



Mandatory Qualification Program

Qualification of Building Officials

Under the *Building Act* (Act), all building officials must meet mandatory qualification requirements by February 28, 2021 to make decisions about building regulations on behalf of municipalities and other local authorities. Additional background information about the implementation of this legislation can be found on the Association [website](#).

The Minister designated the Building Officials' Association of B.C. (Association) to administer the mandatory qualification program. The Association and Province entered into an Administrative Agreement in 2017 establishing the role and responsibilities of the Association in developing and delivering the program.

The FAQs below provides more information about the overall structure of mandatory qualification program.

Qualification of Officials – FAQs

[What's the difference between certification and qualification?](#)

To be qualified as a building or plumbing official, you must be a BOABC member in good standing, complete the applicable Building Officials' Association of BC (Association) exams, and satisfy any other regulatory requirements. This is the legal minimum requirement for someone to practice as a building or plumbing official.

To be certified as a building or plumbing official, you must be a BOABC member, pass the BOABC qualification exams, and satisfy the work experience requirements, which is usually two years experience at a given level. This is a higher standard than is required by law, but local authorities may choose to request certification (meaning the extra work experience) when hiring or promoting staff.

Once you are qualified or certified, you must also complete continuing professional development activities to maintain your credentials and continue working as a building official.

The register will be live on the Association website by January 2021. It is, in effect, the same as the current online member registry, except that it will also display information related to qualifications that you hold.

It should also be noted that the 'Registered Building Official' (RBO), 'Building Code Qualified' (BCQ) and 'Canadian Registered Building Official' (CRBO, an ACBOA designation) represent distinctions beyond the minimum qualification required by Provincial law. More information about these designations can be found on the BOABC [website](#).



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Do I need to be qualified and certified?

Legally, you only need to be qualified in order to work as a building official and make decisions about codes and building regulations on behalf of a local authority governed by the Act. That said, many employers require their building officials to have a minimum amount of experience as well.

What are the 'qualification exams'?

Under the new legislation, people are considered 'qualified' in a class once they have passed the required exams and met the other legislative requirements. The Minister has specified the Association exams as the qualification exams.

The Association partners with International Code Council (ICC) to make the exams available 24/7 anywhere that has a sufficient internet connection. There are a few steps required to set up your code exam in Pronto, the online exam software used by the ICC. Please go to the Association [website](#) for more information.

What happens if I pass or fail the qualification exam?

Your results will be emailed to you shortly after completing an exam. If you pass all exams required for a particular class of qualification, you can submit an application through the Association website. As soon as your application is approved, you will be registered in the new class of qualification and legally able to work in the associated scope of practice.

If you are not successful in an exam attempt, you may register and write the exam again. There is no re-write limit but you will need to pay the exam fee for every attempt.

Is there anything I need to do to maintain my qualifications?

Yes. Once qualified, you will need to further your experience and expertise by completing 10 points of eligible continuing professional development (CPD) every calendar year. Eligible activities must fall within one of the [established categories](#) or be related to competencies identified in the National Occupational & Training Standard for Building Officials.

All qualified building officials will be required to file an annual report before December 31 of each year. This report must include the following information about completed CPD activities:

- the title and description of the CPD activity;
- the date of the CPD activity;
- the name of the provider of the CPD activity (if applicable); and
- evidence of successfully completing or attending the CPD activity.

Further instructions will be distributed to building officials about how to complete the annual report in fall 2021.



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What are the different types of qualifications for building officials?

There are currently two types of building official qualifications: standard and building-official in-training. The Minister has authority to establish additional qualifications as required.

There are five classes of standard qualification: Building Levels 1, 2, and 3 and Plumbing Levels 1 and 2. In addition, there are five classes of building official in-training – one for each class of standard qualification (e.g. Building Level 1 In-Training or Plumbing Level 2 In-Training).

Further specific information about the building official in-training classification can be found on the Association [website](#).

What are the standard classes of building qualification?

Scopes of practice for standard classes of qualification can be summarized as follows:

Building Types:			Plumbing Systems:	
Level 1	Level 2	Level 3	Level 1	Level 2
Single-family dwellings and basic building types (Simple Part 9)	Small industrial and multi-family dwellings (Complex Part 9)	Large or complex industrial and public buildings (Part 3)	<i>Simple</i> plumbing matters. Some kinds of buildings, such as hospitals, are excluded.	<i>Advanced</i> plumbing matters which can be found in any kind of building.
<i>E.g.</i> Houses, duplexes, rowhouses under 4 storeys.	<i>E.g.</i> Low-rise apartments and townhouses, small industrial, mercantile.	<i>E.g.</i> High-rise apartments, industrial and mercantile, public buildings.		
<i>Note that it is possible for an official to be registered in both a building and a plumbing class. Also, classifications are sequential and must be completed in order.</i>				

Specific details about the scopes of practice for building and plumbing officials can be found in Tables 1 and 2 of the [Building Act General Regulation](#).

Do I need building and plumbing qualifications?

Being a qualified building official does not qualify you to work on plumbing code compliance, likewise being a qualified plumbing official does not qualify you to work on building code compliance. If you are asked to do both building and plumbing in the course of your work, you must be qualified to do both.

There is an exception to this: *Level 3 Building Officials* will be able to deal with any plumbing matters, by relying on Letters or Assurance from a registered professional.