



**Building & Fire Code Academy**

## **2025 Program Catalog**



**Building Better With Our Greatest Resource ... Education®**

The Building & Fire Code Academy is approved by the Division of Private Business and Vocational School  
of the Illinois Board of Higher Education



## Mission Statement

*The Building & Fire Code Academy is committed to providing comprehensive and practical education in the application, implementation and enforcement of building and fire codes for construction industry professionals nationwide.*



## Building & Fire Code Academy

Building & Fire Code Academy (BFCA) is an Illinois Board of Higher Education (IBHE) approved vocational school [formerly Illinois State Board of Education (ISBE)]. Established in 2001 as an Academy offering continuing education and consulting services to those in the building, fire and code enforcement industry. The Academy became an official Illinois State Board of Education (ISBE) approved vocational school in January, 2006. Offering individual continuing education courses and complete career programs to a variety of people at all experience levels in the construction and code industry. The mission of BFCA is to provide comprehensive and practical education in the administration, application, and enforcement of building and fire codes.

To validate the quality of BFCA training, BFCA has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET). In obtaining this accreditation, BFCA has demonstrated that it complies with the ANSI/IACET Standard which is recognized internationally as a standard of good practice.

As a result of their Authorized Provider status, BFCA is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard. In addition, BFCA is an American Institute of Architects/Continuing Education System (AIA/CES) Registered Provider. Students completing courses receive Continuing Education Units (CEUs), contact hours and/or state credit where applicable. All courses qualify for Health, Safety and Welfare (HSW) credit. All Building & Fire Code Academy instructors are approved by the IBHE as highly qualified experts in the individual areas they instruct.

**Building Better With Our Greatest Resource ... Education®**

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## Section 1 – Academic Programs

### Code Enforcement Career Development Program (CECDP)

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A 13-week curriculum designed to provide qualified candidates with the fundamental knowledge and field experience to obtain or enhance employment opportunities in the construction code industry. The program represents a unique and effective approach to educating and preparing qualified candidates to become employed in various code related professions. The Code Enforcement Career Development Program is an ideal choice for individuals from any occupational background desiring a career change, whether or not they have beginning or advanced skills in construction related fields. The CECDP provides a solid foundation of education and preparation for any number of related professions such as:

- A municipal inspector and plans examiner
- Working for a developer or design firm
- An insurance field inspector
- Employment with a lending institution verifying construction progress and completion, or
- An employee in a corporate safety or construction department

Program includes:

- Participation in all courses: Basic Code Enforcement, Blueprint Reading, Fire-Resistive Construction Requirements, Illinois Accessibility Code, International Residential Code, International Building Code, International Residential Code – Electrical, International Building Code – Plan Review, International Residential Code – Mechanical and Plumbing, International Property Maintenance Code, Understanding Building Department Basics, International Residential Code – Plan Review, International Energy Conservation Code, International Green Construction Code, Legal Aspects of Code Administration, Role of the Inspector, and more.
- Ongoing mentoring from highly qualified subject matter experts
- Two (2) week-long internships at a local municipality, as well as in-the-field learning days
- Paid admittance for two (2) ICC certification tests
- Basic job placement assistance



Disclosure Reporting Category	Code Enforcement Career Development Program
Number of students admitted in the program as of July 1 of this reporting period.	0
Number of additional students who were admitted in the program during the next 12 months and classified:	
New starts	3
Re-Enrollments	0
Transfers into the program from other programs at the school	0
Total number of students admitted in the program during the 12 month reporting period	3
Number of students enrolled in the program during the 12 month reporting period who:	
Transferred out of the program into another program at the school	0
Completed or graduated from a program	2
Withdrew from the school	1
Are still enrolled	0
Number of students enrolled in the program who were:	
Placed in their field of study	2
Placed in a related field	0
Placed out of the field	0
Not available for placement due to personal reasons	0
Not employed	0
Number of students who took a State Licensing Examination or professional certification examination during the reporting period	3
Number of students who took and passed a state licensing examination or professional certification examination during the reporting period	3
Number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	1
Average starting salary for all school graduated employed during the reporting period.	\$50,000



## Plumbing Apprenticeship Education Program (PAEP)

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A four year educational program structured to supplement an apprentice plumber's on-the-job training; **participants must successfully obtain apprenticeships with licensed plumbing contractors before participating in the Illinois Apprenticeship Program.**

This program prepares Illinois apprentice plumbers for the Illinois State Licensing Exam, and the wide range of technical experience expected of them throughout their careers. Each instructor affiliated with the Plumbing Apprenticeship Education Program is an Illinois Licensed Plumber with a broad range of field experience. The apprentice candidates' learning experience will be enhanced by the real-life knowledge and experience that the instructors bring to the academic and practical instruction sessions.

The Plumbing Apprenticeship Education Program course of study includes:

State of Illinois License Law, State of Illinois Plumbing Code, Practical Application of Codes and Standards, Blueprint Reading and Drawing, Construction Document Production and Permits, Hydrodynamic Theory, First Aid and Safety Procedures, Hands-on Shop Instruction and Practical Assembly Techniques, Industry Updates – Techniques and Materials, Construction and Plumbing Mathematics and Geometry, and Illinois Plumbing License Examination Preparation.

Building & Fire Code Academy charges a one-time fee of \$75 for the required course workbook. This workbook is used for the full four-year program. Students are also required to have a copy of the 2014 Illinois Plumbing Code.



Disclosure Reporting Category	Plumbing Apprenticeship Education Program
Number of students admitted in the program as of July 1 of this reporting period.	66
Number of additional students who were admitted in the program during the next 12 months and classified:	
New starts	35
Re-Enrollments	31
Transfers into the program from other programs at the school	0
Total number of students admitted in the program during the 12 month reporting period	66
Number of students enrolled in the program during the 12 month reporting period who:	
Transferred out of the program into another program at the school	0
Completed or graduated from a program	2
Withdrew from the school	12
Are still enrolled	54
Number of students enrolled in the program who were:	
Placed in their field of study	54
Placed in a related field	0
Placed out of the field	0
Not available for placement due to personal reasons	0
Not employed	1
Number of students who took a State Licensing Examination or professional certification examination during the reporting period	1
Number of students who took and passed a state licensing examination or professional certification examination during the reporting period	1
Number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	54
Average starting salary for all school graduated employed during the reporting period.	50,000.00

## Vocational Certificate Programs

The Building & Fire Code Academy offers certificate programs with flexible scheduling, encompassing up to 18 months, to assist individuals who wish to receive training aimed toward preparing for a career as a permit technician or code enforcement official, or for sharpening the skills of those already in the field.

