



New Brunswick Building Officials' Association

Education Committee Policies & Procedures

Ratified May 31, 2013

EDUCATION COMMITTEE POLICIES & GUIDELINES

The following policies were developed by the NBBOA Education Committee and approved in motion by the NBBOA Executive Committee on October 21, 2011. Members of the Committee, in carrying out the business of the Education Committee, will exercise their best individual judgment in accordance with the New Brunswick Building Officials Association Statement of Mission, Code of Conduct and Policy Statement.

1.0 Education Committee Responsibilities:

1.1 Education Committee Members:

To support the development and implementation of education programs including seminars, courses and conferences in accordance with the Certification Program Guidelines.

The tasks for Committee Members include, but are not limited to the following:

- Members are expected to prepare adequately prior to meetings;
- Research Member's educational needs and implement programs to meet those needs;
- Market education programs;
- Familiarity with the educational requirements of the Association;
- Facilitate and/or present information to diverse audiences;
- Design, create and edit materials and resources related to educational requirements on behalf of the NBBOA;
- Overall educational process management and program evaluation;
- Respond to inquiries from individuals and organizations concerning training requirements;
- Draft course schedules, registration forms and other correspondence as required.

A chairperson will be elected annually by the Members of the Committee.

1.2 Education Committee Chairperson:

The tasks for the Chairperson include, but are not limited to the following:

- Conduct Education Committee meetings and oversee all functions of the Education Committee;
- Determine the agenda items to be brought forward at the Education Committee meeting;
- Open the meeting;
- Decide and announce the business and the order in which it is to be acted upon;
- State and put the question and to announce the result of the vote;

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- Enforce rules of order.
- Act as a full voting Member;
- Receive regrets from Members unable to attend meetings;
- Notify Members who are absent without regret;
- Table written requests for leaves of absence;
- Represent the Education Committee on designated internal and external committees;
- Prepare, and if need be, present monthly report for Executive Committee meetings;
- Prepare and present Education Committee report for NBBOA Annual Conference;
- Update and file course material, exams and any reference material for courses;
- Coordinate the proctoring and marking of exams;
- Approve all expenditures of the Education Committee including those related of course delivery;
- Ensure correctness of the NBBOA course information on database and website;
- Ensure course participant results and information is entered in NBBOA database.

1.3 Quorum:

A meeting of the Committee may proceed when one-half of the Committee Members, including the Chair, are in attendance.

1.4 Commitment:

Committee Members are expected to serve for a minimum of two (2) years and to regularly attend meetings. Generally there is an average of one meeting every four (4) to six (6) weeks between the months of September to April. If need be, there may be a special meeting scheduled between the months of May to August. In addition, working groups are sometimes formed to work on one particular aspect of an education program and Committee Members are expected to be active on working groups to the extent they are able. The average time commitment can range from two (2) to ten (10) hours a month depending on the Committee's workload.

2.0 Facilitator:

The duties for the Course Facilitator include, but are not limited to the following:

- Facilitation of course;
- Follow course schedules and agendas;
- Recording of course attendance.

2.1 *Non-Paid Facilitator;*

The person facilitating a NBBOA course during their regular employment work hours will be reimbursed as follows:

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In-City Facilitator:

\$50 per course day honorarium;

\$15 per course day for meals;

Fuel reimbursement at the current NB Board of Management rate.

Out-Of-City Facilitator:

\$50 per course day honorarium;

\$50 per course day for meals;

Fuel reimbursement at the current NB Board of Management rate;

Room Accommodations as approved by the Education Committee.

2.2 *Paid Facilitator;*

The person facilitating a NBBOA course during their own time (i.e. vacation, retirement, self-employed etc.) will be reimbursed as follows:

In-City Facilitator:

\$250 per course day;

\$15 per course day for meals;

Fuel reimbursement at the current NB Board of Management rate.

Out-Of-City Facilitator:

\$250 per course day;

\$50 per course day for meals;

Fuel reimbursement at the current NB Board of Management rate;

Room accommodations as approved by the Education Committee.

2.3 *Training of Facilitators;*

Training of facilitators may be conducted in-house by either a representative of the Ontario Ministry of Housing or an approved equivalent as per NBBOA contract agreements with ACBOA with expenses to be covered by the NBBOA training account for that representative. Expenses for an individual to be trained as a facilitator may be covered by their employer or the NBBOA (equal to facilitator course expenses).

