



NSBOA

Professional Studies Program

Updated September 2023

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 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.

While studying under the Intern Program, a candidate is not permitted to conduct independent inspections. All the candidate's inspections and plans examinations must be conducted under the direct and immediate supervision of a suitable Qualified Level 1 or Level 2 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 Small Buildings
- Plumbing the House

In addition to the training courses outlined above, a candidate must complete 120 field inspections, comprising a variety of inspections as outlined in Sentence 2.1.1.11(1) of the Nova Scotia Building Code Regulations. Field inspection experience must be obtained while working under the mentorship of a Level 1 or Level 2 Qualified Building Official. Different Building Officials may act as the candidate's mentor throughout the internship and must possess a Level 1 or Level 2 Qualification.



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Once a candidate has 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 the candidate has completed the required 120 inspections must accompany the application. Alternatively, the candidate may submit a copy of their Inspection Logbook. The Logbook must be signed by the candidate's mentor(s).

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 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 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 that is undertaken which is outside this scope must be conducted under the direct and immediate supervision of a suitably qualified Level 1 or Level 2 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.



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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 while at the same time limiting the scope of work a Residential Qualified Building Official may undertake.

Program Entry Prerequisites

To enter the Residential Qualification program, a candidate must satisfy the following prerequisites:

- Two 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 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 *
- Part 9 Small Buildings*
- Plumbing House *
- Part 9 Plans Examination Basic
- The House

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



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In addition to the training courses outlined above, a candidate must complete 120 field inspections, comprising a variety of 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 1 or Level 2 Building Official. The candidate's mentor(s) must sign the candidate's Inspection Logbook to confirm that the required inspections have been completed.

Once a candidate has 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 the candidate has completed the required 120 inspections must accompany the application. Alternatively, the candidate may submit a copy of their Inspection Logbook. The Logbook must be signed 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 be able to undertake plans examinations and 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 the NSBCTCB may require. In addition, 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



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Level 1 Building Official Qualification

Overview

This Qualification is the equivalent of the Level 1 Qualification outlined in the previous Professional Studies Program.

Program Entry Prerequisites

To enter the Level 1 Qualification Program, a candidate must satisfy the following prerequisites:

- 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 1 Building Official Qualification.

- NS Barrier Free
- HVAC the House
- NSBOA 9.36
- Part 3 Large Buildings Classification and Construction

In addition to the training outlined above, a candidate must complete 120 Level 1 field inspections, comprising a variety of 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 1 or Level 2 Building Official. The candidate's mentor(s) must sign the candidate's Inspection Logbook to confirm that the required inspections have been completed.

Once a candidate has completed the required training courses and has obtained the required field experience, an application may be submitted to NSBCTCB for Qualification as a Level 1 Building Official. A letter signed by the candidate's mentor confirming that the candidate has completed the required 120 inspections must accompany the application. Alternatively, the candidate may submit a copy of their Inspection Logbook. The Logbook must be signed by the candidate's mentor(s).



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Upon Completion

A Building Official with a Level 1 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 m² in Building Area and not more than 1 storey in Building Height.

To practice as a Level 1 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 1 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 1 Qualification, a Building Official must remain a Regular Member of NSBOA in good standing and must obtain the required number of Continuing Education Credits



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Level 2 Building Official Qualification

Overview

This Qualification is the equivalent of the Level 2 Qualification outlined in the previous Professional Studies Program.

Program Entry Prerequisites

To enter the Level 2 program, a candidate must satisfy the following prerequisites:

- Successfully completed the Level 1 Qualification Program described previously in this document.
- Completed a minimum of 120 inspections as a Level 1 Building Official.
- Be a Regular member of NSBOA in good standing

Program Content

Passes in the following courses are required to achieve a Level 2 Building Official Qualification.

- Part 3 Complex Buildings
- Part 3 Large Buildings – ACBOA
- Part 3 Plans Examination

In addition to the training outlined above, a candidate must complete 120 Level 2 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 2 Building Official. The candidate's mentor(s) must sign off the candidate's Inspection Logbook to confirm that the required inspections have been completed.

Once a candidate has successfully completed the required training courses and obtained the required field experience, they may apply to NSBCTCB to be awarded the Level 2 Building Official Qualification. A letter signed by the candidate's mentor confirming that the candidate has completed the required 120 inspections must accompany the application. Alternatively, the candidate may submit a copy of their Inspection Logbook. The Logbook must be signed by the candidate's mentor(s).



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Upon Completion

A Building Official with a Level 2 Qualification can undertake plans examinations and perform field inspections on all buildings covered by the Nova Scotia Building Code.

To practice as a Level 2 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 2 Qualification upon successful completion of the Nova Scotia Barrier-Free and Legal courses and any other courses(s) that the NSBCTCB may require. In addition, the Building Official must become a Regular Member of NSBOA.

To maintain their Level 2 Qualification, a Building Official must remain a Regular Member of NSBOA in good standing and must obtain the required number of Continuing Education Credits



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Level 2 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, Level 1 Certification will not 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 2 Certification, a candidate must:

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

Application for Certification

A Level 2 Qualified Building Official may apply to NSBOA for Level 2 Certification after they have completed two years working in a position as a Level 2 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 Logbook. The Logbook must have been signed off by the candidate's Supervisor or Manager.

To maintain their Level 2 Certification, a Building Official must remain a Regular Member of NSBOA in good standing and must obtain the required number of Continuing Education Credits.



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Course Costs:

Costs for a week-long course are:

\$1100.00 for a non-member

\$862.50 for a member

Courses are usually held in Halifax, Truro, and Sydney.

Our calendar can also be found on our website: [Course Calendar](#)

Our course outlines can be found here: [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 post-secondary credentials.

You do not have to be a member to take our courses. However, you must be a member in good standing to complete the Intern, Residential, Level 1, or Level 2 Qualification.

Attendees are responsible for their accommodations, lunch, etc. In addition, we provide coffee breaks morning and afternoon. Attendees are also responsible for bringing their writing materials, calculators, and reference materials.

Reference Materials:

Attendees are responsible for their reference material.

The following materials are allowed for each course:

2020 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 \$50.

Outline of the NSBOA Professional Studies Program

	Intern Program	Residential Qualification	Level 1 Qualification	Level 2 Qualification
Prerequisites	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.
Required Training Courses	Communications Legal Small Buildings Plumbing the House	Communications** Legal** Small Buildings** Plumbing the House** Part 9 Plans Examination The House	NS Barrier Free HVAC the House NSBOA 9.36 Part 3 – Large Buildings Classification and Construction	Part 3 - Complex Buildings Part 3 - Large Buildings ACBOA Part 3 – Plans Examination
Field Training	Must complete 120 field inspections under the mentorship of a Level 1 or 2 Building Official.	Must complete 120 Residential field inspections under the mentorship of a Level 1 or 2 Building Official.	Must complete 120 Level 1 field inspections under the mentorship of a Level 1 or 2 Building Official.	Must complete 120 Level 2 field inspections under the mentorship of a Level 2 Building Official.
Scope of Practice upon Completion	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 ² in building area and not more than 1 storey in building height.	Plans examinations & field inspections on all buildings covered by the NSBC.
	May take any course from Residential Qualification	May take any course from Level 1 Program	May take any course from Level 2 Program	<u>Level 2 Certification</u> 2 years working as a Level 2 Building Official. Must have completed a minimum of 120 field inspections.

**not to be repeated if completed intern program