



Building Official In-Training

Trainee Name: _____ *Mentor Name:* _____ *BOIT / POIT level applying for:* _____

Training Plan

This template will help you establish goals, plan activities, and record accomplishments during the term of your building official in-training (BOIT) qualification. You should engage your mentor and employer early when developing your plan as their support is essential to your educational and professional success and required before this document can be submitted to the Association with your application.

The template is structured around the five areas of competency for building officials that are identified in the [**National Occupational and Training Standard for Building Officials**](#). These competencies are:

- 1. Communication** (e.g. written, verbal, negotiation)
- 2. Conduct Review to Determine Compliance** (e.g. plan reviews, alternative solutions, permit issuance)
- 3. Investigations and Inspections** (e.g. site inspections and investigations)
- 4. Legislation** (e.g. provincial legislation, technical codes, municipal bylaw)
- 5. Personal and Professional Attributes** (e.g. integrity, client service orientation)

Space is provided for you to identify one or two goals for each competence and then list one or two activities for each goal. There are sections to record your achievements and for your mentor to provide feedback. All parties are asked to confirm their commitment to the training plan before it is submitted to the Association with the BOIT application.

The template anticipates that the trainee and mentor will formally review the training plan at least every six months once the trainee qualification has been approved and the template leaves room for the trainee and mentor to provide comments as part of this process.

Trainees should report completed activities through the continuing professional development portal on the Association website. As a class of qualified building officials, trainees are required to complete and report on 10 points of eligible professional development activities every calendar year under the Act.



1. Communication



Communication Cont'd



2. Conduct Review to Determine Compliance



Conduct Review to Determine Compliance Cont'd



3. Inspections and Investigations



Inspections and Investigations Cont'd



4. Legislation



Legislation Cont'd



5. Personal and Professional Attributes



Personal and Professional Attributes Cont'd

Goal #2:	Trainee Comments (<i>6 Month Review</i>): Trainee Comments (<i>12 Month Review</i>):
Mention one or two activities that will help you achieve this goal:	Trainee Comments (<i>18 Month Review</i>):
Mentor Comments (<i>6 Month Review</i>): Mentor Comments (<i>12 Month Review</i>): Mentor Comments (<i>18 Month Review</i>):	



6 Month Review

Trainee Comments:

Trainee Agreement

I agree to make all reasonable efforts to achieve goals in this training plan and pass the exams required for standard qualification before the expiry of my building official in-training qualification:

Trainee Name (print) and Signature:

Date: _____

Mentor/Employer Agreement

We agree to make all reasonable efforts to help the trainee achieve goals in the training plan and pass the required qualification exams before the expiry of their building official in-training qualification:

Mentor Name (print) and Signature:

Employer Name (print) and Signature:

Date: _____

Date: _____



6 Month Review

Trainee Comments:

Mentor Comments:

Trainee Signature:

Mentor Signature:

Employer Signature:

Date: _____

Date: _____

Date: _____



12 Month Review

Trainee Comments:

Mentor Comments:

Trainee Signature:

Mentor Signature:

Employer Signature:

Date: _____

Date: _____

Date: _____



18 Month Review

Trainee Comments:

Mentor Comments:

Trainee Signature:

Mentor Signature:

Employer Signature:

Date: _____

Date: _____

Date: _____



24 Month Review

Trainee Comments:

Mentor Comments:

Trainee Signature:

Mentor Signature:

Employer Signature:

Date: _____

Date: _____

Date: _____