2.4 *Number of Facilitators Required;*

A minimum of two (2) facilitators may be required for each classroom when the number of participants exceeds 30 people, unless otherwise approved by the Education Committee Chairperson and the Course Facilitator.

3.0 Coordinator:

The duties for the Coordinator include, but are not limited to the following:

- Arrange for course location and requirements;
- Course location / accommodations for participants;
- Conference room of appropriate size to accommodate 25-30 persons, and adequate amenities;
- Coffee / nutrition breaks;
 - Breaks should be at the following times:
8:00 am registration – day one – coffee / tea / juice
Each day 10:00 am and 2:30 pm
10:00 am break – coffee / tea / juice / nutrition break i.e. fruit/muffins
2:30 pm break – coffee / tea / pop / nutrition break i.e. vegetables/cookies
 - Exam day – coffee, tea, juice available first thing in morning, prior to exam start
 - Times and snacks are suggestions only; water should be provided by the hotel at the tables
 - Coordinator to monitor usage and adjust accordingly (i.e. if no one drinks tea, tea should be removed from schedule)
- Room Set-Up;
 - Tables to be set-up in work groups accommodating 4-5 people
 - Facilitator to be at head table
 - For exam writing, tables should be a classroom setting
 - Groups should consist of a variety of participants, with varying work experiences and from various regions of the province. Coordinators are encouraged to seek advice from other Members of the Committee in creating the work groups, if necessary.
- Equipment;
 - Coordinator to assess equipment requirements for course and facilitator preference i.e. easels, projectors, laptop etc.
 - Equipment owned by the NBBOA – the NBBOA owns a number of easels, a laptop and projector. Coordinator to arrange to retrieve equipment, if required, prior to the course.
 - Name plate (tags) – Coordinator to ensure nametags are available for table set-up.

3.1 Course Registration Form;

Coordinator to obtain registration form template (See Appendix A), and adjust as necessary i.e. hotel, dates, etc. Once approved by the Education Committee Chairperson, send to NBBOA

Website Administrator and NBBOA Administrative Assistant for posting on website and email information to Members.

3.2 Confirmation of Registration;

- Confirmation to be made by fax or email (See Appendix A), **only once payment is received;**
- Develop a participant list based on registrations (See Appendix B);
- After registration cut-off date, confirm participant membership status and payment status.

3.3 Preparation of Course Material;

- Coordinator to obtain course material i.e. Facilitator Manual, Participant Manual, plans, comment forms, exams and answer key;
- After registration cut-off date, arrange for photocopying of course material by a printing company for number of participants registered (participant manuals, exams);
- Payment can be made by invoicing the NBBOA, setting up an account, or using NBBOA credit card payment system;
- Ensure delivery of course material to course location.

3.4 Arrangement for Course Facilitator(s);

- With facilitator list as approved by the Education Committee, determine which facilitators are appropriate for the course in question. Arrange for a facilitator from the list first, with a preference for facilitators that live in the area where the course is being held. If there are problems, contact the Chairperson of the Education Committee for further direction;
- Arrange for room accommodations, if necessary;
- Determine whether or not paid facilitator, and prepare a cost estimate;
- Provide facilitator with course materials at least two (2) weeks prior to the course;
- Review facilitator responsibilities prior to course.

3.5 Registration Day;

Money/cheques will not be handled in person at registration. All cheques are to be mailed to the NBBOA mailing address by the participant pursuant to the deadline on the registration form.

3.6 Pre-Course Statement;

Prior to commencement of the course, a pre-course statement is required to inform the participants of the following: introduction of facilitator(s), course hours, coffee breaks, attendance policy, emergency exits, washrooms, personal telephone calls, exam conduct and time limit, group self-help teaching system, participant profile (including business cards), format of course (facilitation versus instruction). Participants will be made aware that all electronic communication devices are not permitted during course instruction, unless in case of an emergency.

3.7 *During Course;*

The Coordinator or appointed NBBOA Member, may wish to visit periodically during the term of the course to ensure that there are no outstanding issues with regards to course materials, accommodations or equipment. The frequency of visits will be determined by the Coordinator on a case-by-case basis. The Coordinator will have attendance sheets prepared to be filled out twice daily during the course - morning and afternoon. All participants are required to sign the attendance sheets provided.

