



IDEX®

California

STUDY GUIDE

IDEX® California EXAMINATION CANDIDATE
PREPARATION ASSISTANCE BACKGROUND DOCUMENT



TABLE OF CONTENTS

I. BACKGROUND 4

II. EXAMINATION SCHEDULE 4

III. EXAMINATION RULES 4

IV. RELEASE OF RESULTS..... 8

V. EXAMINATION FORMAT 8
 Reference Materials 8

VI. EXAMINATION CONTENT 9

VII. PERFORMANCE OBJECTIVES 9

 A. ADMINISTRATION 10
 Objective 10
 Reference Material 10

 B. OCCUPANCY 11
 Objective 11
 Reference Material 11

 C. CONSTRUCTION TYPES 11
 Objective 11
 Reference Material 11

 D. FIRE RESISTIVE REQUIREMENTS 11
 Objective 11
 Reference Material 12

 E. INTERIOR FINISH 12
 Objective 12
 Reference Material 12

 F. MEANS OF EGRESS (EXITING)..... 12
 Objective 12
 Reference Material 13

 G. ACCESSIBILITY 13
 Objective 13
 Reference Material 14

 H. BUILDING SYSTEMS 14
 Objective 14
 Reference Material 15

 I. MISCELLANEOUS 15
 Objective 15
 Reference Material 15

 J. PROFESSIONAL ETHICS 15
 Objective 15
 Reference Material 15

 K. LEGAL ISSUES IN CALIFORNIA..... 15
 Objective 15
 Reference Material 16

TABLE OF CONTENTS CONTINUED

L.	CONTRACTUAL ISSUES BETWEEN CLIENT AND DESIGN PROFESSIONAL.....	16
	<i>Objective</i>	16
	<i>Reference Material</i>	16
M.	BUSINESS PROCEDURES.....	16
	<i>Objective</i>	16
	<i>Reference Material</i>	16
N.	DESIGN THEORY.....	17
	<i>Objective</i>	17
	<i>Reference Material</i>	17
O.	HUMAN FACTORS.....	17
	<i>Objective</i>	17
	<i>Reference Material</i>	17
P.	DESIGN PHASE.....	17
	<i>Objective</i>	17
	<i>Reference Material</i>	17
Q.	CONTRACT DOCUMENTS.....	17
	<i>Objective</i>	17
	<i>Reference Material</i>	17
R.	CONTRACT ADMINISTRATION PROCESS.....	18
	<i>Objective</i>	18
	<i>Reference Material</i>	18
S.	FINISHES, FURNISHINGS, FIXTURES, AND EQUIPMENT.....	18
	<i>Objective</i>	18
	<i>Reference Material</i>	18
T.	ENVIRONMENTAL.....	18
	<i>Objective</i>	18
	<i>Reference Material</i>	18
VIII.	SAMPLE QUESTIONS	19
	ANSWERS.....	22
IX.	FAQ	23
X.	COMPREHENSIVE IDEX® EXAM RESOURCE LIST	25
XI.	IDEX® California CLASSIFICATION SYSTEM	26

THE ORIGINAL CODE MANUALS USED TO CREATE THE IDEX® CALIFORNIA EXAM WAS THE 2007 CBC. SINCE THAT TIME THE IDEX® EXAM IS REVIEWED AFTER EACH CODE CYCLE CHANGE TO MAKE NECESSARY CHANGES.

THE IDEX® EXAM WILL BE REVIEWED AND ANY NECESSARY UPDATES WILL BE MADE ON THE FALL EXAM OF THE CODE-CHANGE YEAR.

I. Background

Chapter 3.9 of the California Business and Professions Code, Section 5800, states that:

Certified Interior Designer: means a person who prepares and submits nonstructural or nonseismic plans consistent with Section 5805 and Section 5538 to local building departments which are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and who engages in programming, planning, designing, and documenting the construction and installation of nonstructural or nonseismic elements, finishes and furnishings within the interior space of a building, and has demonstrated by means of education, experience and examination, the competency to protect and enhance the health, safety and welfare of the public.

The California Council for Interior Design Certification (CCIDC) is required by law to have an applicant for certification demonstrate by means of education, experience and examination, the competency to protect and enhance the health, safety and welfare of the public. A key component of this certification is a demonstration of competency in the knowledge of codes and regulations governing the projects frequently produced by interior designers in the State of California. CCIDC has developed the IDEX® California examination in conjunction with SCANTRON Assessment Solutions Inc., to test this competency.

For details on eligibility requirements for certification in California or an application please contact:

California Council for Interior Design Certification
365 W. Second Avenue, Suite 221
Escondido, CA 92025
Tel: (760) 294-1936 | Web Site: www.ccidc.org | Email: idx@ccidc.org

This document is intended to provide candidates with the appropriate information and sources, which will enable them to prepare for the IDEX® California examination.

To effectively use this document, review the contents (knowledge areas) of the examination and their respective performance criteria. In addition, details of each knowledge area are provided, along with the objectives used in developing test questions.

Not all areas of each performance criteria will be tested on the examination. However, candidates are responsible for the knowledge of such. The specific content of the examination will be drawn at random from this information.

II. Examination Schedule

The IDEX® California examination is administered twice annually, in the Spring and in the Fall. The IDEX® California is administered at this time only by CCIDC. If you haven't already done so, you should contact CCIDC for a certification application and registration form to sit for the IDEX® or download the appropriate forms from the CCIDC web site at www.ccidc.org.

III. Examination Rules

Once you have registered for the examination, CCIDC has approved your application and registration, and the document submission deadline has passed, your name will be submitted to the test administrator, SCANTRON Assessment Solutions. They in turn will contact you via E-mail, with a "Notice to Schedule" (NTS), sometimes referred to as the "CCIDC Eligibility Notice". Please note the NTS will come via E-mail from SCANTRON. The NTS will contain your exclusive username and

password and will require you to submit your scheduling request at least seven (7) days prior to the date you wish to take your examination. You will be required to go to a specific web site contained on the NTS, enter your username and password and log in.

The test window will run for 31 days in the Spring and 31 days in the Fall. You must complete all the information required on the scheduling pages. You will receive confirmation of your examination date and site by E-mail.

Please note: It is recommended that you submit your scheduling request 30 days prior to the examination date on which you want to schedule. Because more dates are added between 45 to 21 days before the examination date, you will have more testing options from which to choose.

RESCHEDULING POLICY: Rescheduling within the same test window: You may reschedule a test appointment within the same test window up to five (5) business days in advance of your original test appointment. The reschedule request can be submitted through SCANTRON's online scheduling system through the same link provided on the original NTS. A \$50.00 fee will apply, and the fee must be paid online at the time of the request.

Rescheduling to a different testing window: If you wish to reschedule (transfer) to another test window, you must cancel your current test appointment by accessing the link provided in the original NTS. The cancellation fee of \$150.00 must be received by at least five (5) business days in advance of your appointment. You must contact CCIDC at (760) 294-1936 to inform them you are transferring to the next test window after you have submitted payment.

YOU HAVE 1 YEAR FROM YOUR APPLICATION APPROVAL TO SIT FOR THE IDEX® EXAM. If you do not take the IDEX® Exam or if you reschedule/transfer more than 1 time to another Exam window you will be required to pay additional registration fees.

