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TO: BOABC Members and the Executive Committee

FROM: Zara Rockwell, Vice-President, Certification

DATE: May, 2016

SUBJECT: Report – Vice-President, Certification

Certification Requests

“Certification Committee and Purpose and Composition” Policy states: “The responsibilities of the Certification Committee include: Gathers information about individuals who have applied for Certification that supports their application for certification from training providers, examiners, and other sources; Compares the information to the BOABC Certification criteria; Determines whether BOABC Certification requirements have been met; Recommends to the Executive Committee the stage of Certification program where the individual should be placed. **The Executive Committee makes the final decision on who will be certified and at what stage.**” The BOABC Head Office has accumulated all of the required documentation, exam results and proof of work experience, from members and has determined each member’s applicable certification level. Some of these recommendations are for house-keeping purposes only.

Motion: to place the following members in the listed certification level:

Level One:

Olivia Spencer
Gerald Allgaier

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David Oaks
Nathan Brooks
Darrell Johnson
Glenn Kyle May
Anthony Medic
Wayne Robinson

Level Two:

Roye Lovgren
Tony Bolton
Blaine Harasimiuk
John Bennett

Level Three:

Steve Ruthven
Amy Scovill
Allison Morton
Cheryl Blakey
Jason Stoll

RBO Title Use:

Jason Vezina
Cheryl Blakey
Jason Stoll
Allison Morton
Amy Scovill
Steve Ruthven



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For Discussion

Member has requested that we review whether any of his previous work experience can be used towards her Level One required work experience.

“I was given your email address in order to contact you directly regarding my enquiry. I have just passed the Level One Exam and was going to apply for certification but I am unsure about the timetable for my work experience. I currently work for XXX. I started in the Property Use and Compliance Department on July 9, 2012, and then successfully gained a position within the Community Planning and Development Department on March 18, 2013. I understand that I need 24 months out of 36 months of work experience in order to meet the certification requirements; however, I went on maternity leave on February 20, 2015 and am returning to work on February 29, 2016, possibly leaving me a couple weeks short of the required time. Can you please advise if there is any way to still receive certification? I have some overtime hours that I worked prior to going on maternity leave, or perhaps my time with the other department can apply? Anything that can be done to successfully gain my certification would be very much appreciated.

Thank you in advance for your time and consideration.”

Respectfully Submitted,

Zara Rockwell
Vice President, Certification