



# NSBOA's Professional Studies Program

## **Intern Program Overview**

### *Overview*

This program is designed to allow candidates who have an interest in becoming a Building Official but who may not possess the required industry experience or trade certification to enter the 2017 Professional Studies Program and gain relevant experience under the supervision of a suitably Qualified Building Official. Once a candidate has completed the Intern Program they will be deemed to have the relevant industry experience and may commence their training as a Residential Building Official.

Whilst studying under the Intern Program, a candidate is not permitted to conduct independent inspections. All the candidates' inspections and plans examinations must be conducted under the direct and immediate supervision of a suitable Qualified Level I or Level II Building Official. The suitably Qualified Building Official must accompany the candidate on all field inspections and must verify and sign off any work the candidate undertakes.

### ***Program Entry Prerequisites***

To enter the Intern Program, a candidate must satisfy the following prerequisites:

- 2 years post secondary education or equivalent, and
- Must be an Associate member of NSBOA

### ***Program Content***

A candidate in the Intern Program must take, and obtain the required pass mark, in the following training courses:

- Communications
- Legal
- Part 9 Structural
- Plumbing the House

In addition to the training courses outlined above, a candidate must complete 120 field inspections, comprising of a minimum of ten of each of the mandatory Part 9 inspections as outlined in Sentence 2.1.1.11(1) of the Nova Scotia Building Code Regulations. Field inspection experience must be obtained whilst working for a minimum of 6 months under the mentorship of a Level II or Level II Qualified Building Official. Different Building Official's may act as the candidate's mentor throughout the internship so long as they possess a Level I or Level II Qualification.



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Once a candidate has successfully completed the required training courses, and has obtained the required field experience, they may make an application to the NSBCTCB for approval to enter the Residential Building Official Qualification Program. A letter, signed by the candidate's mentor confirming that the candidate has completed the required 120 inspections, and has worked under the supervision of a mentor for a period of 6 months, must accompany the application. Alternatively, the candidate may submit a copy of their Inspection Log Book. The Log Book must have been signed off by the candidate's mentor(s).

A candidate is permitted to take 1 training course from the Residential Qualification training program at any time whilst completing the Intern Program.

## ***Upon Completion***

Upon successful completion of the Intern Program, a candidate will be eligible to enter the Residential Qualification Program. The entry requirement for Industry experience or trade certification will be waived.

To be able to conduct basic inspections, a candidate who has successfully completed the Intern Program must meet the requirements outlined in Sentence 2.4.1. of the Nova Scotia Building Code Regulations and must become a Regular member of NSBOA.

A successful candidate may also perform limited field inspections upon the following buildings:

- May only perform unsupervised inspections on single-storey Group C accessory buildings and single-storey decks that are covered under Part 9 of the Nova Scotia Building Code.

A successful candidate may also accept Building Permit applications, vet the basic information and accept fees, but may not conduct unsupervised plans examinations for any buildings, and may not perform unsupervised field inspections on buildings other than those described above. Any work undertaken that is outside this scope must be conducted under the direct and immediate supervision of a suitably qualified Level I or Level II Building Official.

*To maintain their Intern Qualification, an Intern must remain a Regular Member of NSBOA in good standing and must obtain the required number of Continuing Education Credits.*



# NSBOA's Professional Studies Program

## Residential Building Official Qualification

### *Overview*

The Residential Building Official Qualification is a new, basic level of Qualification for Building Officials.

The Residential Qualification is designed to allow suitably qualified individuals to undertake inspections on 1 and 2-unit residential buildings (Group C), buildings that are accessory to 1 and 2 unit residential buildings, and decks. All such buildings, accessory buildings and decks must fall under the scope of Part 9 of the Nova Scotia Building Code.

The intent of the program is to allow candidates to become qualified and able to conduct these inspections in a reduced timescale, whilst at the same time limiting the scope of work a Residential Qualified Building Official may undertake.

