



Building Officials'
Association of B.C.

Building Official In-Training Exam Guide

Table of Contents

Apply for a Exam Authorization..... 2

Fees 2

BOIT Exam Information 3

Taking Your Examination..... 3

Exam Challenge and Feedback Process..... 4

FAQs 5

Support & Troubleshooting 7

The only browser you should use to access your PRONTO account is Google Chrome. Download the browser for free at: <https://www.google.com/chrome/>

Apply for Exam Authorization

You can write your building official in-training (BOIT) exam at your convenience on any computer or mobile device.

 Launch Google Chrome Browser

Go to this URL: <https://boabc.org/pronto-exam-authorization-application-form/>

Exam Authorization Application Form

Once a candidate is preauthorized to write an exam, they have *six (6) months* to write that exam. If the annual membership fee becomes due before the preauthorization period ends, and the candidate has not yet written that exam, you must renew and keep current your BOABC membership to write the exam.

Application Information

First name	Last name
Address	Apartment/Unit#
City	Postal Code
Phone Number	<input type="checkbox"/> BCIT Student
Email Address	

Scanned PDF Transcript: (if applicable)
 No file selected.

Select Exam

Complete the form and click on 'send.'

Once you are authorized, you will receive a BOABC Authorization email and the ICC will be notified of your eligibility to purchase an examination.

Fees

The BOIT exam fee is \$75 plus GST for a BOABC member or \$100 plus GST for non-members. The exam fee is charged for each exam attempt.

BOIT Examination Information

Below are examinations and corresponding exam ID's currently available.

Exam ID	Examination	Length	Items
BOIT	Building Official In-Training Trainee Exam	2 Hours	50

Content Outline

Module 1: Introduction to the Building Regulatory System in B.C.

Module 2: Building Codes

Module 3: How Bylaws and Codes are Enforced

Module 4: Life Cycle of a Building Permit

Module 5: Working as a Building or Plumbing Official

Module 6: Plan Examination and Permitting

Module 7: Site Visits and Occupancy Permit

Module 8: Advanced Methods of Code Enforcement

Module 9: Legal and Ethical Considerations for Building Officials

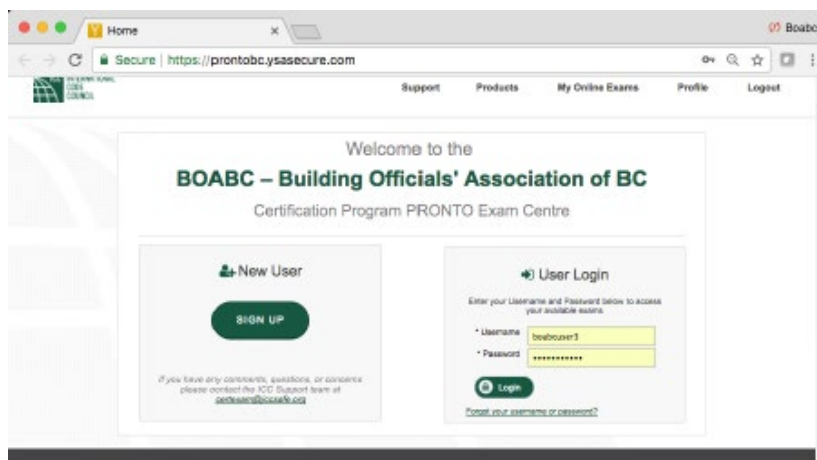
Module 10: Insurance and Liability

References

You can access the structure and [learning outcomes](#) for the Introduction to the Building Regulatory System on the Association website. Similarly, you can access the course reading list and glossary.