Each certificate program combines discipline specific training with general code enforcement classes to prepare individuals for certification testing. These certificate programs will expand the skills of those currently employed in the inspection field as well as help prepare individuals who are considering entering into a code enforcement career.

All vocational certificate programs include required core courses: Building Department Basics, Basic Code Enforcement, Basic Blueprint Reading, Legal Aspects of Code Administration, Role of The Inspector, and a National Certification Exam Preparation.



Upon completion of these courses, a Vocational Program Certificate is awarded.

### Available Certificate programs:

#### Commercial Building Inspector

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Building Department Basics	International Building Code
Basic Code Enforcement	
Basic Blueprint Reading	
Legal Aspects of Code Administration	
National Certification Exam Prep	
Role of the Inspector	

#### Commercial Mechanical Inspector

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Building Department Basics	International Mechanical Code
Basic Code Enforcement	International Fuel Gas Code
Basic Blueprint Reading	
Legal Aspects of Code Administration	
National Certification Exam Prep	
Role of the Inspector	

**Permit Technician**


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Building Department Basics	International Building Code – Day 1
Basic Code Enforcement	International Building Code – Part 5
Basic Blueprint Reading	International Zoning Code
Legal Aspects of Code Administration	
National Certification Exam Prep	
Role of the Inspector	

**Property Maintenance Inspector**


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Building Department Basics	International Property Maintenance Code
Basic Code Enforcement	International Residential Code – Building
Basic Blueprint Reading	
Legal Aspects of Code Administration	
National Certification Exam Prep	
Role of the Inspector	

**Residential Inspector – Multi – Discipline**


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Building Department Basics	International Residential Code – Building
Basic Code Enforcement	International Residential Code – Mechanical
Basic Blueprint Reading	International Residential Code – Plumbing
Legal Aspects of Code Administration	International Residential Code – Electrical
Role of the Inspector	International Residential Code – Plan Review

**Residential Inspector – Single Discipline**


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Building Department Basics	<u>Electives – select 1 (one):</u>
Basic Code Enforcement	International Residential Code – Building
Basic Blueprint Reading	International Residential Code – Mechanical
Legal Aspects of Code Administration	International Residential Code – Plumbing
National Certification Exam Prep	International Residential Code – Electrical
Role of the Inspector	International Residential Code – Plan Review

<b>Disclosure Reporting Category</b>	<b>Commercial Mechanical Inspector</b>	<b>Commercial Building Inspector</b>	<b>Permit Technician</b>	<b>Property Maintenance Inspector</b>	<b>Residential Inspector - Multi-Discipline</b>	<b>Residential Inspector Single Discipline</b>
Number of students admitted in the program as of July 1 of this reporting period.	0	0	2	1	2	0
Number of additional students who were admitted in the program during the next 12 months and classified:						
- <i>New starts</i>	0	0	0	0	0	0
- <i>Re-Enrollments</i>	0	0	0	0	0	0
- <i>Transfers into the program from other programs at the school</i>	0	0	0	0	0	0
Total number of students admitted in the program during the 12 month reporting period	0	0	2	1	2	0
Number of students enrolled in the program during the 12 month reporting period who:						
- <i>Transferred out of the program into another program at the school</i>	0	0	0	0	0	0
- <i>Completed or graduated from a program</i>	0	0	0	0	1	0
- <i>Withdrew from the school</i>	0	0	0	0	0	0
- <i>Are still enrolled</i>	0	0	1	1	1	0
Number of students enrolled in the program who were:						
- <i>Placed in their field of study</i>	0	0	0	0	0	0
- <i>Placed in a related field</i>	0	0	2	0	0	0
- <i>Placed out of the field</i>	0	0	0	0	0	0
- <i>Not available for placement due to personal reasons</i>	0	0	0	0	0	0
- <i>Not employed</i>	0	0	0	0	0	0
Number of students who took a State Licensing Examination or professional certification examination during the reporting period	0	0	1	0	0	0
Number of students who took and passed a state licensing examination or professional certification examination during the reporting period	0	0	1	0	0	0
Number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	0	0	0	0	0	0
Average starting salary for all school graduated employed during the reporting period.	\$56,700	\$56,700	\$35,000	\$49,000	\$52,000	\$49,000

**Section 2 – Core Courses / Basic Courses**

*The Building & Fire Code Academy Catalog is the official source of the Academy's academic programs, policies, and procedures and is published annually by the Academy.*

**National Certification Prep Class** Clock hours: 6

Course Description/Learning Objectives: This one day course examines and discusses the basic layout of the International Family of Building Codes. Activities include being able to utilize the appropriate certification booklet to schedule, test and become certified, demonstrate how to properly use the table of contents, index and referenced standards of the International Codes to answer code questions, be introduced to and develop an understanding of test taking strategies related to taking multiple choice exams, and demonstrate how to properly identify “Key Word” and “Phrases” in a test question. The topics include the IPMC, IBC, IRC and PT certification tests.

Required Text: None

**Understanding Basic Blueprint Reading** Clock hours: 6

Course Description/Learning Objectives: This one day course outlines basic information which is on different sheets in a set of building plans. Class discussion includes explanation of the differences between plan view, sections, details, schedules. The student will be directed to find different types of information on building plans.

Required Text: None

**Understanding Basic Code Enforcement** Clock hours: 12

Course Description/Learning Objectives: This two day course examines and discusses code writing and adoption processes, as well as the different functions of a building department and how they interrelate to other agencies are defined and explained. Chapter 1 - Administration of the current International Building Code© is reviewed.

