



# boabc

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<b>TITLE:</b> CERTIFICATION COMMITTEE PURPOSE & COMPOSITION	<b>1.0</b>
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**DATE APPROVED:** January 24, 2009

**SIGNED:** Frankie Victor (Secretary)

## Policy

The Certification Committee engages in activities that support the Association Executive Committee decisions on who is within the certification program and at what stage.

## Purpose

This Policy has been created in order to develop a certification program that recognizes professional development and achievement of an individual in their understanding and administration of building regulations and to ensure that all persons seeking levels of professional standing adhere to certain competence requirements.

## Application

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 BOABC certification criteria.
- Determines whether BOABC Certification requirements have been met.
- Recommends to the Executive Committee the stage of the Certification program where the individual should be placed. The Executive Committee makes the final decision on who will be certified and at what stage.
- Develops a process to recognize other certification programs in Canada and internationally, or portions thereof as equivalent, where appropriate.
- The Certification Committee and/or its members are NOT involved in training or examining candidates for any level of certification.

### **Process for Reviewing and Modifying Certification Programs**

The Certification Committee shall conduct a basic review of the Certification Program once per year. The review will consider:

- Changes to the Building Code and referenced standards.
- Modifications to accommodate the BOABC and/or National Certification Programs.
- The adequacy of the BOABC Continuing Professional Development Program.
- Other issues relevant to certification.

Should the Committee determine through this review that the certification program (or process) should be changed; the Certification Committee will create a report to the Executive Committee recommending changes and supporting the changes with research and information. The BOABC Executive Committee would approve changes (to take effect on a defined date) through the motion process.

At least one month, prior to the date when changes to the Certification program take effect, all BOABC members must be informed of the changes through one or more of the following mechanisms: email, newsletter or web site announcement.

The BOABC Executive will also inform the Canada National Certification Body [ACBOA] of the changes.

### **Process for Appealing the Results of an Evaluation and other Criteria used to Determine Certification Stages**

The Certification Committee shall provide Association members who are working towards certification, the right to appeal examination markings and other rating criteria used to determine certification stages:

- Permits members, who are attempting to meet requirements necessary to achieve a stage of certification and who believe an exam mark or other rating criteria related to certification was incorrect or unfair, to write a letter to the Executive Committee explaining and justifying the concern.

- Upon review of the appeal the Executive Committee will decide whether it has merit. Where merit exists, the Executive Committee will determine how to conduct a re-evaluation or undertake other means to verify and substantiate whether certification requirements have been met.
- The appeal must be received within 60 days of the day that the contentious evaluation results are released by the BOABC office.
- Executive Committee members serving on the Certification Committee will remove themselves from decisions made by the Executive Committee regarding appeals.
- The Executive Committee will respond in writing with a decision on the appeal within 90 days of the date the appeal is received. The decision of the Executive Committee is final.

### **Composition of the Certification Committee**

1. The Certification Committee:
  - Shall consist of a majority of practicing building officials, or building officials who have practiced for at least three out of the past five years, or manages practicing building officials.
  - Can include non-building officials.
  - Should represent building officials from the various zones.
  - Association members shall be certified to the RBO or BCQ.
2. Members of the Certification Committee are appointed by the Executive Committee on the recommendation of the Chair of the Certification Committee.