



10.13 Certification Program Checklist

Name of Applicant _____

Date of Review yyyy-mm-dd

Reviewers _____

Building Code Qualified (BCQ) Level 1

Candidate meets		Proof submitted
	Is SBOA member in good standing	
	Has successfully completed all the following exams <ul style="list-style-type: none">• SBOA Level 1 Exam No. 1• SBOA Level 1 Exam No. 2	
Or one of the following acceptable equivalents		
	Holds valid Class 1 Building Official Licence Designation	
	Holds valid ACBOA "Associate-Housing" Designation	
	Holds valid equivalent to ACBOA "Associate-Housing" Designation from another BOA	

Building Code Qualified (BCQ) Level 2

Candidate meets		Proof submitted
	Is SBOA member in good standing	
	Has successfully completed all the following exams <ul style="list-style-type: none">• SBOA Level 2 Exam No. 3• SBOA Level 2 Exam No. 4• SBOA Level 2 Exam No. 5	
Or one of the following acceptable equivalents		
	Holds valid Class 2 Building Official Licence Designation	
	Holds valid ACBOA "Associate-Part 9" Designation	
	Holds valid equivalent to ACBOA "Associate-Part 9" Designation from another BOA	

Building Code Qualified (BCQ) Level 3

Candidate meets		Proof submitted
	Is SBOA member in good standing	
	Has successfully completed all the following exams <ul style="list-style-type: none">• SBOA Level 3 Exam No. 6• SBOA Level 3 Exam No. 7• SBOA Level 3 Exam No. 8• SBOA Level 3 Exam No. 9• SBOA Level 3 Exam No. 10	
Or one of the following acceptable equivalents		

	Holds valid Class 3 Building Official Licence Designation	
	Holds valid ACBOA "Associate-Part 3" Designation	
	Holds valid equivalent to ACBOA "Associate-Part 3" Designation from another BOA	

Certified Building Official (CBO) Level 1

Candidate meets		Proof submitted
	Meets all of the following <ul style="list-style-type: none"> • Is SBOA member in good standing • Qualifies for or holds BCQ Level 1 • Appointed as Building Official at Level 1 for minimum of 2 years • Has completed 60 or more Level 1 plans reviews and/or inspections 	
	Or one of the following acceptable equivalents	
	Holds valid ACBOA "Certified-Housing" Designation	
	Holds valid equivalent to ACBOA "Certified-Housing" Designation from another BOA	

Certified Building Official (CBO) Level 2

Candidate meets		Proof submitted
	Meets all of the following <ul style="list-style-type: none"> • Is SBOA member in good standing • Qualifies for or holds BCQ Levels 1 and 2 and CBO Level 1 • Appointed as Building Official at Level 2 for minimum of 3 years • Has completed 60 or more Level 2 plans reviews and/or inspections 	
	Or one of the following acceptable equivalents	
	Holds valid ACBOA "Certified-Part 9"	
	Holds valid equivalent to ACBOA "Certified-Part 9" Designation from another BOA	

Certified Building Official (CBO) Level 3

Candidate meets		Proof submitted
	Meets all of the following <ul style="list-style-type: none"> • Is SBOA member in good standing • Qualifies for or holds BCQ Levels 1 and 2 and CBO Level 1 • Appointed as Building Official at Level 3 for minimum of 5 years • Has completed 60 or more Level 2 plans reviews and/or inspections 	
	Or one of the following acceptable equivalents	
	Holds valid ACBOA "Certified-Part 9"	
	Holds valid equivalent to ACBOA "Certified-Part 9" Designation from another BOA	

Notes: