



APPLICATION for NATIONAL CERTIFICATION

Applicant Name: _____

Address: _____

City _____ Prov _____ Postal Code _____

Email: _____ Phone: (____) _____

Current Employer: _____

Employer Address: _____

Provincial Association: _____

Currently Appointed to Enforce Codes and/or standards: YES NO

Please indicate category(ies) of certification you are applying for:

- | | | | |
|--------------------------|---------------------|--------------------------|--------------------|
| <input type="checkbox"/> | CRBO – H (Housing)* | <input type="checkbox"/> | Associate Housing |
| <input type="checkbox"/> | CRBO | <input type="checkbox"/> | CRBO – 9 (Part 9)* |
| | | <input type="checkbox"/> | Associate Part 9 |
| | | <input type="checkbox"/> | CRBO – 3 (Part 3)* |
| | | <input type="checkbox"/> | Associate Part 3 |

Eff. May 15, 2024, the above * designations replace CCBO. Previously bestowed CCBO designations will remain as CCBO.

PROVINCIAL ASSOCIATION VERIFICATION (to be completed by Provincial Association)

Is the Applicant a Member in good standing with the Provincial Association?	
Provincial Certification level(s), designation(s), or license(s) held by the Applicant:	

Confirmed by: _____

Title: _____

Organization: _____

Telephone: _____

Email: _____

Signature of Authorized Agent of Organization

Date

WORK EXPERIENCE: Your Experience as a Building Official

How many years have you been appointed to enforce building codes?	
Housing - Inspections and/or Plan Reviews:	
How many years have you been appointed to perform Housing Inspections and/or Plan Reviews?	
How many Housing Inspections and/or Plan Reviews have you performed while appointed?	
Part 9 – Inspections and/or Plan Reviews:	
How many years have you been appointed to perform Part 9 Inspections and/or Plan Reviews (not including Housing)?	
How many Part 9 Inspections and/or Plan Reviews (not including Housing) have you performed while appointed?	
Part 3 – Inspections and/or Plan Reviews:	
How many years have you been appointed to perform Part 3 Inspections and/or Plan Reviews?	
How many Part 3 Inspections and/or Plan Reviews have you performed while appointed?	

AFFIRMATION BY APPLICANT I hereby affirm that the information contained in this application is true and correct.	
_____	_____
Applicant Signature	Date

VERIFICATION OF WORK EXPERIENCE: (to be completed by Employer)

Business / Organization Name: _____

Employer's Name: _____

Employer's Title: _____

Telephone: _____

Email: _____

As the Applicant's employer, I hereby confirm that the applicant has been appointed to enforce building codes, and performed inspections and/or plan reviews as indicated in this application.

Employer Signature

Date

REQUIREMENTS FOR CERTIFICATION

HOUSING - REQUIREMENTS FOR CERTIFICATION:

	Associate	Canadian Registered Building Official – Housing (CRBO – H)
Member of (ACBOA Member) Provincial Association	✓	✓
Building Code Qualified (or equivalent) level attained from Provincial Association or licensing body	✓	✓
Appointment for 2 years enforcing Building Codes at the Housing level		✓
Verification from Employer of your completion of a minimum 60 (sixty) Housing plan reviews and/or inspections, as per definition (Page 3).		✓

PART 9 - REQUIREMENTS FOR CERTIFICATION:

	Associate	Canadian Registered Building Official – Part 9 (CRBO – 9)
Member of (ACBOA Member) Provincial Association	✓	✓
Building Code Qualified (or equivalent) level attained from Provincial Association or licensing body	✓	✓
Appointment for 3 years enforcing Building Codes at the Part 9 level.		✓
Verification from Employer of your completion of a minimum 60 (sixty) Part 9 plan reviews and/or inspections, as per definition.		✓

PART 3 - REQUIREMENTS FOR CERTIFICATION:

	Associate	Canadian Registered Building Official Part 3 (CRBO – 3)
Member of (ACBOA Member) Provincial Association	✓	✓
Building Code Qualified (or equivalent) level attained from Provincial Association or licensing body	✓	✓
Appointment for 5 years enforcing Building Codes at the Part 3 level.		✓
Verification from Employer of your completion of a minimum 60 (sixty) Part 3 plan reviews and/or inspections, as per definition.		✓

CANADIAN REGISTERED BUILDING OFFICIAL - REQUIREMENTS FOR CERTIFICATION:

Canadian Registered Building Official Housing (CRBO – H)	✓
Canadian Registered Building Official Part 9 (CRBO – 9)	✓
Canadian Registered Building Official Part 3 (CRBO – 3)	✓

IMPORTANT INFORMATION FOR APPLICANTS

1. Please confirm you meet the minimum requirements for the level of certification you are applying for. See page 3 for requirements / criteria.

2. Please forward your application and evidence of your current certification level to your Provincial Building Officials Association office for them to complete the PROVINCIAL ASSOCIATION VERIFICATION section on page 1.

Contact information may be obtained for (ACBOA Member) Provincial Associations from the [ACBOA website](#) or the QR code:



3. Please have your employer complete and sign the VERIFICATION OF WORK EXPERIENCE on page 2.

4. Please submit (email) completed application pages 1-2 to ACBOA via email to acboa.execadmin@acboa.ca and cc a) the Employer who signed the Verification of Work Experience, and b) the authorized agent of the Provincial Association.

CHECKLIST:

- ✓ **Cc Employer**
- ✓ **Cc Provincial Association**
- ✓ **Verification of Work Experience**
- ✓ **Verification by Provincial Association**
- ✓ **Copies of your provincial license(s) or certification(s)**
- ✓ **Payment of \$ 100.00 to ACBOA.**

Payment may be made by e-transfer (to payments@acboa.ca) or EFT.

Definitions used in this Application

Appointed or Appointment

- The authority to enforce building code(s) has been granted by a municipality or other jurisdiction to enforce building codes, and to perform inspections and conduct plan reviews within their area(s) of specialty
- The authority is granted to an individual by municipalities or other political jurisdictions

Inspection

- A typical 'Housing' project (such as a 2000 square foot house) may require 3 to 6 inspections
- A typical 'Part 9' project may require from 3 to 6 inspections
- A typical 'Part 3' project (such as a 'big box' store) may require from 6 to 10 inspections

Plan Review...or Plan Examination

- A typical 'Housing' project (such as a 2000 square foot house) may require 1 to 3 plan reviews
- A typical 'Part 9' project may require from 1 to 5 plan reviews
- A typical 'Part 3' project (such as a 'big box' store) may require from 1 to 5 plan reviews