



ACBOA NATIONAL CERTIFICATION APPLICATION FORM

Instructions:

1. **Applicant:** Fill out Section 1 (PLEASE PRINT), and sign on page 3.
2. Have **supervisor/administrator** verify your work experience and sign on page 3.
3. Forward complete form and evidence of your current certification level to your **Provincial Building Officials Association office** for them to fill out Section 2 on page 4.
4. Mail all 4 pages of application form and cheque in the amount of \$ 50.00 payable to:

ACBOA

P.O. Box 2071

Winnipeg, MB R3C 3R7

SECTION 1

Applicant Name: _____

Address: _____

City _____ Prov _____ Postal Code _____

Email: _____ Best Phone: (____) _____

Employer: _____

Employer Address: _____

Provincial Association: _____

Appointed to Enforce Codes and/or standards: YES NO

New or Updated Application?

[] New [] Updated ...If updated what is your current certificate No. _____

Please indicate level(s) of certification you are applying for:

- | | | |
|----------|------------------|-------------------------------|
| [] CRBO | [] CCBO Housing | [] Associate Diploma Housing |
| | [] CCBO Part 9 | [] Associate Diploma Part 9 |
| | [] CCBO Part 3 | [] Associate Diploma Part 3 |

Training Courses Completed	Date Completed	Confirmed By Prov. Association
Prerequisite Courses		
<input type="checkbox"/> Province Legal Course		
<input type="checkbox"/> Introduction to Building Codes		
<input type="checkbox"/> Communication Course		
Housing		
<input type="checkbox"/> Building Envelope		
<input type="checkbox"/> Health & Safety		
Part 9		
<input type="checkbox"/> HVAC & Fire		
<input type="checkbox"/> Structural Course		
<input type="checkbox"/> Basic Plan Examination		
Part 3		
<input type="checkbox"/> Large Building Health & Safety		
<input type="checkbox"/> Plan Examination Strategies		
<input type="checkbox"/> Life Safety Systems		
<input type="checkbox"/> Fire Protection		
<input type="checkbox"/> Large Building Classification & Construction		

Work Experience	
Your General Experience as a Building Official	
Approximately how many years have you been appointed to enforce building codes?	
Housing - Inspections and/or Plan Reviews	
Approximately how many years have you been performing Housing Inspections and/or Plan Reviews?	
Approximately how many Housing Inspections and/or Plan Reviews have you performed?	
Part 9 – Inspections and/or Plan Reviews	
Approximately how many years have you been performing Part 9 Inspections and/or Plan Reviews (not including Housing)?	
Approximately how many Part 9 Inspections and/or Plan Reviews (not including Housing) have you performed?	

SECTION 2

PROVINCIAL ASSOCIATION VERIFICATION - MANDATORY

Is the Applicant a Member in good standing with the Provincial Association?	
Provincial Certification levels held by the Applicant?	
Have courses been completed as indicated by the applicant in this application?	

Confirmed by: _____
Title: _____
Organization: _____
Telephone: _____
Fax: _____
Email: _____

Signature Date _____

Notice to all Applicants:

Please submit copies of your provincial license(s) or certification(s) with this application.

Definitions used in this Application

'Appointed' or 'Appointment'

- ~ The authority to enforce building code(s)
- ~ 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

Provincial Associations

<p>Alberta Alberta Building Officials Assoc. 12010 – 111 Avenue Edmonton, AB T5G 0E6 Phone: (403) 320-3837 Fax: (403) 327-6571 Website: www.aboa.ab.ca</p>	<p>Nova Scotia Nova Scotia Building Officials Assoc. PO Box 8102 Halifax CsC Halifax, NS B3K 5L8 Phone: (902) 464-1522 Fax: (902) 484-7838 Website: www.nsboa.ca</p>
<p>British Columbia British Columbia Building Officials Assoc. Suite 145 – 10451 Shellbridge Way Richmond, BC V6X 2W8 Phone: (604) 270-9516 Fax: (250) 392-2812 Website: www.boabc.org</p>	<p>Ontario Ontario Building Officials Association 200 Marycroft Avenue, Unit 8 Woodbridge ON L4L 5X4 Phone: (905) 264-1662 Fax: (905) 264-8696 Website: www.oboa.on.ca</p>
<p>Manitoba Manitoba Building Officials Assoc. PO Box 2063 Winnipeg MB R3C 3R4 Phone: (204) 295-1512 Fax: (204) 897-8094 Website: www.mboa.mb.ca</p>	<p>Saskatchewan Saskatchewan Building Officials Association Inc. PO Box 1671 Prince Albert SK S6V 5T2 Phone: (306) 982-3073 Fax (306) 982-4781 Website: www.sboa.sk.ca</p>
<p>New Brunswick New Brunswick Building Officials Assoc. PO Box 3193, Station B Fredericton NB E3A 5G9 Phone (506) 470-3375 Website: www.nbboa.ca</p>	<p>ACBOA Inquiries P.O. Box 2071 Winnipeg MB R3C 3R7 hone: (204) 832-1512 Fax: (204) 897-8094 Website: www.acboa.ca Email: info@acboa.ca</p>