



## CERTIFICATION PROGRAM INFORMATION

The following is a general outline of the BOABC Certification Program. The program and policies noted are subject to change by the Certification Committee on authorization by the Executive.

### 1. ELIGIBILITY

Regular and Associate One (1) Members are eligible to apply for Certification after successfully passing the respective examinations and completing the required work experience while employed by a City, Municipality, or Regional District or other acceptable form of Local, Provincial or Territorial Government.

**Level One (1) Certification** for Regular and Associate One (1) Members shall have a work experience requirement of Two (2) years. Two (2) years work experience is deemed to consist of 24 months of work within a 36-month period.

**Level Two (2) Certification** for Regular and Associate One (1) Members shall have a work experience requirement of three (3) years. Three (3) years work experience is deemed to consist of 36 months of work within a 54-month period.

**Level Three (3) Certification** for Regular and Associate One (1) Members shall have a work experience requirement of four (4) years. Four (4) years work experience is deemed to consist of 48 months of work within a 72-month period.

### 2. MAINTAINING CERTIFICATION

To retain any level of Certification, a Member must maintain membership as a Regular or Associate One (1) Member in the Building Officials' Association of B.C. The member must also acquire Continuing Professional Development program credits as specified in the Associations' Continuing Professional Development Program. And a member will be required to fulfill periodic Code Change knowledge requirements when a new edition of the BC Building Code is adopted.

### 3. CERTIFICATE APPLICATION

1. Certification applicants must request a level of Certification and supply the necessary work experience and other validation materials as required by the Registrar.

2. Upon Certification application completion, the Registrar will forward the application for approval to the Certification Committee and/or Chairperson.

3. The approved application will be confirmed by the Executive Committee by Motion at a BOABC Executive Committee meeting and the result recorded in the Minutes of the BOABC Executive Committee Meeting.

#### 4. CERTIFICATES

Certificates will be issued to Regular and Associate One members who have successfully passed the examinations and achieved the required work experience for the various levels of Certification. These Certificates shall state the level of Certification, the applicable edition of the B.C. Building Code and the date on which the Certification expires.

For a Member to maintain Certification for Level One, Two or Three, the Member will be required to do the following, or as determined by the Executive Committee:

1. Take and pass a Code Change examination for the level of Certification held when such an examination is provided by the Association when a new edition of the B.C. Building Code is adopted by Regulation, or
2. Attend a Code Change Seminar course of study endorsed by the BOABC when made available to Members of the Association when a new edition of the B.C. Building Code is adopted.

Level One, Level Two and Level Three Certified Members must fulfill the Certification Code Change Maintenance requirements within one (1) year of the availability of a Code Change Examination, Code Change Seminar Course and/or publication and availability of a Code Change Seminar Course of Study.

The certificate renewal sticker is issued on a yearly basis and will be contingent on payment of the current yearly dues. If a new Code is not adopted during the year, then no upgrading exam will be necessary and a new certificate renewal sticker will be issued at the time of paying membership dues.

For further information contact:

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