NO SHOWS: All no-shows, those who fail to show up for a test appointment at a test site, will be required to pay an additional \$450.00 fee before they can reschedule. Note: A no-show will not be allowed to reschedule within the same test window they failed to show up for. They will be required to reschedule for another test window. The fee must be paid to CCIDC prior to obtaining a rescheduled test date.

Once you have scheduled your examination date and site you will receive a scheduling confirmation notice, your admission ticket to the examination. This notice will confirm your: examination is the "IDEX® California", examination date, assigned test site/Live Remote Proctoring (LRP), candidate password, and the time you need to report to the test site.

There will also be a map for informational purposes to the assigned test site and a link to Google Maps if you need directions.

You will also be given a link to view a free demonstration of the online delivery system using a sample examination. Please note: the content of the sample examination will not include content from the IDEX® California examination.

If you have any questions regarding your registration "prior" to the document submission deadline, please contact CCIDC at (760) 294-1936.

If you have any questions regarding your registration "after" the document submission deadline, please contact SCANTRON at 1(919) 572-6880.

To be admitted to the examination you must:

Report on time.

Submit the CONFIRMATION NOTICE to the Proctor.

Show current government issued photo identification with signature (Driver's license, immigration card, passport, State ID card, etc.).

You will NOT be admitted without proper identification.

GENERAL INSTRUCTIONS AT TESTING CENTER:

Smoking is NOT permitted in the test site.

Food and beverages are NOT allowed in the test site.

All personal items including books, notebooks, other papers, all electronic equipment (i.e. cell phones, cameras, etc.), book bags, coats, etc. will NOT be allowed in the examination room and must be left outside of the room AT YOUR OWN RISK.

Friends and relatives, including children, will NOT be allowed in the test site.

Computer-based testing facilities offer examination services to multiple agencies. There may be other individuals in the examination room with you who are sitting for examinations from different organizations. The rules for their examination may be slightly different than the rules for your examination in terms of time, and what is and is not allowed at their station.

Computer-based tests are delivered via secure Internet connections. Internet connections are subject to the local Internet providers in the area. While it is not the norm, Internet connections can, on occasion, be lost momentarily, requiring the Proctor to log you back into your examination.

If this occurs, inform the Proctor that your connection has been lost and they will assist you in logging back into your examination. Your examination time remaining will be exactly the same as it was when the Internet connection was lost.

Prohibited Items: Candidates are prohibited from bringing the following to the test site:

Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials,

Notes, books, dictionaries or language dictionaries, Book bags or luggage, Purses, or handbags, mp3 players, tablets, headphones, or pagers, Calculators, Watches,

Computers, or other such electronic devices,

Personal writing utensils (i.e., pencils, pens, and highlighters),

Food and beverage,

Hats, hoods, or other headgear, and Coats and jackets**

***Sweaters and sweatshirts without pockets or hoods are permitted.*

LIVE REMOTE PROCTORING:

Live remote proctoring, also called live online proctoring or live monitored remote proctoring, provides a live proctor who monitors via web camera, the candidate, and the examination during the entire testing session.

Who proctors the candidate's testing appointment?

Well-trained and educated proctors monitor candidates during their testing appointment. Proctors receive extensive, world-class training on all aspects of the test administration cycle, including providing customer service, detecting aberrant behavior, and operating Scantron PASS. Proctors are instructed on procedures for candidate admission, security, time allocation, and other aspects of each unique administration.

Throughout the testing process, proctors maintain tight security of the candidate and the examination through constant observation.

How does Scantron deter cheating and protect intellectual property?

Scantron uses the same high standards in LRP that we enforce in our test sites. Scantron protects your

intellectual property before, during, and after exam delivery by offering multiple layers of protection to prevent test theft and deter cheating. Backed by our secure testing engine, our guidelines focus on security during all stages of the examination process.

If the Proctor determines that you have brought any such items to the test site, they may be demanded and held by SCANTRON testing staff. SCANTRON reserves the right to review the memory of any electronic device to determine whether any test materials have been photographed or otherwise copied. If the review determines that any test materials are in the memory of any such device, SCANTRON reserves the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of the review and any applicable deletions, SCANTRON will return your device to you, but will not be responsible for the deletion of any materials that may result from their review, whether or not such materials are test materials. By bringing any such device into the test site in contravention of the policies, you expressly waive any confidentiality or other similar rights with respect to your device, our review of the memory of your device and/or the deletion of any materials. SCANTRON, the test site, and the test administration staff are not liable for lost or damaged items brought to the test site. The candidate MAY NOT leave the test site during the administration of the examination section.

ACCESSIBILITY: Reasonable Accommodations for Candidates with Disabilities.

SCANTRON Assessment Solutions, Inc., in adherence to the Americans with Disabilities Act (ADA, 1990), provides reasonable and appropriate accommodations for disabled individuals who supply appropriate documentation and are approved by CCIDC.

Reasonable Accommodations

Reasonable accommodations provide disabled candidates with a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided upon based on the individual's specific request, disability, documentation submitted, and the appropriateness of the request. The most frequent requests involve providing the candidate with extended time, a reader, a writer, and/or a separate room. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. In order to accommodate some requests, SCANTRON may have to provide a paper and pencil examination.

Qualified Individual with a Disability

A disabled candidate is one who has a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, or performing manual tasks); has a record of such physical or mental impairment, or is regarded as having such a physical or mental impairment. A "qualified individual with a disability" is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program, or activity of which he or she is being measured; and, with or without accommodations, can perform the essential functions of the service, program, or activity. An essential function is one that individuals are required to perform, and removing that function would fundamentally change the service, program, or activity.

Proper Documentation

Candidates with disabilities must submit documentation provided by an appropriate licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. The documentation must be on the professional's letterhead. It must provide a diagnosis of the disability and the tests used to determine the disability. The candidate may also provide evidence of receiving reasonable accommodations during school on the school's letterhead. This may include an individualized education plan (IEP). The confidentiality of all documentation submitted by the disabled candidate is protected.

Requests for Reasonable Accommodations

Candidates must submit their request and appropriate documentation to CCIDC for review at the same time they submit their CID application. Candidates approved for reasonable accommodations will be contacted by SCANTRON to schedule for the examination. If a candidate is not approved for reasonable accommodations, he or she will be notified by CCIDC.

ENVIRONMENTAL DISTRACTIONS: Examination room temperature can be unpredictable; therefore, we suggest that you bring appropriate clothing with you (e.g. sweatshirt) to help you adapt to a cooler or warmer climate in the examination room. Bring earplugs if you are sensitive to noise. With any computer or Internet-based program, temporary connection failures or other temporary technical issues may occur. If they occur, summon the proctor and she or he will assist you. Please note that PASS will save your responses and stop the timer during any connection failure so that you do not lose any examination time. The time period for the examination is strictly observed.

Test sites are staffed by Proctors who may answer questions concerning the manner in which the examination is given only, and may not provide advice, input, or interpretation.

