



## Membership – a Great Investment!

Each PENNBOC region offers several training events throughout the year. These events present timely training that usually earns ICC's PPP CEUs. L & I recognizes all PENNBOC-awarded CEUs.

Members in Regions 2 and 5 tell us they can satisfy all of the continuing requirements simply by attending bi-monthly meetings with associated training sessions.

With the addition of a two-day Spring Training Event in 2017, and the Annual Conference in the fall, members could participate in as many as forty CEU-earning training hours!

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## Board Raises Dues

When it adopted the 2017 budget, the Board of Directors increased the dues for Active and Associate members to \$85. This affects nearly 98% of all PENNBOC members. The Student member and Corporate member dues rates were left unchanged.

Coupled with the increase is a provision whereby any PENNBOC member may receive a \$25 discount when they attend *either* the 2017 Annual Conference in September in State College or the Spring Training event in May in Washington, PA.

Dues bills reflect the new dues rates as well as the Student member category. Registration materials for the Spring Training Event and the Annual Conference will have instructions on how to apply the \$25 dues transfer credit.

## Student Members

Created in early 2016, the Student member category is designed to encourage full- or part-time students enrolled in a technical curriculum at the high school or college level to get to know codes in the earliest stages of their vocational training. Student dues are \$15 per year.

## Quantity Discounts

The Quantity Discount was left in place with minor changes. Details are on the next page.

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## Verify The Contact Information On Your Dues Bill

Check your contact information on your dues bill and correct it as needed. Without correct information, *you will miss out on PENNBOC communications!*

## Choose the Right Member Class

**Active** – To be an active member, your primary duties must be the enforcement and/or development of building codes, related statutes, and ordinances. You are employed by a municipality (township, borough, city, county or a group of them or a COG) or the Commonwealth of Pennsylvania, or you are an independent contractor or employed by a corporation or business which is under contract to provide code enforcement services. In these situations, *YOU, as an individual*, are specifically designated as the municipal Building Code Official or Construction Code Official.

Large employers are reminded to take advantage of PENNBOC's **Quantity Discount Program** for their Active members. The QDP is discussed on the next page.

**Associate** – An associate member is an individual who does not meet the requirements of an Active member. Associate members have no voting privileges.

**Student** – If you attend school, at any level, studying building trades, design, construction or fabrication, you qualify for student membership.

## Member Classes

**Corporate** – The corporate member category is for commercial (for-profit) entities with an interest, indeed a commitment, to the issues of importance to the code community. *Individuals and municipalities cannot be corporate members.* Those concerned with the code adoption process, the products which code officials encounter in their day-to-day “enforcement” activities, and the products employed in the tasks of code enforcement would also find this classification of interest.

Corporate members may designate up to three individuals to serve on committees, participate in discussions and attend PENNBOC events at the event’s member rate. Corporate members have no voting privileges. Representatives are named when dues are paid and may be changed once during the dues year.

**The corporate member category is not open to an enterprise that provides code enforcement services or to municipal employers.**

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## QUANTITY DISCOUNTS!

Eligibility is automatic starting with the sixth **Active** Member. It is available to *employers, including governmental bodies, i.e., a city, county, borough, township or COG, or any third-party entity.*

No matter the discipline – building, housing, property management, fire, electrical, land development or zoning, *all employees across all disciplines are eligible for the QDP as long as they also qualify for Active membership.*

Employees who work across organizational units such as planning, zoning, health, and emergency response are eligible. They may work in different locations or offices.

It is the employer’s responsibility to calculate and submit the proper amount. Refunds will not be issued if the full member rate is submitted.

### Requesting a QD is Easy!

1. You or an administrative support person should gather and combine all dues renewal and/or new member applications for processing as a group.
2. Create a list of all **Active Member** candidates. The first five pay \$85/member. The remainder pay \$55/member.
3. Create a list of all **Associate Member** candidates. All on this list pay \$85/member.
4. Determine the total due for both groups combined.
5. Mail or fax *all* of the following to PENNBOC in a single submittal:
  - All individual dues bills
  - Summary sheet
  - Payment for Total Due
  - For credit card payments, use one of the CC forms enclosed with the dues bills.

