspector Exam, thereby obtaining a new certification.

**1.1.4** Reinstatement is not available to individuals whose certifications are withdrawn for disciplinary reasons in accordance with California Administrative Code Section 4-342(d). Similarly, reinstatement is not available for suspended certifications, unless reinstatement requirements associated with suspension are met prior to the end of the extension period.

## **2. EXTENSION REQUESTS**

**2.1** Individuals must make a request by contacting DSA PI Certification Unit in writing or by email. The request must include the following information: contact information (e.g., name, business mailing address, business phone number, business email address), certification number, certification expiration date and an explanation why the requestor is/was unable to meet recertification requirements prior to their certification expiration.

**2.2** Requests can be made at any time during the six-month period, and up to three months prior to certification expiration.

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**2.3** Individuals must pay a non-refundable delinquency fee of \$200.00 with their written request prior to DSA assessment to cover DSA's costs in processing reinstatement. This fee is in addition to any training, continuing education, examination or other fees associated with reinstatement requirements. No refund shall be provided for fees paid to register for recertification classes in which the PI fails. **Mail requests and fee to DSA Headquarters** (See contact information below).

### **DSA Headquarters Office**

1102 Q Street, Suite 5100

Sacramento, CA 95811

(916) 443-9932

[inspector@dgs.ca.gov](mailto:inspector@dgs.ca.gov)

**2.4** DSA will review each extension request and will notify the individual of their reinstatement, or rejection per section 1.1.4 above, in writing or by email. DSA may provide or request additional information pertaining to the PI's particular circumstance.

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### **REFERENCES:**

California Code of Regulations (CCR), Title 24

Part 1: California Administrative Code, Sections 4-333.1 and 4-342(b)

California Education Code, Sections 17311 and 81133.2

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A DSA Policy is a formally established set of governing statements based on law and code objectives, addressing any aspect of DSA's review and approval of plans and specifications and construction oversight programs that is not clearly addressed by code. A Policy also may specify administrative or technical requirements that are not yet addressed within Title 24 but are deemed important and necessary to fulfill code objectives in advance of adoption into the code.