WARNING: The IDEX® California examination and its contents are protected by the Copyright Laws of the United States. Any unauthorized reproduction of the contents by manual transcription, photographic or electronic means or otherwise is a violation of these laws and will be prosecuted. This includes writing down questions and answers after you leave the examination room. If any candidate violates the IDEX® California Copyright or reveals, by any means whatsoever, the questions or answers contained in the examination, the candidate will be deemed to have forfeited his or her eligibility for the examination; the candidate will be disqualified; his or her examination results will be become null and void; and the IDEX® California Certificate, if issued, will be rescinded.

IV. Release of Results

Results are mailed directly to the candidate within ten (10) to twelve (12) weeks of the examination administration. A score report (indicating pass or fail) for the IDEX® California is forwarded to the California Council for Interior Design Certification (CCIDC) by the testing agency; SCANTRON Assessment Solutions, Inc. CCIDC will in turn contact all candidates as soon as it receives the results.

V. Examination Format

The format and content areas of IDEX® California examination have been developed by the California Council for Interior Design Certification (CCIDC) in cooperation with SCANTRON Assessment Solutions, Inc.

The IDEX® California is a multiple-choice examination with 150 questions and is given online only, at approximately 39 testing centers across California. Candidates outside of California will have access to test sites closer to them and will be able to choose from those offered online by SCANTRON Assessment Solutions at the time they receive their NTS. Candidates will have three (3) hours in which to complete the entire examination. Those who finish early may leave after they have checked with the Proctor. For some questions, reference drawings and tables will be provided on screen along with the corresponding question.

Reference Materials

The following reference materials are used in the development of the IDEX® California examination:

California Building Code, Title 24, Part 2, Volume 1 & 2

California Electrical Code, Title 24, Part 3

California Mechanical Code, Title 24, Part 4

California Plumbing Code, Title 24, Part 5

California Fire Code, Title 24, Part 9

California Energy Code, Title 24, Part 6

California Access Compliance Reference Manual (DSA)

State of California, Business & Professions Code, Sec 5800

California Civil Code, Section 1689

California Contractors License Law & Reference Book, CSLB, Michie

CCIDC Code of Ethics & Conduct

Bulletin for Interior Designers and Decorators, CDTFA.

ASID Commercial Contract Form Agreements

ASID Residential Contract Form

Specifying Interiors by McGowan, Cruse, John Wiley & Sons

Professional Practice for Interior Designers by Christine M Piotrowski, John Wiley & Sons

Beginnings of Interior Environments by Lynn M Jones & Phyllis S Allen, Pearson Prentice Hall

Construction Drawings & Details for Interiors by Otie & Rosemary Kilmer John Wiley & Sons

CalDAG Interpretive Manual and Checklist, by Gibbens, Michael P.

Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton & Courtney Nystuen, John Wiley & Sons

Residential Lighting Design Guide by the UC Davis, California Lighting Technology Center.

Note: Unless you have access to these books in your regular business office, you may consider purchasing them, only to find the costs to be quite prohibitive. Please check with your local library, or with contractors, other designers, or architects that you may know in order to borrow them. Some of the information is available free on the Internet, which you can link to from the CCIDC web site by connecting to third-party vendors offering IDEX® California resources. Most reference books are available from online bookstores.

VI. Examination Content

The IDEX® California examination measures the following knowledge areas:

- The Administrative Process, Permit Process & the Construction Document Process.
- General Building Regulation.
- Accessibility/Universal Design
 - California Access Compliance (DSA)
 - California Access Regulations (Title 24, Part 2)
- Exiting/Life Safety (Title 24, Part 2 and Part 9)
 - Means of egress, exit way, exit passageway and exit discharge.
- Fire Codes and Regulations (Title 24, Part 2 and Title 24, Part 9)
 - Interior finish and flammability.
- Plumbing Code (Title 24, Part 5)
- Energy/Environmental (Title 24, Part 4 and Part 6)
- Electrical (Title 24, Part 3)
- Ergonomics/Anthropometrics/Universal Design
- Professional Ethics
- Legal issues specific to Interior Designers in California
- Contractual issues

- Business Procedures
- Business and Professions Code specific to:
 - B & P Code 5800 Certified Interior Designers
 - Licensed Contractors
 - Architects
- Design Standards and Theory
- Human Factors
- Design Phases and Terminology
- Finishes, Furniture, Fixtures and Equipment
- Environmental

VII. Performance Objectives

The performance criteria used to develop the examination questions; with a complete description of the objective of each criterion and reference material utilized to document the questions is provided in the following sections for each of the twenty knowledge areas.

A. Administration

Objective

To test the candidates knowledge of how codes are adopted, requirements for permit process and necessary information to submit for a permit, building and fire department responsibilities, other agencies responsibilities, when inspections are required, power and duties of building officials, right of appeal process, steps to obtain field inspections, the use of special inspectors, zoning and planning department issues, and Certificates of Occupancy.

To determine the candidate's ability to use the California Building Code (CBC), Title 24, Parts 1 through 6, and 9, and necessary information for the practice of interior design.

1. Identify necessary steps to obtain a building permit, plan review and approval, requirements of the permit process, necessary drawings and information which must be included, expiration of plan review and permit and requirements for a certificate of occupancy.
2. Recognize the powers and duties of building officials, steps in the appeal process, steps to obtain field inspections and the use of special inspectors.
3. Recognize how uniform codes are adopted in California and enacted into law.
4. Recognize that special design requirements apply to essential service buildings in California.
5. Given an example of field changes after plan check and approval, identify necessary steps and processes before implementing changes.
6. Demonstrate ability to find the definitions of various terms in the CBC.
7. Demonstrate ability to find and interpret important information relating to classification of buildings and occupancy requirements.
8. Demonstrate knowledge of the organization of codes, terms and regulations in California Building Codes, Title 24, Parts 2, Volume 1 and 2.
9. Recognize both on drawings and in the field when structural components are involved and who to consult before proceeding.
 - a. Residential
 - b. Commercial
10. Demonstrate knowledge of the fixture requirements, dimensional requirements, and space needs within public restrooms.
11. Identify correct and incorrect designs to meet requirements for light and

ventilation.

12. Identify the location, size, type and labeling requirements for glazing to meet code requirements.

Reference Material

California Building Code, Title 24, Part 2, Volume 1 and Volume 2
California Electrical Code, Title 24, Part 3
California Mechanical Code, Title 24, Part 4
California Plumbing Code, Title 24, Part 5
California Fire Code, Title 24, Part 9
California Energy Code, Title 24, Part 6
California Access Compliance Advisory Reference Manual, by DSA

B. Occupancy

Objective

To test the candidate's knowledge on the different kinds of occupancy classifications and how they are used in the application of space planning and interior design.

1. Means and methods of determining types of occupancy.
2. Identify different types of area separation between occupancies.
3. Identify and understand different types of occupancies.

Reference Material

California Building Code, Title 24, Part 2, Volume 1 and Volume 2.

C. Construction Types

Objective

To determine the candidate's ability to know and understand the differences between types of construction and how they affect interior design and the use of space.

1. Using provided tables from the CBC calculate various allowable heights and usable areas for both residential and commercial applications.
2. Using allowable materials based upon construction type.
3. Determining different types of construction by use.

Reference Material

California Building Code, Title 24, Part 2, Volume 1 and Volume 2.

D. Fire Resistive Requirements

Objective

The candidate will be able to apply Fire Codes and Regulations to residential and commercial interior design, and process of submittal for approval, and when the California Building and Fire Codes apply.

