

**Construction Administration and Licensing/Uniform Construction Code (UCC)
Program Procedures and Requirements**
Updated 2/2/22

What types of licenses can I get through the program?

There are two categories of code enforcement licenses: Technical licenses and Administrative licenses.

Technical licenses are subdivided into five (5) areas: Building (RCS, ICS, HHS), Fire Protection (ICS, HHS), Electrical (ICS, HHS), Plumbing (ICS, HHS), and Elevator (HHS).

Administrative licenses are the Sub code Official license and the Construction Official license.

What are the qualifications for the technical licenses (Building, Fire, Electrical, Plumbing, or Elevator)?

Students must have a specified number of years of acceptable experience, and successfully complete an educational and testing program to qualify for a particular technical license.

The RCS license is a prerequisite for the ICS license and the ICS license for the HHS license level within the same sub code area. For instance, a student needs to complete the Building RCS first to proceed to the Building ICS, and the Building ICS to proceed to the Building HHS.

For detailed information, please refer to the Department of Community Affairs (DCA) guideline below or contact DCA at 609-984-7834.

DCA Licensing Guideline

https://www.nj.gov/dca/divisions/codes/publications/pdf_licensing/licens_info_bklet.pdf

What are the qualifications for the administrative license (Sub code Official and Construction Official)?

Possession of the Technical License is a prerequisite for the Sub code Official license in the same sub code area and the Sub code official license for the Construction Official license.

What are the qualifications for the Technical Assistant Certificate Program?

Students need to have a high school diploma or equivalent. After successfully completing the Technical Assistant program, students may request the Technical Assistant Registration to DCA by completing and sending the [TA Registration Form](#) along with their certificate of completion. DCA will issue a certification number that is necessary for the tuition reimbursement.

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For online or hybrid programs, do I need to turn on my camera during class?

Yes. New Jersey State requires students to turn their camera on and to be shown during the online/hybrid class to ensure their presence. If there are circumstances that would prohibit students having their camera on during class, they must work with their instructor to arrange an alternative.

Where can I find my certificate of completion needed to apply for my license?

For students who successfully complete the program and course evaluations, the certificate of completion will be uploaded to their **student portal**. To access the student portal, please click [Student Gateway](#). Students must submit the course evaluations as instructed during class.

When students register for the program, their login information and a link for the student portal is emailed to the student. If you do not know how to access your student portal, please look in your email inbox or call Continuing Education at 201-447-7488.

Does DCA accept an electronically downloaded Certificate of Completion for licensing?

Yes. DCA accepts an electronically downloaded Certificate of Completion for licensing. Students need to access their student portal and go to 'Document' to find and download their certificates.

Is the Construction Administration and Licensing/UCC program eligible for tuition reimbursement?

Students who successfully complete the program are eligible for 100% tuition reimbursement.

The state no longer accepts tuition reimbursement requests for UCC courses completed before July 1, 2020.

How do I request tuition reimbursement?

The tuition reimbursement form and its instruction are emailed to students toward the end of each course. Students must fill out the form and mail it directly to **Bergen Community College Continuing Education and Workforce Development** at the address listed below **within four (4) weeks from a course completion date**.

ATTN: Accountant
Bergen Community College
Continuing Education and Workforce Development
TEC -115
400 Paramus Rd,
Paramus NJ 07652

Students must have either a log or license number for the tuition reimbursement. This number will be entered on the form. Once completed, it is recommended to keep a copy of the form for your records.

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How do I get the log number for the tuition reimbursement?

DCA gives students log numbers when they submit a signed and notarized application (TL-4) and fee to licensing. Log numbers have no expiration date.

How long does it take to get my tuition reimbursed?

College will compile students' reimbursement forms and submit the reimbursement request to DCA once a year. The whole process will take approximately 12 to 18 months. Please note, during the COVID-19 Pandemic, the process is taking longer than usual. Calling the college and/or DCA will not expedite the process.

Where should I contact if I have any questions about my tuition reimbursement?

Please contact Bergen Community College Continuing Education and Workforce Development with questions about your tuition reimbursement. Please refrain from contacting the College Bursar's office since they do not handle the tuition reimbursement for DCA.

Continuing Education and Workforce Development Contact Information

Email: continuinged@bergen.edu / Phone: 201-447-7488

How can I register for the licensing exam?

The National Certification Program for Construction Code Inspectors (NCPCCI) is the new licensing exam provider effective from JAN 2022. Please visit the website to register and schedule for the licensing exam <https://provexam.com/register> or call 877-228-3926.

Please find the new candidate bulletin that contains all the pertinent registration information: <https://provexam.com/wp-content/uploads/2022/01/NCPCCI-2022.01.06b-1.pdf>

For all inquiries regarding the exam, please contact the licensing exam provider:

Prov
150 West Civic Center Drive, Suite 601
Sandy, Utah 84070
Phone: (877) 228-3926
www.provexam.com
Hours: 6 a.m. to 10 p.m. ET

All inquiries concerning the licensure of Code Enforcement Officials should be directed to:

Licensing Unit, Division of Codes and Standards,
NJ Department of Community Affairs
Address: PO Box 802, Trenton, NJ 08625-0802
Phone: 609 984-7834
Email: codes.licensign@dca.nj.gov