



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.





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**
- Part 9: Buildings**
- 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*.

- Housing**
- Part 9: Buildings**
- 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)
- Be currently appointed for a minimum of 2 years enforcing Part 3 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.



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)

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"/> 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"/>
Others: (Please specify.)	
<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)





Manitoba Building Officials Association Inc.

APPLICATION FOR MEMBERSHIP

I/We hereby apply for membership in the Manitoba Building Officials Association Inc., as noted below: (please check one)

- Check one:** 2015 Membership Renewal (*Membership Year: January 1-December 31*)
 or
 New Member

- Check one:**
- | <u>Membership Classification</u> | <u>Annual Dues</u> |
|---|--------------------|
| <input type="checkbox"/> Government Member | \$70.00 |
| Government Members are individuals who develop, administer, apply, interpret and/or enforce building code related statutes for or on behalf of a governmental or regulatory body, including one of the following: | |
| (a) a duly legislated municipality, including those of countries other than Canada, | |
| (b) the Government of Manitoba or its ministries, departments or agencies, | |
| (c) the Government of Canada or its ministries, departments or agencies, or | |
| (d) Canada Mortgage & Housing Corporation (or its successor ministry, department or agency). | |
| <input type="checkbox"/> Government Group Rate | \$550.00 |
| <input type="checkbox"/> Associate Member | \$ 80.00 |
| Associate Members are individuals who are directly or indirectly affected by Building Code regulations and are not otherwise entitled to status as a Government Member or other category of membership | |
| <input type="checkbox"/> Associate Group Rate | \$650.00 |

*(Government and Associate Group Rate is available for organizations with 10 or more members.)

- Student Rate \$ 25.00
- (a) enrolled full time in a program of study in Canada relating to the construction of buildings at a recognized post-secondary institution, or
- (b) enrolled at a recognized post-secondary institution in Canada in a program of study relating to building construction, or
- (c) enrolled at a recognized post-secondary institution in Canada in a program that would assist such person in the administration or enforcement of building standards.

On Behalf: _____
 (Name of Association, Individual, Government Unit, Company, etc.)

MAILING ADDRESS: (Please print and complete all information.)

Name: _____

Title: _____

Company/Organization: _____

Address: _____

City/Prov: _____ Postal Code: _____

Tel: _____ Fax: _____ Email: _____

To make application for membership in the Manitoba Building Officials Association Inc., please complete this application form and mail with your annual dues to: **MBOA Membership Committee**, P.O. Box 2063, Winnipeg, MB R3C 3R4. (Cheques payable to Manitoba Building Officials Association Inc.)



Housing

CBCO Housing - Single and Two Family Dwellings

- 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)

Experience;

- Minimum 2 years related experience with plan examinations and/or field inspections of Single and Two Family housing. Please provide information on the total number of buildings worked on. Please provide samples of at least 60 homes worked on along with addresses and square footages.
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Part 9: Buildings, other than Single and Two Family Dwellings

- ~~Municipal By-law Administration~~
- All required Level One courses
- Part 9: Buildings – Structural Requirements (5 days)
- Part 9: Buildings – HVAC & Fire Protection (5 days)

Experience;

- 3 years related experience and perform a minimum of 60 Part 9 Inspections and/or Plan Reviews
 - with plan examinations and/or field inspections of buildings **other than** Single and Two Family Dwellings. Please provide the number of Part 9 buildings involved with (at least 60) including new buildings change of use, alterations and additions. A sample list of buildings should include building occupancies from at least 3 of the 4 major occupancies in Part 9 (C, D, E. & F).
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Part 3: Large Buildings

- ~~Municipal By-law Administration~~
- All required Level One and Level Two courses
- 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;

- 4 years related experience with plan examinations and/or field inspections of large buildings. Please provide the experience information as outlined in “Certification Experiences and Details for CBCO Part 3” See below.
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CERTIFICATION EXPERIENCES AND DETAILS FOR CBCO PART 3

The Certification Review Board requires more detailed information related to the experience components CBCO PART 3. The Board is looking for a broad sample of buildings that you have been involved with. This type of information will be necessary for the evaluation of practical experience as it relates your Application for Certification.

The scope of the information should demonstrate and support the level of Certification that you are applying for. *Note that Part 3 Buildings require 4 years experience.*

The following will give an outline as to the type of information the Board requires:

1. Provide a total number of buildings you have reviewed or inspected, including new buildings, change of use, alteration or additions. a variety of different occupancy classifications.
2. Provide a summary list of buildings reviewed or inspected. This need not be exhaustive but should include at least 25 buildings demonstrating examples of all the major occupancies classifications (A, B, C, D, and E). The list should include information as to the Name, address, occupancy type, number of storeys and building footprint square footage.

Example 1: “ABC Towers” 101 Surgeoner Bay, Winnipeg, Mb. Office”D” Occupancy, 3 Storeys, 15000 sq. feet.

Example 2: Campbell’s Retirement Mecca, 2435 Beecham Ave. Brandon, MB. Care Home “B-2” Occupancy and “D” major occupancies, 2 Storeys, 25,000 sq. feet

2. Please detail the scope of responsibility/experience for each building example as follows:

a. Plan Examination and/or Building Inspection	
b. Plan examination responsibilities.	c. Field inspection responsibilities:
<ul style="list-style-type: none"> i. Architectural ii. Structural iii. Mechanical iv. Plumbing v. Electrical vi. Other. 	<ul style="list-style-type: none"> vii. Architectural viii. Structural ix. Mechanical x. Plumbing xi. Electrical xii. Other

4. Provide a copy of your current resume outlining education and work experience.



~~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.~~

~~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

Course's required - Building Code Qualified

~~Housing~~**Housing Level One** – 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)

Experience;

- Minimum 2 years related experience, with plan examinations and/or field inspections of Single and Two Family housing.

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

- All required Level One courses
- Part 9: Buildings – Structural Requirements (5 days)
- Part 9: Buildings – HVAC & Fire Protection (5 days)

Experience;

- 3 years related experience, with plan examinations and/or field inspections of buildings other than Single and Two Family Dwellings.

Level Three – Part 3: Large Buildings

- All required Level One and Level Two courses
- 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;

- ~~5 years related experience.~~

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~~—~~

~~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~~ with plan examinations and ~~/or~~ maintenance points. Submit your



~~documentation and request a review to confirm~~
~~eligibility~~eligibility field inspections of ~~the qualification or courses~~, large
buildings.