Required Text: International Building Code©, Basic Code Enforcement©

**Understanding Building Department Basics** Clock hours: 12

Course Description/Learning Objectives: This two day course sketches the basic functions and typical procedures of a building department, including types of regulations, zoning, planning, building codes, and local ordinances. This class will assist in developing skills needed to process citizen requests, plan submittals, and over-the-counter permits. Students are asked to provide two copies of the building department's forms, handouts and procedures to share and discuss with the class.

Required Text: None

**Understanding Fire Alarm Basics** Clock Hours: 12

Course Description/Learning Objectives: A two day course discussing code requirements for Fire Alarms and Emergency Voice Systems based on the International Building Code and NFPA 70 and 72. Students will evaluate the hardware and wiring requirements of system components, perform and review required calculations, identify initiating devices spacing requirements, and analyze acceptance testing and ongoing maintenance schedules.

Required Text: International Building Code, NFPA 70 and 72

**Understanding Fire and Life Safety Plan Review** Clock Hours: 30

Course Description/Learning Objectives: A five day course utilizing the FEMA program which is structured for fire prevention personnel. Students completing this course (examining 11 units identified by FEMA), in conjunction with Understanding the International Building Code© Parts I-III and Understanding the International Fire Code©, will be prepared for the ICC F3 Fire Plans Examiner certification test. Interactive discussion will include identification and examination of FEMA course objectives 1-20 as they correspond to municipal codes, standards, and plan reviews, the interpretation and evaluation of code requirements and plans in compliance with fire and safety standards, plan and code familiarity in reference to fire and life safety through discussion, and kinetic examples of plan review and applicable construction documentation.

Required Text: NFPA 101, Local Municipal Code and Amendments

**Understanding Fire Resistive Construction Requirements** Clock hours: 6

Course Description/Learning Outcomes: A one day training opportunity providing a comprehensive and detailed explanation of fire-resistive requirements as specified in the model building codes, and providing guidance on how to use the UL Fire Resistance Directory. Students will be given the tools to facilitate understanding of the regulations for firewalls, separation assemblies, and shaft enclosures, determine requirements to protect use groups, fire areas, and multi-story buildings, and information to locate specified designs in the UL Fire Resistance Directory for walls, floors, and roofs. Also covered in discussion and practice is UL's testing and certification process for fire-resistive assemblies. Valuable experience will be gained by using actual examples from the UL Fire Resistance Directory.

Required Text: International Building Code, UL Directories if available

**Understanding Illinois Accessibility Code:** Clock Hours: 12

Course Description/Learning Outcomes: This two day class will assist the inspector, plan reviewer, or designer in the proper use and application of the 2018 Illinois Accessibility Code. The unique format of the class uses the code to clarify requirements, a workbook to illustrate requirements, and photographs to show "what can go wrong". Sections of the code, administration and applicability, definitions, application in new buildings, existing buildings, and during renovation, will be covered.

Required Text: 2018 Illinois Accessibility Code

**Understanding Illinois Plumbing Code** Clock Hours: 12

Course Description/Learning Outcomes: This two day course conveys detailed explanations and a comprehensive look at the current edition of the Illinois Plumbing Code. Students will examine complex areas of code compliance while discerning logical and practical solutions to common application problems. Students will be given guidelines as to how judgment calls are made, and where/when the code is silent or appears ambiguous. Visual and physical presentations include: situations, installations, law, definitions, and regulations.

Required Text: 2014 Illinois Plumbing Code

*\*This course is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors.*

**Understanding Inspecting and Managing Special Events** Clock Hours 6

Course Description/Learning Objectives: This one day course concentrates on the fundamentals of building, electrical, plumbing, health, mechanical, fire, and site safety as it relates to special events occurring within a jurisdiction. This course will examine and discuss inspection and code requirements, including state requirements, for events such as farmers markets, carnivals, concerts, bike races, fun runs, fireworks, parades, fests and similar events.

Required Text: none



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**Understanding Inspecting Residential Fire Sprinklers Clock Hours 6**

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Course Description/Learning Objectives: This one day course examines the criteria used when inspecting a residential fire sprinkler system utilizing model code and applicable referenced materials, visual depictions, and potential deficiencies found during the inspection. The course will examine and utilize materials and installation procedures referenced by NFPA 13R & NFPA 13D as listed by the manufacturer for use in residential fire sprinkler systems, compare and contrast the International Building Code, International Residential Code, NFPA 13R, and NFPA 13D standards that affect the installation of residential fire sprinkler systems, and review and analyze the procedures of an onsite inspection for residential fire sprinkler systems. Required Text: None

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**Understanding International Building Code Clock hours: 36**

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Course Description/Learning Objectives: A six day training series developed for municipal inspectors and design professionals, this course administers comprehensive instruction and illustration of the use, application, intent and rationale of the International Building Code, and is recommended for gaining insight for plan review, inspections, and code application implemented during the design process. This course incorporates instructor led differentiated activities, instruction and discussion.

Students successfully completing the International Building Code course will be able to identify and relate insight needed to evaluate and execute plan review, inspection and code application during the design process, observe and participate in demonstrations and modeling of use, application, intent and rationale of the code in conjunction with instructor led differentiated activities, examine current Use and Occupancy, Fire-Resistive Rated Construction, Means of Egress, Special Occupancies and additional precluded chapters of the International Building Code.

Required Text: International Building Code®

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**Understanding International Building Code and ICC A117.1 Changes Clock Hours 12**

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Course Description/Learning Objectives: This two day class reviews the current changes for Accessibility, including the changes in the International Building Code and the applicable edition of ICC A117.1. Instructors will facilitate the location and reproduction of criteria for accessible dwelling units, summarization of expanded requirements for variable message signs, discuss the new requirements for recreational facilities, and examine the requirements for A117.1 and the Fair Housing Guidelines and the Americans with Disabilities Act.

Required Text: International Building Code® and A117.1

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**Understanding International Building Code - Plan Review Clock Hours: 12**

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Course Description/Learning Objectives: A two day program utilizing the International Building Code, this class provides hands-on tactical learning using plan examination by the student with instructor guidance. Class resources include special blueprints depicting commercial buildings - drawings include intentional errors and omissions to demonstrate the process of identifying code violations and oversights commonly found in construction documents. Students will be guided in application of the code to difficult situations so they can identify when/if conditions meet the intent of the code.

