



ACBOA

Alliance of Canadian Building Officials' Associations

APPLICATION for NATIONAL CERTIFICATION

Applicant Name: _____

Address: _____

City _____ Prov _____ Postal Code _____

Email: _____ Phone: (____) _____

Current Employer: _____

Employer Address: _____

Current member of which Building Officials Association: _____

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

TOTAL PAYMENT FORWARDED TO ACBOA: _____

Please indicate certification you are applying for:

<input type="checkbox"/> CRBO	<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.

BUILDING OFFICIALS ASSOCIATION - VERIFICATION

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

Confirmed by: _____

Title: _____

ACBOA Member: _____

Telephone: _____

Email: _____

Signature of Authorized Agent of Building Officials Association

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
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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:

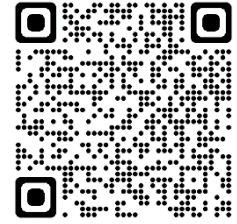
Canadian Registered Building Official Housing (CRBO – H)	✓
Canadian Registered Building Official Part 9 (CRBO – 9)	✓
Canadian Registered Building Official Part 3 (CRBO – 3)	✓

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 Building Officials Association for them to complete the BUILDING OFFICIALS ASSOCIATION - VERIFICATION section on page 1.

Contact information may be obtained for (ACBOA Member) Building Official 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 Building Officials Association.

CHECKLIST:

- ✓ **Cc Employer**
- ✓ **Cc Building Officials Association**
- ✓ **Verification of Work Experience**
- ✓ **Verification by Building Officials Association**
- ✓ **Copies of your provincial license(s) or certification(s)**
- ✓ **Payment of \$150.00 to ACBOA (application fee), includes one (1) certificate *emailed* to applicant (for one certification)**
- ✓ **Payment of \$25 to ACBOA for each additional certificate *emailed* to applicant (for more than one certification)**
- ✓ **Optional: in addition to the above, for payment of an additional \$25 fee to ACBOA, applicants may have a paper certificate MAILED to the applicant, with a \$10 fee for each additional paper certificate MAILED to the applicant (please include this in email to ACBOA when you submit your application)**

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