



boabc

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TITLE: CERTIFICATE AND TITLE USE APPLICATION 1.3

DATE APPROVED: January 2010

SIGNED: Frankie Victor, Secretary

DATE REVISED: September, 2018

POLICY:

A Building Official member with the BOABC may apply for Certification and Title Use. Certification and Title Use Applications will be made to BOABC staff using the appropriate form.

Regular Members – Certification and Title Use Applicants must:

- request a level of Certification and Title Use,
- provide the necessary work experience form signed by their supervisor,
- have passed the appropriate exams,
- have the required CPD points,
- be a member in good standing, including fees paid; and
- supply any other validation materials as required.

Regular Members – Interprovincial Certification and Title Use Applicants must:

- request a level of Certification and Title Use,
- provide the necessary work experience form signed by their supervisor,
- provide certificates issued from ACBOA, OBOA, Alberta Safety Codes Council, SBOA, NSBOA, MBOA, or NBBOA,
- be a member in good standing, including fees paid; and
- supply any other validation materials as required.

BOABC staff will review and determine completeness of applications and certificates will be issued to Regular and Associate One members. These Certificates shall state the level of Certification and Title Use (if applicable), the applicable edition of the B.C. Building Code and the date on which the Certification expires.

BOABC staff will provide the Executive Committee with a report at the January Executive Meeting that lists all certification requests and approvals for the previous year.

POLICY OBJECTIVE:

To move Certification and Title Use requests from an executive committee function to a staff function in order to provide a more timely approval.

To clarify the process and provide a record to candidates and others, the level of Certification and Title Use achieved and the applicable Code edition to which the Certification and Title Use applies.

POLICY JUSTIFICATION:

Members of the Association, employers and the public require knowledge of the level of achievement of the holder of a BOABC Certificate.