1. Specify materials and construction that meet flammability requirements for various occupancies.
2. Recognize that there are requirements for storage of combustible and hazardous materials and be aware of the possible effect on construction, materials, and occupancy classification.
3. Recognize violation of fire life safety during design, construction alteration and

demolition.

4. Recognize correctly designed reflected ceiling plans must be coordinated with a sprinkler consultant, fire protection engineer and, in some cases, structural or civil engineer.
5. Identify requirements for the design of interior fireplaces and barbecues including mantels, hearths, and surface finishes.
6. Identify correct and incorrect fire resistance standard design and applications for walls, partitions, floors, ceilings, doors, windows and other penetrations for various construction types, fire resistivity, occupancies and locations utilizing standard designs such as sections prescribed within the CBC.
7. Identify various flammability tests for materials, textiles, wall coverings, upholstery, and drapery.
 - a. Identify requirements relating to draperies and wall hangings.
 - b. Identify testing requirements, testing agencies and standards for various materials and textiles used in interior specifications.
 - c. Identify the chapter dedicated to fire resistive material in the CBC and the applicable standards.
8. Demonstrate knowledge of when applications of flame-resistant finishes are required for interior materials and textiles.
9. Identify correct procedures for submittal and approval of materials, products, and specifications to meet fire safety regulations and how to obtain a flame spread certificate.

Reference Material

California Building Code, Title 24, Part 2, Volume 1 and Volume 2.
California Fire Code, Title 24, Part 9

E. Interior Finish

Objective

To test the candidate's knowledge of interior finishes for floors, walls, and ceilings, as they relate to the various California codes and Title 24.

Demonstrate knowledge of the code as it governs the use of interior finishes, trim and decorative materials.

Demonstrate knowledge of interior wall and ceiling finish requirements by occupancy. Understanding of provisions limiting allowable flame spread and smoke development.

Reference Material

California Building Code, Title 24, Part 2, Volume 1 of 2.

F. Means of Egress

Objective

To test the candidate's knowledge of exiting requirements.

1. Demonstrate ability to recognize correct and incorrect applications of code requirements in exiting for all occupancies including the new terminology of hallways, means of egress, exit access, exit pathways, exit discharge.
2. Demonstrate knowledge and ability to calculate occupant load.
3. Demonstrate the ability to calculate location of exits, door widths, length and width of corridors, stairs, ramps, landings, and the number of exits according to occupant load.
4. Demonstrate knowledge of requirements for placement of exit signage, sign illumination, exit illumination and power source.
5. Demonstrate knowledge of exit requirements for sprinkled and non-sprinkled buildings.
6. Recognize what constitutes a legal fire exit on a drawing and what a dead-end corridor is.

Reference Material

California Building Code, Title 24, Part 2.

California Fire Code, Title 24, Part 9.

California Access Compliance Advisory Reference Manual, by DSA

G. Accessibility

Objective

To test the candidate's knowledge and ability to apply accessibility requirements and regulations in California.

1. Demonstrate ability to recognize correct and incorrect applications for accessibility regulations in buildings used by the public:
 - a. Restrooms, fixtures, hardware, and accessory items.
 - b. Doors, thresholds, and hardware.
 - c. Path of travel.
 - d. Public facilities including water fountains, mailboxes, elevator controls, counters, and ATM's.
 - e. Slip resistant requirements for walking surfaces.
 - f. Handrails.
 - g. Corridors, vestibules, and ramps.
 - h. Signage.
 - i. Protruding objects in accessible routes.
 - j. Unreasonable hardships.
 - k. Site access requirements.
 - l. Clearances and dimensions dealing with all of the above.
2. Demonstrate knowledge of differences in accessibility requirements for new construction, renovation, and demolition in commercial buildings.
3. Identify requirements for accessibility in multiple-family and residential care facilities.

4. Demonstrate knowledge of and under what conditions ADA requirements (ADA Title I & III) and California Access Regulations, Title 24, Part 2, must be met.
 - a. Public accommodation.
 - b. Commercial facilities.
 - c. Work environment (ADA Title I, The workplace).
5. Demonstrate understanding of definition of service establishments as defined by ADA and recognizes when requirements for accessibility will apply.
6. Demonstrate knowledge of the enforcement, liability and appeals process of ADA (Title III Sub Part E).

Reference Material

California Building Code, Title 24, Part 2.

California Access Compliance Advisory Reference Manual, by DSA

CalDAG Interpretive Manual and Checklist, by Gibbens, Michael P.

California Disabled Accessibility Guidebook by Builders Book, Inc., Mary Jorgensen, Kevin Choi

H. Building Systems

Objective

To test the candidate's knowledge of plumbing code requirements which influence interior design space planning. To test the candidate's knowledge of typical interior design requirements as related to electrical and telecommunications systems, location requirements, and situations when a consultant is necessary. To test the candidate's knowledge of energy conservation as required by Title 24, California Energy Code.

1. Demonstrate knowledge of requirements for number of fixtures according to occupancy load and type.
2. Demonstrate knowledge of minimum standards and clearances for plumbing fixtures in residential design.
3. Demonstrate awareness of venting location and plumbing requirements in residential and commercial design.
2. Demonstrate knowledge of water conservation requirements in the specification of plumbing fixtures.
 - a. Shower heads.
 - b. Low-flow toilets.
3. Demonstrate knowledge of various types of plumbing fixtures and associated hardware.
4. Demonstrate your knowledge of mechanical systems, vents, and registers.
5. Identify the location of electrical outlets, ground fault interrupters, switching devices, and fixtures as required by code in residential and commercial buildings.
6. Understand restrictions on the use of high voltage (neon) lighting in residential and commercial applications.
7. Specify single-use or dedicated circuits and other special equipment required by code or client function.
8. Identify when to engage a consultant for electrical specifications, or when the electrical contractor of record may perform this function.
9. Demonstrate knowledge of location and spacing of outlet and switching devices.
10. Demonstrate knowledge of the need for an emergency power source in special applications.
11. Demonstrate the knowledge of the use of energy efficient lamps, switching and

- control devices by identifying correct and incorrect applications.
- a. Lighting requirements for appropriate lighting levels, switching and control devices for residential and commercial interiors.
 - b. Specify fixtures and lamp requirements for residential and commercial interiors.
12. Demonstrate awareness of the specific forms required to meet the energy code, where to acquire them and who prepares them.
 13. Demonstrate knowledge of mandatory measures and requirements of the energy code including insulation, building envelope requirements, weather-stripping, and the use of glazing.
 14. Demonstrate knowledge of alternate methods of compliance and recognize the need to consult.

Reference Material

California Energy Code, Title 24, Part 6.
California Plumbing Code, Title 24, Part 5.
California Electrical Code, Title 24, Part 3.
California Mechanical Code, Title 24, Part 4.
Residential Lighting Design Guide by the UC Davis, California Lighting Technology Center.

I. Miscellaneous

Objective

To test the candidate's knowledge on miscellaneous parts of the code that affect interior designers and their work, not covered by complete sections, such as emergency egress windows, glazing, interior environmental requirements (ventilation, sound transmission), interior spatial dimensions (coordination with systems, lighting, structural elements), and smoke detectors.

