



# boabc

Serving the Province of British Columbia for over 50 years

<b>TITLE:</b>	<b>CERTIFICATE APPLICATION</b>	<b>1.3</b>
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**DATE APPROVED:** JANUARY 2010

Frankie Victor, Secretary of the Executive Committee

**POLICY:**

1. Certification applicants must request a level of Certification and supply the necessary work experience and other validation materials as required by the Registrar.
2. Upon Certification application completion, the Registrar will forward the application for approval to the Certification Committee and/or Chairperson.
3. The approved application will be confirmed by the Executive Committee by Motion at a BOABC Executive Committee meeting and the result recorded in the Minutes of the BOABC Executive Committee Meeting.

Certificates will be issued to Regular and Associate One members who have successfully passed the examinations and achieved the required work experience for the various levels of Certification. These Certificates shall state the level of Certification, the applicable edition of the B.C. Building Code and the date on which the Certification expires.

**POLICY OBJECTIVE:**

To clarify the process and provide a record to candidates and others, the level of Certification achieved and the applicable Code edition to which the Certificate applies.

**POLICY JUSTIFICATION:**

Members of the Association, employers and the public require knowledge of the level of achievement of the holder of the Certificate. Follows the policy changes adopted in January 2009 for BOABC Certification.