



BUILDING OFFICIALS
LEADERSHIP ACADEMY



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California Building Officials

May 5 - 9, 2025

Costa Mesa, California

REGISTRATION PACKET



PROGRAM OVERVIEW

Building Officials Leadership Academy (BOLA) is designed to maximize the leadership capabilities of seasoned public safety professionals, in addition to those who seek a future within California’s building departments.

The Executive level coursework of the BOLA program is both demanding and rewarding. Program participants are expected to spend a great deal of time studying and collaborating with each other on the course materials. To assist and encourage completion, each participant is assigned a mentor who will provide advice and guidance, serving as an overall resource. BOLA participants are also encouraged to utilize each other’s talents and strengths building upon their peer networks.

The BOLA Core Curriculum Week consists of five (5) days of training, including five (5) courses from **Monday, May 5 - Friday, May 9, 2025** in Costa Mesa, California. In addition, all BOLA participants are required to complete three (3) elective courses offered at the CALBO Education Weeks. There is no time completion requirement for the electives, but all BOLA participants are required to attend the week-long core curriculum program. There are NO make-up opportunities for missed core curriculum courses.

After a participant successfully completes all BOLA requirements, they will be recognized and honored at a CALBO Education Week Academy Celebration.

PROGRAM DETAILS

Program Fee: The cost of the Building Officials Leadership Academy is \$2,950, which includes all courses, materials, morning and afternoon refreshments and lunch each course day. Participants are responsible for their accommodations and travel. Payments can split into four installments: February 18, 2025, May 1, 2025, July 1, 2025, and October 1, 2025.

 **Admission:** The BOLA program is limited to 21 participants - based on an application process. **IMPORTANT: PLEASE REVIEW THE COMPLETE APPLICATION REQUIREMENTS ON PAGES 7 & 8.**

BOLA Core Curriculum Week – May 5-9, 2025
Marriott Costa Mesa - 500 Anton Boulevard | Costa Mesa, CA 92626

- Participants are required to attend the following Core Curriculum Courses:**
- Monday, May 5 – Creating an Administrative Foundation for a Successful Building Department
 - Tuesday, May 6 – Persuasive Communication
 - Wednesday, May 7 – Budgeting and Finance for Building Officials
 - Thursday, May 8 – State Laws Enforced by Building Departments
 - Friday, May 9 – Leadership and Decision-making as a Building Official

CALBO Education Weeks:
Participants are required to complete three (3) BOLA Elective Courses at the Education Weeks in Northern or Southern California - either virtual or in-person. Please note that elective courses are pre-selected by the CALBO Training Institute. Please review page 6 for detailed information on the electives.

Academy Graduation:
Once all academy requirements are met, participants will receive a printable certificate of completion via email. A formal celebration for all CALBO Academies will take place during the Annual Education Weeks (North or South), where participants will receive an academy plaque. Attendance is optional.



Program Summary

Please read the following information prior to registering.



Schedule

The Core Curriculum Week courses will run from 8:00am - 3:30pm each day from **Monday, May 5 - Friday, May 9, 2025.**

Venue

Costa Mesa Marriott - 500 Anton Boulevard | Costa Mesa, California 92626

Parking

On-site discounted event parking is available at the hotel venue for \$15 per day. Please email Anne Jungwirth at ajungwirth@calbo.org.

Room Block

A CALBO room block is available at the Costa Mesa Marriott for \$205 per night + taxes until full or until the deadline on Monday, April 14, 2025, whichever comes first. Once accepted into the BOLA program, you will receive a hotel booking link.

Course Materials

Course materials will be emailed 72-hours before the Core Curriculum Week. No printed materials will be provided. Participants are encouraged to bring a laptop each day or print the materials before arriving on-site. Internet will be provided.

Meals

BOLA participants will receive morning and afternoon refreshments along with lunch each day.

Monday Afternoon Networking Event

The BOLA cohort is invited to a networking event on Monday afternoon, May 5, after the first day concludes. Hosted food and beverage will be provided as participants network with one another and CALBO Training Institute Commissioners.

Attire

There is no required attire for the Core Curriculum Week. Please dress comfortably and come ready to learn and collaborate with your colleagues.

Lunch Speakers

State agency lunch speakers are invited to speak about their agency and its relationship with building departments, including an informal Q&A session. This is a great opportunity for students to network with these representatives as future department leaders.

