



ACBOA NATIONAL CERTIFICATION APPLICATION FORM

Instructions:

1. **Applicant:** Fill out Section 1 (PLEASE PRINT), and sign on page 3.
2. Have **supervisor/administrator** verify your work experience and sign on page 3.
3. Forward complete form and evidence of your current certification level 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: _____

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:

<input type="checkbox"/>	CRBO	<input type="checkbox"/>	CCBO Housing	<input type="checkbox"/>	Associate Diploma Housing
<input type="checkbox"/>		<input type="checkbox"/>	CCBO Part 9	<input type="checkbox"/>	Associate Diploma Part 9
<input type="checkbox"/>		<input type="checkbox"/>	CCBO Part 3	<input type="checkbox"/>	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		
Housing		
<input type="checkbox"/> Building Envelope		
<input type="checkbox"/> Health & Safety		
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?	
Housing - Inspections and/or Plan Reviews	
Approximately how many years have you been performing Housing Inspections and/or Plan Reviews?	
Approximately how many Housing Inspections and/or Plan Reviews have you performed?	
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 []

Note: We cannot list your name on the ACBOA website if you don’t check “Yes”

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/ADMINISTRATOR
MANDATORY

Supervisor/Administrator Name: _____

Title: _____

Organization: _____

Telephone: _____

Fax: _____

Email: _____

As the Applicant’s supervisor/administrator, 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 _____

Notice to all Applicants:

Please submit copies of your provincial license(s) or certification(s) with this application.

Definitions used 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 'Housing' project (such as a 2000 square foot house) may require 3 to 6 inspections
- ~ A typical 'Part 9' project may require from 3 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 'Housing' project (such as a 2000 square foot house) may require 1 to 3 plan reviews
- ~ A typical '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 1 to 5 plan reviews

Provincial Associations

<p>Alberta Alberta Building Officials Assoc. 12010 – 111 Avenue Edmonton, AB T5G 0E6 Phone: (403) 320-3837 Fax: (403) 327-6571 Website: www.aboa.ab.ca</p>	<p>Nova Scotia Nova Scotia Building Officials Assoc. PO Box 8102 Halifax CsC Halifax, NS B3K 5L8 Phone: (902) 464-1522 Fax: (902) 484-7838 Website: www.nsboa.ca</p>
<p>British Columbia British Columbia Building Officials Assoc. Suite 145 – 10451 Shellbridge Way Richmond, BC V6X 2W8 Phone: (604) 270-9516 Fax: (250) 392-2812 Website: www.boabc.org</p>	<p>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</p>
<p>Manitoba Manitoba Building Officials Assoc. PO Box 2063 Winnipeg MB R3C 3R4 Phone: (204) 295-1512 Fax: (204) 897-8094 Website: www.mboa.mb.ca</p>	<p>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</p>
<p>New Brunswick New Brunswick Building Officials Assoc. PO Box 3193, Station B Fredericton NB E3A 5G9 Phone (506) 470-3375 Website: www.nbboa.ca</p>	<p>ACBOA Inquiries P.O. Box 2071 Winnipeg MB R3C 3R7 Phone: (204) 832-1512 Fax: (204) 897-8094 Website: www.acboa.ca Email: info@acboa.ca</p>