



1340 SE Holman Ave  
Dallas, OR 97338  
503-623-5567

## **Building Inspection Technology Program Application Packet Fall 2019**

### ***Packet Includes:***

- ***Program Guide***
- ***Program Information***
- ***Building Inspection Technology Program Application***

Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399-5192.



# Building Inspection Technology 2-Year AAS Degree

## Open date:

**Friday, February 1, 2019** – Applicants can begin submitting program applications.

## Priority Deadline date:

**Friday, June 14, 2019, 1:00pm** – All required documentation listed on the application checklist must be received by the Chemeketa Community College - Polk Center for the application to be considered complete.

## Orientation:

**Wednesday, August 14, 2019, 6:00-8:00pm** – Polk Center, Room 104.

**THIS RESOURCE GUIDE IS FOR ASSISTANCE IN THE 2-YEAR AAS DEGREE PROGRAM APPLICATION PROCESS. STUDENTS MAY APPLY AFTER THOROUGHLY READING THIS GUIDE. THE APPLICATION PACKET IS AVAILABLE AT: [go.chemeketa.edu/buildinginspection](http://go.chemeketa.edu/buildinginspection)**

## **This guide includes the following:**

- Program Outline
- Estimated Program Cost
- Admissions Criteria
- Program prerequisites
- Building Inspection Technology Program Application Scoring Sheet

## **The Application Packet includes the following:**

- Building Inspection Technology Program Application
- Application Packet Checklist

## Program Outline

**PROGRAM OBJECTIVES:** The Building Inspection Technology curriculum covers technical and general education courses as you work toward an Associate of Applied Science degree. Classes on building codes, plan review, inspection techniques, and construction materials complement courses in mathematics, communication skills, and public relations. The program trains students to work in the industry as a building inspector, plan reviewer or other related positions and prepares students to sit for national certification tests. NOTE: This program is NOT preparation for real estate home inspection.

**NATIONAL AND STATE CERTIFIED INSTRUCTORS:** The program instructors hold multiple certifications through the International Code Council (ICC) and State Building Codes Division (BCD) in commercial and residential inspection, plan review, and building department administration.

**FURTHER CONSIDERATIONS:** Since the goals of the Building Inspection Technology Program include training and preparing students for employment in building inspection, you should be advised that most future employers will require a criminal background check and a clean driving record. Some might also require a pre-employment drug screening. If you are unable to pass a drug test, do not have a valid driver's license, have a license with multiple moving violations, and/or have a felony conviction, your opportunities for employment could be limited. It is your responsibility to verify if your background will exclude you from employment prior to beginning the program.

**CRIMINAL BACKGROUND CHECK, DRUG TESTING, and DMV DRIVING RECORD:** Please familiarize yourself with common screening practices of jurisdictions for these three items. For some jobs, screening is required for insurance purposes and by federal or state law. The current emphasis on security and safety has dramatically increased the number of employment background checks conducted. For more information, visit [privacyrights.org](http://privacyrights.org). You may not be allowed to work in the industry if you have certain convictions.

### **PROGRAM DETAILS**

- Program is a Fall term entry only.
- The AAS degree program is two-years in length, for seven terms, which includes a full-time internship (CWE) between the first and second year.
- Students must apply for the program, attend a mandatory Building Inspection Technology Program Orientation, be accepted into the program, and have their major changed to Building Inspection Technology AAS to be eligible to register for program classes.
- Current program curriculum can be viewed at: [go.chemeketa.edu/buildinginspection](http://go.chemeketa.edu/buildinginspection)
- New student enrollment is limited to 30 participants per year.
- Classes will be primarily at the Polk Center in Dallas.

**PROGRAM COST:** These costs are estimates based on current tuition and fee structure and are subject to change without notice.

Tuition & universal fee, \$10,290; books, \$2,980; class fees, \$1991; equipment and supplies, \$375. Visit [www.chemeketa.edu/cost-aid/tuition-fees](http://www.chemeketa.edu/cost-aid/tuition-fees) for the current Tuition/Fee Rate Table.