3.8 *Exam Day for Non-ICC Exams;*

- Ensure course evaluation forms are provided and completed by course participants on last day prior to the exam (See Appendix C);
- Deliver the exams on the final day of course;
- Coordinator or Exam Proctor should attend and pass out exams to participants and give directions for writing;
- All electronic communication devices must be turned off and not handled during the exam;
- Time limits will be strictly enforced;
- Coordinator or Exam Proctor is to collect the exams in an envelope and deliver them to the Education Committee Chairperson, or Coordinator for marking;
- Education Committee assigns an individual to mark the exams. The Chairperson or Coordinator sends the exams to the assigned marker with the answer key;
- Exams are collected by the Coordinator when marked and results are entered in the NBBOA database by the ACES Administrator. Paper copies are to be filed as per NBBOA Policy;

3.9 *Exam Day for ICC Exams;*

- The NBBOA Policy for Administering ICC Exams and Proctors (See Appendix D) is to be followed for all ICC exams;
- The Coordinator is to ensure course evaluation forms are provided and completed for course participants on last day prior to the exam (See Appendix C).

3.10 *After the Course;*

- Coordinator collects course materials, comment forms, equipment and returns to Education Committee Chairperson;
- Coordinator ensures any mistakes, updates or problems pertaining to course material are reported to the Education Committee Chairperson;
- The Coordinator will review any applicable invoices and forward to NBBOA Treasurer (photocopying etc.). Costs are to be listed in appropriate spreadsheet provided by the Education Committee;
- Coordinator receives marked exams and sends out confirmation of pass/fail (See Appendix F) and populates the course spreadsheet. The course spreadsheet is to be forwarded to the ACES Administrator to enter course results into the database. Paper copies to be filed as per NBBOA Policy;

- Coordinator is to arrange for preparation and signature of course certificates. Certificates are to be sent to the participants by mail within forty-five (45) days of receiving the marked exams;
- Coordinator to write a brief report to Education Committee about how the course went. Report shall include participant list with marks and financial summary (See Appendix B), including any notes required to be discussed at next meeting.

4.0 Course Information:

4.1 Registration Fees;

The course registration fees for NBBOA core curriculum courses will be as follows:

- \$125 per course day for NBBOA Members in good standing;
- \$160 per course day for non-members.

Fees for non-core courses will be determined on an individual basis.

4.2 Discounted group rates for course registration(s) by a single company or employer

If a single company or employer is looking to register multiple participants for a specific course, the NBBOA is prepared to offer the following discounts to the single company or employer. Note that these are only applicable to certified NBBOA courses and Maintenance Courses. This excludes Annual General Fees, Membership fees, technical changes courses, and challenge exams.

<u>3 registrations to one (1) specific course</u>	<u>5 registrations to one (1) specific course</u>	<u>10 and over registrations to one (1) specific course</u>
<i>5% off the total cost</i>	<i>10% off the total cost</i>	<i>25% off the total cost</i>

The amounts will be issued before HST and taken off before processing payment. It is the duty of the organization to notify NBBOA that they are registering for multiple participants during the registration process.

4.3 Royalty Fees;

The course royalty fees for NBBOA core curriculum courses are as follows:

- 1 – Day course = \$50 per participant;
- 2 – Day course = \$60 per participant;
- 3 – Day course = \$65 per participant;
- 4 – Day course = \$70 per participant;

5 – Day course = \$75 per participant.

The length of days for the courses to determine the royalty fees is based on the licensing agreement from the Ontario Ministry of Housing.

Course royalty fees do not apply to the following core curriculum courses:

- Legal Processes and Responsibilities;
- Communications for Building Officials;
- Barrier Free Design.

There will be an additional charge of \$125 per student exam for all ICC tests delivered, as outlined in the Memorandum of Understanding (MOU) with ACBOA.

Royalty fees shall be submitted to ACBOA within 30 days of the completion of the course.

4.4 Courses with ICC Exams;

To receive credit for a core course for certification, the ICC exam (as available) will be required to be completed at an additional cost of one-hundred & twenty-five dollars (\$125) per person. An individual can take the course without completing the ICC exam.

Student will receive a mark of zero if both the ICC answer key and the ICC exam are not returned to the proctor immediately at the conclusion of the exam writing session.

4.5 Registration and Acceptance;

Enrollment and the securing of a course seat will be based on a first applied, first paid policy and will be limited to the number of persons deemed appropriate by the Education Committee for that particular course. Preference will be given to NBBOA Members in good standing that are on a waiting list, should a course seat become available. Pre-paid registration is required no later than thirty (30) days prior to commencement of the course. Should a participant cancel more than thirty (30) days prior to the first day of the course, a seventy-five (75%) refund will be granted. A cancellation within thirty (30) days of the first day of the course will not be refunded.

