



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:

☐ CRBO – H (Housing)*	☐ Associate Housing
☐ CRBO (ALL)	☐ CRBO – 9 (Part 9)*
☐ CRBO – 3 (Part 3)*	☐ Associate Part 9
	☐ Associate Part 3

Eff. May 15, 2024, the above * designations replace CCBO. Previously bestowed CCBO designations will remain as CCBO.

VERIFICATION - BUILDING OFFICIALS ASSOCIATION

Is the Applicant a member in good standing with the Building Officials Association?	_____
Which Building Officials Association?	_____

Confirmed by (Name & Title) _____

Email & Tel. #: _____

Signature of Authorized Agent of Building Officials Association Date (PLEASE NOTE page 4)

Provincial certifications, designation(s), license(s) held by Applicant: _____

Confirmed by (Name & Title) _____

Email & Tel. #: _____

Signature of Authorized Agent (Building Officials Association / SCC) Date (PLEASE NOTE page 4)

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 (PLEASE NOTE page 4)

VERIFICATION OF WORK EXPERIENCE: (to be completed by current Employer)

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

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 perform inspections and/or plan reviews as indicated in this application.

Employer Signature Date (PLEASE NOTE page 4)

REQUIREMENTS FOR CERTIFICATION

HOUSING - REQUIREMENTS FOR CERTIFICATION:

	Associate	Canadian Registered Building Official – Housing (CRBO – H)
Member of (ACBOA Member) Building Officials Association	✓	✓
Building Code Qualified (or equivalent) level attained from Building Officials Association or licensing body	✓	✓
Appointed for 2 years to enforce 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 4).		✓

PART 9 - REQUIREMENTS FOR CERTIFICATION:

	Associate	Canadian Registered Building Official – Part 9 (CRBO – 9)
Member of (ACBOA Member) Building Officials Association	✓	✓
Building Code Qualified (or equivalent) level attained from Building Officials Association or licensing body	✓	✓
Appointed for 3 years to enforce 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 (Page 4).		✓

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	✓	✓
Appointed for 5 years to enforce 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 (Page 4).		✓

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)	✓

CHECKLIST FOR APPLICANTS

- ____ Do you meet the requirements for the level of certification you are applying for as per Page 3?
- ____ Is 'Verification by Building Officials Association' completed and signed on your application?
- ____ Have you completed and signed your application?
- ____ Is 'Verification of Work Experience' completed and signed by your current employer on your application?
- ____ Have you included copies of your provincial license(s) or certification(s) with your application?
- ____ Have you provided payment of \$200.00 to ACBOA (application fee that includes one (1) certificate *emailed to applicant for one requested certification*) OR if opting for extras:
- ____ Additional \$25 payment to ACBOA for *each additional certification / certificate applied for*, where the certificate is *emailed* to the applicant
- ____ Additional \$25 payment to ACBOA for one (1) MAILED *paper certificate to the applicant*. An additional \$10 payment is required for *each additional paper certificate MAILED to the applicant* (please include this request in email to ACBOA when you submit your application)

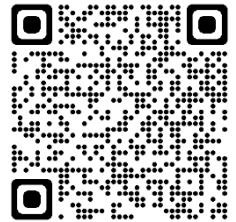
____ Payment may be made by e-transfer (to payments@acboa.ca), cheque, or EFT.

____ Email your completed application and copies of your provincial license(s) or certification(s) to ACBOA at acboa.execadmin@acboa.ca AND:

____ Cc your Employer who signed the Verification of Work Experience

____ Cc the Authorized Agent(s) who signed under 'Building Officials Association'

Contact information may be obtained for (ACBOA Member) Building Official Associations from the [ACBOA website](#) or the QR code:



****PLEASE NOTE****

Fees are non-refundable.

Incomplete applications will be held for up to 4 months from the date the application is received by ACBOA, then retired. Applicant must then submit a new application with applicable fee.

Signatures on the application must be signed and dated no more than 2 months prior to the date the application is received by ACBOA.

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