

High School Technical Training Program (HSTTP) Beginning Steps

1. Determine if your technical school that would benefit from an industry recognized certificate.
2. Contact your local building officials and determine which year of the IRC code has been adopted in your local jurisdiction.
3. Apply for a school membership by submitting an ICC membership application. When applying for the school's membership, indicate who will be the point of contact with ICC (usually the instructor) on the application. An annual [ICC school membership](#) is \$150.00 and allows schools to purchase [student memberships](#) for \$25.00 each.
4. An ICC student membership includes a onetime complimentary IRC soft cover codebook, the 30-question final exam and the Certificate of Completion upon passing the final exam. For convenience, all student applications should have the school's mailing address as the shipping address to ensure all materials arrive at the school. Instructors can distribute the codebooks and related information.
5. Submit all membership applications to ICC Member Services Specialists Teresa Morse (tmorse@iccsafe.org) or Deborah Dison (ddison@iccsafe.org).
6. Order IRC Study Companions. Some schools allow students to share Study Companions, while others purchase one for each student. Instructors can order Study Companions online after purchasing their school's ICC membership. Study Companions are available at a member price of \$48.50 each; additional discount applied to group orders. The school can use the Study Companion for multiple years, reducing future curriculum cost.
7. When the schools instructors feel their students are ready for the final exam, contact Jim Ellwood at jellwood@iccsafe.org. Instructors can receive a copy of each final exam for each discipline: building, mechanical, plumbing, electrical, masonry and energy. Instructors make the necessary copies and are to collect all exams upon completion. Students are not permitted to keep exams after testing. Students that score 70% or better will receive a Certificate of Completion.
8. Submit all names and scores of students taking each exam to jellwood@iccsafe.org to receive certificates. Instructors will receive all certificates to distribute to students. All scores are retained for documenting program progress.