4.6 Course Hours;

The weekday courses will start at 8:30 am and run until 4:30 pm, with a one hour lunch break. A final examination will follow, if applicable. Course hours may be changed, at the Facilitator's and/or Coordinator's discretion, depending on progress of the course.

4.7 Course Attendance;

Attendance is mandatory and will be recorded by the facilitator. Absenteeism will not be tolerated but may be granted by the facilitator, on a limited basis, should a valid reason be given. Should a participant be absent for the scheduled exam, a failing mark of 0% will be recorded unless a valid reason is provided. That participant must take the entire course over again, at the

full registration fee, and pass the exam to receive credit.

4.8 Exam Time Limit;

The exam time limit is determined by the Education Committee prior to the commencement of the Course and will be strictly adhered to.

The exam will be uninterrupted (i.e. no allowance for personal phone calls or break for smoking), written individually (group discussion prohibited) and the use of course material will not be permitted with the exception of the National Building Code of Canada, if permitted.

4.9 Marking of Exams;

The person appointed by the Education Committee Chairperson to mark exams will be paid \$30.00 per hour to mark the exams. This fee will apply to the person who performs these duties on their own time. The marker will have the exams delivered to the Coordinator for further processing. The Facilitator will not be permitted to mark the exams.

To ensure participant anonymity, a numbering system may be used for the identification of the individual exams; in this case, no names will be included on the exams.

4.10 Test Results;

Pass or fail results will be given to the individual in written form (*via e-mail, fax or mail*) It is not the policy of the NBBOA to issue a mark to an individual.

4.11 Exam Rewrites;

The pass mark for all examinations is seventy (70%) percent. Upon notification of a failing mark, an individual will be given the opportunity to rewrite the exam without taking the course over again. The cost for a rewrite will be two-hundred & fifty dollars (\$250). Only one supplementary exam will be offered to an individual without having to repeat the course. The supplementary exam may not be identical to the first exam offered. The following conditions apply to examination re-writes:

- Formal application must be made to the Education Committee within five (5) months of the original exam date (See Schedule I);
- Appropriate fees must be paid.

The Education Committee or designate will inform the individual of the date, time and location for the rewrite within sixty (60) days.

4.12 Challenge Exams;

Any individual can challenge an exam and therefore would not be required to attend the applicable course. The NBBOA will permit challenging any of its core courses, with the exception of the following courses, subject to the requirements in this section:

- Legal Processes and Responsibilities;
- Communication Skills for Building Officials;
- Barrier Free Design.

4.13 Requirements for Challenging Exams;

Challenge exams will be administered through the ICC (International Code Council) pursuant to the “NBBOA Policy for Administering ICC Exams” (See Appendix D).

An individual who wants to challenge an exam must complete the application form (Appendix G) and mail it to the address listed on the form. The appropriate fee must be mailed with the application form. An application is not complete without full payment. Once an application and the associated fee is received by the NBBOA, the applicant will be notified within thirty (30) days of the next available test date(s). The applicant has six (6) months from receipt of the application to write the exam. Fees for challenge exams will be listed on the application form.

If the individual fails to achieve a minimum of seventy (70%) percent on the challenge exam, the individual will be required to attend the course. Payment of the challenge fee of six-hundred and twenty five dollars (\$625) in full will be required. An individual will not be able to rewrite the challenge exam, except in the event of a canceled course.

In Event of a Canceled Course

Anyone who challenges the exam on the bases of a cancelation for which they were registered can get one re-write at \$250+HST. If the individual fails to get a 70% passing grade on the re-write, they will be required to take the course as per the existing course policy.

5.0 Limitation of Liability:

No Member of the Education Committee is personally liable for a loss or damage suffered by a person by reason of anything done or omitted to be done in good faith in the exercise of a power given by the New Brunswick Building Officials Association.

6.0 Course Equivalencies:

Course equivalencies are required for participants transitioning from the 1995 Code Courses to the 2005 Code Courses.

For instance, if a course participant successfully completed the 1995 Course “The House”, it is equivalent to two 2005 Code Courses – “The House – Building Envelope” and “The House – Health and Safety”. Therefore, the participant, in being considered for Certification, will be

given credit for the two 2005 “House” Courses.