Required Text: International Building Code®

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**Understanding International Existing Building Code Clock Hours: 12**

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Course Description/Learning Objectives: A two day course designed to examine and evaluate requirements and classifications for repairs on existing, historic, and relocated buildings utilizing assigned point values calculated to rate fire safety, means of egress and general safety. Students will be instructed in determination of work classifications for repairs; level 1, 2, and 3 alterations, changes of occupancy, historic and relocated buildings, and calculation of compliance alternatives utilizing assigned point values to parts of existing buildings to rate fire safety, means of egress and general safety.

Required Text: International Existing Building Code® and International Building Code®

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**Understanding International Fire Code** Clock hours: 24

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Course Description/Learning Objectives: Essential for both building and fire inspectors, this four day class will discuss and assess the intent and rationale for the fire code requirements and the correlation between the fire code and building code. Also discussed are the general requirements for fire prevention in a building include emergency preparedness, building features used by the fire department during an emergency, general precautions against fire, building services, interior finishes and fire protection systems requirements. Means of egress requirements enforced by the fire inspector are explained in detail. The International Fire Code outlines the safety requirements for occupancy and operations in a building. This includes fire safety during construction, dry cleaning, flammable finishes, service stations, garages and flammable liquids. Requirements for storage and/or uses of materials and processes are reviewed.

Required Text: International Fire Code®

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**Understanding International Fuel and Gas Code** Clock Hours: 6

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Course Description/Learning Objectives: This newly expanded one day course covers basic and advanced concepts, principles, and applications required to knowledgeably implement code requirements during field inspections, and when conducting plan reviews for the International Fuel Gas Code, identify and distinguish materials needed and sizing of systems for gas piping installations, analyze and discern the design construction of chimneys, vents, and venting systems, and evaluate and apply general regulations as they pertain to appliance location, installation and combustion air provisions. A variety of pipe sizing and ventilation exercises will enhance the concepts being presented.

Required Text: International Fuel and Gas Code®

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**Understanding International Mechanical Code** Clock Hours: 12

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Course Description/Learning Objectives: Beginning with a pre –assessment of plan review, inspection, and design skill, this two day course will address basic and advanced concepts required to apply the use of the International Mechanical Code. Topics include: Administration, General Regulations, Chimneys and Vents, Ventilation and Exhaust, Appliances, Commercial Kitchen Exhaust, Boilers and Water Heaters, Duct Systems, Refrigeration and Combustion Air. Post course assessment will demonstrate your ability to generalize and implement the mechanical code, manufacturers' installation instructions and referenced standards to ensure code compliance.

Required Text: International Mechanical Code®

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**Understanding International Mechanical Code – Plan Review** Clock Hours: 6

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Course Description/Learning Objectives: A one day program utilizing the International Mechanical Code, this class provides hands-on tactical learning using plan examinations by the student with instructor guidance. Class resources include special blueprints depicting commercial buildings - drawings include intentional errors and omissions to demonstrate the process of identifying code violations and oversights commonly found in construction documents. Students will be guided in application of the code to difficult situations so they can identify when/if conditions meet the intent of the code.

Required Text: International Mechanical Code®

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**Understanding Illinois Plumbing Code - Drainage** Clock Hours: 4

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Course Description/Learning Objectives: This four-hour class will present basic and advanced concepts required to apply the Illinois Plumbing Code. Topics include the selection, use and appropriate connection of drainage system installation, drainage fixture units (DFUs), system sizing, sanitary wastes below sewer, and storm water drainage within a structure as approved in the 2014 Illinois Plumbing Code.

Required Text: Illinois Plumbing Code

*\*This course is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors.*

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**Understanding Illinois Plumbing Code - Fixtures** Clock Hours: 4

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Course Description/Learning Objectives: This four hour class will present basic and advanced concepts required to apply the International Plumbing Code. Topics include the selection, use and appropriate fixtures including shower receptors, food waste disposal units, floor/trench drains, pressure type water treatment units, and specialized fixtures as approved in the 2014 Illinois Plumbing Code.

Required Text: Illinois Plumbing Code

*\*This course is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors.*

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**Understanding Illinois Plumbing Code - Indirect Waste Piping and Special Piping** Clock Hours: 4

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Course Description/Learning Objectives: This four-hour class will present basic and advanced concepts required to apply the Illinois Plumbing Code. Topics include the selection, use and appropriate connection of indirect waste piping systems, air gaps, receptors and special waste systems and chemical waste as approved in the 2014 Illinois Plumbing Code.

Required Text: Illinois Plumbing Code

*\*This course is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors.*

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**Understanding Illinois Plumbing Code - Joints and Connections** Clock Hours: 4

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Course Description/Learning Objectives: This four-hour class will present basic and advanced concepts required to apply the Illinois Plumbing Code. Topics include types of joints, the use of special joints, joint unions, increasers and reducers, and prohibited joints and connections, all in compliance with the 2014 Illinois Plumbing Code.

Required Text: Illinois Plumbing Code

*\*This course is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors.*

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**Understanding Illinois Plumbing Code - Plan Review** Clock Hours: 6

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Course Description/Learning Objectives: This one-day class will present basic and advanced concepts required to apply the Illinois Plumbing Code in plan review. Topics include: administration, general regulations, fixtures, accessibility, water supply & distribution, sanitary drainage, vents and storm drainage.

Required Text: Illinois Plumbing Code

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**Understanding Illinois Plumbing Code - Traps and Cleanouts** Clock Hours: 4

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Course Description/Learning Objectives: This four-hour class will present basic and advanced concepts required to apply the Illinois Plumbing Code. Topics include the selection, use and appropriate connection of the wide variety of plumbing traps and cleanouts, cleanout equivalents, and acid-proof traps approved in the 2014 Illinois Plumbing Code.

Required Text: Illinois Plumbing Code

*\*This course is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors.*

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**Understanding Illinois Plumbing Code - Vents and Venting** Clock Hours: 4

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Course Description/Learning Objectives: This four hour course will examine the principals and methods of venting as it relates to the Illinois Plumbing code as observed in homes and business and newly designed venting systems, evaluate and interpret proper venting procedures, and utilize composite drawings and photos to analyze and discriminate correct venting installation.

