FREQUENTLY ASKED QUESTIONS

Q: **Who should take this class?**
A: Any municipal code enforcement officer who will be utilizing any aspect of the public nuisance abatement process for weeds and trash (11 O.S. 22-111), dilapidated buildings (11 O.S. 22-112) or unsecured vacant buildings (11 O.S. 22-112.1) is required by state law to become certified through this class within a year of hire. Many elected officials and senior management have attended the class, and persons interested in code enforcement are also welcome to attend.

Q: **Do I have to be an OCEA member to attend the class?**
A: Students who are not members of OCEA receive a membership included in their payment for the class.

Q: **How much does it cost?**
A: For OCEA members, the class fee is $200. For non-members, the class fee and included membership is $250.

Q: **How often is the class held and how do I enroll?**
A: The class is held at least three times each year – usually in February, August and November. Specific class dates and enrollment forms are available on OCEA's website – www.oceassociation.com. To enroll, contact the Oklahoma Municipal League at 405-528-7515 or 800-324-6651. *Classes fill up quickly, and it is best to enroll as early as possible to assure there is room in the class you want to attend.*

Q: **Where is the class held?**
A: OCEA conducts each certification class in conjunction with Moore-Norman Technology Center. Classes are held at ***MNTC's South Penn Campus*** located at 13301 S. Pennsylvania Ave., Oklahoma City OK 73170. It is about 3 miles from I-35/Exit 117 in Moore, or I-44/Exit 110 or I-240/Exit 1C in Oklahoma City.

Q: **What is provided and what should I bring?**
A: Class instructors use a Microsoft Power Point presentation that follows a text manual provided to each student. Most students bring pens and highlighters to mark their text. Some students also bring a notebook or legal pad. *Although some snacks may be provided on test day to sustain you until you finish, you should plan to bring snacks and drinks such as coffee, water or sodas on your own the other days. There are several convenience stores nearby where you can purchase these items each day prior to class.*

Q: **What should I wear?**
A: Casual and comfortable attire is encouraged. Some students wear their work attire. The room can sometimes be cool, so a light jacket may be in order.

Q: **What time does the class begin and end each day?**

A: Classes are held on Wednesday, Thursdays and Fridays. ***<mark>Classes start each morning at 8:30 a.m.</mark>*** The Wednesday and Thursday classes usually conclude around 5 p.m. Students are provided with ample breaks both days and a lunch period lasting at least 1 hour. Friday's class includes both instruction and testing with no lunch break. Students are usually finished by early afternoon. Lunch is on your own each day.

Q: What is the test like and what score do I need to pass?
A: A 50-question multiple-choice open-book test is administered at the conclusion of instruction. The maximum time allotted to take the test is 2 hours. Minimum passing grade is 70% (35 correct answers). Throughout the class, instructors will let students know of critical areas that they may want to highlight for future reference during the test. You will be notified upon grading if you passed or failed. You will not be given your specific score.

Q: I'm not good at taking tests – should I worry about passing?
A: OCEA's goal is to help students learn the fundamentals of the code enforcement profession. Students who pay attention in class and read test questions and answers thoroughly should have no difficulty passing. Instructors are available during the test to help provide clarity should students have specific questions. Students who do fail will be able to repeat the class in its entirety at full cost, or repeat the test at the next scheduled code class at a cost of $50.

Q: How is the class structured?
A: Although there are periods where state law is taught directly to students, the class atmosphere is very informal, often light-hearted and enthusiastically interactive. Students are encouraged to ask questions, share some of their own experiences, and network with others in the class.

Q: What accommodations are made for students with special needs?
A: At the beginning of class, students will be provided with a registration form that will allow them to check a box indicating they have special needs for accommodation under the Americans with Disabilities Act or otherwise. An instructor will contact the student confidentially to arrange for any specific accommodations.

Q: How does my certification work?
A: Upon passing your examination, you will receive a wall certificate and a wallet card showing you to be certified as an individual. The certification remains with you should you change employment within Oklahoma. MNTC maintains class records should an employer ever need to confirm certification.

Q: Should I take this class even if I'm only going to issue citations for public nuisance violations?
A: The class covers a broad range of topics that include personal safety, time management, ethics, constitutional dos and don'ts, issuing citations and testifying in court. Training is also provided for other code enforcement matters in addition to those where certification is required by statute. Instructors have cumulative decades of experiences that they share, and information gleaned from the class will make you a more well-rounded code enforcement officer.