

**Office of the State Fire Marshal, Building Codes Division**  
**Code Enforcement Training and Certification Program FAQs**

*Updated August 2021*

**Q: How do I become a certified Code Enforcement Officer (CEO)?**

A: To become a CEO, you must pass the Legal Issues examination and at least one specialty certification area. Specialty certification areas include: Shoreland Zoning, Land Use and Zoning, Residential Building Code, Commercial Building Code, Residential Energy Code, Commercial Energy Code, Residential Ventilation Code, Commercial Ventilation Code and Residential Radon Code.

**Q: How do I become a certified Local Plumbing Inspector (LPI)?**

A: To become an LPI, you must pass three examinations: Legal Issues, Internal Plumbing and Subsurface Wastewater.

**Q: What is MUBEC?**

A: MUBEC stands for the Maine Uniform Building and Energy Codes. MUBEC consists of the following:

- Residential Building Code = 2015 International Code Council International Residential Code
- Commercial Building Code = 2015 ICC International Building Code
- Residential Energy Code = 2015 ICC International Energy Conservation Code (IECC)
- Commercial Energy Code = 2015 ICC IECC and ASHRAE 90.1-2016
- Indoor Residential Ventilation Code = ASHRAE 62.2-2016
- Indoor Commercial Ventilation Code = ASHRAE 62.1-2016
- Residential Radon Code = ASTM E 1465

**Q: What do you mean by “enforce?”**

A: The CEO Training and Certification Program defines “enforce” as the municipal building official acting to either inspect buildings in accordance with 25 MRSA, sections 2351-2361, or to review inspection reports of third-party inspectors for accuracy, pursuant to a duly adopted municipal ordinance. Passing the Legal Issues examination provides code officials the enforcement authority.

**Q: I am already certified through the International Code Council in one or more areas of MUBEC, do I have to be certified by Maine, too?**

A: No, a valid certification from a nationally recognized, building or energy code-related, professional certification program such as ICC may substitute for Maine certification in any of the MUBEC areas, at the CEO Training and Certification Program’s discretion. This certification would not extend to Land Use, Shoreland Zoning or Local Plumbing Inspector responsibilities.

**Q: How do I become a certified Third-Party Inspector (TPI)?**

A: To become a TPI, you must pass one or more of the seven building code areas: Residential Building Code, Commercial Building Code, Residential Energy Code, Commercial Energy Code, Residential Ventilation Code, Commercial Ventilation Code and Residential Radon Code.

**Q: I have been municipally appointed as a CEO, but I'm not currently certified. Is this allowed?**

A: Yes, a non-certified individual may be appointed to enforce shoreland zoning regulations, land use regulations, or any of the building codes. However, you must earn state certification within the 12-month grace period of the initial appointment.

**Q: Do LPIs have a 12-month grace period?**

A: No. To be appointed as an LPI, an individual must be state certified prior to assuming the position.

**Q: How much training do I need before becoming certified?**

A: While no actual training is required prior to taking exams, it is strongly recommended as proving proficiency in each discipline is the intent of the exams. Existing knowledge is beneficial in preparing for the exams, especially with the aid of the self-study training manuals. These manuals can be found here: [Publications | Office of State Fire Marshal \(maine.gov\)](#).

With that said, basic training is developed as an additional exam aid. The CEO Training and Certification Program provides training for each specialty area of certification. An individual's actual job duties/appointment will determine which of the specialty area exams they will be required to take. These specialty areas must be completed prior to the expiration of the 12-month grace period. The program's training calendar is updated frequently and can be view here: [Calendar | Office of State Fire Marshal \(maine.gov\)](#).

The CEO Training and Certification Program has begun to offer live, web-based trainings, which are made available to all free of charge. Many sessions are recorded and made available on our Online Training Library page found here: [Online Training Library | Office of State Fire Marshal \(maine.gov\)](#). To apply for recertification credits, please follow the instructions typically found at the end of the recording or if no instructions provided, please use the Outside Training form: <https://www.maine.gov/dps/fmo/sites/maine.gov.dps.fmo/files/inline-files/ApplicationforOutsideTraining03052021.pdf>

**Q: Is there a charge for the training and examinations?**

A: Training is provided free of charge for individuals who are municipally appointed as a CEO or LPI. A small fee might be charged for non-municipally appointed individuals or trainings provided by outside organizations/agencies. Examinations and the online trainings in the Training Library are free for everyone.

**Q: How often are exams offered?**

A: The CEO Program offers online exams and may offer on-site exam dates upon request. The program can work with individuals who need to sit for an exam on an as-needed basis by emailing [Shannon.e.quintal@maine.gov](mailto:Shannon.e.quintal@maine.gov).

**Q: How do I receive notifications from the CEO Training and Certification Program?**

A: The CEO Program regularly sends emails with training and lists other training opportunities on program calendar. To add your email to the distribution list, please email the program at [Shannon.e.quintal@maine.gov](mailto:Shannon.e.quintal@maine.gov).

**Q: How do I maintain my certification?**

A: All CEOs, LPIs and TPIs must maintain their state certification through continuing education and recertification process. Failure of appointed CEOs and LPIs to maintain certification may result in a suspension from official duties. Even where a suspension is not applied, any decisions made, or permits issued, by an uncertified code official may be subjected to legal action.

Re-certification is required on a six-year cycle. Prior to expiration of certification, a certified individual must renew their certification and provide documentation upon request from the Fire Marshal’s Office. Individuals are required to maintain their own Continued Education records as the CEO program will not.

The following link can be used for recertification:

[Regulatory Licensing & Permitting Application | Department of Professional and Financial Regulation \(maine.gov\)](http://www.maine.gov/decd/meocd/ceo/index.html)

***An individual failing to earn the required number of credits is no longer certified and must satisfactorily retake the examination prior to continuing appointed duties.*** Recertifying individuals need to document relevant training to meet their recertification needs in each of the disciplines that an individual is appointed. The content found in the Training Library may be repeated for credit no more than once in a three-year period. It is recommended that individuals receive credits primarily from participation in live training opportunities when possible, as it is the best way to remain current with code changes and issues that may impact appointed duties.

Required contact hours for recertification:

Legal Issues	12 contact hours
Land Use and Zoning	12 contact hours
Shoreland Zoning	12 contact hours
Internal Plumbing	12 contact hours
Subsurface Wastewater	12 contact hours
Residential Building Code	9 contact hours
Commercial Building Code	15 contact hours
Residential Energy Code	9 contact hours
Commercial Energy Code	9 contact hours
Residential Radon Code	3 contact hours
Indoor Residential Ventilation Code	2 contact hours
Indoor Commercial Ventilation Code	3 contact hours

**For more information on the CEO Training and Certification Program, please visit:**

Program website - <http://www.maine.gov/decd/meocd/ceo/index.html>

Program rules - <http://www.maine.gov/decd/meocd/ceo/documents/498c300.pdf>