1. Demonstrate knowledge of exiting requirements from residential facilities.
2. Demonstrate knowledge of different types of glazing and their applications.
3. Demonstrate knowledge of interior environmental requirements such as those required for special ventilation and sound transmission issues, as well as how to coordinate interiors with various ancillary systems and structural elements.
4. Demonstrate knowledge of smoke detector requirements relative to residential facilities.

Reference Material

California Building Code, Title 24, Part 2, Volume 1 and 2.

J. Professional Ethics

Objective

To test the candidate's knowledge of the professional code of ethics required by CCIDC of all Certified Interior Designers in California, as well as those of various professional interior design associations throughout the United States.

1. Given a description of the CCIDC code of ethics, identify different responsibilities and behavior of the practitioner towards consumers, colleagues, and others.
2. Identify the scope of Certified Interior Designers practice as it relates to the various codes of ethics.
3. Understand the Code of Ethics for a Certified Interior Designer.

Reference Material

CCIDC Code of Ethics

K. Legal Issues in California

Objective

To test the candidate's knowledge of the professional practice rules and regulations for various professions in the building industry in California.

1. Given a description of the legal responsibilities as defined by law:
 - A. Identify the scope of work responsibilities of the professions, including engineers, architects, Certified Interior Designers, and contractors.
 - B. Identify the scope of Certified Interior Designers practice according to California law.
 - C. Identify the liability a designer assumes when changing design specifications on drawings with a building permit.

Reference Material

State of California, Business and Professions Code, Chapter 3.9, Sec. 5800.

Bulletin for Interior Designers and Decorators, CDTFA.

California Civil Code, Section 1689.

California Contractors License Law & Reference Book, CSLB, Michie.

L. Contractual Issues between Client and Design Professional

Objective

To test the candidate's knowledge on the aspects of a design services agreement with their client and how to deal with issues such as breach of contract, arbitration, payments, scope of services, etc.

Reference Material

ASID Commercial Contract Form Agreements

ASID Residential Contract Form

M. Business Procedures

Objective

To test the candidate's knowledge of common laws and regulations in conducting business in California, especially with regard to those laws that specifically impact interior designers including sales and use taxes, contractors licensing law requirements, interior design scope of services contracts/agreements, and civil code rescission clauses.

1. Given a description of the legal responsibilities as defined by law, identify the scope of work responsibilities of the professions, including engineers, architects, Certified Interior Designers, and contractors.
 - A. Identify the scope of Certified Interior Designers practice according to California law.
 - B. Understand the Code of Ethics for a Certified Interior Designer.
 - C. Identify the scope of liability when changing architectural specifications on drawings with a building permit.
 - D. Write a contract/letter of agreement to meet California codes and regulations.
 - E. Apply codes and regulations to standard business practice.
 - F. Understand California Civil Code for providing professional services to homeowners in their home.

G. Utilize commonly accepted business procedures and practices.

Reference Material

State of California, Business and Professions Code, Chapter 3.9, Sec. 5800

State of California, Civil Code, Section 1689.

Bulletin for Interior Designers and Decorators, CDTFA.

CCIDC Code of Ethics

N. Design Theory

Objective

To test a candidate's knowledge on the elements and principles of design and theory relative to the study of space, line, shape, mass, light, scale and proportion.

Reference Material

Beginnings of Interior Environments by Jones, L. M. & Allen, P. S., Published by Pearson Prentice Hall 9780132786003 – ISBN-10: 0132786001

O. Human Factors

Objective

To test the candidate's knowledge of ergonomic principles, anthropometrics, non-code based universal design, terminology, and common attributes.

1. Demonstrate general knowledge and principles of ergonomics as it relates to the interior built and furnished environment.

Reference Material

Beginnings of Interior Environments by Jones, L. M. & Allen, P. S., Published by Pearson Prentice Hall 9780132786003 – ISBN-10: 0132786001

Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton and Courtney Nystuen, John Wiley & Sons ISBN: 1119312523 – ISBN-13: 9781119312529

P. Design Phase

Objective

To test a candidate's knowledge on the different phases of a typical design project in the early design phase.

Reference Material

Beginnings of Interior Environments by Jones, L. M. & Allen, P. S., Published by Pearson Prentice Hall 9780132786003 – ISBN-10: 0132786001

Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton and Courtney Nystuen, John Wiley & Sons ISBN: 1119312523 – ISBN-13: 9781119312529

Q. Contract Documents

Objective

To test a candidate's knowledge on the development and technical aspects of preparing construction documents for a design project including their application to specifications and bidding.

Reference Material

Professional Practice for Interior Designers by Christine M. Piotrowski, John Wiley & Sons ISBN13: 978-1119554516 – ISBN-10: 1119554519

Construction Drawings and Details for Interiors by Otie & Rosemary Kilmer, John Wiley & Sons ISBN-13: 978-1118944356 – ISBN-10: 1118944356

Specifying Interiors by McGowan, Cruse, John Wiley & Sons, ISBN: 9780471692614

R. Contract Administration Process

Objective

To test a candidate's knowledge on the construction phase and process of a design project including change orders, post occupancy evaluation, project observation, preparing punch lists, dealing with requests for information, reviewing and approving shop drawings and dealing with submittals for review.

Reference Material

Professional Practice for Interior Designers by Christine M. Piotrowski, John Wiley & Sons, ISBN13: 978-1119554516 – ISBN-10: 1119554519

S. Finishes, Furnishings, Fixtures, and Equipment

Objective

To test a candidate's knowledge on finishes relative to fire codes and flammability standards (ASTM, NFPA, UL) such as flooring, walls coverings, ceilings and fabrics. The standards will be relative to both residential and commercial standards and will cover furnishings, fixtures and equipment as well.

Reference Material

Specifying Interiors by McGowan, Cruse, John Wiley & Sons, ISBN: 9780471692614

T. Environmental

Objective

To test a candidate's knowledge on various interior environmental subjects such as acoustics, indigenous species, indoor air quality and sustainable materials.

Reference Material

Specifying Interiors by McGowan, Cruse, John Wiley & Sons, ISBN: 9780471692614

Beginnings of Interior Environments by Jones, L. M. & Allen, P. S., Published by Pearson Prentice Hall 9780132786003 – ISBN-10: 0132786001.

VIII. Sample Questions | For Practice not Study

1. What MINIMUM conservation features and devices are to be included for compliance with residential energy efficiency standards?
 - a. Mandatory Measures Checklist.
 - b. Shading Coefficient Worksheet.
 - c. Energy Budget Point System.
 - d. CEC system grid.
2. What of the following would be considered an H-occupancy?
 - a. A factory with large quantities of flammable liquids.
 - b. A theater with seating for more than 5,000.
 - c. A maximum-security prison.
 - d. A convalescent home.
3. What is the MAXIMUM finish sill height of any residential escape window?
 - a. 36"
 - b. 40"
 - c. 42"
 - d. 44"
4. If work does not commence, or if the project becomes abandoned, what period of time can elapse before the permit becomes null and void?
 - a. 90 days.
 - b. 180 days.
 - c. One year.
 - d. 120 days.
5. What must the exit doors for an accessible commercial establishment include?
 - a. A 5-inch plate on the door.
 - b. An automatic self-locking assembly.
 - c. A bottom 10-inch smooth, uninterrupted surface.
 - d. Alarm-activity mechanism.
6. For a nursery with full-time care of ten toddlers, what class (excluding exceptions) must wall coverings be in corridors and exit ways?
 - a. Class I.
 - b. Class II.
 - c. Class III.
 - d. Class IV.
7. In a type I or II commercial office building, what construction is allowed for non-load bearing interior partitions that do not establish a fire-rated corridor?
 - a. Untreated wood framing and 5/8" gypsum board.
 - b. Steel framing and 5/8" gypsum board.
 - c. Combustible framing with non-combustible materials applied to the framing.
 - d. Steel framing with 1/2" gypsum board.