**“But, What If** – through the year we get more employees?”

If the number of additional **Active** members will bring the total number of **Active members** above 5, then the dues for each additional member needed to reach the five member threshold is \$85. For each **Active member** over the fifth, the dues is \$55 per person.

If you already have some 2017 QDP members, the dues rate for the additional members is \$55 per person.

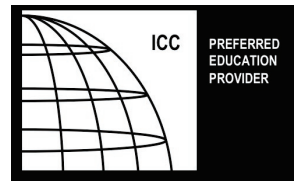
Follow the instructions above for payment processing.

If you are unsure, contact PENNBOC for friendly help!

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## ICC Again Raises PPP CEU Bar again

As 2016 drew to a close, the ICC modified its Preferred (Training) Provider Program.



The proportion of PPP CEUs used to satisfy ICC’s credentialing program has been increased.

Through late 2016, PENNBOC has shepherded nearly 80 training events through the PPP program, and all were approved as submitted!

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## Thank You!

PENNBOC is the municipal code officials’ only statewide voice in Harrisburg. PENNBOC continues to educate the Legislature, the Department of Labor and Industry, and others to present the Code Community’s perspectives.

*Thanks for choosing membership!*



4902 Carlisle Pike • #269  
Mechanicsburg, PA 17050-3079

Enter name, employer, job title,  
address, etc. in rectangle below.  
Provide info requested at right.  
Work through lines 1 - 4 then fol-  
low payment instructions.

**Please help us verify/update our records.**

Contact phone #

Fax

**†If you do not wish to receive faxes from PENNBBC, please cross out your fax #.**

E-mail

**If you do not provide an email address, you will miss important messages from PENNBBC.**

Address to the left is my :

Home address       Work address

To download a Form W-9, go to  
[www.pennboc.org/forms.html](http://www.pennboc.org/forms.html)

## New in 2017

Please see the enclosures for an explanation of Member Categories & Quantity Discounts

Answer these questions to determine your member classification and dues amount.

1. Is your employer a municipality, i.e., a city, borough, township, county or COG? If N, go to # 2. If Y, go to A.
  2. Do you, through your employer, provide code enforcement or code administration to a municipality? If N, go to B. If Y, on the line below name the municipality that named you individually, i.e., not your employer, as their code officer.  
\_\_\_\_\_ Now, go to A.
  3. Do you attend school at any level studying building trades, design, construction or fabrication? If Y, name the school on this line. \_\_\_\_\_ Now, go to C.
  4. Do you represent a business that has interests in the code community and code enforcement but *do not provide code services* to any municipality? If Y, go to D. If N to 1, 2, 3 or 4, contact PENNBBC for more information.
- A. You are an **"Active"** member. Your dues is \$85. Enter \$85 on Line E.  
 B. You are an **"Associate"** member. Your dues is \$85. Enter \$85 on Line E.  
 C. You are a **"Student"** member. Your dues is \$15. Enter \$15 on Line E.  
 D. Your business is a **"Corporate"** member. Your dues is \$100. Complete F and enter \$100 on Line E.  
 E. **Circle as applicable: A, B, C or D. Now, enter the corresponding dues amount on this line.**  
 \$ \_\_\_\_\_
- F. Confirm your preferred contact person's information above. List your corporate member representatives below:

\_\_\_\_\_ Name & email address

\_\_\_\_\_ Name & email address

\_\_\_\_\_ Name & email address

**Payment Method Selection** You may pay single or multiple individual members' dues by check or credit card.

**To make a single payment for one individual, pay the amount you entered on Line E.** Combine this form with either a check payable to PENNBBC or a completed credit card payment form. Mail payment and appropriate forms to the address below or fax forms with credit card payment form to 717-730-9300.

