



## CONSULTATION NOTICE

In accordance with section 17 of the *Building Act* (Act), the Building Officials' Association of BC (Association) is asking for feedback on fees associated with a new process for addressing cases where qualified officials do not complete CPD or annual reporting requirements before December 31 of a calendar year.

### BACKGROUND

Under the Act, all qualified officials are required to obtain a specified number of CPD points every calendar year and report certain information about completed activities to the Association. An annual report attesting to the completion of CPD requirements must also be submitted to the Registrar before December 31 of each year.

The Association supports officials with tracking their CPD points by providing a secure online portal through which individuals can enter and submit CPD information and annual reports. Bi-monthly CPD reminders are sent to all qualified officials throughout the year, which include the number of outstanding points that must be obtained before year end.

The Association delivers zone meetings, training, webinars and other educational offerings to help qualified officials obtain CPD points. Many employers, educational institutions, industry associations and other organizations also offer training that relates to competencies identified in the National Occupational and Training Standard for Professional Building Officials

The Registrar must remove an individual from the register of qualified officials maintained on the Association website if they do not complete their professional development or annual reporting obligations. An individual must be identified in the register of qualified officials to make compliance decisions about building regulations (e.g. the BC Building Code) on behalf of a local government or other authority.



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## PROCESS AND FEES

The following process, including fees, will be used to address cases where qualified officials are unable to meet annual CPD and reporting requirements before December 31 in a calendar year.

### *Grace Period Application*

A qualified official who believes they will be unable to meet CPD or annual reporting requirements by December 31 can apply to the Association to receive until January 30, a 30-day grace period, to complete their outstanding obligations.

Approval of grace period applications is subject to the following criteria:

- An explanation as to why CPD requirements cannot be completed by the legislated deadline.
- The Association must receive this application on or before December 15 of a calendar year.
- Payment of a \$75 non-refundable application fee.

### *Reinstatement Application*

A qualified official will have qualifications removed from the online register under 12(5) of the Act if they have not achieved the required number of CPD points by December 31 and:

- they did not submit a grace period application by December 15; or
- they submitted a grace period application by December 15 that was not approved; or
- they submitted a grace period application that was approved but did not complete outstanding requirements by January 30.

Once an official's qualifications are removed from the online register, they can no longer make decisions about compliance with building regulations for a local authority and they must submit an application to the Association to have their qualifications reinstated in the register.



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Approval of reinstatement applications is subject to the following criteria:

- The qualified official must have submitted evidence of completing outstanding requirements.
- Payment of a \$150 non-refundable application fee.

#### **RATIONALE**

The process and fees described above are being established to:

- provide clarity for qualified officials and local authorities;
- encourage compliance with legislated deadlines; and
- offset Association resources needed to
- recognize the important role that qualified officials play in building safe and affordable housing.

The process and fees were developed to align with how other regulatory and professional bodies address non-compliance with professional development obligations amongst their members. The fees are being established to offset the administrative resources needed to process these applications and complete associated work.

Specific instructions about how to access the application process described above will be provided this fall and well in advance of the December 15 application deadline.

#### **SUBMIT FEEDBACK**

The Association is seeking your feedback on the \$75 and \$150 application fees described above.

- These fees only apply to qualified officials who cannot complete annual CPD and reporting requirements by December 31 – officials who meet their obligations on or before the legislated deadline are not affected.

Please submit your feedback to [info@boabc.org](mailto:info@boabc.org) before November 18, 2022. Thank you!



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