

# Building Standards Advisory

Promoting construction of safe, healthy, habitable buildings



## Building Official Licence Training

### Question

“What are the requirements for building official licence renewal?”

### Answer

The Building Standards and Licensing Branch (BSL) has training thresholds for the renewal of building official licenses. The following questions and answers provide additional information about these requirements.

### Background

#### Q. What is the name of this initiative?

A. Building Official Licence Training (BOLT).

#### Q. What training obligations are required?

A. Requirements are found in subsection 10(5) of *The Building and Accessibility Standards Administration Regulations* (the BASA Regulations), however there is no guidance on how much training is required or what is acceptable to the Chief Building Official.

The following table has been modified since the first publication in January of 2014. The minimum 100-hour requirement both quantify and qualify what will be accepted for renewal of a building officials licence.

Training Obligation	Hours
<b>Mandatory</b>	
Code Training – must be directly related to the application of the National Building Code of Canada (NBC) and the National Energy Code of Canada for Buildings (NECB) provisions. May be achieved by attending qualifying sessions delivered by SBOA, BSL and other recognized agencies and programs.	20
Legislative Framework – offered by BSL, which is a two-day workshop specific to the UBAS Act, UBAS Regulations and the BASA Regulations. This workshop is provided twice each year, once in Saskatoon and once in Regina. The workshop will include an examination require an 80% passing grade.	16
Code Adoption Workshop – offered by BSL leading up to or after adoption of the NBC and NECB. The workshop will detail changes to the NBC and NECB and the applicable Saskatchewan regulatory amendments. May be achieved by attending qualifying sessions delivered by other recognized agencies and programs.	8
<b>Discretionary</b>	
May be comprised of further code training or other training related to the practice of a licenced building official. BSL will work with SBOA members to determine the type of training acceptable for the discretionary category. May include a maximum of 10 hours of self-review, analysis of applicable legislation and related codes and standards.	56
<b>Total</b>	<b>100</b>

Note: The number of hours identified in the table represent the minimum requirement. All code related training will be allocated to mandatory hours first. If additional code related training is completed the hours may then be assigned to discretionary training.



**Q. Why are there training requirements?**

A. In previous years there was little consistency in the amount of training detailed in records submitted by building officials for licence renewal to the Chief Building Official. Many requests for renewal were received without adequate supporting information. These requirements provide a fair and consistent expectation to continue training as a licenced building official.

**Q. What if I can't meet the minimum training hour requirement by the expiration date of my licence?**

A. A temporary licence may be issued to a building official to obtain remaining training hour requirements.

**Q. Where are the current renewal requirements found?**

A. The renewal requirements are detailed in section 10 of the BASA Regulations and policy.

**Q. When do the training requirements take effect?**

A. Licences issued for renewal on or after July 1, 2019, are subject to the building official providing supporting documentation to substantiate the minimum 100-hour training requirement.

**Q. My building official licence was renewed on February 22, 2018. Do I need to complete the 100 hours prior to my next renewal?**

A. Yes, during the next five-year span a complete 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:

- the 16 hours will count towards the 44 mandatory hours towards the renewal of your Building Official Licence under the Building Official Licence Renewal Program.

For participants that fail the examination:

- the 16 hours will count towards the 56 discretionary hours towards the renewal of your Building Official Licence under the Building Official Licence Renewal Program.

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

A. Yes and No. Successful completion of the training program is required for renewal of a Building Official Licence. 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 Building Official Licence Renewal Program.

Alternatively, the option of a re-write for the test component of the Legislative Framework can be an option once within a five-year cycle. Failure to successfully pass a re-write of the Legislative Framework test would require that the building official attend the full two-day Legislative Framework Workshop.

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

A. The BSL branch provides the Legislative Framework Workshop twice a year. It is 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 Canada in Saskatchewan.

Other mandatory training is 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 supporting documentation provided by the organizer of training events or information sessions. A syllabus or outline of topic(s) covered, hours and verification of attendance of a building official is key to specify how the training is applicable to the minimum 100-hour training requirement.

**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.

One revised item is the self-directed review, analysis or study of respective legislation and related codes and/or standards.

**Q. What is the key information for the Legislative Training Workshop?**

A. Some key points for the Legislative Framework Workshop include:

- two-day workshop (syllabus provided below)
- examination, with two hours of allotted time
- a short review to understand expectations

**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 2015, Division A, Part 2
- NBC 2015, Division A, Part 3
- NBC 2015, 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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This advisory is published by the Saskatchewan Ministry of Government Relations for purposes of providing information to users on the topic contained herein. In case of conflict between <i>The Uniform Building and Accessibility Standard Act</i> (the UBAS Act), the National Building Code of Canada 2015 (NBC 2015) and this Advisory, provisions of the UBAS Act and NBC 2015 shall apply.	