## ADMISSION CRITERIA—REQUIRED DOCUMENTS

### **APPLICATION PROCESS:**

If not currently enrolled at Chemeketa Community College, applicants must first apply for admission on the college's website using the "Admissions Application" form. <http://www.chemeketa.edu/admission/process/>

**Directions:** Submit the following information as one complete packet between the hours of 8 a.m.-5 p.m. to the Chemeketa Polk Center, 1340 SE Holman Ave, Dallas, OR 97338:

- Building Inspection Technology Program Application Form (Page 8)
- A copy of your Chemeketa Accuplacer Reading, Writing, and Mathematics Placement Test scores (print from My Chemeketa). Tests can be scheduled through the Polk Center or the other Chemeketa campuses. **Note- If the placement scores are over three years old from the time you submit the Building Inspection Technology Program Application, they are not valid, and you will need to retest for placement.**
- Current resume describing work experience, especially highlighting construction related experience.
- Answers to the following supplementary questions (maximum two pages).
  - a. What is the purpose of the building department in the construction process?
  - b. What is the role of the building inspector and/or plans examiner?
  - c. How does completion of the Building Inspection Technology program fit into your future career goals?

**IMPORTANT:** Applicants to the Building Inspection Technology Program must submit an application packet that includes all items listed above. If your test scores show that you do not meet the minimum requirements for entry, you can still apply but you **must complete all required prerequisites BEFORE registering for the program (see page 6).**

The receipt you receive from the Polk Center is your proof of your application submission.

**REMINDER:** You are responsible for checking to see if any criminal or driving background will hinder your ability to obtain employment after completing the Building Inspection Technology Program.

### **Other College Transcripts:**

Applicants may submit transcripts from another college/university for substitute for the general education requirements of the program. Students must request an evaluation through Enrollment Services which may take several months.

***APPLICATION DEADLINE:***

**All completed applications must be received by 1:00pm on Friday, June 14, 2019** to be considered for the first round of screening. Any application packets received after June 14, 2019 will be considered if the program has not filled. Applicants who submit accurate and complete applications are qualified for admission (or alternate status if the program is full). Applicants will be placed on the Building Inspection Technology program admission or alternate list based on the evaluation of their application packet. Applicants will be notified by the program of their status beginning in late June through the My Chemeketa email system. It is necessary that you keep Admissions (503.399.5006) and the Building Inspection Program (503.623.5567) informed of any address or phone number changes after you submit your application. Applicants should check their My Chemeketa email daily after June 17, 2019 for Chemeketa program communications.

***PROGRAM ORIENTATION:***

Students will be notified through My Chemeketa e-mail if they have been invited to join the program. Students who accept an offer of Program Admission **must attend the program orientation on Wednesday, August 14, 6:00-8:00pm** at the Polk Center. The orientation will include program information, policies, procedures and the course registration numbers.

**Chemeketa Community College**  
**Building Inspection Technology Program Prerequisite Courses**  
**Fall 2019**

**FOR APPLICANT INFORMATION ONLY**  
**(Do not submit this form with your application)**

| Prerequisite Requirement | Criteria for Fulfilling Requirement  | Completed with "C" Grade or Higher? |    | Final Grade |
|--------------------------|--|-------------------------------------|----|-------------|
| Writing                  | <ul style="list-style-type: none"> <li>• Placement test score showing recommended course placement into WR088 or higher taken in the past 3 years*;<br/><b>OR</b></li> <li>• Successful completion of WR 080 with a C grade or higher taken within the past 5 years</li> </ul>                 | Yes                                 | No |             |
| Reading                  | <ul style="list-style-type: none"> <li>• Placement test score showing recommended course placement into RD115 or higher taken in the past 3 years*;<br/><b>OR</b></li> <li>• Successful completion of RD 090 with a C grade or higher taken within the past 5 years</li> </ul>                 | Yes                                 | No |             |
| Mathematics              | <ul style="list-style-type: none"> <li>• Placement test score showing recommended course placement into MTH052 or MTH060 or higher taken within the past 3 years*;<br/><b>OR</b></li> <li>• Successful completion of MTH 020 with a C grade or higher taken within the past 5 years</li> </ul> | Yes                                 | No |             |

\*Compass, Asset or Accuplacer placement tests accepted

**Please note:** *Chemeketa Community College reserves the right to modify the criteria and process for admission to the Building Inspection Technology program as necessary.*

