



ACBOA

Alliance of Canadian Building Officials' Associations

ACBOA NATIONAL CERTIFICATION APPLICATION FORM

Instructions:

1. Applicant: Fill out Section 1 and sign on page 3 (PLEASE PRINT).
2. Have supervisor verify your work experience and sign on page 3.
3. Forward complete form to your Provincial Building Officials Association office for them to fill out Section 2 on page 4.
4. Mail all 4 pages of application form and cheque in the amount of \$ 50.00 payable to:

ACBOA

P.O. Box 2071

Winnipeg, MB R3C 3R7

SECTION 1

Applicant Name: _____

Address: _____

City _____ Prov _____ Postal Code _____

Email: _____ Best Phone: (____) _____

Employer: _____

Employer Address: _____

City _____ Prov _____ Postal Code _____

Provincial Association: _____

Appointed to Enforce Codes and/or standards: ☐ YES ☐ NO

New or Updated Application?

[] New [] Updated ...If updated what is your current certificate No. _____

Please indicate level(s) of certification you are applying for:

[]	CRBO	[]	CCBO Housing	[]	Associate Diploma Residential
[]		[]	CCBO Part 9	[]	Associate Diploma Part 9
[]		[]	CCBO Part 3	[]	Associate Diploma Part 3

Training Courses Completed	Date Completed	Confirmed By Prov. Association
Prerequisite Courses		
<input type="checkbox"/> Province Legal Course		
<input type="checkbox"/> Introduction to Building Codes		
<input type="checkbox"/> Communication Course		
Part 9 Housing		
<input type="checkbox"/> Building Envelope		
<input type="checkbox"/> Health & Safety		
The Rest of Part 9		
<input type="checkbox"/> HVAC & Fire		
<input type="checkbox"/> Structural Course		
<input type="checkbox"/> Basic Plan Examination		
Part 3		
<input type="checkbox"/> Large Building Health & Safety		
<input type="checkbox"/> Plan Examination Strategies		
<input type="checkbox"/> Life Safety Systems		
<input type="checkbox"/> Fire Protection		
<input type="checkbox"/> Large Building Classification & Construction		

Work Experience	
Your General Experience as a Building Official	
Approximately how many years have you been appointed to enforce building codes?	
Part 9 Housing - Inspections and/or Plan Reviews	
Approximately how many years have you been performing Part 9 Housing Inspections and/or Plan Reviews?	
Approximately how many Part 9 Housing Inspections and/or Plan Reviews have you performed?	
The Rest of Part 9 – Inspections and/or Plan Reviews	
Approximately how many years have you been performing Part 9 Inspections and/or Plan Reviews (not including Housing)?	
Approximately how many Part 9 Inspections and/or Plan Reviews (not including Housing) have you performed?	

Part 3 – Inspections and/or Plan Reviews	
Approximately how many years have you been performing Part 3 Inspections and/or Plan Reviews?	
Approximately how many Part 3 Inspections and/or Plan Reviews have you performed?	

AUTHORIZATION TO DISCLOSE PERSONAL INFORMATION

I authorize my provincial building official's association to release personal information as included on this form to ACBOA for the purposes of National Certification, and give permission to ACBOA to utilize such information to promote National Certification for professional building officials.

Please answer "Yes" or "No"

Yes []

No []

AFFIRMATION BY APPLICANT

I hereby affirm that the information contained in this application is true and correct.

Applicant Signature

Date

VERIFICATION OF WORK EXPERIENCE BY SUPERVISOR – MANDATORY

Supervisor Name: _____

Title: _____

Organization: _____

Telephone: _____

Fax: _____

Email: _____

As the Applicant's supervisor, I hereby confirm that he/she has performed inspections and/or plan reviews as indicated in this application.

Supervisor Signature

Date

SECTION 2

PROVINCIAL ASSOCIATION VERIFICATION - MANDATORY

Is the Applicant a Member in good standing with the Provincial Association?	
Provincial Certification levels held by the Applicant?	
Have courses been completed as indicated by the applicant in this application?	

Confirmed by: _____
Title: _____
Organization: _____
Telephone: _____
Fax: _____
Email: _____

Signature Date _____

Definitions use in this Application

'Appointed' or 'Appointment'

- ~ The authority to enforce building code(s)
- ~ The authority is granted to an individual by municipalities or other political jurisdictions

Inspection

- ~ A typical Part 9 'Housing' project (such as a 2000 square foot house) may require 4 to 6 inspections
- ~ A typical Part 9 'Rest of Part 9' project may require from 4 to 6 inspections
- ~ A typical Part 3 project (such as a 'big box' store) may require from 6 to 10 inspections

Plan Review...or Plan Examination

- ~ A typical Part 9 'Housing' project (such as a 2000 square foot house) may require 1 to 3 plan reviews
- ~ A typical Part 9 'Rest of Part 9' project may require from 1 to 5 plan reviews
- ~ A typical Part 3 project (such as a 'big box' store) may require from 2 to 5 plan reviews

Provincial Associations

Alberta Alberta Building Officials Assoc. City Centre RPO, PO Box 27058 Red Deer AB T4N 6X8 Phone: (403) 320-3837 Fax: (403) 327-6571 Website: www.aboa.ab.ca	Nova Scotia Nova Scotia Building Officials Assoc. PO Box 50017 Dartmouth NS B2Y 4S2 Phone: (902) 464-1522 Fax: (902) 484-7838 Website: www.nsboa.ca
British Columbia British Columbia Building Officials Assoc. #205-3740 Chatham Street Richmond BC V7E 2Z3 Phone: (250) 392-3351 Fax: (250) 392-2812 Website: www.boabc.org	Ontario Ontario Building Officials Association 200 Marycroft Avenue, Unit 8 Woodbridge ON L4L 5X4 Phone: (905) 264-1662 Fax: (905) 264-8696 Website: www.oboa.on.ca
Manitoba Manitoba Building Officials Assoc. PO Box 2063 Winnipeg MB R3C 3R4 Phone: (204) 832-1512 Fax: (204) 897-8094 Website: www.mboa.mb.ca	Saskatchewan Saskatchewan Building Officials Association Inc. PO Box 1671 Prince Albert SK S6V 5T2 Phone: (306) 982-3073 Fax (306) 982-4781 Website: www.sboa.sk.ca
New Brunswick New Brunswick Building Officials Assoc. PO Box 3193, Station B Fredericton NB E3A 5G9 Website: www.nbboa.ca	ACBOA Inquiries P.O. Box 2071 Winnipeg MB R3C 3R7 Phone: (204) 832-1512 Fax: (204) 897-8094 Website: www.acboa.ca Email: Whirlwind@shaw.ca