Required Text: Illinois Plumbing Code®

*\*This course is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors.*

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**Understanding Illinois Plumbing Code - Water Supply/Distribution** Clock Hours: 4

Course Description/Learning Objectives: This four-hour class will present basic and advanced concepts required to apply the Illinois Plumbing Code in plan review. Topics include separation of water service and sewer, interconnectivity between hot and cold water supply piping systems and the individual fixtures, appliances and devices that are supported by those systems, pipe sizing, reclaimed water systems and overflow systems as approved in the 2014 Illinois Plumbing Code.

Required Text: Illinois Plumbing Code

*\*This course is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors.*

**Understanding International Property Maintenance Code** Clock Hours: 12

Course Description/Learning Objectives: In this two day course, inspection principles and techniques are demonstrated to communicate the intent and rationale at the forefront of property maintenance. Included in the curriculum are those portions of the International Residential Code® which may be referenced during property maintenance inspections as well as minimum requirements for plumbing and mechanical systems are illustrated in addition to basic fire safety requirements.

Students completing this course will be successful in summarizing the applicable code, intent and requirement, identify possible and/or existing code violations in the case studies, properly calculate the square footage of a room to determine compliance with occupancy limitations, discuss how code requirements are applied to field inspections, and establish solutions to code inspection problems.

Required Text: International Property Maintenance Code®, International Residential Code®

**Understanding International Residential Code** Clock Hours: 18

Course Description/Learning Objectives: A three day program based on the International Residential Code®, students will have the opportunity to assimilate the use and application of basic building planning requirements for wall, floor, ceiling, roof framing, and materials, interpretation graphs located in the IRC determine climactic and geographic design criteria for their region. In addition to the first 10 chapters of the Code, students will use a well-illustrated workbook that provides examples of common code situations with practical problem-solving applications, illustrate minimum requirements related to residential building planning, design, and construction, and devise minimum egress and emergency rescue opening requirements. Instructors will emphasize intent and rationale while working with difficult or unusual field situations, assisting students in distinguishing alternatives that satisfy the overall objective.

Required Text: International Residential Code®

**Understanding International Residential Code -Electrical** Clock Hours: 12

Course Description/Learning Objectives: Utilizing realistic examples, this two day course incorporates the basic requirements for a single-family electrical system- based on the Electrical Chapters of the International Residential Code®. Topics include electric service, grounding, circuit requirements, receptacle locations, and specific information on appliances are given, in addition to types of electrical wiring systems. Students will perform a service calculation, size feeders and service conductors, be guided in over current protection requirements, and solve conduit-fill and box-fill problems. This course is designed for all students regardless of their previous level of electrical knowledge.

Required Text: International Residential Code®

**Understanding International Residential Code -Mechanical** Clock Hours: 12

Course Description/Learning Objectives: This two day class separates and defines the mechanical requirements of the International Residential Code®. The workbook illustrates the code requirements for the proper installation of mechanical systems in residential buildings, code requirements for furnaces, combustion air, gas piping, and proper installation of different types of residential appliances. In addition, time is given to venting and fuel gas requirements for residential mechanical systems. Students will problem solve calculations to determine code compliance for these systems

Required Text: International Residential Code®

**Understanding International Residential Code - Plan Review** Clock Hours: 12

Course Description/Learning Objectives: This two day course instructs students in performance of plan reviews based on the International Residential Code®. Instruction includes applicability of the code, building planning, room areas, heights and stairways, foundations and floors, and wall and roof construction. Plans for different single-family homes and town homes are used to illustrate the steps in performing plan reviews.

Required Text: International Residential Code®

**Understanding International Residential Code – Plumbing** Clock Hours: 6

Course Description/Learning Objectives: The residential one day plumbing code class has been expanded to provide a detailed review of the code as it relates to residential plumbing systems. The course reviews requirements for drain, waste, vent, and water systems. Description of the installation of equipment such as sinks, water closets, dishwashers, and specialized bathing appliances such as spas, are provided. There will be opportunities for students to work through detailed problems in hands-on situations to determine code compliance.

Required Text: International Residential Code®

**Understanding International Solar Energy Provisions** Clock Hours: 6

Course Description/Learning Objectives: A one-day training series predetermined for municipal inspectors and design professionals. This course administers comprehensive instruction and illustration of the use, application, intent and rationale of the 2021 International Solar Energy Provisions, and is recommended for gaining insight for plan review, inspections, and code application implemented during the design process. This course incorporates instructor led differentiated activities, instruction and discussions that will assist in the evaluation and execution of plan review, inspection and code application to Solar Energy systems as well as the examination of Solar thermal, auxiliary systems, photovoltaic systems and other alternate compliance provisions.

Required Text: 2021 International Solar Energy Provisions©

**Understanding International Swimming Pool and Spa Code** Clock Hours: 6

Course Description/Learning Objectives: This one day class, based on the International Swimming Pool and Spa Code (ISPSC), will illustrate how to interpret ANSI/APSP-7 2006 in the design and performance criteria of circulating systems, including components and devices to protect against entrapment and updates on fencing and barrier requirements. Included in discussion is diving requirements, sanitizing equipment, general design, pumps, filters, suction fittings, interpretation of code requirements for proper installation of required safety barriers and fences, lighting and decks, the criteria for the design manufacturing and testing of on ground storable pools for residential use, and requirements for issues incidental to swimming pools installations such as deck requirements, electrical fixtures, mechanical circulation, water supplies and disposal. Specifications for the design equipment installation signage, accessibility for Aquatic Recreation Facilities and the rehabilitation of pools for aquatic play will be also reviewed.

Required Text: International Swimming Pool & Spa Code®

*\*This course is on the list of classes approved by the Illinois Department of Public Health for continuing education for Illinois licensed plumbers and plumbing inspectors.*

**Understanding International Zoning Code** Clock Hours: 6

Course Description/Learning Objectives: This one day class will address terminology, concepts and principles of the IZC including the administration, land uses, district classifications, sign and conditional use designations of the zoning code, and uses real-life situations, examples and case studies. Students will have the opportunity to work through detailed code compliance problems and zoning plan approvals in hands-on situations through the use of actual municipal zoning codes and maps.

