



## **6.02 Certification Program**

Approved: 2018-03-08

Latest Revision Date: 2019-03-27 (typos 2020-03-04)

Review required: 2022

### **Intent**

To describe SBOA programs available to members who wish to be designated as knowledgeable in building code requirements or certified in building code enforcement at provincial and/or national levels.

Note: SBOA also serves as an agent for the ACBOA Certification Program which is separately described at [www.acboa.ca](http://www.acboa.ca).

### **Policy and Procedures**

There are two categories of designations under the SBOA Certification Program: Building Code Qualified (BCQ) and Certified Building Official (CBO), and three levels in each category. The levels are based on occupancy types and building size groupings in the National Building Code of Canada: Level 1 - Housing, Level 2 - Part 9 Small Buildings, and Level 3 - Part 3 Large and Complex Buildings. Candidates are required to meet initial qualification requirements and to meet maintenance requirements. Failure to meet maintenance requirements may result in a member's designation being revoked or member being assessed a disciplinary penalty.

BCQ qualifications are exam based, and all BCQ candidates must be SBOA members in good standing. Exams are two hour, computer generated, multiple choice, open book, invigilated (supervised and monitored) exams, containing 50 questions. BCQ levels **are not** additive, and candidates are not required to have Level 1 to obtain Level 2, or have Level 2 to obtain Level 3.

CBO qualifications are exam and experience based, and all CBO candidates must be SBOA members in good standing. CBO levels **are not** additive, and candidates **are not** required to have Level 1 to obtain Level 2, and have Level 2 to obtain Level 3. Applicants who meet all related qualifications may be granted Levels 1 and 2 or Levels 1, 2, and 3 for one application.

An applicant that holds all CBO 1, 2, and 3 levels may be granted an SRBO designation.

All candidates are required to meet initial qualification requirements and to meet maintenance requirements. To retain any BCQ or CBO level, a person must continue to be a SBOA member in good standing and must comply with [6.03 Continuing Professional Development Program](#) (CPDP). Failure to meet CPDP requirements may result in a member's designation being revoked or member being assessed a disciplinary penalty.

If a person loses BCQ or CBO status because of a lapse in SBOA membership, status may be reinstated when SBOA membership is renewed and compliance with CPDP over the time period that the membership lapsed is demonstrated.

Successful applicants to the Certification Program are required to sign a **Code of Ethics** agreement (see [1.02 Code of Ethics](#)).

The fee for application for a new or upgrade of a BCQ or CBO designation is \$50.00.

Decisions by the Certification Committee regarding the Certification Program may be appealed by applicants in accordance with [6.05 Certification and CPDP Appeals](#).

Exams are two hour, computer generated, multiple choice, open book, invigilated (supervised and monitored) exams, containing 50 questions. Examination titles (below) suggest the general subject areas of exams. Contents are detailed in the Examination Content Outline posted on the SBOA website ([www.sboa.sk.ca](http://www.sboa.sk.ca)).

SBOA Level 1 Exam No. 1 Housing - Building Envelope

SBOA Level 1 Exam No. 2 Housing - Health and Safety

SBOA Level 2 Exam No. 3 Part 9 Small Buildings - HVAC and Fire Protection

SBOA Level 2 Exam No. 4 Part 9 Small Buildings - Structural

SBOA Level 2 Exam No. 5 Part 9 Small Buildings - Plan Review

SBOA Level 3 Exam No. 6 Part 3 Large and Complex Buildings - Health and Safety

SBOA Level 3 Exam No. 7 Part 3 Large and Complex Buildings - Classification and Construction