8. Your client has seen the work of another professional designer in a trade magazine and has asked you to duplicate it as closely as possible. You should:
 - a. Inform your client that you will need to find a local workroom that will duplicate the furniture pieces from photos supplied to you from the furniture manufacturer.
 - b. Add an addendum to your contract stating you will not be held liable for any copyright infringements.
 - c. Inform your client that it is against the professional designer's code of ethics to plagiarize another designer's work.
 - d. Ask the vendors if they provide special discounts.
9. Which of the following are associated with the principles of rhythm?
 - a. Gradation, repetition, transition, and progression.
 - b. Gradation, progression, repetition, and subordination.
 - c. Domination, gradation, transition, and progression.
 - d. Domination, subordination, repetition, and transition.
10. In lighting design, where are light reflectance and glare issues MOST important?
 - a. Offices.
 - b. Restaurants.
 - c. Bedrooms.
 - d. Living rooms.
11. Which form of light has the MOST positive effect on people's health and well-being?
 - a. Natural.
 - b. Discharge.
 - c. Full spectrum.
 - d. Warm deluxe.
12. Which of the following should a designer do during the concept/ schematic design phase?
 - a. Create preliminary design decisions for client review.
 - b. Prepare set of CD's and FF&E package.
 - c. Locate contractors that can complete the work.
 - d. Finalize all schedules and specifications.
13. Which of the following are the FIRST considerations when developing a space plan?
 - a. Scale and proportion.
 - b. Codes and adjacencies.
 - c. Furnishings and arrangements.
 - d. Relationships and design.
14. Which of the following would require construction documents to be prepared by a registered professional?
 - a. Residential remodel.
 - b. Non-sprinklered building.
 - c. Artist-in-residence loft.
 - d. High-rise building project.
15. Designers should allow a change order to be issued only upon the written approval by which of the following?
 - a. Building Official.
 - b. Client/Owner.
 - c. Subcontractor.
 - d. Contractor.

16. Which of the following is the purpose of the shop drawings in the administration of the compliance with the contract?
- Offer the designer the opportunity to reconsider the design intent.
 - Allow the contractor to make substitutions.
 - Illustrate specific situations or details of the project.
 - Respond to plan check corrections.
17. Who prepares and submits shop drawings and samples for approval?
- City inspector.
 - Designer.
 - Contractor.
 - Client.
18. Which of the following is a common property of vinyl coated wall coverings manufactured for hospitality design?
- Mildew resistance.
 - Toxic binders.
 - Transparent finishes.
 - Textural surfaces.
19. Which of the following determines and rates the mildew resistance of wallpaper?
- IBC
 - ASTM
 - NTMA
 - ANSI
20. Which test is used to measure flame spread in rated corridors?
- Flame rating system.
 - Chamber test.
 - Steiner tunnel test.
 - Flooring radiant panel test.
21. Which of the following should designers AVOID when specifying paint, because of toxicity?
- Volatile organic compounds.
 - Water-based resins.
 - Water-based thinners.
 - Water-based sealers.
22. Which of the following should a designer attempt to specify on every "LEED" design project?
- Sustainable materials.
 - Materials for cost.
 - Materials for style.
 - Materials for safety.

Correct Answers:

1. A.
2. A.
3. D.
4. B.
5. C.
6. B.
7. B.
8. C.
9. A.
10. A.
11. A.
12. A.
13. B.
14. D.
15. B.
16. C.
17. C.
18. A.
19. B.
20. D.
21. A.
22. A.

IX. Frequently Asked Questions

Question: I am already Certified by CCIDC. Do I need to take the IDEX® California?

Answer: No, the examination is for new applicants.

Question: Do I need to take the IDEX® California and a national examination?

Answer: Only if you are planning to become a “professional member” of an association such as ASID, IIDA, NKBA or IDS (or for regulatory reasons in another state) for example. If not, the only examination you need pass to become Certified in California is the IDEX® California.

Question: How many questions are there in the IDEX® California?

Answer: There are 150 multiple-choice questions.

Question: Are there classes or study groups in order to prepare for the examination?

Answer: Yes, there are third-party organizations preparing books, manuals, classes, that will help candidates to prepare specifically for the IDEX® California examination. There are also web sites that offer information and links to many of the study materials as well as helping candidates to form study groups. You can find all of this information on how to reach these providers on the CCIDC web site

Question: How long does it take to complete the examination?

Answer: You are given 3 hours to complete the examination.

Question: Can I reschedule my testing appointment before the actual test date, but after the examination registration deadline?

Answer: Yes, you can, you may reschedule a testing appointment up to five (5) business days in advance of your testing appointment. A \$50.00 fee will apply which must be paid, to SCANTRON online at the time of the request. The reschedule request can be submitted through SCANTRON’s online scheduling system through the same link provided on the original Notice to Schedule (NTS). As a onetime courtesy CCIDC will not charge an additional fee if you transfer before the examination deadline or the document submittal deadline. Additional transfers will be assessed a fee.

Question: How do I transfer to another testing window?

Answer: Call the CCIDC office at (760) 294-1936 so that CCIDC can change its records and also notify SCANTRON. This should be done prior to the document submission deadline otherwise additional fees may be incurred.

Question: What if I do not show up on the date of my testing appointment?

Answer: You will be considered a “no-show” and in order to reschedule to another testing window you will be required to pay the \$400.00 fee to CCIDC again in order to cover the expenses of the test.

Question: How much study time is needed to prepare for the examination?

Answer: If you already use and know the California Building Code and Title 24 in your day-to-day practice then you will require less studying time, if not then you will require a lot more and we recommend some of the prep classes that will be given. Look at the examination classification system it gives you a good idea of the topics that will be covered in the IDEX® California examination. From this you should be able to determine your knowledgebase and make a suitable decision.

Question: The reference books and materials seem very extensive and look like they could possibly cost a lot of money. How can I obtain all of this information at a reasonable cost?

Answer: If you work in an office that does commercial design work, they should already have the various code books. If this is not the case then purchasing them will be very expensive, however all of the California Codes are available to view for “free” online. There are also books or manuals available that have condensed all of the code information that pertains to interior design and the IDEX® California, which would be much less expensive than buying code books.

Question: How will I know exactly where to go to take the examination?

Answer: When you receive your “Notice to Schedule” via E-mail from SCANTRON, you will be given testing center choices in your particular area. You will actually be responsible for choosing a testing center and making a specific appointment. Included with your confirmation will be the address of the testing center and a link to Google Maps.

Question: How long after the test are the results made available?

Answer: It normally takes about 10 to 12 weeks to finalize the results.