Required Text: International Zoning Code®

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**Understanding Legal Aspects of Code Administration** Clock Hours: 6

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Course Description/Learning Objectives: Based on the 2017 edition of Legal Aspects of Code Administration, this one day course studies the terminology, concepts, and principles of legal issues that affect code officials in the administration of their duties. This course will give the code official, architect, or contractor a baseline in legal concepts related to the model codes. Comparisons in distinction between local, state, and federal law, and the impact that each has on the establishment and enforcement of the model codes will be noted and discussed. The class will focus on the three main law concepts that the code official encounters: administrative, constitutional, and property law liability. Further discussion will take place on International and Negligent Wrongdoing and Immunities.

Required Text: Legal Aspects of Code Administration, 2017 Edition.

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**Understanding Small Project Plan Review** Clock Hours: 12

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Course Description/Learning Objectives: This two day course invites discussion and facilitation of small project submittals, reviews, procedures, checklists, and follow-up. Projects explored include: decks, sheds, porches, concrete flat work, driveways, lawn irrigation systems and patio covers. The relationship between submittal, review, inspection and compliance will be investigated. Upon completion of the course, participants will demonstrate their knowledge through assessments in completion of small project plan reviews.

Required Text: None

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**Understanding the Role of the Inspector** Clock Hours: 6

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Course Description/Learning Objectives: This one day course examines the multi-faceted role of the inspector in today's ever changing environment. Students will deliberate insight and guidance toward being an effective inspector, including thorough inspections without going beyond the responsibilities of the position, area safe buildings, the approach to inspections, customer service, working as part of a team, working independently, determining the appropriate action, proper communication and surviving in a municipal environment as well as model and emulate essential soft skills outlined and generalized for purposes in ensuring safe code-compliant buildings. The student should bring to class their easiest inspection assignment and their toughest inspection assignment and be prepared to verbally analyze and demonstrate through role-play and discussion, the non-technical traits and behaviors identified in the job duties of the inspector.

Required Text: None

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**Section 3 Specialty Courses**

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**Training the Trainer** Clock Hours: 9

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Course Description/Learning Objectives: A 9 hour exploration of trainer roles, both as an instructor and as an expert, will be discussed, including identification, comparing, and utilization of instructor and student learning/teaching styles in order to meet the needs of student and trainer, the ability to recognize potential behavioral issues within the classroom setting, analyze the how the issue will affect the class as a whole, identify and implement a behavioral strategy be suited to the needs of students and instructor, and most importantly, utilize formal and informal assessments to determine student readiness, comprehension, and ability to synthesize instructor taught information.

Required Text: None

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**Understanding Ethics for the Code Official** Clock Hours: 6

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Course Description/Learning Objectives: This one day class will discuss the application of moral principles, standards of behavior, and values relating to proper conduct in the workplace. Through interactive role play, students will discuss ethics as it applies to relationships between Management/Supervisors, colleagues/employees, and customers alike. Communication will be examined as the key ingredient amongst management, employees, and customers, and its effect on promoting relationships that are based on honesty and integrity.

Required Text: None

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**Understanding Fire Inspection for shift Firefighters** Clock Hours: 6

Course Description/Learning Objectives: This one day class will provide students with fundamental knowledge and skills to conduct fire inspections based on recognized fire codes and standards. The use of inspection pre-checklists will also be discussed for use in the field on aged buildings.

Required Text: None

**Understanding Fire Sprinklers - Commercial** Clock Hours: 6

Course Description/Learning Objectives: A one day course that describes the process of conducting commercial fire inspections utilizing the provisions and requirements of the International Fire Code©. Students utilize checklists for performing commercial fire inspections as a means of determining whether the materials, design, construction, installation and location of building components are in compliance with the code.

Required Text: International Fire Code©, International Building Code©

**Understanding Hoods and Ducts** Clock Hours: 6

Course Description/Learning Objectives: This one day class utilizes the mechanical fuel gas code, the fire code and NFPA 17A as the requirements for the design and construction of ducts, hoods, suppression systems and make-up air.

Required Text: International Mechanical Fuel Gas Code©, NFPA 101©, International Fire Code©,

**Understanding International Building Code - Advanced Code Problem Solving** Clock Hours: 6

Course Description/Learning Objectives: A one day course that distinguishes relevant conduct of hazard analysis in a difficult situation involving a non-typical code enforcement issue, solutions to difficult or non-typical code violations and illustration of the appropriate action to address the situation, evaluation of results from taking action in difficult code enforcement applications and how those decisions will affect the short, medium and long-term impact to the stakeholders, and recognition and interpretation of existing ordinances and regulations in effect by the municipality and how those regulations may be used to support the action taken to address difficult situations.

Required Text: None

**Understanding Managing Distressed Properties** Clock Hours: 6

Course Description/Learning Objectives: This one day class will discuss the economic and social reasons behind the increase in distressed properties, the utilization of resources available for identifying the responsible party, and the effective identification and documentation of the distressed property. Students will utilize actual case studies to discuss and determine effective strategies for successful management of property maintenance violations.

Required Text: None

**Understanding NFPA 101** Clock Hours: 12

Course Description/Learning Objectives: This two day class will assist students to successfully determine the basic requirements of the Life Safety Code relating to administration, definitions, general requirements, performance-based options, occupancy classifications, means of egress, fire protection, building service equipment and interior finishes. Requirements of the occupancy chapter are illustrated in case studies.

Required Text: NFPA 101©

**Understanding Performing Fire Inspections** Clock Hours: 6

Course Description/Learning Objectives: A one day course designed for the new Fire Inspector, this class outlines the variety of codes that are utilized during fire inspections.

Required Text: International Fire Code©, International Building Code©

**Understanding the International Energy Conservation Code** Clock Hours: 12

Course Description/Learning Objectives: This two day class will outline when the IECC applies to a building and list mandated requirements, including the minimum building insulation requirements, calculate the minimum efficiency ratios for mechanical equipment, explain and list fenestration requirements based on designated climate zones, match any county in the country to the correct climate zone, and identify code compliant materials used in energy systems. The requirements for residential versus commercial systems will be discussed with active application of the code to plan review and inspections, including alternative methods.

