



NATIONAL CERTIFICATION APPLICATION

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 pages 1-4 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 pages 1-4 of application form and cheque in the amount of \$ 50.00 payable to:

ACBOA
PO Box 173
Fergus, Ontario N1M 2W8 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:

- | | | | | | |
|--------------------------|------|--------------------------|--------------|--------------------------|---------------------------|
| <input type="checkbox"/> | CRBO | <input type="checkbox"/> | CCBO Housing | <input type="checkbox"/> | Associate Diploma Housing |
| <input type="checkbox"/> | | <input type="checkbox"/> | CCBO Part 9 | <input type="checkbox"/> | Associate Diploma Part 9 |
| | | <input type="checkbox"/> | CCBO Part 3 | <input type="checkbox"/> | 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)?		

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. ABOA 12010 – 111 Avenue Edmonton AB T5G 0E6 Phone: (403) 320-3837 Fax: (403) 327-6571 www.aboa.ab.ca</p>	<p>Nova Scotia Nova Scotia Building Officials Assoc. NSBOA 127 Chain Lake Drive, Suite 9 Halifax NS B3S 1B3 Phone: (902) 464-1522 Fax: (902) 484-7838 www.nsboa.ca director@nsboa.ca</p>
<p>British Columbia British Columbia Building Officials Assoc. BOABC Suite 145 – 10451 Shellbridge Way Richmond BC V6X 2W8 Phone: (604) 270-9516 Fax: (250) 392-2812 www.boabc.org info@boabc.org</p>	<p>Ontario Ontario Building Officials Association OBOA 200 Marycroft Avenue, Unit 8 Woodbridge ON L4L 5X4 Phone: (905) 264-1662 Fax: (905) 264-8696 www.oboa.on.ca info@oboa.on.ca</p>
<p>Manitoba Manitoba Building Officials Assoc. MBOA PO Box 2063 Winnipeg MB R3C 3R4 Phone: (204) 295-1512 Fax: (204) 897-8094 www.mboa.mb.ca info@mboa.mb.ca</p>	<p>Saskatchewan Saskatchewan Building Officials Association SBOA PO Box 1671 Prince Albert SK S6V 5T2 Phone: (306) 982-3073 Fax (306) 982-4781 www.sboa.sk.ca info@sboa.sk.ca</p>
<p>New Brunswick New Brunswick Building Officials Assoc. NBBOA PO Box 3193, Station B Fredericton NB E3A 5G9 Phone (506) 470-3375 www.nbboa.ca info@nbboa.ca</p>	<p>ACBOA Inquiries PO BOX 173 FERGUS, ONTARIO N1M 2W8 www.acboa.ca acboa.execadmin@acboa.ca</p>