



Building Officials'
Association of B.C.

Extra- Provincial Building Official Exam

Table of Contents

Apply for Exam Authorization 2

Fees 2

Exam Information 3

Taking Your Exam..... 3

Exam Challenge and Feedback Process..... 4

Frequently Asked Questions 5

Support/Troubleshooting 6

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 extra-provincial building official (EPBO) 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 an authorization email from the Building Officials' Association of B.C. (Association) and the International Code Council (ICC) will be notified of your eligibility to purchase an examination.

Fees

The EPBO exam fee is \$100 plus GST and the fee is charged for each exam attempt.

Exam Information

Exam ID	Examination	Length	Items
EPBO 1-1	Extra-Provincial Building Official Exam	1.5 Hours	30

Content Outline

Module 1: B.C. Legislative Context

Module 2: B.C. Building Code

Module 3: Building Regulatory System Administration

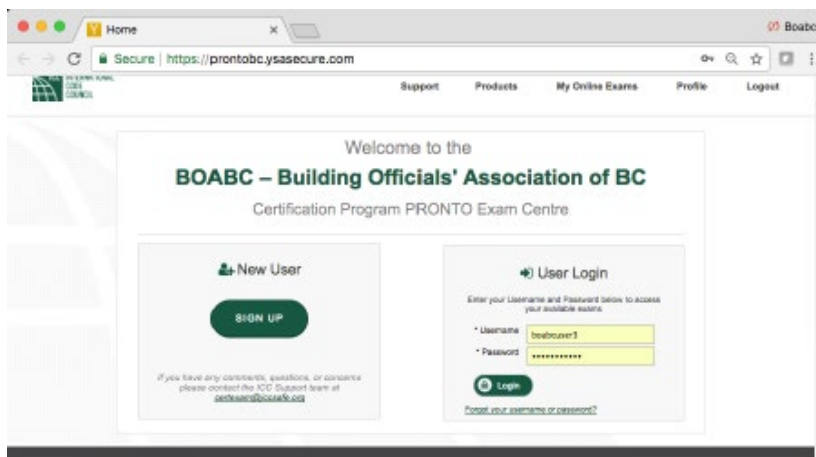
Module 4: Homeowner Protection

References

Additional information about the exam content and resource materials can be found on the [Association website](#).

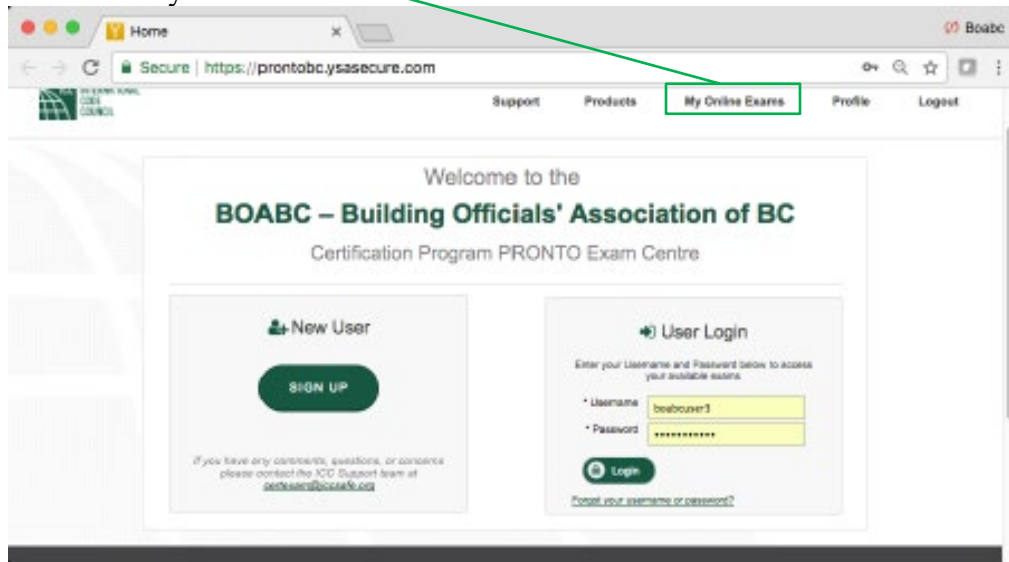
Taking Your Exam

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



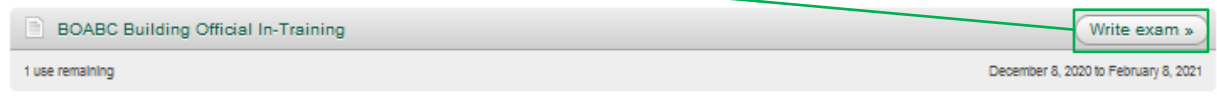
3. Enter your username and password. If this is your first time accessing the website, click on Forgot your username or password to create a password.

- Click on “My Online Exams”



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

Available Exams



Exam Challenge and Feedback Process

A candidate may challenge or provide feedback on one or more exam questions by submitting a completed [Challenge Form](#) to the Association at info@boabc.org no later than **30 days** following the date of the exam. An exam challenge is based on technical merit.

When completing the form, please provide as much detail as you can remember about the question(s) you are challenging. The Association will identify the questions based on your description and conduct a review. This review will be completed within **30 days** of the challenge form being received by the Association and you will be advised of the outcome.

Feedback that is not based on technical merit of exam questions, such as scheduling issues, is considered an operational challenge not an exam challenge. For such matters, please contact the Association at info@boabc.org.

Frequently Asked Questions

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

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

What is Pre-authorization?

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?

You can prepare for the exam by reviewing the exam content outline provided on the Association website. Alternatively, you can choose to prepare for the exam by registering for the optional Introduction to the Building Regulatory System course, which provides a broad overview of the legislation, authorities and practices that govern and authorize the work of building officials in B.C. More information about this course can be found on the Association website. Please note that completing this course is not mandatory or required for a candidate to register for the EPBO exam.

When will I receive my results?

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

What is a passing score?

The passing score for the examination is 80.

What is reported?

Scores of 80 or above are reported as PASS on the score report. Association 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 or intended to be used as a ranking system or 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?

The Association 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
- Removing or attempting to remove examination materials or questions.

In cases of exam irregularities, the scores of the individual(s) involved will not be released unless approved by Association. Additional sanctions may be authorized, which may include, but are not limited to, restrictions on retesting.

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

Support/Troubleshooting

I keep getting an error stating my email is not registered

The email address is case sensitive and some browsers will auto-capitalise the first letter. If this does not work, contact the Association 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. Please ensure that you have applied for the exam. If you did apply and received a confirmation email from the Association, please contact the Association 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 of this guide.