

ONTARIO BUILDING OFFICIALS ASSOCIATION

BUILDING CODE QUALIFIED (BCQ)

INSTRUCTIONS TO APPLICANTS:

- Applicant must be a member in good standing with the Ontario Building Officials Association (OBOA).
- Application must be completed in full and submitted in duplicate in order to be accepted; including copies of pertinent certificates.
- The Certification Review Committee shall consider all applications objectively and will make their recommendation to the next Board of Directors meeting. Any application received within two weeks of a Board meeting will be held over until the next Board meeting. Any applicant denied Certification may appeal to the Board of Directors, whose decision shall be final.
- Applicants must qualify under one of the four categories listed – see Schedule A.
- Applicants must include a non-refundable application fee of \$150.00 + HST payable to the Ontario Building Officials Association.
- A non-refundable verification fee of \$100.00 + HST may be applicable to any Ministry of Municipal Affairs and Housing (MMAH) certificates that were completed with organizations that did not contract with the OBOA.
- The personal information contained in this application shall be used only for the determination of Certification qualification.

All applications to be sent to:

Ontario Building Officials Association
Unit 8, 200 Marycroft Avenue
Woodbridge, ON L4L 5X4



ONTARIO BUILDING
OFFICIALS ASSOCIATION
Building Knowledge.
Growing Communities.

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ONTARIO BUILDING OFFICIALS ASSOCIATION

APPLICATION

BUILDING CODE QUALIFIED (BCQ)

Last Name: _____ First Name: _____

Preferred name on Certificate: _____

Home Address: _____

Home Phone: _____

Current Employer: _____

Business Address: _____

Business Phone: _____ Fax: _____

Position held: _____ Length of employment: _____

Name of person you report to: _____ Position: _____

Applicant's Membership ID #: _____ member since: _____

Category applying under (see Schedule A): _____

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 Building Code Qualified (BCQ) that I must remain a member in good standing in the Ontario Building Officials Association (OBOA).

Signature

Date

ONTARIO BUILDING OFFICIALS ASSOCIATION

APPLICATION

BUILDING CODE QUALIFIED (BCQ)

Please check relevant courses successfully completed in appropriate Section

Section 1: Legal Training Component

- Legal Processes & Responsibilities
- Acts, Regulations & Inspector Authority
- and Exercising Inspector Authority
- Implementation of the Building Code Act
- Administration of the Building Code Act
- General Legal exam (2003 or 2006)
- CBO Legal exam (2003 or 2006)

Section 2: Part 9 Technical Training Component

- Part 9 The Ontario Building Code
- Part 9 The House
- Part 9 Technical
- Part 9 Building Envelope
- Part 9 Health & Safety
- Part 9 Structural
- Part 9 HVAC and Fire Protection

Section 3: Part 3 Technical Training Component

- Part 3 The Ontario Building Code
- Part 3 General
- Part 3 Technical
- Part 3 Large Buildings – Class & Const
- Part 3 Large Buildings – Health & Safety
- Part 3 Fire Protection
- Part 3 Life Safety Systems
- Part 3 Fire Rated Materials & Assemblies
- Complex Buildings-2003 of 2006 exam

Section 4: Additional Training Credits *

* **Note:** any courses used in Sections 1, 2, or 3 above cannot be used in this Additional Training Credits section.

- Legal Processes & Responsibilities 1
- Acts, Regulations & Inspector Authority ½
- Exercising Inspector Authority ½
- Implementation of the Building Code Act 1
- Administration of the Building Code Act ½
- Part 9 The Ontario Building Code 1
- Part 9 The House 1
- Part 9 Technical 1
- Part 9 Building Envelope ½
- Part 9 Health & Safety ½

Additional Training Credits (continued) *

- Part 9 Structural ½
- Part 9 HVAC and Fire Protection ½
- Part 3 The Ontario Building Code 1
- Part 3 General 1
- Part 3 Technical 1
- Part 3 Large Buildings – Class & Const ½
- Part 3 Large Buildings – Health & Safety ½
- Part 3 Fire Protection ½
- Part 3 Life Safety Systems ½
- Part 3 Fire Rated Materials & Assemblies ½
- Introduction to Plumbing Inspection 1
- Water Supply & Waste Disposal ½
- Building Plumbing Inspection ½
- Intermediate Plumbing Inspection ½
- On-Site Septic Systems ½
- The Inspector & the House 1
- Building Official Communication Skills ½
- Building Official Work Skills ½
- Exits and Egress ½
- Basic Plan Examination ½
- Plan Examination Strategies ½
- Wood Energy or WETT Code Compliance ½
- Introduction to Building Science ½
- Building Science Applications ½
- OBC & The Better Built House ½
- Residential Mechanical Ventilation ¼
- Part 10/ 11 Change of Use/Renovation ½
- ASHRAE 90.1 ½
- Zoning Administration ¼
- Part 9 Footing Design ¼
- Communication Skills ½
- Work Skills ½
- Introduction to Property Stds Enforcement ¼
- Community Planning and Zoning Admin ½
- Soils Mechanics ¼
- Wood Heat Safety ½
- Insulated Concrete Forms ¼
- Building Officials and the Law ½
- Each MMAH Qualification exam or
 refresher course – provide a list ½ each
 (Quartz printout accepted)

