



NEW BRUNSWICK BUILDING OFFICIALS ASSOCIATION
P. O. Box 3193, Station B, Fredericton, NB E3A 5G9
www.nbboa.ca

**CERTIFICATION MAINTENANCE PROGRAM
ANNUAL RECORD FORM**

It is the responsibility of each member of the New Brunswick Building Officials Association who holds a Certified Building Code Official (CBCO) or Building Code Qualified Official (BCQO) designation to maintain his/her own records for certification maintenance. In order to maintain the CBCO or BCQO designation one must.

1. Remain a member in good standing of the New Brunswick Building Officials Association,
2. Obtain thirty (30) learning credits every sixty (60) months and,
3. When required, complete a code change course approved by the Association.

In order to receive points for seminars, courses and committees, please complete the attached form and include a copy of any corresponding certificates. Course descriptions must be included for all courses not accredited by the NBBOA.

Name: _____

Municipality/Company: _____

Address: _____ Postal Code: _____

Date: _____ Signature: _____

Course/Seminar/Committee Information

Course/Seminar Committee Name: Location: Presented By:	Dates Attended	Number Of Hours	Number Of Points	NBBOA Administration Use Only
_____ _____ _____				
_____ _____ _____				
_____ _____ _____				
_____ _____ _____				
_____ _____ _____				
_____ _____ _____				

Note: Copies of Certificates or Records of Attendance must be included with submission. Include course description for all courses not accredited by the NBBOA. Complete and submit by December 31st of each calendar year. Please forward to NBBOA, P O Box 3193, Station B, Fredericton, NB E3A 5G9