**To pay for multiple individual members' dues in a single transaction, create a summary sheet** listing the names of all individuals included in your single payment. Enter the TOTAL AMOUNT to be paid. Mail each member's individual Dues Bill (this sheet), the summary sheet and a check payable to PENNBBC. In lieu of a check, also include a completed credit card payment form and mail to the address below, or fax all information to 717-730-9300. Faxed credit card payments MUST INCLUDE ALL OF THE ITEMS that would be mailed.

**PENNBBC**  
4902 Carlisle Pike #269  
Mechanicsburg, PA 17050-3079

**Other PENNBBC contact points:**  
Phone – 717-730-6036  
Fax – 717-730-9300  
Email – Admin@PENNBBC.org

**If you have mailed your dues, please excuse this notice.**

**THANK YOU FOR CHOOSING MEMBERSHIP!**

**Do not email credit card information!**

# Pennsylvania Building Officials Conference

4902 Carlisle Pike • #269 • Mechanicsburg, PA 17050

717-730-6036

FAX: 717-730-9300

## Credit Card Payment Authorization Instructions

- Enter the appropriate amounts for the desired transactions/purchases.
- Do any necessary addition and enter the total due/**Balance** where indicated.
- Complete the Credit Card Payment information box at the bottom of this sheet.
- Mail or fax (717-730-9300) the completed forms to PENNBOC. **DO NOT EMAIL THIS FORM.**

For training, conferences, test registration, new or renewal memberships, or other purposes, one or more additional sheets may be necessary to provide detailed information regarding those transactions.

### Training

Title & Location: ----- \$ \_\_\_\_\_

Title & Location: ----- \$ \_\_\_\_\_

### Membership\*

New member dues ----- \$ \_\_\_\_\_

Membership renewal ----- \$ \_\_\_\_\_

**Conference and all conference related events** ----- \$ \_\_\_\_\_

**Certification testing if not at the Conference Site**----- \$ \_\_\_\_\_

**SUBTOTAL**----- \$ \_\_\_\_\_

**Calculate service charge. Multiply by .035** ----- **X .035**

**CREDIT CARD Service charge (N/A for check payments)** ----- \$ \_\_\_\_\_

**BALANCE DUE. Add Subtotal + Service charge =** ----- \$ \_\_\_\_\_

**This amount is to be billed to credit card below.**

**Remember the Quantity Discount Program for large employers.**

**First 5 Active members @ \$85. Each additional @ \$55.**

### Cancellation/Refund/Return Policies:

**Training (all courses), Conferences and Certification Testing:** Written cancellation must be received 5 working days prior to event's date or first day of multi-day event. Training and/or testing registration fees are subject to a \$25 processing fee. With less than 5 day's notice, the portion of the payment related to food and all unrecoverable expenses are also forfeited; any balance may be applied to future training. No refund of any balance will be made. Substitutions can be made without charge. Exhibit space if resold: \$25 processing fee plus all unrecoverable expenses are forfeited; balance may be applied to future conference or may be refunded when requested in writing.

**Membership & Website Ads:** No refunds.

**Merchandise & Literature:** Merchandise and literature are nonrefundable; defective merchandise will be replaced at PENNBOC's expense.

**DO NOT EMAIL THIS FORM. FAX or send credit card payments via USPS Mail .**

**CREDIT CARD PAYMENT**

I / we allow the above named organization to charge the Balance indicated above to this credit card:

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City/St/Zip \_\_\_\_\_

**Circle Card Type    MASTERCARD    VISA    DISCOVER**

Check here for a FAXED Receipt to be sent to: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**Card No** \_\_\_\_\_

**Exp. Date:** \_\_\_/\_\_\_ MM/YY

**CVV #** \_\_\_ \_\_\_ \_\_\_ (last 3 digits in the signature line on back of card)

### OFFICE USE ONLY

Date rec'd \_\_\_/\_\_\_/\_\_\_

Date charged \_\_\_/\_\_\_/\_\_\_

Authorization \_\_\_\_\_

Processed by \_\_\_\_\_