



NSBOA Regular Member (Building Official)

Continuing Education Credit Requirement Chart (5 – year cycle)

In order to maintain a competent knowledge base Nova Scotia Building Officials Association qualified and certified Building Officials will be responsible to submit a minimum of thirty (30) credit points of documented professional continuing education activities as defined in the “NSBOA Quality Assurance for Continuing Education Activities Standard”. The thirty (30) points are required to be submitted during a 5 – year cycle and must be related to the specifics of Building Inspection, Code Administration or Plans Examination Job functions.

Continuing Education Credit (CEC) Category	Credit Allotments	Minimum Credits	Supporting Documentation
Facilitate or attend education activities	(Core) 1 CEC = 2 contact hours	12	Certificate of attendance from NSBOA
	(Non – Core) 1 CEC = 4 contact hours	0	Certificate, copy of letter from presenter or organization attesting to participation
Attendance at NSBOA spring or fall ACTTS (Excluding General Meeting)	2 credits per day	8	Certificate of attendance from NSBOA
Attend AGM	1 credit per meeting	3	Attendance confirmation from NSBOA
Involvement in a NSBOA committee/board	3 credits per year	0	Validation letter from NSBOA - CAO
Regular attendance at local NSBOA Zone meetings (at least 50%)	2 credits per year	0	Confirmation from Local Zone Rep
Contribution to external organizations, Trade shows, exhibitions, presentations, Newsletter, articles, manual.	1 CEC = 4 contact hours	0	Copy of title page identifying author Copy of article