CERTIFICATION MAINTENANCE PROGRAM

ANNUAL RECORD FORM

It is the **responsibility of each member** of the Ontario Building Officials Association who holds a Certified Building Code Official (CBCO) or Building Code Qualified (BCQ) designation **to maintain his/her own records for certification maintenance.** In order to maintain the CBCO or BCQ designation one must:

1) Remain a member in good standing of the Ontario Building Officials Association, and
2) Obtain 30 points within the specified time period. Surplus points do not carry over to next cycle.

In order to receive points for the seminars and courses not tracked by the OBOA, please complete the attached form and include a copy of the corresponding certificate. Course descriptions must be included for all courses not accredited by the OBOA (eg. Conflict Resolution, Public Administration, Report or Letter Writing, etc.). Points for the Annual General Meeting & Training Sessions will be recorded by the provincial office, all current Training Courses offered through the OBOA are recorded automatically and points for chapter meetings will be submitted by the chapter executives. At the beginning of each membership renewal, your invoice will indicate your maintenance points accumulated to date. Anyone certified between January 1, 2008, and December 31, 2010, will not require any maintenance points until the next three-year cycle, which is January 1, 2011 to December 31, 2013. This shall carry on, so anyone certified within a three-year cycle shall be deemed to have met the maintenance requirement for that cycle. Please note that maintenance points apply to **certified members only**.

If you are not certified you do not have to submit this report

Certified members name: _____ Mun./Co. _____

Address: _____

Date: _____ Signature _____

Course/ Seminar Information

Course/ Seminar Name: Location: Presented By:	Date (s) Attended	Number of Hours	Number of Points	OBOA Administration Use Only

Note: Copies of Certificates or Record of Attendance must be included with your submission. Include course description for all courses not accredited by the OBOA Please forward to 200 Marycroft Avenue, Unit 8, Woodbridge, Ontario L4L 5X4 Telephone (905) 264-1662 Fax (905) 264-8696