Required Text: International Energy Conservation Code©

**Understanding Wall Bracing in the International Residential Code** Clock Hours: 6

Course Description/Learning Objectives: This one day class will assist students to successfully identify and examine wood wall bracing systems, types of loads on a building, and other alternate compliance provisions as well as provide insight needed to evaluate and execute plan review, inspection and code application to Wood Wall Bracing systems. Class activities will include observing and participating in demonstrations and modeling of use, application, intent and rationale of the code in conjunction with instructor led differentiated activities.

Required Text: International Residential Code©

**Section 4 Courses by Subject Matter**

Building & Fire Code Academy is proud to be a preferred provider for International Code Council (ICC) and works diligently to provide current educational information for inspectors and design professionals to stay updated on various aspects of building design, construction, use, and fire codes, specifically the ICC code books that are updated every three years.

The following tables reflect all courses available by construction discipline and the correlating International Code Council (ICC) year. All classes are currently being developed and reviewed to reflect the proposed changes to the 2024 Edition of the ICC Code Books. The newly updated classes will be available starting in the spring of 2025.

Discipline	Course	2021	2018	2015	2012	2009
Building	Understanding the International Building Code	*	X	X	X	X
	Understanding the International Building Code Plan Review	*	X	X	X	X
	Understanding the International Property Maintenance Code	*	X	X	X	X
	Understanding the International Residential Code – Building	*	X	X	X	X
	Understanding the International Residential Code Plan Review	*	X	X	X	X
	Understanding the International Zoning Code	*	X	X	X	X
	Understanding Small Project Plan Review	*	X	X	X	X

Discipline	Course	2021	2018	2015	2012	2009
Electrical	Understanding the International Residential Code - Electrical	*	X	X	X	X

Discipline	Course	2021	2018	2015	2012	2009
Mechanical	Understanding the International Fuel Gas Code	*	X	X	X	X
	Understanding the International Residential Code - Mechanical	*	X	X	X	X
	Understanding the International Residential Code - Mechanical Plan Review	*	X	X	X	X

Discipline	Course	2021	2018	2015	2012	2009
Plumbing	Understanding the Illinois Plumbing Code		*	X	X	X
	Understanding the International Plumbing Code Plan Review		*	X	X	X
	Understanding the International Residential Code – Plumbing	*	X	X	X	X
	Understanding the International Swimming Pool & Spa Code	*	X	X	X	X

Discipline	Course	2021	2018	2015	2012	2009
Energy & Sustainability	Understanding the Building Science & Residential Energy Code	*	*	X	X	
	Understanding the International Energy Conservation Code - Commercial	*	*	X	X	X

Discipline	Course	2021	2018	2015	2012	2009
Fire Codes & Inspections	Understanding Basic Fire Inspections	*	*	X	X	X
	Understanding Fire Alarms	*	*	X	X	X
	Understanding Fire Sprinklers	*	*	X	X	X
	Understanding Fire & Life Safety Plan Review	*	*	X	X	X
	Understanding Fire Inspections for Shift Firefighters	*	*	X		
	Understanding Fire Sprinklers - Commercial	*	*	X		
	Understanding Hoods and Ducts	*	*	X	X	
	Understanding Illinois Accessibility Code		*	X	X	
	Understanding Inspecting and Managing Special Events	*	*	X	X	X
	Understanding the International Building Code	*	*	X	X	X
	Understanding the International Property Maintenance Code	*	*	X	X	X
	Understanding the International Residential Code – Building	*	*	X	X	X
	Understanding and Managing Distressed Properties	*	*	X	X	
	Understanding NFPA 101	*	*	X	X	X
	Understanding Performing Fire Inspections	*	*	X	X	
	National Certification Test Preparation – IBC, IPMC, Accessibility	*	*	X	X	X

Discipline	Course	2021	2018	2015	2012	2009
Specialty Courses	Understanding Ethics For the Code Official	*	*	X	X	
	Train the Trainer	*	*	X	X	
	Understanding the International Energy Conservation Code	*	*	X	X	X
	Understanding International Building Code – Advanced Code Problem Solving		*	X	X	

## Section 5 - Schedule of Tuition, Fees and Charges

The Dean's Office is available to guide students their journey at Building & Fire Code Academy, including goal setting, academic program selection, academic planning, registration, and much more. We are one of your best resources!



**Code Enforcement Career Development Program**

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Tuition :	\$ 12,900.00
Books:	\$ 1,600.00
Lab Fees/Assessments:	\$ 1,850.00
Registration fee (non-refundable):	\$ <u>250.00</u>
Total Cost for Course:	\$ 16,600.00

**Plumbing Apprenticeship Education Program**

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Tuition:	\$ 605.00
Books:	\$ 75.00
Lab Fees/Assessments:	\$ 20.00
Registration fee (non-refundable) :	\$ <u>25.00</u>
Total Cost <b>Per Term</b> :	\$ 725.00

**Vocational Certificate Programs****Commercial Mechanical Inspector**

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Tuition:	\$ 2,421.00
Books:	\$ 461.00
Lab Fees/Assessments:	\$ 350.00
Registration Fee (non-refundable):	\$ <u>250.00</u>
Total Cost for Course:	\$ <u>3,482.00</u>

**Commercial Building Inspector**

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Tuition:	\$ 2,782.00
Books:	\$ 405.00
Lab Fees/Assessments:	\$ 350.00
Registration Fee (non-refundable):	\$ <u>250.00</u>
Total Cost for Course:	\$ <u>3,787.00</u>

**Illinois Commercial Plumbing Inspector (Not Available at This Time)**

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Tuition	\$ 2,160.00
Books	\$ 215.00
Lab Fees/Assessments:	\$ 350.00
Registration Fee (non-refundable):	\$ <u>250.00</u>
Total cost for course	\$ <u>2,978.00</u>

**Permit Technician**

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Tuition	\$ 1,916.00
Books	\$ 414.00
Registration fee (non-refundable)	\$ 250.00
Lab Fees/Assessments:	\$ <u>350.00</u>
Total Cost for course:	\$ 2,930.00

**Property Maintenance Inspector**

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Tuition	\$ 2,071.00
Books	\$ 446.00
Lab Fees/Assessments:	\$ 350.00
Registration Fee (non-refundable)	\$ <u>250.00</u>
Total Cost for course	\$ <u>3,117.00</u>