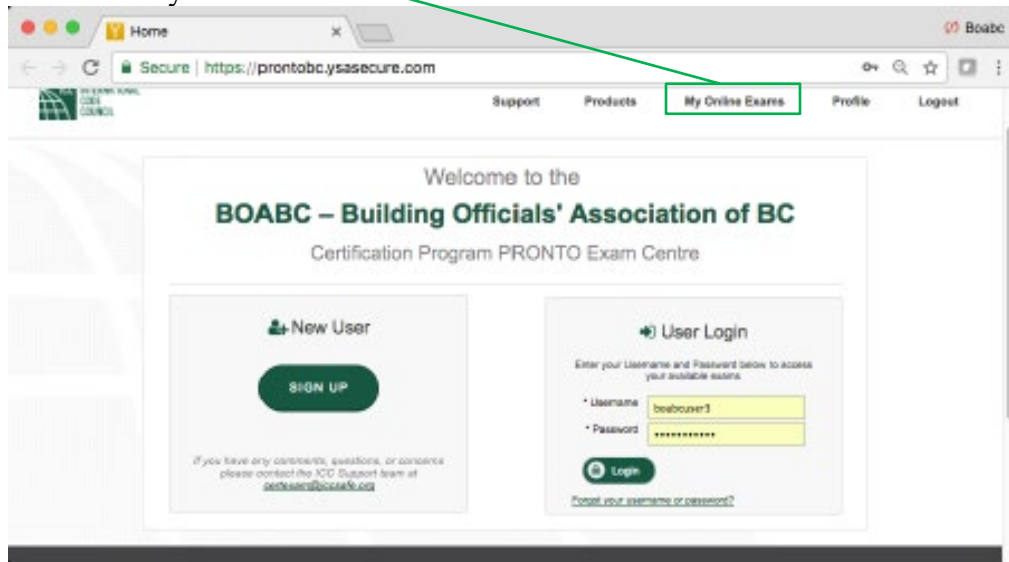
Taking Your Examination

1. Launch Google Chrome Browser
2. Go to this URL: <https://prontobc.ysasecure.com/>



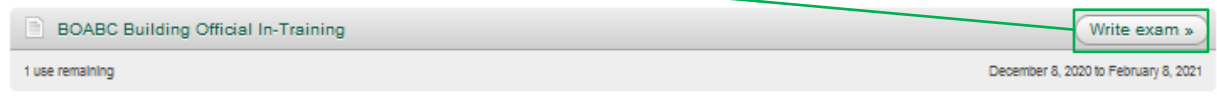
3. Enter your username and password. If this is your first time accessing the website, click on Forgot your username or password to create a password.

- Click on “My Online Exams”



- Read and agree to the terms and conditions.
- Click on Write Exam

Available Exams



Examination Challenge and Feedback Process

An examinee may provide feedback or challenge an exam question by submitting a [Challenge Form](#) to BOABC. Comments or challenges should be submitted to BOABC no later than **30 days** following the date of the exam.

After you complete the exam, if you wish to challenge a question, complete the form identifying the question(s) you wish to challenge by providing as complete a description as possible from your memory of the questions while you were writing the exam. Submit the form electronically to info@boabc.org.

BOABC representatives will then identify the question(s) from your description, research the question(s) to determine if the question may have been flawed. Challenge reviews are based on technical merit and processed within **30 days** of receipt by BOABC.

Following the review, BOABC will then send you a response.

If the comment or challenge is not about the exam technical content, (scheduling problems, general complaints) these are considered operational challenges, not exam challenges. For such matters, please contact the BOABC at info@boabc.org.

FAQs

Does BOABC require a candidate to have a certain level of experience or education before writing an examination?

No. BOABC does not specify education or experience requirements that an applicant must meet in order to write an exam. Examinations are generally difficult for those without practical industry experience.

What is Preauthorization?

Pre-authorization verifies that exam candidates are eligible to write the requested exam(s).

How often can I write an exam?

A candidate is permitted unlimited attempts to pass the exam, but each exam attempt must be purchased.

What is the best way to prepare for an examination?

The best way to prepare for the exam is by completing the Introduction to the Building Regulatory System, which has been developed specifically to prepare building officials for the trainee exam. This course can be purchased by itself or in a package that includes an exam. Discount pricing is available for BOABC members. Please visit the Association [website](#) for more information.

When will I receive my results?

Results for examinations are available immediately after completion of the examination.

Can't I just look up all of the answers in the course materials or legislation?

The exam is open-book and not proctored so you can reference course materials or legislation while writing the exam. A glossary of key terms, reading list and the course learning objectives are also available for you to review and use (see links above). At the same time, it is unlikely that you will have time to look up every answer. You should be very familiar with the material to reduce time spent on searching for answers during the exam.

What is a passing score?

The passing score for the examination is 80.

What is reported?

A score of 80 or above is reported as PASS on the score report.

The BOABC exams are only created and maintained with the intent of a passing score reflecting that a candidate meets a minimum level of competency. They are not built, nor intended to be used as a ranking system nor used for determining levels of competency for employment purposes. As no passing candidate can be more minimally competent than another, a candidate that passes with a score of 80, for example, has met the same threshold as a candidate who passes with a score of 95.

Those who fail the exam are provided the numeric percentage score, along with diagnostic information of their performance on major content areas.

Diagnostic Score Report

The diagnostic information for failing candidates is provided in the form of a bar graph. This bar graph cannot be used to determine the exact number of questions answered correctly in each content area. The bar graph gives a general indication from “low” to “high” of the candidate’s performance. This information is for self-evaluation only.

Can my exam score be cancelled?

BOABC reserves the right to revoke an examination score if, in their sole opinion, there is adequate reason to question the score validity.

Reasons are:

- Giving or receiving assistance with answers during testing
- Using unauthorized materials during testing
- Attempting to, or removing, examination materials or questions.

In cases of examination irregularities, the scores of the individual(s) involved will not be released unless approved by BOABC. Additional sanctions may be authorized, which may include restrictions on retesting for up to three (3) years.

Some scores may be rendered invalid because of circumstances beyond the examinee’s control, such as faulty examination materials or mistiming. These situations will be investigated. When such occurrences result in cancellation of an examinee’s scores, the BOABC will arrange for a makeup examination for the examinees concerned.

Support/Troubleshooting

I keep getting an error stating my email is not registered

The email address is case sensitive. Some browsers will auto-capitalise the first letter. If this does not work, contact BOABC at info@boabc.org.

I don't see an examination listed on my account

There could be various reasons as to why this may occur. For example, have you applied for an exam? If no, please review the instructions on page 2 of this guide. If you did apply and received a confirmation email from the BOABC, you should contact the BOABC as soon as possible at info@boabc.org.

I have problems with my exam

Please see the candidate challenge and feedback process beginning on page 4.