SBOA Level 3 Exam No. 8 Part 3 Large and Complex Buildings - Plan Review

SBOA Level 3 Exam No. 9 Part 3 Large and Complex Buildings - Life Safety Systems

SBOA Level 3 Exam No. 10 Part 3 Large and Complex Buildings - Fire Protection

## Building Code Qualified Levels and Qualifications

<b>BCQ Level 1 - Housing</b>	
Prerequisite	Is SBOA member in good standing
Exams	SBOA Level 1 Exam No. 1 <b>and</b> SBOA Level 1 Exam No. 2
Courses to support knowledge development for exams (not mandatory)	ACBOA "The House" SC "BCTC - Series I"
Acceptable Equivalents	SK Class 1 Building Official Licence Designation <b>or</b> ACBOA "Associate-Housing" Designation <b>or</b> Equivalent to ACBOA "Associate-Housing" Designation from another BOA*
<b>BCQ Level 2 - Part 9 Small Buildings</b>	
Prerequisite	Is SBOA member in good standing
Exams	SBOA Level 2 Exam No. 3 <b>and</b> SBOA Level 2 Exam No. 4 <b>and</b> SBOA Level 2 Exam No. 5
Courses to support knowledge development for exams (not mandatory)	ACBOA "Part 9 - Small Buildings"
Acceptable Equivalents	SK Class 2 Building Official Licence Designation <b>or</b> ACBOA "Associate-Part 9" Designation <b>or</b> Equivalent to ACBOA "Associate-Part 9" Designation from another BOA*
<b>BCQ Level 3 - Part 3 Large and Complex Buildings</b>	
Prerequisite	Is SBOA member in good standing
Exams	SBOA Level 3 Exam No. 6 <b>and</b> SBOA Level 3 Exam No. 7 <b>and</b> SBOA Level 3 Exam No. 8 <b>and</b> SBOA Level 3 Exam No. 9 <b>and</b> SBOA Level 3 Exam No. 10
Courses to support knowledge development for exams (not mandatory)	ACBOA "Part 3 - Large Buildings" ACBOA "Part 3 - Complex Buildings"
Acceptable Equivalents	SK Class 3 Building Official Licence Designation <b>or</b> ACBOA "Associate-Part 3" Designation <b>or</b> Equivalent to ACBOA "Associate-Part 3" Designation from another BOA*

\* SBOA strongly recommends that people who are granted an SBOA designation based on ACBOA or other BOA designations familiarize themselves with requirements of Saskatchewan legislation before or as soon as possible after being granted a designation. SBOA notes that completion of the Province of Saskatchewan's BOLT (Building Official Licence Training) demonstrates this learning and will be required for renewal of a provincial Building Official Licence after July 1, 2019.

## Certified Building Official Levels and Qualifications

<b>CBO Level 1 - Housing</b>	
Prerequisites	Is SBOA member in good standing <b>and</b> Qualifies for or holds BCQ Level 1
Experience	Appointed as Building Official at Level 1 for a minimum of 2 years <b>and</b> Has completed 60 or more Level 1 plans reviews and/or inspections
Acceptable Equivalents	ACBOA "Certified-Housing" <b>or</b> Equivalent to ACBOA "Certified-Housing" Designation from another BOA*
<b>CBO Level 2 - Part 9 Small Buildings</b>	
Prerequisites	Is SBOA member in good standing <b>and</b> Qualifies for or holds BCQ Level 2
Experience	Appointed as Building Official at Level 2 for minimum of 3 years <b>and</b> Has completed 60 or more Level 2 plans reviews and/or inspections
Acceptable Equivalents	ACBOA "Certified-Part 9" <b>or</b> Equivalent to ACBOA "Certified-Part 9" Designation from another BOA*
<b>CBO Level 3 - Part 3 Large and Complex Buildings</b>	
Prerequisites	Is SBOA member in good standing <b>and</b> Qualifies for or holds BCQ Level 3
Experience	Appointed as Building Official at Level 3 for a minimum of 5 years <b>and</b> Has completed 60 or more Level 3 plans reviews and/or inspections
Acceptable Equivalents	ACBOA "Certified-Part 3" <b>or</b> Equivalent to ACBOA "Certified-Part 3" Designation from another BOA*

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### **Application**

SBOA Certification Committee Chair and members, and all applicants for BCQ or CBO designation.

### **Notes**

Based on information from ACBOA, BOABC, OBOA, MBOA, and NSBOA Certification Programs.

ACBOA Designations are:

- CCBO - Canadian Certified Building Official - "Certified" - Housing, Part 9, Part 3
- AD - Associate Diploma - "Associate" - Housing, Part 9, Part 3
- CRBO - Canadian Registered Building Official - certified in all three sections

"appointed" means appointed by a local authority as a Building Official under *The Uniform Building and Accessibility Standards Act*

"member in good standing" is described in [3.02 Members Rights and Responsibilities](#)

"plan review" is the examination of building drawings and related documents submitted to a local authority to ascertain whether they meet the requirements of *The Uniform Building and Accessibility Standards Act* and regulations, including the National Building Code of Canada. The reviewing of a project plans does not imply that ALL portions of drawings have been reviewed for compliance.

"inspection" is periodic audit of a specific building project, by an agent of a local authority for exam against the construction plans previously reviewed and accepted for construction by the local authority

"local authority" is the municipality, regional park authority, or the minister responsible for provincial park land that has jurisdiction over the geographical area in which a building is or is to be situated