**Residential Inspector – Multi Discipline**

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Tuition	\$ 3,261.00
Books	\$ 404.00
Registration Fee (non-refundable)	\$ 250.00
Lab Fees/Assessments:	\$ <u>350.00</u>
Total Cost	\$ 4,265.00

**Residential Inspector – Single Discipline**


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Tuition	\$ 2,561.00
Books	\$ 404.00
Lab Fees/Assessments:	\$ 350.00
Registration Fee (non-refundable)	\$ <u>250.00</u>
Total Cost	\$ 3,565.00

**Core Classes**

Understanding Basic Code Enforcement (two day class)	\$ 380.00
Understanding Basic Blueprint Reading (one day class)	\$ 195.00
Understanding Building Department Basics (two day class)	\$ 380.00
National Certification Test Preparation Class (one day class)	\$ 195.00
Understanding Legal Aspects of Code Enforcement (one day class)	\$ 195.00
Understanding the Role of the Inspector (one day class)	\$ 195.00

**Specialty Classes**

Understanding Ethics in the Workplace (one day class)	\$ 195.00
Understanding Fire Inspection for shift Firefighters (one day class)	\$ 195.00
Understanding Fire Sprinklers – Commercial (one day class)	\$ 195.00
Understanding the International Building Code -Advanced Code Problem Solving (one day class)	\$ 195.00
Understanding Kitchen Hoods and Ducts (one day class)	\$ 195.00
Understanding Managing Distressed Properties (one day class)	\$ 195.00
Understanding Performing Fire Inspections (one day class)	\$ 195.00
Understanding NFPA 101 (two day class)	\$ 380.00
Understanding Wall Bracing in the International Residential Code (one day class)	\$ 195.00
Inspecting and Managing Special Events (one day class)	\$ 195.00

## Cancellation and Refund Policies

Tuition Reimbursement Scale/Cancellation Policy/Withdrawal Procedure:

1. Student application and registration fee is not refundable.
2. Any student applying for a program that is discontinued by the Academy shall receive a complete refund of all fees and/or tuition paid, including the application/registration fee. It is the policy of Building & Fire Code Academy to issue refunds in a prompt manner. To expedite the refund process, students should give written notification to Building & Fire Code Academy (in person, via email, or by registered mail) of their intention to withdraw from a program. However, written notification of withdrawal as a condition for making refunds is not mandatory.
3. If no notification of withdrawal is received and a student has had an unexplained absence of five (5) or more consecutive class days, Building & Fire Code Academy shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.
4. Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance; Building & Fire Code Academy shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal.
5. In all instances, refunds shall be based on and computed from the last day of attendance.
6. Any unused portion of a book fee shall be refunded

## Section 6 Student success data (Section 37 of the Act)

Student Success Data is found in the Disclosure Statement found on Page 14.

## Section 7 Statement of Accreditation Status

The Building & Fire Code Academy is an approved provider by the International Association for Continuing Education and Training (IACET): 1760 Old Meadow Road, suite 500, McLean, VA 22102, as well as an (AIA) American Institute of Architects continuing education course provider.

*Building & Fire Code Academy is not accredited by an accrediting body recognized by the U.S. Department of Education.*

## Section 8 Transferability of Certificates and Credits

Building & Fire Code Academy does not guarantee the transferability of credits to another school, college or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

## Section 9 1095.240 Disclosure Statements

Disclosure Reporting Category	Commercial Mechanical Inspector	Commercial Building Inspector	Permit Technician	Property Maintenance Inspector	Residential Inspector - Multi-Discipline	Residential Inspector - Single Discipline
Number of students admitted in the program as of July 1 of this reporting period.	0	0	2	0	2	0
Number of additional students who were admitted in the program during the next 12 months and classified:						
- <i>New starts</i>	0	0	2	0	0	0
- <i>Re-Enrollments</i>	0	0	0	0	0	0
- <i>Transfers into the program from other programs at the school</i>	0	0	0	0	0	0
Total number of students admitted in the program during the 12 month reporting period	0	0	2	0	2	0
Number of students enrolled in the program during the 12 month reporting period who:						
- <i>Transferred out of the program into another program at the school</i>	0	0	0	0	0	0
- <i>Completed or graduated from a program</i>	0	0	2	0	2	0
- <i>Withdrew from the school</i>	0	0	0	0	0	0
- <i>Are still enrolled</i>	0	0	0	0	0	0
Number of students enrolled in the program who were:						
- <i>Placed in their field of study</i>	0	0	2	0	0	0
- <i>Placed in a related field</i>	0	0	0	0	0	0
- <i>Placed out of the field</i>	0	0	0	0	0	0
- <i>Not available for placement due to personal reasons</i>	0	0	0	0	0	0
- <i>Not employed</i>	0	0	0	0	0	0
Number of students who took a State Licensing Examination or professional certification examination during the reporting period	0	0	2	0	2	0
Number of students who took and passed a state licensing examination or professional certification examination during the reporting period	0	0	2	0	2	0
Number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	0	0	0	0	0	0
Average starting salary for all school graduated employed during the reporting period.	\$67,700	\$67,700	\$35,840	\$67,700	\$67,700	\$67,700

## Section 10 Complaints Statement

Building & Fire Code Academy emphasizes the development and appreciation of education and is committed to treating every member of its community with dignity, justice and respect fostering a positive learning environment and providing quality service.

Complaints or concerns that a policy or procedure has been incorrectly or unfairly applied can often be resolved through an initial conversation with the staff, faculty member or Dean of Education.

Students wishing to file a complaint to the Illinois Board of Higher Education should send a detailed account of the complaint along with supporting documents, a description of what you and the institution have done to attempt to rectify the complaint, state your desired resolution, and specifically give the IBHE permission to forward your complaint on to the institution. The complaint is then submitted online at [www.ibhe.org](http://www.ibhe.org).

Additional information regarding the complaint process can be obtained by contacting the Board at:

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1. N. Old State Capitol Plaza, Suite 333  
Springfield, IL 62701  
Phone Number: (217) 782-2551  
Fax Number: (217) 782-8548