### ***Program Entry Pre-Requisites***

To enter the Residential Qualification program, a candidate must satisfy the following pre-requisites:

- 2 years post secondary education or equivalent
- Be a Regular Member of NSBOA in good standing, and
- Possess a Certification in a relevant construction trade, or
- Have equivalent experience in a construction trade, or
- Have graduated from a construction industry orientated training program, or
- Have successfully completed the Intern Program

### ***Program Content***

A candidate studying for a Residential Qualification must take, and obtain the required pass mark, in the following training courses:

- Communications \*
- Legal \*
- The House – Building Envelope
- The House – Health and Safety
- Part 9 Structural \*
- Plumbing House \*

*Courses with an \* are not required if a candidate has successfully completed the Intern Program.*



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In addition to the training courses outlined above, a candidate must complete 120 field inspections, comprising of a minimum of ten of each of the mandatory Part 9 inspections as outlined in Sentence 2.1.1.11(1) of the Nova Scotia Building Code Regulations. Field inspections must be completed under the mentorship of a suitably qualified Level I or Level II Building Official. The mentorship must last for a minimum of 6 months and the candidates mentor(s) must sign off the candidates Inspection Log Book to confirm that the required inspections have been completed.

Whilst studying for the Residential Qualification the candidate may take up to 2 training courses from the Level 1 Qualification program at any time during the Residential Qualification curriculum.

Once a candidate has successfully completed the required training courses, and has obtained the required field experience, they may apply to NSBCTCB for a Residential Qualification. A letter, signed by the candidate's mentor confirming that the candidate has completed the required 120 inspections, and has worked under the supervision of their mentor for a period of 6 months must accompany the application. Alternatively, the candidate may submit a copy of their Inspection Log Book. The Log Book must have been signed off by the candidate's mentor(s).

## ***Upon Completion***

To practice as a Residential Building Official, a successful candidate must meet the requirements outlined in Sentence 2.4.1. of the Nova Scotia Building Code Regulations.

A Building Official with a Residential Qualification will only be permitted to perform field inspections of 1 and 2-unit residential (Group C) buildings, buildings that are accessory to 1 and 2-unit residential buildings, and decks. All such buildings and decks must fall under the scope of Part 9 of the Nova Scotia Building Code.

A Building Official who can show proof they have qualified to an equivalent standard in another jurisdiction may, at the NSBCTCB's discretion, be awarded a Residential Qualification upon completion of the Legal course and any other course(s) that may be required by the NSBCTCB. The Building Official must become a Regular Member of NSBOA.

To maintain their Residential Qualification, a Building Official must remain a Regular Member of NSBOA in good standing and must obtain the required number of Continuing Education Credits



# NSBOA's Professional Studies Program

## Level I Building Official Qualification

### *Overview*

This qualification is the equivalent of the Level I Qualification outlined in the previous Professional Studies Program.

### ***Program Entry Pre-Requisites***

To enter the Level I Qualification Program, a candidate must satisfy the following pre-requisites:

- Successfully completed the Residential Qualification Program described in the previous section.
- Completed a minimum of 120 inspections as a Residential Building Official, and
- Be a Regular member of NSBOA in good standing.

### ***Program Content***

Passes in the following courses are required to achieve a Level I Building Official Qualification.

- NS Barrier Free
- Part 9 Fire Protection
- Part 3 Health and Safety
- Part 9 Plans Examination
- HVAC House
- 9.36

In addition to the training outlined above, a candidate must complete 120 Level I field inspections, comprising of 10 of each of the mandatory Part 9 inspections as outlined in Sentence 2.1.1.11(1) of the Nova Scotia Building Code Regulations. Field inspections must be completed under the mentorship of a suitably qualified Level I or Level II Building Official. The mentorship must last for a minimum of 6 months and the candidates mentor(s) must sign off the candidates Inspection Log Book to confirm that the required inspections have been completed.

Whilst studying for the Level I Qualification the candidate may take up to 2 training courses from the Level II program at any time during the Level II curriculum.

Once a candidate has successfully completed the required training courses, and has obtained the required field experience, an application may be submitted to NSBCTCB for Qualification as a Level I Building Official. A letter, signed by the candidate's mentor confirming that the candidate has completed the required 120 inspections and has worked under the supervision of a mentor for a period of 6 months must accompany the application. Alternatively, the candidate may submit a copy of their Inspection Log Book. The Log Book must have been signed off by the candidate's mentor(s).



