



# MANITOBA BUILDING OFFICIALS ASSOCIATION

## APPLICATION FOR CERTIFICATION

### CERTIFIED BUILDING CODE OFFICIAL (CBCO)

### BUILDING CODE QUALIFIED (BCQ)

#### INSTRUCTIONS TO APPLICANTS:

1. Applicant must be a member in good standing with the Manitoba Building Officials Association.
2. Applications must be complete, plus copies of pertinent certificates and/or transcripts and experience are to be submitted with a letter from your CAO, Human Resources Personnel, confirming your employment and experience. Only complete applications will be reviewed.
3. The Certification Review Committee shall consider all applications objectively at their regularly scheduled meetings and will advise applicant of their decision. Any applicant denied Certification has a right of appeal to the Board of Directors of the Manitoba Building Officials Association whose decision shall be final.
4. The personal information contained in this application shall be used only for the determination of Certification qualification, and shall remain confidential.
5. Applications must include the applicable non-refundable fee of **\$100.00** payable to the Manitoba Building Officials Association.

*Forward the required documents and fee to:*

**Manitoba Building Officials Association  
Attention: Certification Committee  
P. O. Box 2063  
Winnipeg, MB R3C 3R4**

Application can also be downloaded from our web site at [www.mboa.ca](http://www.mboa.ca).





## Manitoba Building Officials Association

### Code of Ethics

#### Preamble

The *Members* accept these Rules of Professional Conduct as a desirable method of achieving increased professional status for the *Association*. These Rules are based on principles that the *Members* accept as necessary for maintaining the high standard of behaviour to which the membership adheres. These Rules will be applied under stated guidelines to ensure the protection of the rights of any *Member* whose conduct allegedly violates these Rules.

#### f Rules

The following shall be the rules of the *Association*:

- (a) No *member* shall commit an indictable offence or other offence prosecuted under indictment under the Criminal Code (Canada) or similar criminal legislation in the United States of America, or in any municipality, province, state, district or territory of Canada or the United States of America, or any other offence which brings discredit or embarrassment to other *Members* or chapters of the *Association*.
- (b) No *Member* shall commit any offence or serious misconduct pertaining to the funds and/or property of any branch of government.
- (c) No *Member* shall be guilty of serious and improper action in the performance of their duties that brings discredit and/or embarrassment to other *Members* or the *Association*.
- (d) No *Member* shall disclose to others or use to further any personal interest, confidential information acquired in the course of stated official duties.
- (e) *Members* shall strive to maintain the integrity of the profession and should participate in its activities.
- (f) *Members* shall observe the Rules of Professional Conduct set out herein in both spirit as well as in letter.
- (g) No *Members* shall use the organization's logo without written permission by the Board of Directors and the rules pertaining to such use must be adhered to. *Members* must submit their request in writing, noting how they would like the logo used.



**Please indicate the Certification being applied for:**

• **CERTIFIED BUILDING CODE OFFICIAL**

“*Certified Building Code Official*”, shall mean recognition by the Association that a *government member* has achieved a high level of proficiency, competence and experience in the administration, interpretation and enforcement of codes and standards.

- Housing**
- π **Part 9: Buildings**
- π **Part 3: Buildings**

• **BUILDING CODE QUALIFIED**

“*Building Code Qualified*” shall mean recognition by the Association that a *member* has achieved a high level of proficiency and competence in the use and interpretation of the *Manitoba Building Code*.

- π **Housing**
- π **Part 9: Buildings**
- π **Part 3: Buildings**

**APPLICANT INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Current Employer:** \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Position held: \_\_\_\_\_

Name of individual you report to: \_\_\_\_\_

Length of employment: \_\_\_\_\_

**I \_\_\_\_\_ HEREBY SUBMIT MY APPLICATION FOR CERTIFICATION AND ATTEST THAT THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE.**

**I UNDERSTAND THAT IN ORDER TO MAINTAIN THE DESIGNATION OF CERTIFIED BUILDING CODE OFFICIAL OR BUILDING CODE QUALIFIED THAT I MUST REMAIN A MEMBER IN GOOD STANDING IN THE MANITOBA BUILDING OFFICIALS ASSOCIATION AND ADHERE TO THE ORGANIZATIO S CODE OF ETHICS AS OUTLINED HEREIN.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



**Other Employment related experience** (insert additional information):

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Position held: \_\_\_\_\_

Name of person you report to: \_\_\_\_\_

Length of employment: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Position held: \_\_\_\_\_

Name of person you report to: \_\_\_\_\_

Length of employment: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Position held: \_\_\_\_\_

Name of person you report to: \_\_\_\_\_

Length of employment: \_\_\_\_\_

\_\_\_\_\_



PLEASE ATTACH COPIES OF ALL PERTINENT COURSES CERTIFICATES

**Courses required - Certified Building Code Official**

PLEASE ATTACH COPIES OF ALL PERTINENT COURSE CERTIFICATES

**Part 9 Housing:**

- Successfully completion of specific courses and/or passing of examinations  
Municipal Building By-law Administration (5 days)
  - Part 9: The House – Building Structures (5 days)
  - Part 9: The House – Health & Safety (5 days)
  - Part 9: Building Plumbing Inspection (5 days)
  - Wood Heat Safety (5 days)
- Be currently appointed for a minimum of 2 years enforcing Part 9 Building Code
- Perform a minimum of 60 Part 9 Housing Inspections and/or Plan Reviews
- Maintain a log that allows the Certification Body to verify that the inspections and/or plan reviews were conducted ... or complete an acceptable “Verification of Experience” form

