Building Standards Advisory

Promoting construction of safe, healthy, habitable buildings

Building Official Licence Training

Question

"What changes have been made to the requirements for building official licence renewal?"

Answer

The Building Standards and Licensing Branch (BSL) has implemented changes for the renewal of building official licenses. The following questions and answers provide additional information about those changes.

Background

Q. What is the name of this initiative?

A. Building Official Licence Training (BOLT).

Q. What changes have been implemented?

A. Very little has actually changed. However the requirements found in subsections 10(5) and 10(7) of *The Building and Accessibility Standards Administration Regulations* (the BASA Regulations) provide no guidance on how much training is required or what is acceptable to the chief building official.

The changes that have been introduced both quantify and qualify what will be accepted for renewal of a building officials licence. The following table shows what is required under the BOLT program.

Training Obligation	Hours
Mandatory	
Code Training – Must be directly related to application of National Building Code (NBC) provisions. Can be achieved by attending qualifying sessions put on by SBOA, BSL and other recognized agencies and programs.	**20**
Legislative Framework – A two day workshop offered by the BSL specific to The Uniform Building and Accessibility Standards Act (the UBAS Act), The Uniform Building and Accessibility Regulations (the UBAS Regulations) and the BASA Regulations. This workshop will be scheduled twice each year. Once in Saskatoon and once in Regina. This workshop will include an examination that requires an 80% passing grade.	**16**
Code Adoption Workshop – Offered by the BSL twice leading up to or after adoption of the NBC. This workshop will detail changes to the NBC and the Saskatchewan amendments.	**8**
Discretionary – May be comprised of further code training or other training related to the practice of licensed building official. BSL will work with the SBOA to determine the type of training acceptable for the discretionary category.	**56**
Total	**100**

Q. Why was the process changed?

A. The system was in need of improvement. There was little consistency in the amount of training detailed in records submitted by building officials for licence renewal. Too many requests for renewal were received without adequate supporting information.

Q. Where are the current renewal requirements found?

A. The renewal requirements are detailed in Section 10 of the BASA Regulations.

Q. When does the change take place?

A. The official change is scheduled to take place effective July 1, 2014. The full effect of the change will only affect licensees after July 1, 2019, if they don't have enough training hours at that time.

Q. Why doesn't the change affect all licensees effective July 1, 2014?

A. Building officials who must renew their licence prior to July 1, 2019 will require enough time and opportunity to fully achieve the 100 hour requirement. It is necessary to provide a full five-year cycle in the program so that no licensee is disadvantaged and unable to complete the requirements.

Q. My building official licence is due for renewal on February 22, 2017. Do I need to complete the 100 hours prior to that renewal?

A. No. During the five-year implementation, BSL will honour renewals in the same way as they have been honoured in the past. A completed record of activity will be required for renewal purposes.

Q. How will my participation in the Legislative Framework Workshop be counted towards my licence renewal?

A. For participants that pass the examination:

- For licences expiring prior to July 1, 2019, it will count as 16 hours towards the renewal of your next Building Official Licence under the existing record of activity system; and
- For licences expiring beginning July 1, 2019, it will count as 16 hours of the 44 mandatory hours towards the renewal of your Building Official Licence under the new Building Official Licence Renewal Program.

For participants that fail the examination:

- For licences expiring prior to July 1, 2019, it will count as 16 hours towards the renewal of your next Building Official Licence under the existing record of activity system; and
- For licences expiring beginning July 1, 2019, it will count as 16 hours of the 56 discretionary hours towards the renewal of your Building Official Licence under the new Building Official Licence Renewal Program.

Q. I failed the examination. Do I have to take the training over again?

A. Yes. Successful completion of the training program is required for renewal of a Building Official Licence beginning July 1, 2019. However as noted above, the hours invested by a candidate that fails will count as 16 hours of the 56 discretionary hours towards the renewal of your Building Official Licence under the new Building Official Licence Renewal Program.

Q. How often will the BSL offer the mandatory training?

A. The BSL will provide the Legislative Framework Workshop twice a year. It will likely be offered once in Saskatoon, and once in Regina. Other locations may be considered.

The Code Adoption Workshop will be either before or after adoption of a new edition of the National Building Code in Saskatchewan.

Other mandatory training will be available through attendance at BSL workshops, Saskatchewan Building Official Association (SBOA) Conferences or other recognized training providers. Please check with BSL to determine if a training opportunity will be recognized.

Q. What does "provide evidence acceptable to the chief building official," mean?

A. The chief building official will need to see certificates or other documents provided by the organizer of training events or information sessions verifying attendance by a building official and the number of hours attributed to each event.

Q. Can a licensee continue to provide peer and client references to support licence renewal?

A. Yes. Peer and client references can still be used, but they must confirm attendance at sessions equivalent to the sessions recognized by the BSL.

Q. What is acceptable to meet the discretionary training requirements?

A. Discretionary training requirements may include anything that contributes to the effective practice as a building official. This may include effective writing classes; communications training; business skills, and other code training. The BSL will work with representatives of the SBOA to establish criteria for what is acceptable.

Q. What improvements have been made to the Legislative Training workshop, since first introduced?

A. A number of changes have been made. These include:

- examination time increased from 90 minutes to 2 hours
- coloured dividers distinguishing between documents in the handout
- a better sound system
- participants will be limited to 40
- a course syllabus will be provided in advance
- improved exam questions
- improved examples
- a short trial exam to explain expectations better

Q. What is included in the syllabus for the Legislative Framework Workshop?

A. Participants in the Legislative Framework Workshop should review each of these documents and come prepared to discuss and learn more about the following:

- NBC 2010, Division A, Part 2
- NBC 2010, Division A, Part 3
- NBC 2010, Division C
- The Administrative Requirements for use with the National Building Code of Canada, 1985
- *The Uniform Building and Accessibility Standards Act*
- *The Uniform Building and Accessibility Standards Regulations*
- *The Building and Accessibility Standards Administration Regulations*
- Building Bylaw Handbook
- Draft Building Bylaw

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