



1340 SE Holman Ave
Dallas, OR 97338

Building Inspection Technology Program Application Packet Fall 2018

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:

Thursday, February 1, 2018 – Applicants can begin submitting program applications.

Priority Deadline date:

Friday, June 15, 2018, 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 15, 2018, 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

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. 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: polk.chemeketa.edu
- 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 and are subject to change without notice.

Tuition & universal fee, \$9,702; books, \$2,980; class fees, \$1,866; equipment and supplies, \$375. Visit www.chemeketa.edu/earncertdegree/tuition/ for the current Tuition/Fee Rate Table.

ADMISSION CRITERIA—REQUIRED DOCUMENTS

APPLICATION PROCESS:

If not currently enrolled at Chemeketa Community College, applicants must also apply for admission on the college's website using the "Admissions Application" form. (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). **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.** Tests can be scheduled through the Polk Center or the other Chemeketa campuses.
- Current resume describing construction related work 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. **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 to be evaluated. Students must request an evaluation through Enrollment Services, and evaluations may take several months.

APPLICATION DEADLINE:

All completed applications must be received by 1:00pm on Friday, June 15, 2018 to be considered for the first round of screening. Any application packets received after June 15, 2018 may 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 via your My Chemeketa email. It is therefore necessary that you keep Admissions (503.399.5006) and the Building Inspection Program (503.623.5567) informed of any address changes after you submit your application. Applicants should check their My Chemeketa email daily after June 18, 2018 for Chemeketa program communications.

PROGRAM ORIENTATION:

Students who accept an offer of Program Admission **must attend a program orientation on Wednesday, August 15, 6:00-8:00pm** at the Polk Center. **Students will be notified by My Chemeketa e-mail.** The orientation will include program information, policies and procedures.

Chemeketa Community College
Building Inspection Technology Program Prerequisite Courses
Fall 2018

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"> • Placement test score showing recommended course placement into WR088 or higher taken in the past 3 years*; OR • Successful completion of WR 080 with a C grade or higher taken within the past 5 years 	Yes	No	
Reading	<ul style="list-style-type: none"> • Placement test score showing recommended course placement into RD115 or higher taken in the past 3 years*; OR • Successful completion of RD 090 with a C grade or higher taken within the past 5 years 	Yes	No	
Mathematics	<ul style="list-style-type: none"> • Placement test score showing recommended course placement into MTH052 or MTH060 or higher taken within the past 3 years*; OR • Successful completion of MTH 020 with a C grade or higher taken within the past 5 years 	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 on an annual basis.*

**Chemeketa Community College
Building Inspection Technology Program
Application Scoring Sheet
Fall 2018**

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

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

Please note: Chemeketa Community College reserves the right to modify the criteria and process for admission to the Building Inspection Technology Program on an annual basis.



**Building Inspection Technology Program Application
For entry September 2018**

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 Thursday, February 1, 2018 to Friday, June 15, 2018**. Applications will be accepted Monday – Thursday, 8am – 5pm and Friday, 8am – 1pm at the Polk Center of Chemeketa Community College.

I have completed the College Admission application form online:

- Apply online at www.chemeketa.edu/admission/process/
If you are already a 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 my reference.
- I have updated my current address and/or phone number with Chemeketa
- 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 2018 is dependent on successfully testing out of or completing all prerequisite courses with at least a "C" grade by the end of summer term 2018.
- 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 program orientation on Wednesday, August 15 at 6pm.
- I understand that I will be notified by 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 15, 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

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OFFICE USE ONLY: DATE _____ ____ Accepted into BIT Program ____ Alternate Status ____ Not Accepted