**Chemeketa Community College  
Building Inspection Technology Program  
Application Scoring Sheet  
Fall 2019**

**FOR APPLICANT INFORMATION ONLY  
(Do not submit this form with your application)**

|  |             |    |           |        |
|--|-------------|----|-----------|--------|
| <b>1. Student Assessment and Recommendation Score</b>                                    |             |    |           |        |
| One point for each step recommended above minimum required course.                       |             |    |           |        |
| Required Prerequisite  | Placed into | OR | Completed | Points |
| WR080  | _____       |    | _____     | _____  |
| RD090  | _____       |    | _____     | _____  |
| MTH020   | _____       |    | _____     | _____  |
| <b>2. Work experience in construction related job.</b>                                   |             |    |           | Points |
| 2-5 years (1 point), 5-10 years (3 points), 10+ years (5 points)                         |             |    |           | _____  |
| <b>3. Military service or a degree from an accredited institution.</b>                   |             |    |           | Points |
| Must be documented from military records.<br>Three points possible.                      |             |    |           | _____  |
| <b>4. Answers to supplementary questions.</b>  |             |    |           | Points |
| One to five points possible  |             |    |           | _____  |
| <b>5. Qualified Building Inspection Technology program alternate from previous year.</b> |             |    |           | Points |
| Two points possible  |             |    |           | _____  |

Applicant Score: \_\_\_\_\_

**In the event of a tie, the following tiebreakers will be applied in the order listed below:**

- 1. Legal residence in the Chemeketa Community College service district**
- 2. Cumulative GPA from Chemeketa Community College**
- 3. Date of program readiness**
- 4. Random selection**

**Please note:** Chemeketa Community College reserves the right to modify the criteria and process for admission to the Building Inspection Technology Program as necessary.



**Building Inspection Technology Program Application  
For September 2019 Start**

Name (print) \_\_\_\_\_

Address (print) \_\_\_\_\_

City, State, Zip (Print): \_\_\_\_\_

Telephone Number (include area code) \_\_\_\_\_

Student ID/ K# \_\_\_\_\_ Chemeketa E-Mail \_\_\_\_\_@ my.chemeketa.edu

Program application requirements must be presented **AS ONE COMPLETE PACKET**. A complete Building Inspection Technology Application Packet consists of the contents of this checklist. **The application period is open Friday, February 1, 2019 to Friday, June 14, 2019.** Applications will be accepted Monday – Thursday, 8am – 5pm and Friday, 8am – 1pm at the Polk Center of Chemeketa Community College or at Enrollment Services on the Salem Campus.

**I have completed the College Admission application form online:**

- Apply online at [www.chemeketa.edu/admission/process/](http://www.chemeketa.edu/admission/process/)  
If you are a current Chemeketa student, you have completed this step.

**I have attached the following documents to this application form:**

- A copy of my Chemeketa Accuplacer Writing, Reading and Mathematics Placement Test scores.
- A copy of my resume describing my construction experience.
- A one to two page response to the supplementary questions.

**I agree to the following:**

- I have read and detached the Building Inspection Technology Program Application Information and will retain it for reference.
- I have updated my current address and/or phone number with Chemeketa Community College
- I have clicked on the Gmail icon at the top of the page in My Chemeketa to verify My Chemeketa email is active.
- I understand that an offer of admission to the Building Inspection Technology program for Fall term 2019 is dependent on successfully testing out of or completing all prerequisite courses with at least a "C" grade by the end of summer term 2019.
- I understand that if I qualify for admission, I will be placed on a Building Inspection Technology Program admission or alternate list based on the program review of my application packet.
- I understand that if offered admission and I accept, I will attend the mandatory orientation on Wednesday, August 14 at 6pm.
- I understand that I will be notified through my.chemeketa e-mail of my status as either: admitted to the program, alternate status, or not admitted.
- I understand that if I do not attend the mandatory orientation on Wednesday, August 14, I may not be admitted into the Building Inspection Technology Program.
- I understand that I must notify Enrollment Services and the Building Inspection Technology Program of any address change.
- I am submitting this application for admission into the Building Inspection Technology AAS degree program.
- I hereby attest that all of the documentation I have submitted with this packet are accurate and authentic.

Please keep a copy of this page for your records.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Submit Application Packet to the Polk Center of Chemeketa Community College at 1340 SE Holman Ave, Dallas, OR 97338  
or to Enrollment Services on the Salem Campus**

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|                               |
|-------------------------------|
| OFFICE USE ONLY: DATE _____   |
| ___ Accepted into BIT Program |
| ___ Alternate Status          |
| ___ Not Accepted              |