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**New Hampshire Building Officials Association**

**NHBOA Educational Training**

**Wednesday April 9, 2025**



Report Writing for the Code Official

**WILLIAM H. HUDSON, M. C. P.**

**Course Descriptions:**

Effective writing is vital to your career as an inspector, notices of violation, letters and reports are public documents that may be read by supervisors, attorneys, judges, citizens, design professionals, contractors, and reporters. What you write can become the basis for appeal hearings and criminal and civil trials but also could prevent cases from going to court. Your inspection reports and notices of violation will compel a property owner to take action. Your writing skills can help to advance your career.

This seminar provides knowledge and skills for effectively writing reports and violation notices for code professionals of all levels. Participants will learn the importance of writing a good report, writing professional sentences, and choosing the correct terminology to use. Through examples and practice opportunities, participants will become more skilled at writing and editing their work.

**About the Instructor:**

William H. (Bill) Hudson, CBO, MCP is currently employed by SAFEbuilt as Regional Manager. As one of approximately 800 certified Master Code Professionals worldwide, Bill has a broad base of experience: as facilities manager, general contractor, inspector, plan reviewer, building official, code instructor, and author. As an instructor, Bill typically teaches between 10 and 15 classes a year and has had the opportunity to teach both in the United States and internationally. In addition to training activities, Bill has served as President, Vice President (Training) and Executive Board member of Suburban Building Officials Conference (SBOC), and currently serves on SAFEbuilt's training committee.

PUBLICATIONS

Significant Changes to the International Energy Conservation Code-2012 Edition

Significant Changes to the International Energy Conservation Code-2018 Edition

**Agenda:**

Check-in (in person & on-line) 8:30 am - 9:00 am

Educational Presentation 9:00 am - 12:00 pm

Lunch 12:00 pm - 1:00 pm

Educational Presentation 1:00 pm - 4:00 pm

**Meeting Location:**

Derry Town Hall, 14 Manning Street

In-person & on-line meeting (you will be emailed instructions prior to the training)

**Price:**

Members: $50 remote, $75 in-person

Non-Members: $100 (payment required prior to the day of training)

**PLEASE REGISTER by Friday April 4, 2025 by 4:00 pm**

[Click Here to Register for the April 9](https://nhboa.wildapricot.org/event-6091062)[th Training](https://nhboa.net/training/)

Please email: [NHBOA@nhmunicipal.org](mailto:NHBOA@comcast.net) if you need help. Do not email registrations, thank you.

NHBOA is an ICC Preferred Provider - #1087 - 6 Contact Hours

(CEU’s for participation are emailed to attendees upon completion and full payment of registration fee)