Mentors

To assist and encourage completion, each BOLA participant is assigned a mentor who will provide advice and guidance, serving as an overall resource. BOLA mentors are current Building Officials and/or BOLA Graduates.

Certificate of Attendance

BOLA participants will receive their attendance certificates electronically, which can also be printed, after the Core Curriculum Week ends. Each course is approved by the ICC Preferred Provider Program. Please check the course descriptions for further information.

Core Curriculum Courses

Please read the following information prior to registering.



The BOLA Core Curriculum Week consists of five (5) days of training, including five (5) courses from **Monday, May 5 - Friday, May 9, 2025** at the **Costa Mesa Marriott**. All BOLA participants are required to attend the week-long core curriculum program. There are NO make-up opportunities for missed core curriculum courses.

- **Creating an Administrative Foundation for a Successful Building Department**
Monday, May 5, 2025
- **Persuasive Communication**
Tuesday, May 6, 2025
- **Budgeting and Finance for Building Officials**
Wednesday, May 7, 2025
- **State Laws Enforced by Building Departments**
Thursday, May 8, 2025
- **Leadership and Decision-making as a Building Official**
Friday, May 9, 2025

Creating an Administrative Foundation for a Successful Building Department 0.6 CEUs – ICC PP Course Number: 2651

This course explores the day-to-day challenges of operating a building department. Attention is given to personnel matters and developing quality employees. Instructors discuss how written policies and procedures help foster a consistent approach for your staff and good service to the public. The course reviews specific expectations of IAS and ISO in regards to how a building department should operate.

Leadership and Decision-making as a Building Official 0.6 CEUs – ICC PP Course Number: 35920

Thoughtful decision-making is one of the most important responsibilities of the Building Official. The application of administration, communication, budgeting, legislation and codes are equally significant. In this course, each BOLA participant is encouraged to think critically and envision how they can apply new tools and acquired knowledge for their current and future leadership positions. Actively engaging in a workshop format, facilitators will lead interactive exercises on applying the BOLA curriculum and personal experiences to navigate the complex technical, political, and ethical challenges ahead to thrive as a leader. This course is a hands-on approach to developing the essential skills and lessons for all future building officials.

Core Curriculum Courses (cont.)

Please read the following information prior to registering.

Budgeting and Finance for Building Officials

0.6 CEUs – ICC PP Course Number: 2844

This course takes an in-depth look at the budgeting process for building departments and gives a building official the tools to properly operate and function in today's economy. The course gives a hands-on approach to the line-item budget. Attendees will learn methods to justify expenditures and demonstrate how to offset expenditures with the revenues. Discussion is given to complex issues, such as revenue projections and fee studies, to help recover operating expenses of issuing permits, plan review, and building inspections.

State Laws Enforced by Building Departments

0.6 CEUs – ICC PP Course Number: 1964

This course centers on the resource publication, *State Laws Enforced by Building Departments*, distributed by CALBO focusing on state codes used in the daily work of building departments. It seeks to provide a better understanding of how state laws are crafted and where to look for state statutes that affect how and why we do much of our work. Focus remains on the Health and Safety Code, Government Code, Business and Professions Code, and several other state codes for which building departments have responsibilities. Recent amendments to state law, laws that have been a challenge to implement and enforce, and how to better enforce to ensure compliance are discussion topics as well.

Persuasive Communication

0.6 CEUs – ICC PP Course Number: 2652

This new course takes an in-depth look at staff report writing and presentations for building departments, preparation of ordinances and resolutions, and will give participants the tools to properly write and present to their respective administrative makeup. This course is a hands-on approach to the preparation of staff reports, insight into crafting each element to provide clear value and understanding, and how to present the item in order to ultimately win approval.

Did you know...



Over the past decade since the launch of the BOLA:

- There have been 160 graduates.
- 70 graduates have served or currently serve as Building Officials or Directors.
- BOLA has a 100% graduation rate!

Education Week Electives

Please read the following information prior to registering.



In addition to the BOLA Core Curriculum Week, all BOLA participants are required to complete **three (3) elective courses** offered at the 2025 CALBO Education Weeks. These courses are pre-selected and emailed to the BOLA students for their review and selection. There is no time completion requirement for the electives, but all BOLA participants are required to attend all Core Curriculum Week courses.



Please do NOT register yourself for the BOLA electives. CALBO staff will notify you of the approved courses and arrange your registration.