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## ***Upon Completion***

A Building Official with a Level I Qualification will be able to undertake plans examinations and perform field inspections on the following buildings:

- All buildings covered under the scope of Part 9 of the Nova Scotia Building Code.
- Group A, Division 1, 2, 3 and 4 Assembly Occupancies and Group F, Division 1 Industrial

Occupancies in a building not more than 200 m<sup>2</sup> in Building Area and not more than 1 storey in Building Height.

To practice as a Level I Building Official a successful candidate must meet the requirements outlined in the Sentence 2.4.1 of the Nova Scotia Building Code Regulations.

A Building Official who can show proof they have qualified to an equivalent standard in another jurisdiction may, at the NSBCTCB's discretion, be awarded a Level I Qualification upon successful completion of the NS Barrier Free and Legal courses and any other courses(s) that may be required by the NSBCTCB. The Building Official must become a Regular Member of NSBOA.

To maintain their Level I Qualification, a Building Official must remain a Regular Member of NSBOA in good standing and must obtain the required number of Continuing Education Credits



# NSBOA's Professional Studies Program

## Level II Building Official Qualification

### *Overview*

This qualification is the equivalent of the Level II Qualification outlined in the previous Professional Studies Program.

### ***Program Entry Pre-Requisites***

To enter the Level II program, a candidate must satisfy the following pre-requisites:

- Successfully completed the Level I Qualification Program described previously in this document.
- Completed a minimum of 120 inspections as a Level I Building Official.
- Be a Regular member of NSBOA in good standing

### ***Program Content***

Passes in the following courses are required to achieve a Level II Building Official Qualification.

- Part 3 Classification & Construction
- Part 3 Plans Examination
- Part 3 Fire Protection
- Part 3 Life Safety Systems

In addition to the training outlined above, a candidate must complete 120 Level II field inspections, comprising of inspections as outlined in Sentence 2.1.1.11(2) of the Nova Scotia Building Code Regulations. Field inspections must be completed under the mentorship of a suitably qualified Level II Building Official. The mentorship must last for a minimum of 6 months and the candidates mentor(s) must sign off the candidates Inspection Log Book to confirm that the required inspections have been completed.

Once a candidate has successfully completed the required training courses, and has obtained the required field experience, they may make an application to NSBCTCB to be awarded the Level II Building Official Qualification. A letter, signed by the candidate's mentor confirming that the candidate has completed the required 120 inspections, and has worked under the supervision of a mentor for a period of 6 months must accompany the application. Alternatively, the candidate may submit a copy of their Inspection Log Book. The Log Book must have been signed off by the candidate's mentor(s).



# NSBOA's Professional Studies Program

## ***Upon Completion***

A Building Official with a Level II Qualification will be able to undertake plans examinations and perform field inspections on all buildings covered by the Nova Scotia Building Code.

To practice as a Level II Building Official, a successful candidate must meet the requirements outlined in Sentence 2.4.1. of the Nova Scotia Building Code Regulations.

*A Building Official who can show proof they have qualified to an equivalent standard in another jurisdiction may, at the NSBCTCB's discretion, be awarded a Level II Qualification upon successful completion of the Nova Scotia Barrier Free and Legal courses and any other courses(s) that may be required by the NSBCTCB. The Building Official must become a Regular Member of NSBOA.*

To maintain their Level II Qualification, a Building Official must remain a Regular Member of NSBOA in good standing and must obtain the required number of Continuing Education Credits





# NSBOA's Professional Studies Program

## **Level II Building Official Certification**

### ***Overview***

This level of certification is the only award of certification available in the 2017 Professional Studies Program. Unlike the previous Professional Studies Program, no Level I Certification will be offered.

Certification is now based upon experience and no longer requires a candidate to complete a technical paper and submit this to the NSBOA Board for evaluation.

### ***Certification Pre-Requisites***

To apply for a Level II Certification, a candidate must:

- Have been a Level II Qualified Building Official for a minimum of 2 years, and
- Completed a minimum of 120 inspections since obtaining their Level II Qualification.

### ***Application for Certification***

A Level II Qualified Building Official may apply to NSBOA for Level II Certification after they have completed 2 years working in a position as a Level II Building Official and have completed a minimum of 120 Level 2 field inspections, comprising of a variety of inspections as outlined in Sentence 2.1.1.11(1) and Sentence 2.1.1.11(2) of the Nova Scotia Building Code Regulations.

