



## ***Section 6 CERTIFICATION***

### **6.01 Certification Committee**

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

#### **Intent**

To describe a committee to oversee operation of provincial and national programs for designation of persons in Saskatchewan with building code knowledge and certification of Building Officials.

#### **Policy and Procedures**

SBOA has declared itself as the certification body for Building Officials in Saskatchewan by accepting responsibility for certifying, maintaining, recertifying, expanding and reducing the scope of certifications and suspending or withdrawing certifications under the SBOA Certification Program (see [6.02 Certification Program](#)) and the ACBOA Certification Program (see [www.acboa.ca](http://www.acboa.ca)). SBOA is a member of ACBOA.

The Certification Committee consists of the following SBOA members:

- the elected Certification Chair,
- a majority of practicing Building Officials or managers of Building Officials, which includes at least one Certified Building Official Level 3, and
- member(s)-at-large.

Members are appointed by the Chair, at a time determined by the Directors or when a vacancy occurs, and subject to confirmation by the Directors. All committee members are required to comply with [2.01 Volunteers Qualifications and Responsibilities](#).

Members with knowledge of Building Official certification programs are preferred. Other individuals as determined by the Chair, who are not SBOA members but who can provide specialized knowledge and experience with certification programs, may participate in Certification Committee meetings and activities. These individuals are not members of the Certification Committee.

The Certification Committee and/or its members are NOT permitted to be involved in the training or exams of members.

The responsibilities of the Certification Committee are:

- receive applications to the SBOA Certification Program and determine whether and at what stage certification requirements have been met,
- receive applications to the ACBOA Certification Program ([form 10.12](#)) and determine whether and at what stage certification requirements have been met ([6.02 Certification Program](#) and [form 10.13](#)),

- respond to applications by issuing designations, re-certifying, expanding or reducing the scope of designations, suspending or withdrawing designations, and advising the applicant,
- obtaining signed agreements (see [1.02 Code of Ethics](#) and [form 10.02](#)) from and providing certificates to designated persons,
- annually review membership status and CPDP submissions (see [6.03 Continuing Professional Development Program](#)) to evaluate compliance of people who hold designations, and take appropriate steps to remedy noncompliance (from notifying those who are noncompliant to submitting a recommendation to Discipline Committee under [3.08 Discipline](#)),
- annually provide up-to-date lists of designated persons to the Membership Committee for member records and to the Communications Committee for posting on the SBOA website,
- periodically review and update the SBOA Certification Program (see [6.04 Changing the Certification Program](#)) and advise the Education Committee of changes, determining changes to align with changes in legislation and codes, determining changes to improve provincial operations and certification programs, considering other issues relevant to certification,
- periodically review and provide recommendations to update ACBOA national certification program requirements,
- maintain a controlled, secure certification file for each applicant that includes the applications, names, dates approved designation(s), correspondence, and any other pertinent information (see [9.01 Records Control and Security](#))
- advise the Board of Directors when and how SBOA bylaws and policies require updating,
- select a Vice Chair to act when the Chair is unavailable,
- set its meeting procedures,
- record meeting minutes ([form 10.05](#)) and file minutes with the Secretary,
- prepare and submit annual budget request by November 1 ([form 10.06](#)),
- any other matter as directed by the Directors.

### **Application**

SBOA Certification Committee Chair and members.

### **Notes**

Based on information from [SBOA Bylaws](#) Sections 9 and 10, BOABC, MBOA, and NSBOA.

Based in part on 2007-05-28 SBOA Certification Policies 1A - Responsibilities of the Certification Committee, 1B - Association Director and Certification Committee Member Qualifications and Selection, 1C - Director and Committee Member Conflict of Interest and Person Bias, and 1D - Registrar Responsibilities and Qualifications (recommended for compliance with CAN-P-9 that was reissued as ISO/IEC 17024:2012). Required for compliance with ISO/IEC 17024:2012 "Conformity Assessment - General requirements for bodies operating certification of persons, 9.7.2."