Question: I have health issues that require me to eat and/or drink frequently. Will I be allowed to take food or drink into the testing center?

Answer: No food or drink is allowed in the testing centers, however if you require “special accommodations” due to a disability or health issues there is a process for requesting these at the front of this study guide.

Question: How is the examination scored?

Answer: Your score is the number of questions you answer correctly. Each question is worth one point. The passing score is determined using a modified Angoff study. The passing score is not an arbitrary number, say 70% as might be used in classrooms. Instead, the passing score is established after the statistical review of the data generated by a panel of expert designers who consider the difficulty of each question on the examination for the candidate who meets the minimum qualifications for competent practice.

X. Comprehensive IDEX® Exam Resource List

BUILDING CODES

1. California Building Code, Title 24, Part 2, Volume 1 and Volume 2
2. California Electrical Code, Title 24, Part 3
3. California Mechanical Code, Title 24, Part 4
4. California Plumbing Code, Title 24, Part 5
5. California Fire Code, Title 24, Part 9
6. California Energy Code, Title 24, Part 6
7. California Access Compliance Reference Manual (DSA)

REGULATIONS / STATUTES

8. State of California, Business and Professions Code, Section 5800-5812.
9. California Civil Code, Section 1689.
10. California Contractors License Law & Reference Book, CSLB, LexisNexis.

NON-REGULATORY DOCUMENTS

11. CCIDC Code of Ethics.
12. Bulletin for Interior Designers and Decorators, CDTFA.
13. ASID Commercial Contract Form Agreements
14. ASID Residential Contract Form

BOOKS

15. Specifying Interiors by McGowan, Cruse, John Wiley & Sons
16. Professional Practice for Interior Designers by Christine M. Piotrowski, John Wiley & Sons,
17. Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen, Pearson Prentice Hall
18. Construction Drawings and Details for Interiors by Otie & Rosemary Kilmer, JohnWiley & Sons.
19. CalDAG Interpretive Manual and Checklist, by Gibbens, Michael P.
20. Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton and Courtney Nystuen, John Wiley & Sons
21. Residential Lighting Design Guide by the UC Davis, California Lighting Technology Center.

XI. IDEX® California Classification System

Description	Classification
Domain 1 Legal Requirements and Responsibilities	
Task: Understand the options for legal disputes and resolutions.	
Knowledge of: Arbitration	010101
Knowledge of: Mediation	010102
Knowledge of: Litigation	010103
Task: Understands legal responsibilities and contractual obligations of a designer and related trades.	
Knowledge of: California Business and Professions Code, 5807, 5537, 5538	010201
Knowledge of: CCIDC Code of Ethics	010202
Knowledge of: Civil code	010203
Knowledge of: Contractor licensing law	010204
Knowledge of: Mechanic's lien law	010205
Knowledge of: Three-day Right of Rescission	010206
Knowledge of: Sales Tax	010207
Knowledge of: Limits of practice and authority	010208
Task: Implement contractual elements between client and design professional.	
Knowledge of: Arbitration	010301
Knowledge of: Breach of contract	010302
Knowledge of: Drawing reference construction documents	010303
Knowledge of: Litigation	010304
Knowledge of: Payments to design professional	010305
Knowledge of: Scope of services components of the contract	010306
Knowledge of: Specifications scope of work	010307
Knowledge of: Timeline	010308
Knowledge of: State of California business and professions code (e.g., 5800-5812)	010309
Task: Basic understanding of business administration procedures.	
Knowledge of: Accounting	010401
Knowledge of: Attorneys	010402
Knowledge of: Insurance	010403
Knowledge of: Business formations	010404
Knowledge of: Liability	010405
Knowledge of: Technical and business consultants	010406
Domain 2 Professional Practice and Ethics	
Task: Professional Practice and Ethics Abides by the CCIDC Code of Ethics and practices ethical operating principles.	
Knowledge of: Copyright laws	020101
Knowledge of: Conflicts of interest	020102
Knowledge of: Plagiarism and/or intellectual property	020103
Knowledge of: Proprietary information	020104
Task: Understands what professional conduct is required with regards to clients, public, colleagues, and trades.	

Knowledge of: Behaviors	020201
Knowledge of: Responsibility	020202
Task: Act as the contract administrator when included in the contract.	
Knowledge of: Other	020301

Task: Prepare and/or oversee nonstructural or nonseismic submittal documents.	
Knowledge of: California business and professions code (e.g., section 5800)	020401
Task: Understand the role of a designer as it relates to allied professionals (e.g., contractors, architects).	
Knowledge of: California business and professions code (e.g., section 5537, 5538)	020501
Task: Technology and computer software.	
Knowledge of: Digital design, presentation and communication tools	020601
Task: Perform research through valid and reliable resources.	
Knowledge of: Hardcopy publications	020701
Knowledge of: Online and/or digital sources	020702
Knowledge of: Reference standards	020703
Knowledge of: Interviews (e.g., agencies, representatives)	020704
Domain 3 Design Standards	
Task: Understand design and theory relative to the study of space, line, shape, mass, light, scale and proportion.	
Knowledge of: Elements and principles	030101
Task: Demonstrate principles of ergonomics as it relates to the interior built and furnished environment.	
Knowledge of: Anthropomorphic	030201
Knowledge of: Ergonomics	030202
Knowledge of: Lighting	030203
Knowledge of: Universal design	030204
Task: Work through the different phases of a typical design project.	
Knowledge of: Conceptual and schematic	030301
Knowledge of: Cost estimating	030302
Knowledge of: Programing	030303
Knowledge of: Space planning	030304
Task: Develop technical aspects and prepare construction documents.	
Knowledge of: Bidding procedures	030401
Knowledge of: Construction drawings	030402
Knowledge of: Construction specifications and finishes	030403
Task: Review, revise, and approve elements of the contract administration.	
Knowledge of: Change order	030501
Knowledge of: Post Occupancy Evaluation	030502
Knowledge of: Project Observation	030503
Knowledge of: Punch List	030504
Knowledge of: Request for Information	030505
Knowledge of: Shop Drawings	030506
Task: Design and communicate the importance of environmental elements.	
Knowledge of: Acoustics	030601
Knowledge of: Indigenous species	030602

Knowledge of: Indoor air quality	030603
Knowledge of: Sustainable materials	030604
Domain 4 Administration	
Task: Communicate with customers, clients, and others on how codes are organized and adopted, locate applicable code sections, and research local amendments.	
Knowledge of: Building Code Adoption and Use	040101
Task: Submit an application for a permit with accompanying plans and drawings.	
Knowledge of: Building Permits	040201
Task: Communicate with code officials during the project from obtaining field inspections including special inspections where needed to the appeal process.	
Knowledge of: Inspections	040301
Task: Apply special design requirements where needed for essential service buildings.	
Knowledge of: Special Design Requirements	040401
Task: Prepare field change documents for submittal and review and approval.	
Knowledge of: Field Change Documents	040501
Task: Apply proper code definitions and terminology in reports, documents, and communications.	
Knowledge of: Code Definitions	040601
Task: Determine both on drawings and in the field when structural components are involved and who to consult before proceeding both in commercial and residential construction.	
Knowledge of: Structural Components	040701
Domain 5 Occupancy Classifications	
Task: Determine the use and occupancy classification of the building, room, and space and apply the correct building code provisions for the classification.	
Knowledge of: Building Use and Occupancy	050101
Task: Identify whether the area will be treated as a separated or nonseparated occupancy; if separated, identify required fire-rated protection.	
Knowledge of: Area Separations	050201
Domain 6 Types of Construction	
Task: Identify different Types of construction and apply correct code provisions for the type of construction of the project.	
Knowledge of: Types of Construction	060101
Task: Calculate building allowable heights and areas for both residential and commercial applications using the California Building Code.	
Knowledge of: Building Heights and Areas	060201
Task: Determine allowable building materials and finishes based upon construction type.	
Knowledge of: Building Materials	060301
Domain 7 Fire Protection Requirements	
Task: Specify materials and construction that meet flammability requirements for various occupancies.	
Knowledge of: Material Specification	070101
Task: Apply proper code requirements for storage of combustible and hazardous materials according to the type of construction and occupancy classification.	
Knowledge of: Storage of Materials	070201