A letter, signed by the candidate's Supervisor or Manager, confirming that the candidate has completed the required 120 inspections must accompany the application. Alternatively, the candidate may submit a copy of their Inspection Log Book. The Log Book must have been signed off by the candidate's Supervisor or Manager.

To maintain their Level II Certification, a Building Official must remain a Regular Member of NSBOA in good standing and must obtain the required number of Continuing Education Credits.



# NSBOA's Professional Studies Program

## Course Costs:

Costs for a week-long course are:

\$948.75 for a non-member

\$862.50 for a member

Courses are usually held in Halifax but on occasion, Truro as well.

Our calendar can also be found on our website: <http://nsboa.ca/courses/calendar>

Our course outlines can be found here: <http://nsboa.ca/courses> .

## Yearly Membership fee: Renewal is March 31 of every year.

Regular Member \$375.00 - a Qualified Building Official or Residential Building Official

Associate Member \$300.00

You must apply for membership with a copy of your resume and postsecondary credentials.

***You do not have to be a member to take any of our courses. You will have to be a member in good standing if your intentions are to complete the Intern Program, the Residential Building Official Program and Level I or Level II Qualification.***

Attendees are responsible for their own accommodations, lunch etc. We provide coffee breaks morning and afternoon. Attendees are also responsible for bringing their own writing materials, calculators, as well as reference materials.

## Reference Materials:

Attendees are responsible for their own references

The following material are allowed for each course:

2015 National Building Code(s) Volume 1 & 2

Nova Scotia Building Code Act and its regulations

Any standards the course may require – these are not provided.

A minimum pass of 70% is required for each exam to successfully complete the course.

Rewrites are eligible for those who score between 60 – 69% at a cost of \$50.

## Outline of the NSBOA Professional Studies Program

	Intern Program	Residential Qualification	Level 1 Qualification	Level 2 Qualification
<b>Pre-Requisites</b>	2 years post secondary education or equivalent.  Associate Member of NSBOA.	2 years post secondary education or equivalent.  Trade Certification, equivalent experience or completed the Intern Program.  Regular Member of NSBOA in good standing.	Residential Qualification.  Completed 120 inspections as a Residential Building Official.  Regular Member of NSBOA in good standing.	Level 1 Qualification.  Completed 120 inspections as Level 1 Building Official.  Regular Member of NSBOA in good standing.
<b>Required Training Courses*</b>	Communications  Legal  Part 9 Structural  Plumbing the House	Communications**  Legal**  Part 9 Structural**  Plumbing the House**  The House – Building Envelope  The House- Heath & Safety	NS Barrier Free  Part 9 – Fire Protection  Part 9 – Plans Examination  Part 3 – Health & Safety  HVAC – House  NSBOA 9.36	Part 3 – Life Safety Systems  Part 3 – Plans Examinations  Part 3 – Fire Protection  Part 3 – Classification & Construction
<b>Field Training</b>	Minimum 6 months.  Must complete 120 field inspections under the mentorship of a Level 1 or 2 Building Official.	Minimum 6 months.  Must complete 120 Residential field inspections under the mentorship of a Level 1 or 2 Building Official.	Minimum 6 months.  Must complete 120 Level 1 field inspections under the mentorship of a Level 1 or 2 Building Official.	Minimum 6 months.  Must complete 120 Level 2 field inspections under the mentorship of a Level 2 Building Official.
<b>Scope of Practice upon Completion</b>	Field inspections on NSBC Part 9 Group C single storey accessory buildings and single storey decks only.  May accept building permit applications for intake.	Field inspections of 1 & 2 Unit Group C buildings, their accessory buildings, and decks covered under NSBC Part 9.	Plans examinations & field inspections on:  All Part 9 NSBC buildings.  Group A, Div. 1,2,3,4, and Group F, Div. 1 in a building not more than 200m <sup>2</sup> in building area and not more than 1 storey in building height.	Plans examinations & field inspections on all buildings covered by the NSBC.
	*May also take 1 Residential course	*May also take 2 Level 1 courses  **Not a requirement for graduates of the Intern Program.	*May also take 2 Level 2 courses	<b>Level 2 Certification</b>  2 years working as a Level 2 Building Official.  Must have completed a minimum of 120 field inspections.