

HICP Recertification Information

Hospital Inspector Recertification Seminars are being offered by OSHPD's Facility Development Division (FDD). These one-day seminars:

- Cover code updates.
- Cover inspection procedures.
- Cover requirements and techniques used in Health Facilities and Acute Care Hospitals.
- Are designed to fulfill the education requirement for recertification.

GENERAL

All Class A, B, and C Hospital Inspector Certifications issued by OSHPD expire three years from the most recent certification examination date. All Hospital Inspectors shall participate in a Hospital Inspector Recertification Seminar and pass a Recertification Examination conducted, sponsored, or co-sponsored by OSHPD within a three-year certification period in order to maintain a valid certification in the same Hospital Inspector class. If an inspector upgrades to another certification class, the recertification will be issued for the higher level only. Class C inspectors are required to submit evidence of continuing certification in the specialties for which they are certified.

OSHPD shall rescind approval of a Hospital Inspector of Record on a project if the inspector does not maintain valid certification throughout the term of the specific project per California Administrative Code (CAC) 7-212(f)

ELIGIBILITY

To be eligible for the recertification examination, a Hospital Inspector shall meet the following minimum criteria:

1. Possess a valid Hospital Inspector Certification or an expired certification that meets the provisions described in the "Renewal of Expired Hospital Inspector Certification" section below.
2. Complete a seminar conducted, sponsored, or co-sponsored by OSHPD within the final twelve months of the three year certification period.
3. Submit a recertification seminar/exam fee as indicated in the section on this page.

Note: everyone is welcome to attend the recertification seminar at any time; however, certified hospital inspectors must attend within the final twelve months of their certification period in order to obtain recertification.

HOW TO APPLY

A Hospital Inspector may apply for the recertification by submitting:

1. A completed Hospital Recertification Seminar/Exam registration form to the Sacramento office. This form may be obtained from the Inspection Services Unit (ISU) home page or OSHPD's office. The completed form must include the inspector's contact information and certification number. Any change of address, email address, or telephone numbers should be indicated on the form. This contact information, including email address and phone number, will be posted to OSHPD's list of certified inspectors.
2. Seminar and Examination fees as indicated in the Recertification Fees section below.

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RECERTIFICATION FEES

The Seminar Fee and Recertification Examination Fee should accompany the Recertification Seminar Registration Form. **All fees must be received at least 10 days prior to participating in the seminar/examination.**

Fee Type	Amount
Seminar Fee	Refer to Registration Form
Recertification Examination Fee	\$100.00
Delinquency Fee	\$100.00

Fees shall be made payable to "OSHPD". Acceptable methods of payment are:

- Check
- Money Order
- Novus/Discover Card
- Visa
- MasterCard
- American Express

Payments must be submitted and/or mailed to:

Office of Statewide Health Planning and Development
Facilities Development Division
Hospital Inspector Certification Program
700 North Alameda Street, Suite 2-500
Los Angeles, CA 90012

RECERTIFICATION EXAMINATION

OSHPD administers a recertification seminar and examination every six months in the Sacramento and Los Angeles areas. All inspectors are responsible for monitoring their certification expiration dates. A schedule with the recertification seminar and examination dates and locations is available on the Inspection Services Unit (ISU) home page or, upon request, a registration form can be mailed or emailed to an inspector by the Sacramento Office.

All Class A, B, and C Hospital Inspector Certifications issued by OSHPD expire three years from the most recent certification date. All hospital inspectors shall participate in a Hospital Inspector Recertification Seminar and shall pass a Recertification Exam.

Hospital Inspectors with Class A, B, or "C Architectural" and/or "C Anchorage and Bracing of Non-Structural Components" specialties seeking recertification must attend an *eight-hour* seminar and pass a *two-hour* recertification examination consisting of multiple-choice questions (open book) based on information presented at the recertification seminar. The exam tests the candidate's knowledge of new or revised requirements of the

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California Administrative Code and the California Building Standards Code. The exam may also include questions regarding changes in OSHPD policies, critical changes in new construction materials or inspection procedures covered at the seminar. A candidate must obtain a minimum passing score of 75% on the written exam.

Class C hospital inspectors (other than those with “Architecture” and/or “Anchorage and Bracing of NonStructural Components” specialties) may elect to attend only the California Administrative Code portion of the seminar (*four hours*) or may attend the entire seminar. These inspectors must pass only the California Administrative Code portion of the exam (*30 minute test*) and may not take the portion of the examination covering the technical code updates.

ACCESSIBILITY AND REASONABLE ACCOMMODATION

Please direct questions regarding accessibility and/or reasonable accommodation to Nancy Rebenstorff at (916) 440-8316 or email nancy.rebenstorff@oshpd.ca.gov.

DAY OF THE RECERTIFICATION EXAMINATION

The candidate should allow time to arrive to the seminar/examination location and check-in. Directions to the locations may be requested from OSHPD, if needed.

Seminar times are as follows:

8:00 a.m. - 5:00 p.m.

Lunch period: 12:00 - 1:00 p.m.

The Seminar will start promptly at 8:00 a.m.

Candidates must have received written approval and paid all fees to participate in the seminar/examination. Candidates must bring a valid form of photo identification with signature (example: a driver’s license)

CONDUCT RELATIVE TO THE RECERTIFICATION EXAMINATION

An applicant/candidate who participates in any of the following acts before, during, or after the administration of the recertification examination, shall be disqualified by OSHPD and may lose Hospital Inspector certification.

The applicant or candidate shall not engage in activities that would compromise the integrity of the exam including by not limited to:

1. Copy any portion of the examination.
2. Participate in collusion regarding the examination
3. Disclose contents of the examination questions to anyone other than a person authorized by OSHPD.
4. Solicit, accept or compile information regarding the contents of the examination.
This includes annotating or highlighting code books as a means to compile information regarding the contents of the examination
5. Falsify documents required for the examination entrance.
6. Engage in harassment of proctors or other candidates.

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7. Write on the examination booklet or plans.
8. Use literature other than those provided in the recertification seminar. *No notes, loose paper or binders are allowed.*
9. Share materials with another candidate.
10. Bring any electronic devices into the exam room including but not limited to cellular phones.

CERTIFICATION

Upon successfully passing the recertification exam, an updated OSHPD Hospital Inspector Certificate will be issued. The expiration date of the renewal certification is based on the date of issuance of the most recent examination and not from the original expiration date.

RENEWAL OF EXPIRED HOSPITAL INSPECTOR CERTIFICATION

Up to six months after expiration, Hospital Inspectors may reinstate their certification by:

1. Applying for, and attending, the recertification seminar,
2. Passing the recertification exam, and
3. Paying a \$100.00 delinquency fee (in addition to the \$100.00 recertification seminar/exam fee).

Hospital Inspectors are not permitted to continue to serve as Inspectors or Record (IORs) during the six month delinquency period.

Certification cannot be reinstated more than six months after expiration. To obtain a new certification, an individual would have to apply for and pass the certification exam.

For Recertification Seminars and Examinations, please see the Recertification Seminar/exam schedule on the Inspection Services Unit (ISU) home page for upcoming dates and the current seminar/exam flyer. Completed seminar registration forms should be faxed to (213) 897-1122 or mailed to:

OSHPD/FDD

Attn: Nancy Rebenstorff

700 North Alameda Street, Suite 2-500

Los Angeles, CA 90012

Questions regarding the Recertification Seminar or the registration process should be directed to Nancy Rebenstorff at (916) 440-8316 or emailed to: nancy.rebenstorff@oshpd.ca.gov.