2025 Education Weeks [Virtual](#) or [In Person](#)

- Northern California Burlingame: September 29 - October 2, 2025

- Southern California Costa Mesa : October 27 - October 30, 2025

Potential BOLA Electives include, but not limited to:

- 2025 California Building Code: Significant Changes
- 2025 California Residential Code: Significant Changes
- 2025 CBC Chapter 11B Accessibility in Public Buildings, Public Accommodations and Commercial Buildings: History, Use and Updates
- 2025 California Electrical Code: Significant Changes
- California Accessory Dwelling Units of Today and Tomorrow
- Code Enforcement Building Blocks for California Building Departments
- Fundamentals of Means of Egress in the 2025 California Building Code
- Safety Assessment Program: Evaluator and Coordinator Training
- 2025 California Energy Code: Nonresidential, Single-Family and Multifamily Significant Change

2025-2026 Building Officials Leadership Academy Participation Form - **Due With Application**



Each applicant and their **manager or supervisor** are required to sign this form as part of their application.

!
PLEASE REVIEW THE COMPLETE APPLICATION
!
REQUIREMENTS ON PAGE 8.

I have read and will comply with the 2025-2026 BOLA Registration Packet guidelines.

Check Here

I understand that all BOLA participants are required to attend **ALL FIVE (5) courses** during the BOLA Core Curriculum Week from Monday, May 5 - Friday, May 9, 2025, in Costa Mesa.

Check Here

I understand that there are **NO make-up opportunities or NO tuition refunds** for missed BOLA Core Curriculum Week courses. Only BOLA participants who attend ALL BOLA Core Curriculum Week courses will be eligible to graduate. There are NO tuition refunds for those who are ineligible to graduate due to (a) missed course(s).

Check Here

I understand that all BOLA participants must attend **THREE (3) BOLA electives** offered at a CALBO Education Week. The registration cost of these electives is included in the BOLA program fee (\$2950). Only participants who attend THREE (3) BOLA course electives will be eligible to graduate.

Check Here

I understand that each BOLA participant is **responsible for their own travel and accommodations** for the BOLA Core Curriculum Week courses and BOLA electives.

Check Here

I understand that **no cancellations will be accepted after Monday, April 7, 2025 at 5pm**. A 25% processing fee based on the full program amount (\$2950) will be assessed for all cancellations. No refunds will be given after this date.

Check Here

Name of BOLA Participant

Signature

Date

Name of BOLA Supervisor

Signature

Date

2025-2026 Building Officials Leadership Academy Registration Form - **Due With Participation Form**



BUILDING OFFICIALS
LEADERSHIP ACADEMY

1 Applicant Information

Full Name		Title
Jurisdiction/Company		
Address	State	Zip
Email	Phone	

2 Payment Information

Building Officials Leadership Academy **registration fee is \$2,950**, which includes all courses and materials. Please return the completed form to ajungwirth@calbo.org. If paying by check, please mail to CALBO, 1111 16th St Sacramento, CA 95814. Registrations are accepted first-come, first-served.

Invoice _____ Check (Payable to CALBO) _____ Credit Card _____

3 Credit Card Information (if paying by credit card)


Credit Card Number (VISA, MC, AMEX only)	Expires	CVC Code
Billing Address	State	Zip
Name on Card	Email for Receipt	
Signature		

4 Making Quarterly Payments?

_____ I would like to make payments based on the following schedule (\$737.50 each):
February 18, 2025, May 1, 2025, July 1, 2025, and October 1, 2025.

Important: Your quarterly payments will be made based on the information provided above. ~~payments~~ If first made with a check, CALBO will invoice you for the payments.

5 Please submit **registration form, participation form (page 7), current resume, and statement of interest** to ajungwirth@calbo.org by **Tuesday, February 18, 2025** for first round of reviews.

 All applications will be reviewed by the CALBO Training Institute and admission emails will be issued after the application deadline. After that, applications will be reviewed based on space availability.

PLEASE NOTE: Cancellations must be emailed to info@calbo.org by Monday, April 7, 2025 at 5pm for a program refund minus a 25% fee. No refunds will be given after this date. No shows and late cancellations are still responsible for their FULL registration fee. There are no make-up opportunities for the BOLA Core Curriculum Week. Special Needs: For special accommodations or dietary needs, please notify CALBO staff at least 14 days prior to the start of the program.

For applicant questions, please contact ajungwirth@calbo.org or 916.457.1103.