

Saskatchewan Building Officials Association

Building Official Certification Program

ELGIBILITY OVERVIEW AND APPLICATION FORM



The Saskatchewan Building Officials Association (SBOA):

- Is the provincial certification body for the Alliance of Canadian Building Officials Associations' *National Certification Program*
- Is a member of the Alliance of Canadian Building Officials Associations
- Has adopted the *National Certification Program* as the model for the provincial certification program
- Is the link for Saskatchewan Building Officials to National Certification
- Recognizes Building Official Licensing as set out in the *Uniform Building and Accessibility Standards Act* as the right-to-practice program for building officials in Saskatchewan

The objective of the SBOA Certification Program is to:

- Advance the skills of building officials in Saskatchewan
- Develop more consistent and knowledgeable enforcement of building statutes and regulations in Saskatchewan
- Develop new training and continuing education opportunities for building officials
- Create a certification program that is rigorous, defensible, credible, and relevant
- Make certification achievable for trained and experienced building officials in Saskatchewan

The National Certification Program:

- Was developed over several years by Building Officials from across Canada, with significant contributions of time and funding by the Saskatchewan Building Officials Association
- Was funded by the Government of Canada, through Human Resources and Development Canada, and Canada Mortgage and Housing Corporation, with development guidance by The Construction Sector Council
- Is based on the National Occupational Standard for Building Officials
- Requires a combination of training and practical experience
- Can be achieved in one or more of three specialties
 - Housing
 - Part 9
 - Part 3
- Has two stages for each specialty – Associate and Certified
 - The Associate Stage is achieved through training and successful completion of exams
 - The Certified Stage is achieved through practical experience
- Requires membership in good standing with an ACBOA affiliated Provincial Association (SBOA), which includes ongoing compliance with the Provincial Association's Code of Conduct, and provincial maintenance programs

Consistent and knowledgeable building code enforcement, by skilled, qualified building officials means SAFE, CODE COMPLIANT BUILDINGS!

“ASSOCIATE” Designations

‘ASSOCIATE – Housing’ Stage

The ASSOCIATE-Housing Stage is achieved through one of the following three pathways:

The building official has been granted a Class 1 Saskatchewan Building Official License by the provincial government,

OR,

Successful completion of the *Building Code Training for Canadians – Series 1* training course and, have at least 2 years full time work experience in a related occupation.

OR,

Successful completion of the following training courses and / or ACBOA National exams:

- *Legal*
- *Communications*
- *Introduction to Code*
- *The House – Building Envelope*
- *The House – Health and Safety*

and, have at least 2 years of full time work experience in a related occupation.

‘ASSOCIATE – Part 9’ Stage

The ASSOCIATE-Part 9 is achieved through one of the following two pathways:

The building official has been granted a Class 2 Saskatchewan Building Official License by the provincial government,

OR,

Successful completion of the following three training courses and / or ACBOA National exams:

- *Part 9 – HVAC & Fire Safety*
- *Part 9 – Structural Requirements*
- *Part 9 – Basic Plan Examination*

'ASSOCIATE – Part 3' Stage

The ASSOCIATE-Part 3 Stage is achieved through one of the following two pathways:

The building official has been granted a Class 3 Saskatchewan Building Official License by the provincial government,

OR,

Successful completion of the following five training courses and / or ACBOA National exams:

- *Part 3 – Large Building Health and Safety*
- *Part 3 – Large Building Classification and Construction*
- *Part 3 – Plan Examination Strategies*
- *Part 3 – Life Safety Systems*
- *Part 3 – Fire Protection*

“CERTIFIED” Designations

‘CERTIFIED - Housing’ Stage

The CERTIFIED-Housing Stage requires that a building official currently holds an ASSOCIATE-Housing designation, and demonstration of the following practical experience:

- Appointed for a minimum of 2 years to enforce Building Code
- Perform a minimum of 60 Housing plan reviews and/or inspections
- Maintain a log that allows the Certification Registrar to verify that the inspections and/or plan reviews were conducted, and are relevant

‘CERTIFIED – Part 9’ Stage

The CERTIFIED-Part 9 Stage requires that a building official currently holds an ASSOCIATE-Part 9 designation, and demonstration of the following practical experience:

- Appointed for a minimum of 3 years to enforce Part 9 of the Building Code
- Perform a minimum of 60 Part 9 plan reviews and/or inspections (excluding single and two-family dwelling units)
- Maintain a log that allows the Certification Registrar to verify that the inspections and/or plan reviews were conducted, and are relevant

‘CERTIFIED – Part 3’ Stage

The CERTIFIED-Part 3 Stage requires that a building official currently holds an ASSOCIATE-Part 3 designation, and demonstration of the following practical experience:

- Appointed for a minimum of 5 years to enforce Part 3 of the Building Code
- Perform a minimum of 60 Part 3 plan reviews and/or inspections
- Maintain a log that allows the Certification Registrar to verify that the inspections and/or plan reviews were conducted, and are relevant

Definitions:

'Appointed' or 'Appointment'

- The authority to enforce building code(s)
- This authority is granted to an individual by municipalities or other political jurisdictions

Inspection

- A typical Part 9 'Housing' project (single or two-family dwelling unit) may require 4 to 6 inspections
- A typical Part 9 'Rest of Part 9' project may require 4 to 6 inspections
- A typical Part 3 project may require 6 to 10 inspections

Plan Review or Plan Examination

- A typical Part 9 'Housing' project (single or two-family dwelling unit) may require 1 to 3 plan reviews
- A typical Part 9 'Rest of Part 9' project may require 1 to 5 plan reviews
- A typical Part 3 project may require 1 to 5 plan reviews

Experience Log

- For currently practicing building officials that have not maintained a formal experience log or experience tracking mechanism, completion of the "Verification of Experience" form, signed by a superior from within the same organization, or by a municipal administrator that the building official is contracted by, who can verify a reasonable quantity of the experience being claimed, will be considered equal to a 'log book'.