Note: other courses may be submitted for consideration with additional documentation

ONTARIO BUILDING OFFICIALS ASSOCIATION

SCHEDULE A

Categories of Qualifications

Category 1 – Architect or Professional Engineer (in a related field)

Category 2 – Certified Architectural and/or Engineering Technologists or Technicians (in a field related to the Building Industry)

Category 3 – Applicants with completed post secondary education closely related to the Building Industry (includes C of Q)

Category 4 – Applicants with no post secondary education

ONTARIO BUILDING OFFICIALS ASSOCIATION

SCHEDULE B

Certification Requirements (by Category)

Category 1 – Architect of Professional Engineer (in a related field)

- a) non-refundable application fee of \$150.00 + HST,
- b) completed Application Form,
- c) copy of pertinent certificate (ie: OAA or PEO),
- d) copy of current membership card – must be a member in good standing, indicate respective discipline where applicable),
- e) Legal training component (Section 1) – see Schedule C,
- f) Part 9 technical training component (Section 2) – see Schedule D, and
- g) Part 3 technical training component (Section 3) – see Schedule E

Category 2 – Certified Architectural and/or Engineering Technologists or Technicians (in a field related to the Building Industry)

- a) non-refundable application fee of \$150.00 + HST,
- b) completed Application Form,
- c) copy of pertinent certificate (ie: MAATO, A ScT, or CET),
- d) copy of current membership card – must be a member in good standing, indicate respective discipline where applicable),
- e) Legal training component (Section 1) – see Schedule C,
- f) Part 9 technical training component (Section 2) – see Schedule D, and
- g) Part 3 technical training component (Section 3) – see Schedule E

Category 3 – Applicants with completed post secondary education closely related to the Building Industry (includes C of Q)

- a) non-refundable application fee of \$150.00 + HST,
- b) completed Application Form,
- c) copy of pertinent certificate, diploma or C of Q,
- d) Legal training component (Section 1) – see Schedule C,
- e) Part 9 technical training component (Section 2) – see Schedule D,
- f) Part 3 technical training component (Section 3) – see Schedule E, and
- g) one additional training credit – see page 2 of application

Category 4 – Applicants with no post secondary education

- a) non-refundable application fee of \$150.00 + HST,
- b) completed Application Form,
- c) Legal training component (Section 1) – see Schedule C,
- d) Part 9 technical training component (Section 2) – see Schedule D,
- e) Part 3 technical training component (Section 3) – see Schedule E, and
- f) three additional training credits – see page 2 of application

SCHEDULE C

Legal Training Requirements

(Section 1)

Must have one of the following:

- i) Legal Processes & Responsibilities,
- ii) Acts, Regulations & Inspector Authority and Exercising Inspector Authority,
- iii) Implementation of the Building Code Act,
- iv) General Legal exam (2003 or 2006),
- v) CBO Legal exam (2003 or 2006)

SCHEDULE D

Part 9 Technical Training Requirements

(Section 2)

Must have one of the following:

- i) Part 9 The House,
- ii) Part 9 Technical,
- iii) Any two of the following:
 - 1. Part 9 Building Envelope,
 - 2. Part 9 Health & Safety,
 - 3. Part 9 Structural Requirements,
 - 4. Part 9 HVAC and Fire Protection.

SCHEDULE E

Part 3 Technical Training Requirements

(Section 3)

Must have one of the following:

- i) Part 3 General,
- ii) Part 3 Technical,
- iii) Part 3 Large Buildings - Classification & Construction and Part 3 Large Buildings - Health & Safety,
- iv) Any two of the following:
 - 1. Part 3 Fire Protection,
 - 2. Part 3 Life Safety Systems,
 - 3. Part 3 Fire Rated Materials and Assemblies,
- v) Complex Buildings exam (2003 or 2006) and any one of the following:
 - 1. Part 3 Large Buildings - Classification & Construction,
 - 2. Part 3 Large Buildings - Health & Safety,
 - 3. Part 3 Fire Protection,
 - 4. Part 3 Life Safety Systems, or
 - 5. Part 3 Fire Rated Materials and Assemblies, and