Task: Identify potential fire and life safety code violations during design, construction, alteration, and/or demolition.	
Knowledge of: Fire and Life Safety	070301
Task: Identify the required fire resistive design and applications in the CBC and CRC for walls, partitions, floors, ceilings, doors, windows, and other penetrations for various construction types, fire resistivity, occupancies, and locations.	
Knowledge of: Fire Resistance Design	070401
Task: Identify various requirements for various flammability tests for materials, textiles, wall coverings, upholstery, draperies, and, wall hangings according to California Technical Bulletins and the provisions of the California Codes and referenced standards.	
Knowledge of: Flammability Tests	070501
Task: Determine when applications of flame resistant finishes are required for interior materials and textiles.	
Knowledge of: Flame Resistant Finishes	070601
Task: Determine the correct application of code provisions limiting allowable flame spread and smoke development.	
Knowledge of: Flame Spread	070701
Task: Identify correct procedures for submittal and approval of materials, products, and specifications to meet fire safety regulations, and how to obtain a flame spread certificate.	
Knowledge of: Flame Spread and Smoke Development	070801
Task: Coordinate the reflected ceiling plans with a sprinkler consultant, fire protection engineer, and structural or civil engineer where needed.	
Knowledge of: Ceilings	070901
Task: Identify requirements and considerations for the design and construction of interior fireplaces and heat producing appliances including mantels, hearths, and surface finishes.	
Knowledge of: Fireplaces	071001
Domain 8 Interior Finish	
Task: Determine the correct interior wall and ceiling finishes by occupancy and/or use for interior finishes, trim, and decorative materials for the project.	
Knowledge of: Wall and Ceiling Finishes	080101
Domain 9 Means of Egress	
Task: Apply correct means of egress code requirements for all occupied areas including correct terminology of corridors, hallways, means of egress, exit access, exit, exit discharge, and nonconforming exiting conditions.	
Knowledge of: Means of Egress Terminology	090101
Task: Calculate the occupant load of rooms and areas.	
Knowledge of: Occupant Load	090201
Task: Determine the location of exits, door widths, length and width of corridors, stairs, ramps, landings, and the number of exits required according to occupant load.	
Knowledge of: Location of Exit Components	090301
Task: Identify requirements for placement of exit signage, sign illumination, exit illumination, and power source.	
Knowledge of: Exit Signage and Illumination	090401
Task: Apply code provisions for sprinklered and nonsprinklered buildings as they apply to means of egress.	

Knowledge of: Sprinklered and Nonsprinklered Exit Requirements	090501
Task: Apply code provisions for emergency escape and rescue openings.	
Knowledge of: Egress Windows and Doors	090601
Domain 10 Accessibility	
Task: Apply appropriate accessibility scoping requirements on a project to identify applicable standards and technical provisions for the project.	
Knowledge of: Accessibility Scoping	100101
Task: Apply accessibility provisions for building elements such as restrooms, fixtures, water fountains, counters, handrails, corridors, vestibules, ramps, and accessory items.	
Knowledge of: Building and Plumbing Elements	100201
Task: Apply accessibility provisions for exterior and interior walking surfaces, thresholds, doors, hardware, protruding objects in accessible routes, including correct clearances and dimensions.	
Knowledge of: Accessible Routes, Site Access, and Path of Travel	100301
Task: Apply accessibility code provisions for disproportionality and unreasonable hardships.	
Disproportionality and Unreasonable Hardships	100401
Task: Identify differences in accessibility requirements for new construction, renovation, and demolition in residential and commercial buildings.	
Knowledge of: New Construction, Renovation, Alterations, and Demolition	100501
Task: Classify residential projects as either a covered multifamily dwelling project, public housing project, or a combination of both and apply accessibility requirements for the project.	
Knowledge of: Residential Accessibility	100601
Task: Determine under what conditions the requirements in ADA Title I & III and the accessibility regulations in the California Building Code must be met in public accommodations, commercial facilities, and work environments.	
Knowledge of: Reasonable Accommodations	100701
Task: Identify issues that may require the appeals process of ADA (Title III Subpart E).	
Knowledge of: ADA Appeals	100801
Task: Apply accessibility requirements for such building elements such as dressing rooms, fitting rooms, residential common use areas, self storage units, and other special use areas.	
Knowledge of: Special Building Elements and Areas	100901
Domain 11 Building Systems	
Task: Determine the number of fixtures required according to occupancy load and use, clearances, venting requirements, and hardware.	
Knowledge of: Plumbing Systems	110101
Task: Determine correct provisions for water conservation for plumbing fixtures such as shower heads and toilets.	
Knowledge of: Water Conservation	110201
Task: Apply correct code provisions for HVAC systems such as vents and registers.	
Knowledge of: Mechanical Systems	110301
Task: Identify location of electrical outlets, ground fault and arc fault circuit interrupters, switching devices, and circuits such as dedicated circuits, special equipment circuits, and emergency power supply.	
Knowledge of: Electrical Systems	110401

Task: Determine the correct use of lighting fixtures as required by code and apply the code requirements for the use of energy efficient lamps, switching, control devices, and lighting levels for residential and commercial interiors.	
Knowledge of: Lighting Systems	110501
Task: Determine the use of specific forms required to meet the energy code provisions and comply with mandatory measures and requirements of the energy code including insulation, building envelope and lighting requirements.	
Knowledge of: Energy Code Forms and Requirements	110601
Task: Identify when to engage a consultant for electrical, mechanical, or plumbing drawings and specifications.	
Knowledge of: Electrical, Mechanical, and Plumbing Specifications	110701
Domain 12 Miscellaneous Code Provisions	
Task: Identify mandatory design requirements for natural light and ventilation.	
Knowledge of: Natural Light and Ventilation	120101
Task: Identify the location, size, type and labeling requirements for glazing to meet code requirements including for safety glazing and hazardous locations.	
Knowledge of: Glazing	120201
Task: Demonstrate knowledge of interior environmental requirements such as those required for sound transmission between commercial and residential units as well as how to coordinate interiors.	
Knowledge of: Sound Transmission	120301
Task: Demonstrate knowledge of smoke detector, carbon monoxide and CO alarm requirements relative to residential facilities.	
Knowledge of: Smoke Detectors, Carbon Monoxide, and CO2 Alarms	120401