SBOA Certification Program Application Form

Submit the following pages #7 to 11, along with all relevant verification information as application for certification.

| | | | | | |
|--|----------|----------------|--|----------|----------|
| Name: | | Date: | | | |
| Mailing Address: | | | | | |
| Ph: | | E-mail: | | | |
| Employer: | | | | | |
| I am a member in good standing of the Saskatchewan Building Officials Association: | | | <table border="1"> <tr> <td>Y</td> <td>N</td> </tr> </table> | Y | N |
| Y | N | | | | |

Section A: Associate – Housing

Check all boxes that apply.

Class 1 License; (check box, and go to Section B if you have a valid Saskatchewan Class 1 License)

OR,

I have successfully completed the following course:

Building Code Training for Canadians – Series 1
and,

I have at least 2 years full time work in a related occupation as a:

OR,

I have successfully completed the following courses (prior to June 2008), or ACBOA National Exams:

- Legal*
 - Communications*
 - Introduction to Code*
 - The House – Building Envelope*
 - The House – Health and Safety*
- and,

I have at least 2 years full time work in a related occupation. *Work experience description:*

| |
|--|
| |
| |
| |
| |
| |

Section B: Associate – Part 9

Check all boxes that apply.

Class 2 License; (check box, and go to Section C if you have a valid Saskatchewan Class 2 License)

OR,

I have successfully completed the following courses (prior to June, 2008), or ACBOA National Exams:

- Part 9 – HVAC & Fire Safety*
- Part 9 – Structural Requirements*
- Part 9 – Basic Plan Examination*

Section C: Associate – Part 3

Check all boxes that apply.

Class 3 License; (check box, and go to Section D if you have a valid Saskatchewan Class 3 License)

OR,

I have successfully completed the following courses (prior to June, 2008), or ACBOA National Exams:

- Part 3 – Large Building Health and Safety*
- Part 3 – Large Building Classification and Construction*
- Part 3 – Plan Examination Strategies*
- Part 3 – Life Safety Systems*
- Part 3 – Fire Protection*

Section D: Verification of Information

I have attached the following documentation to support my application:

- A copy of my valid Saskatchewan Building Officials License
- A copy of my resume (if required to verify Section A information)
- A copy of all mark transcripts or verification letters for all courses claimed as completed on this application.

Section E: Sharing of Information Authority

By signing this application, I verify that all the information contained within is true, and that I grant authority to the Saskatchewan Building Officials Association to share the information contained within with the Alliance of Canadian Building Officials Associations, for the sole purpose of determining certification status.

Signature

Date

Section F: Verification of Experience Form/ Work Experience Log

In order for the SBOA to determine your *Certification* status, please submit a work experience log, or complete this 'Verification of Experience Form' and submit along with this application. Your work experience log and the Verification of Experience Form must be signed by your supervisor, or by a municipal administrator who can verify a reasonable quantity of the experience being claimed.

General Experience as Building Official

| | |
|--|--|
| Approximately how many years have you been appointed to enforce building code? | |
|--|--|

Part 9 - 'Housing' Inspections and/or Plan Reviews

| | |
|---|--|
| Approximately how many years have you been performing Part 9 'Housing' Inspections and/or Plan Reviews? | |
| Approximately how many Part 9 'Housing' Inspections and/or Plan Reviews have you performed in the past two years? | |
| Approximately how many Part 9 'Housing' Inspections and/or Plan Reviews have you performed in the past ten years? | |

The Rest of Part 9 - Inspections and/or Plan Reviews

| | |
|---|--|
| Approximately how many years have you been performing Part 9 Inspections and/or Plan Reviews? | |
| Approximately how many Part 9 Inspections and/or Plan Reviews have you performed in the past two years? | |
| Approximately how many Part 9 Inspections and/or Plan Reviews have you performed in the past ten years? | |

Part 3 - Inspections and/or Plan Reviews

| | |
|---|--|
| Approximately how many years have you been performing Part 3 Inspections and/or Plan Reviews? | |
| Approximately how many Part 3 Inspections and/or Plan Reviews have you performed in the past two years? | |
| Approximately how many Part 3 Inspections and/or Plan Reviews have you performed in the past ten years? | |

Applicant Signature

I hereby confirm that I have performed the above inspections and/or plan reviews over the periods of time indicated above.

Signature

Date

Verification by your Supervisor

As the Applicant's supervisor, I hereby confirm that he/she has performed inspections and /or plan reviews over the past five years as indicated above.

| | | | |
|-----------------|--|-------------------------------|--|
| Supervisor Name | | Email | |
| Title | | Fax | |
| Telephone | | Municipality/ Organization | |

Supervisor Signature

Date

Please submit the application form pages 7 – 11, and all support documentation by mail, fax, or email (scan), to:

SBOA • P.O. Box 1671 • Prince Albert, SK • S6V 5T2 • F: (306) 983-4781
E: certification@sboa.sk.ca

A copy of the Saskatchewan Building Officials Association privacy policy is available upon request.

FOR MORE INFORMATION:

The Saskatchewan Building Officials Association
P.O. Box 1671
Prince Albert, Saskatchewan
S6V 5T2
Fax: (306) 982-4781
www.sboa.sk.ca

The Alliance of Canadian Building Officials' Association
P.O. Box 2071
Winnipeg, Manitoba
R3C 3R4
Fax: (204) 897-8094
www.acboa.ca