



6.04 Changing the Certification Program

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To outline the process for periodic review of SBOA and ACBOA Certification Program requirements.

Policy and Procedures

The Certification Committee completes a periodic review and update of the SBOA Certification Program and the ACBOA National Certification Program to maintain fair, consistent, reliable, and accessible standards and qualifications for certification.

Review of the programs will consider and document:

- changes to the building code and changes adopted in Saskatchewan, if any,
- modifications to the ACBOA National Certification Program, if any,
- modifications to the National Occupational Standard, if any, and
- other relevant issues.

Should the Certification Committee determine that either program requires changes, they will prepare a report for the Board of Directors consideration, recommending changes and supporting the changes with research and information. They will also advise the Education Committee of required changes to courses and exams.

The Board of Directors will approve changes to the provincial program to take effect on a defined date. One month before changes take effect, all members are informed through a mail, newsletter, email or website announcement.

The Board of Directors, through the appointed ACBOA representative, will notify ACBOA regarding changes to the provincial program and required changes to the National Certification Program.

Application

SBOA Certification Committee Chair and members.

Notes

Based in part on 2007-05-28 SBOA Certification Policy 3A - Process for Changing the Certification Process (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."