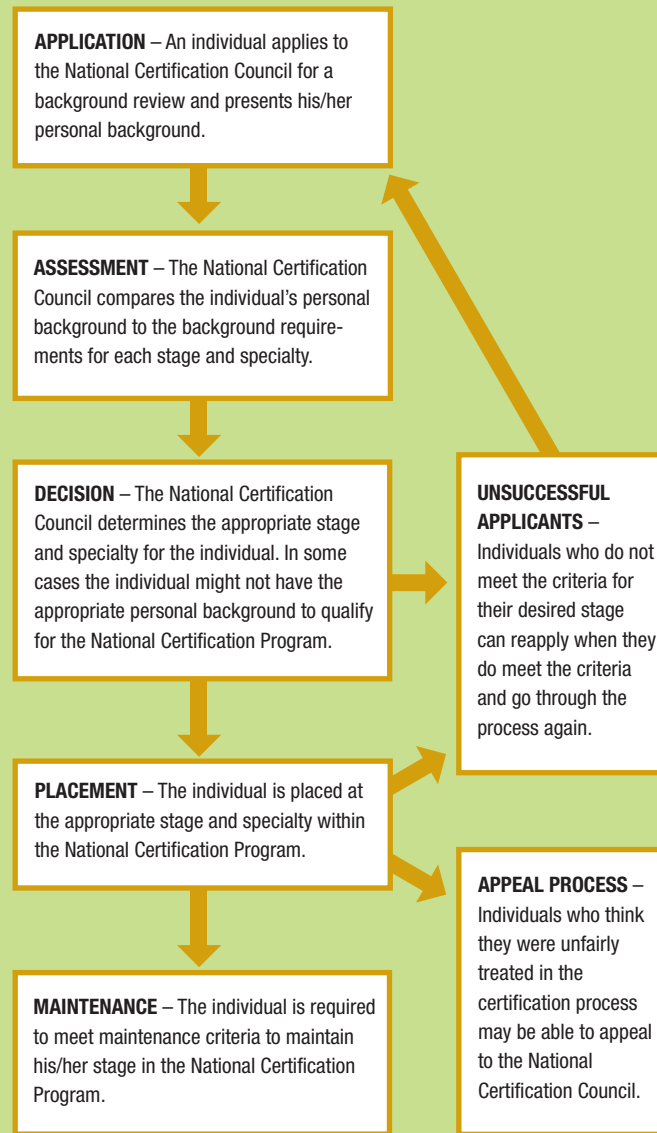


## National Certification Process for Professional Building Officials

This flow chart illustrates the process for an individual wishing to be nationally certified as a professional building official.



If you are currently appointed, the length of time you have been appointed may exempt you from courses (until 2008).

- **Certified Residential Building Official**
  - Five or more of the past seven years appointed may exempt you from courses to become an Associate—Residential
  - Five or more years appointed and the ability to demonstrate the time and inspections necessary may qualify you as a Certified Residential Building Official
- **Certified Part 9 Building Official**
  - Six or more of the past eight years appointed may exempt you from courses to become an Associate—Part 9
  - Six or more years appointed and the ability to demonstrate the time and inspections necessary may qualify you as a Certified Part 9 Building Official
- **Certified Part 3 Building Official**
  - Eight or more of the past ten years appointed may exempt you from courses to become an Associate—Part 3
  - Eight or more years appointed and the ability to demonstrate the time and inspections necessary may qualify you as a Certified Part 3 Building Official

### How do I find out more?

To take the next step to become certified as a building official, visit [www.acboa.ca](http://www.acboa.ca), or contact:

ACBOA Head Office  
P.O. Box 2071  
Stn. Main  
Winnipeg, MB R3C 3R4  
[www.acboa.ca](http://www.acboa.ca)

This pamphlet was produced by the Construction Sector Council, a not-for-profit, national labour/business partnership established in 2001 to address the current and future human resource needs of Canada's construction industry.

The CSC has brought together stakeholders from the home and building inspection industries to develop the national certification program. This project would not have been possible without the valuable input of the following industry leaders.



**BUILDING CREDIBILITY**

## The National Certification Program for Professional Building Officials



The Construction Sector Council accepts no responsibility or liability connected with the use or reproduction of the information contained in this brochure. It is provided "as is" and is intended for informational use only, without warranty, express or implied.





Canada's professional building officials review plans and inspect all buildings to make sure they comply with building codes. A National Certification Program ensures their performance will be judged against an approved standard, leading to pride of workmanship for the building officials, and consistent, safe, high-quality inspection services for municipalities.

### Why do we need a National Certification Program?

When it comes to certification and licensing requirements for professional building officials, each province and territory has different standards and expectations. There is no consistent national standard for performance, and an uneven quality of service that can lead to a lack of credibility for the inspection industry.

There is nothing to prevent a municipality or other level of government from appointing anyone as a professional building official, putting public safety at risk or causing unnecessary delays and financial stress.

The inspection industry took a giant step forward in 1999 when the Canadian Home Inspectors and Building Officials National Initiative (CHIBO) was set up to align the certification, licensing and performance standards of both home and property inspectors and building officials across Canada.

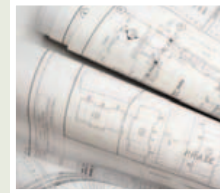
National occupational standards were developed, describing the required skills, knowledge and abilities that building officials need to perform their duties. Based on those performance standards, and as part of the CHIBO initiative, the Construction Sector Council, in partnership with the Alliance of Canadian Building Officials' Associations (ACBOA) and the Canada Mortgage and Housing Corporation (CMHC), have set up a process that allows building officials to be officially certified, by accredited institutions, as competent and qualified professionals.

### Benefits of a National Certification Program

A National Certification Program will lead to increased recognition for building officials, safer buildings, and a better public image for the profession. It will also reduce exposure to legal action, endured by municipal governments and others, when projects are not up to code or delayed.

A certification program will ensure:

- **Quality:** The same high level of inspection services resulting in safe, code-compliant buildings right across the country
- **Trust:** Improved credibility among the Canadian public
- **Performance:** New opportunities to learn and apply proven practices
- **Mobility:** Skills that are recognized anywhere in Canada
- **Prestige:** Membership in a nationally recognized profession



### What is the certification process?

There are three stages to the National Certification Program for Professional Building Officials: *Candidate*, *Associate* and *Certified*.

#### How do I become a Candidate?

Before seeking Candidate status, applicants must have a high school diploma or equivalent, plus one of the following:

- A diploma or degree in a program related to the building industry
- A journeyperson provincial trade ticket in a building trade
- Five years of relevant work experience in the building industry

#### How to apply

Individuals apply to the ACBOA's National Certification Council (a council consisting of building officials as well as other municipal officials) for Candidate status.

#### How do I become an Associate?

The skill sets required to review plans and conduct inspections differ with each class of building. Candidates can become Associates in one or more of the following specialties, which refer to different types of buildings:

- **Residential:** Single and two-family dwellings under 600 square metres that do not require certification or specific engineering calculations
- **Part 9:** Buildings that qualify under Part 9 of the National Building Code

- **Part 3:** Buildings that do not qualify as Part 9, but that require specific engineering calculations to ensure safety standards are met

Applicants must successfully complete introductory courses in law (must contain an ethics component), building codes and communication (with curriculum appropriate to the province), along with other courses that may be required depending on areas of specialty.

Associates are considered ready to be "appointed" to perform inspections and conduct plan reviews within their areas of specialty. Being appointed means they have been granted the authority by municipalities or other jurisdictions to enforce building codes.

#### How to apply

After successfully completing the required courses, Candidates can apply for Associate status in their area(s) of specialty, by completing an application for a background review, which describes how to meet the requirements under the National Certification Program.

#### How do I become Certified?

- Becoming Certified requires minimum time as an appointed building official plus a minimum number of inspections and/or plan reviews according to the area of specialty
- Associates must maintain a log to verify that the inspections and/or plan reviews were conducted
- Associates can be certified in more than one area of specialty

#### How to apply

Associates can apply to ACBOA's National Certification Council for Certified status in their area(s) of specialty. An individual certified in all three areas is recognized as a **Registered Canadian Building Official**.



#### How to maintain Certified status:

- Comply with a National Code of Ethics
- Stay current by passing an exam within three years of the introduction of a new code
- Complete a minimum of 30 hours of continuing education or service to the National Certification Body (or affiliated organizations) within a five-year period

### Where do I fit in the certification process?

If you would like to be considered for placement in one of the stages of certification, present your personal background to ACBOA's National Certification Council in the form of a completed application. Your experience and training will be compared to certification requirements to determine your standing.