



boabc

Serving the Province of British Columbia for over 50 years

TITLE:	CERTIFICATE ENTITLEMENT	1.1
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DATE APPROVED: January 2010

SIGNED: Frankie Victor, Secretary

DATE REVISED: September 17, 2016

DATE REVISED: January 21, 2017

POLICY:

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.

PARENTAL LEAVE

The required work experience may be extended for a period of up to one year for a member on parental leave. A Physician's letter and/or supporting documentation may be required. Applications must be submitted to the Executive Director for a recommendation by the Executive Committee.

MEDICAL OR EXTRAORDINARY CIRCUMSTANCES

Where exceptional circumstances occur that might result in the inability of members to achieve the required work experience within the allotted time periods, the member should contact the BOABC office as soon as possible to make alternative arrangements. The required work experience period may be extended for up to a period of 1 year for a member on medical or extraordinary circumstances leave. Applications for exemptions for medical or extraordinary circumstances will be reviewed on an individual basis. Physician's letter and/or supporting documentation may be required. Applications must be submitted to the Executive Director for a recommendation to the Executive Committee.

POLICY OBJECTIVE:

To facilitate the desire of members to have the opportunity to obtain recognition for work experience and code knowledge for Regular and Associate One (1) members, through certification and the use of title.

POLICY JUSTIFICATION:

Members of the Association, employers and the public require knowledge of the level of achievement of the holder of a BOABC Certificate. Also follows the Association policy changes adopted for Certification in January 2009.