**Part 9 Buildings:**

- Successfully completion of specific courses and/or passing of examinations  
Municipal By-law Administration
  - Part 9: Buildings – Structural Requirements (5 days)
  - Part 9: Buildings – HVAC & Fire Protection (5 days)
- 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
- Maintain a log that allows the Certification Body to verify that the inspections and/or plan reviews were conducted ... or complete an acceptable “Verification of Experience” form

**Part 3 Buildings:**

- Successfully completion of specific courses and/or passing of examinations  
Municipal By-law Administration
  - Part 3: Large Buildings – Classification & Construction (5 days)
  - Part 3: Large Buildings – Health & Safety (5 days)
  - Part 3: Large Buildings – Life Safety Systems (5 days)
- Be currently appointed for a minimum of 5 years enforcing Part 3 Building Code
- Perform a minimum of 100 Part 3 Inspections and/or Plan Reviews
- Maintain a log that allows the Certification Body to verify that the inspections and/or plan reviews were conducted ... or complete an acceptable “Verification of Experience” form.



**Clarification:**

To clarify the terminology of “*inspection and/or plan review*” the following is taken from the **National Occupational Standard for Professional Building Officials** “*Block C - Task 9*”.

**To further clarify this definition, the CHIBO working group determined that:**

- *A typical Part 9 Residential project (such as a 2000 square foot house) may require from 4 to 6 inspections*
- *A typical Part 9 project may require from 4 to 6 inspections*
- *A typical Part 3 project (such as a ‘big box’ store) may require from 6 to 10 inspections*

**Note (1):**

*It is recommended that the courses be taken in the order as listed. The course facilitator cannot take time to go over related course material from previous courses.*

**Note (2):**

*A person may challenge the above noted courses with the exception of Municipal By-law Administration course, which is mandatory. A person may challenge the exams only once.*

**Note (3):**

*Items not listed but which you think may be directly related to education qualifications may be considered for credits and or maintenance points. Submit your documentation and request a review to confirm eligibility of the qualification or courses.*



PLEASE ATTACH COPIES OF ALL PERTINENT COURSE CERTIFICATES

**Courses required - Building Code Qualified**

**Housing** – Part 9: Buildings - Single and Two Family Dwellings

- Part 9: The House – Building Structures (5 days)
- Part 9: The House – Health & Safety (5 days)
- Part 9: Building Plumbing Inspection (5 days)
- Wood Heat Safety (5 days)

Experience;

- Minimum 2 years related experience.

**Part 9: Buildings, other than** Single and Two Family Dwellings

- Part 9: Buildings – Structural Requirements (5 days)
- Part 9: Buildings – HVAC & Fire Protection (5 days)

Experience;

- Minimum 3 years related experience.

**Part 3: Buildings**

- Part 3: Large Buildings – Classification & Construction (5 days)
- Part 3: Large Buildings – Health & Safety (5 days)
- Part 3: Large Buildings – Life Safety Systems (5 days)

Experience;

- Minimum 5 years related experience.

**Note (1):**

*It is recommended that the courses be taken in the order as listed.*

**Note (2):**

*Items not listed but which you think may be directly related to education qualifications may be considered for credits and or maintenance points. Submit your documentation and request a review to confirm eligibility of the qualification or courses.*

**Course dates and information available from;**

Manitoba Emergency Services College  
1601 Vanhorne Avenue East  
Brandon, MB R7A 7K2  
Phone: (204) 726-6855  
Fax: (204) 726-6847  
E-mail: emerserv@gov.mb.ca



# APPLICANT CHECKLIST

## MBOA CREDIT COURSES FOR CERTIFICATION

Please check all materials you have enclosed. Further make sure you have attached copies of your certificates and or mark statements.

Course Title	Successfully Completed
<input type="checkbox"/> Part 9: The House – Building Structures	<input type="checkbox"/>
<input type="checkbox"/> Part 9: The House – Health and Safety	<input type="checkbox"/>
<input type="checkbox"/> Part 9: The House – Building Plumbing Inspection	<input type="checkbox"/>
<input type="checkbox"/> Wood Heat Safety	<input type="checkbox"/>
<input type="checkbox"/> Municipal By-law Administration	<input type="checkbox"/>
<input type="checkbox"/> Part: 9 Building – Structural Requirements	<input type="checkbox"/>
<input type="checkbox"/> Part: 9: Buildings - HVAC and Fire Protection	<input type="checkbox"/>
<input type="checkbox"/> Part: 3: Large Buildings – Classification and Construction	<input type="checkbox"/>
<input type="checkbox"/> Part: 3: Large Buildings – Health & Safety	<input type="checkbox"/>
<input type="checkbox"/> Part: 3: Large Buildings Life Safety Systems	<input type="checkbox"/>
<input type="checkbox"/> Part 3: Fire Protection	<input type="checkbox"/>
<input type="checkbox"/> Part 3: Fire Rated Building Material and Assemblies	<input type="checkbox"/>
<b>Others: (Please specify.)</b>	
<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/>





**Sample Employment Verification Letter (to be on Municipal, Firm or Organization Letterhead)**

Date

Municipality  
Department  
Address  
City, Province  
Postal Code

**TO WHOM IT MAY CONCERN:**

**This letter is to confirm that** <name of employee> **has been employed with the**  
<municipality> **for** <years > **(full time equivalent in calendar years) since** <date>

.

**He/She has been employed as** <position and duties performed> **with the**  
<department> .

Signature

Printed Name

Title (must be clerk/administrator, chief building official, or human resources/personnel manager)



