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TO: BOABC Members and the Executive Committee
FROM: Zara Clapp, Vice-President, Certification
DATE: April 27, 2010
SUBJECT: Report – Vice-President, Certification

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Certification Committee Membership

At the September 2009 Executive Meeting Gilles Allard was appointed to sit on the Certification Committee. If any BOABC members would like to sit on this committee please contact me.

Document Control

The following motion was made and passed at the September 2009 Executive Meeting.

MOTION: Motion to direct the BOABC Head office to retain all documentation, files and records required to prove a certification level for each member for an indefinite period of time and to add a sentence stating: "All documentation, files and records pertaining to a member's certification level must be retained by the BOABC Head Office indefinitely" to the policy titled "BOABC Confidentiality of Information and Document Control".

There have been discussions lately on whether or not it is feasible to retain documents indefinitely. The BOABC Executive Director will work with the BOABC IT consultant and review the practices of other regulating bodies and will develop a schedule for the retention and disposition of BOABC records and will report back to the Executive Committee.

Policy Manual

At the January Executive Meeting motions were passed to ensure that the certification committee policies were void of any errors and discrepancies and to ensure that all references to examinations were moved to the Examinations section of the policy manual.

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Alberta Safety Codes Council

Certification Committee member, Gilles Allard, has been in contact with the Alberta Safety Codes Council. Gilles, Zara and Ron attended a meeting in Edmonton in order to work on a reciprocal agreement which may allow for members to move between the two provinces and retain their level of certification. The Alberta Safety Council has appointed Leigh Atkinson to work on their behalf. With the appointment of this person to work on the reciprocal agreement the certification committee foresees a lot of work being completed on this project within the next year.

Research ACBOA to BOABC Certification

The Certification Committee has reviewed the ACBOA Certification Guidelines. Currently under the ACBOA certification process there are three stages: Candidate, Associate and Certified.

To receive ACBOA Certification, at any level, an applicant must be a (1) member of a Provincial Building Official Association and (2) meet the requirements of education, testing and experience of that Provincial Association verifies the qualifications and experiences and refers the ACBOA Application to the ACBOA Certification Committee, which recommends each candidate for ACBOA Certification.

To become a candidate one needs to have a high school diploma plus one of the following: a diploma or degree in a program related to the building industry, a journeyman provincial trade ticket in a building trade; or, five years of relevant work experience in the building industry.

In order to receive associate status one must complete the dictating levels of education. To obtain the level of certified with ACBOA one must have a combination of education and experience. For the purpose of this review we have focused on the certification requirements of ACBOA. There are three levels of certification.

Canadian Certified Building Official – Housing

In order to meet the requirements of this Stage, individuals must:

- Meet the requirements of the Associate – Housing Stage,
- Be currently appointed for a minimum of 2 years to enforce Building Code,
- Perform a minimum of 60 Part 9 – Housing Inspections and/or plan reviews over the 2 year period; and,
- Maintain a log that allows the National Certification Body to verify that the inspections and/or plan reviews were conducted...or complete a "Verification of Experience: form.

Canadian Certified Building Official – Part 9

In order to meet the requirements of this Stage, individuals must:

- Meet the requirements of the Associate – Part 9 Stage,
- Be currently appointed for a minimum of 3 years enforcing Part 9 Building Code,
- Perform a minimum of 60 Part 9 Inspections and/or plan reviews (excluding single and two family dwelling units); and,

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- Maintain a log that allows the National Certification Body to verify that the inspections and/or plan reviews were conducted...or complete a "Verification of Experience: form.

Canadian Certified Building Official – Part 3

In order to meet the requirements of this Stage, individuals must:

- Meet the requirements of the Associate – Part 3 Stage,
- Be currently appointed for a minimum of 5 years enforcing Part 3 Building Code,
- Perform a minimum of 60 Part 3 Inspections and/or plan reviews; and,
- Maintain a log that allows the National Certification Body to verify that the inspections and/or plan reviews were conducted...or complete a "Verification of Experience: form.

While the ACBOA Certification process itself does not include an examination, many Provinces have examinations attached to a course completion. For example you take a week long course, such as in Nova Scotia, which has an exam at the end. You complete the course and take the exam on the last day. You pass the exam; you get credit for the course. You take so many courses and pass the exams and you're eligible for a level of Provincial Certification. Other Provincial Associations have stand alone examinations, such as BOABC. ACBOA relies on and accepts the Provincial Systems in place. The ACBOA consultants reviewed the systems in each jurisdiction.

The Certification Committee is looking for any feedback from the Executive/Members on how they would like to see any reciprocal agreement taking shape.

Also the Certification Committee would like feedback on how the Executive/Members would like to handle the unique to BC code requirements, including Green Buildings and Mid-Rise wood frame construction. Training/Exam? An idea is that BOABC could accept ACBOA National Certification standards as an equivalency; and in addition, require that those persons accepted, take a BOABC examination, or attend, within one year, a BOABC study session particular to the level in order to be certified by the BOABC.

****Any agreements to allow a Canadian Certified Building Official – Part 3 to receive a RBO status will require amendments to the Bylaws which must be approved by 75% of members present at an AGM or general meeting.**

POABC Request

The BOABC head Office is in receipt of a letter from the POABC President dated November 7, 2009. This letter states that the POABC would like to express their interest in the possibility of becoming an autonomous chapter within the BOABC."

The Ontario Chapter set-up could work for the BOABC in allowing us to accommodate Chapters in BC for other code-practitioners. The Chapters would retain a close relationship with the BOABC Head Office and yet operate independently maintaining their own membership and holding their own events at their level.

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A condition to be set would be that certification of members of a POABC Chapter, will be based on examinations developed in conjunction with the ICC. Richard Bushey has been in contact with Doug Vance of the POABC and Doug Hatch of the ICC. Doug Hatch is willing to assist the POABC to develop ICC Plumbing Code exams based on their existing material. Doug Vance will speak to his Executive at their meeting on January 18, 2010.

The BOABC already has a number of POABC members who are BOABC regular and/or associate one members. The Chapter system would allow for POABC to run their own operations and for their members to also be members of the BOABC. ASTTBC has a similar system for 27 different disciplines.

The Certification Committee is looking for any feedback from the Executive/Members on their thoughts regarding the POABC members becoming members of the BOABC.

There may be many options to doing this. There could be a new Associate level implemented which would require amendments to the bylaws which must be approved by 75% of members present at an AGM or general meeting. Changes may be made to 1.1 of the Certification Policy to have a new certification level: Certification – Plumbing.

Certification Requests

"Certification Committee and Purpose and Composition" Policy states: "The Responsibilities of the Certification Committee include: Gathers information about individuals who have applied for Certification that supports their application for certification from training providers, examiners, and other sources; Compares the information to the BOABC Certification criteria; Determines whether BOABC Certification requirements have been met; Recommends to the Executive Committee the stage of Certification program where the individual should be placed. **The Executive Committee makes the final decision on who will be certified and at what stage.**" The BOABC Head Office has accumulated all of the required documentation, exam results and proof of work experience, from members and has determined each member's applicable certification level. Over the past year the certification committee has made motions to certify many members to the appropriate level as per this policy. *Some of these recommendations were for house keeping purposes only.*

RESPECTFULLY SUBMITTED

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Vice President, Certification

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