1995 Course	Equivalency with 2005 Course
The House	The House – Building Envelope The House – Health and Safety
Part 9 Technical (Book 1)	Part 9 – Structural Requirements
Part 9 Technical (Book 2)	Part 9 – HVAC and Fire Protection
Part 3 Large Buildings Classification & Construction (Book 1)	Part 3 – Building Classification & Fire Safety Provisions (Book 1 of 3)
Part 3 Large Buildings Exits & Egress (Book 2)	Part 3 – Health and Safety Requirements (Book 2 of 3) Part 3 – Building Design – Egress and Exits and Fire Safety Provisions (Book 3 of 3)

APPENDIX A

New Brunswick Building Officials' Association (NBBOA)
P.O. BOX 3193, STATION B
FREDERICTON, N.B. E3A 5G9

DATE: _____

FAX: _____

CONFIRMATION

This is to confirm that

_____ is
registered for the upcoming "_____" course
being held at the _____,
beginning _____ at 8:35 am, until
_____, _____, 20____.

La présente est pour confirmer que

_____ est
enregistré au prochain cours
"_____" qui aura lieu au
_____, _____, commençant
_____, 20__ à 8:30 AM, jusqu'
au _____, le _____ 20__.

I look forward to seeing you there,

Au plaisir de vous voir,

Coordinator Name:

We **have** / **have not** received your payment for this course to date.

Jusqu'à présent nous **avons** / **avons pas** reçu votre paiement pour ce cours.

APPENDIX B

NBBOA Course Registration Form

Course Name: Date of Delivery				# of Days								
Last Name	First Name	ICC Exam Date	Email	Course Fee	Chk #	Date Received	Credit Card	Date Processed	Conf. Sent	Member y/n	Mark	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Comments:	Total Revenue:	\$	-	
	Estimated Expenses:			
	Facilitation Cost:			
	Exam Correction: <i>(est. 2 hr@\$30)</i>			
	Facility Rental and Food: <i>(Based on Actual)</i>			
	Workshop Materials <i>(est. @ \$10 pp)</i>			
	Total of Estimated Expenses:			
	Royalties			
Total Income Projected:				

Overview	
# Members	
# Non-Members	
Total:	

APPENDIX C
COURSE COMMENTS

New Brunswick Building Officials' Association (NBBOA)
P.O. BOX 3193, STATION B
FREDERICTON, N.B. E3A 5G9

COURSE COMMENTS

Please circle the appropriate answer and comments are appreciated.

1. Is the course what you expected? Yes No

If not, what did you want to cover? _____

2. Did you like the course format? Yes No

3. Did we try to cover too much? Yes No

4. Could we have covered more? Yes No

5. Were the facilitator(s) as good as expected? Yes No

Comments _____ the
facilitator(s): _____

6. Did you enjoy the course? Yes No
If not, _____ please _____ explain:

7. Would you recommend this course to others? Yes No

8. Other Comments:

New Brunswick Building Officials' Association (NBBOA)
P.O. BOX 3193, STATION B
FREDERICTON, N.B. E3A 5G9

COMMENTAIRE SUR CE COURS

S.V.P. Encercler la réponse appropriée (Commentaires / suggestions seraient appréciés).

1. Est-ce que ce cours a atteint vos attentes? Oui Non

Si non, qu'est-ce que vous auriez changé? _____

2. Avez-vous aimé le cours dans son ensemble? Oui Non

3. Est-ce que nous avons tenté de trop aborder de matière? Oui Non

4. Est-ce que nous aurions pu en aborder davantage? Oui Non

5. Est-ce que le / les modérateur (s) a / ont répondu à vos attentes? Oui Non

Commentaires sur le / les modérateur(s): _____

6. Avez-vous aimé ce cours? Oui Non

Si non, pourquoi: _____

7. Est-ce que vous recommandez ce cours à d'autres personnes? Oui Non

8. Autres commentaires ou suggestions:

APPENDIX D

NBBOA Policy for Administering ICC Exams and Proctors

Testing Facility Requirements:

All test site facilities must adhere to the following standards for test environment/facility.

Standardized Testing Conditions:

- Test must be proctored in quiet atmosphere.
- Test must be proctored in well lit atmosphere.
- Test must be proctored in well ventilated space in a reasonable temperature.
- No food or drink on table where test will be taken.
- Tests being proctored to more than one candidate at one time requires at least a space of 4 feet between candidates or by partitions.
- Test workstation must have adequate desk space that allows candidate to test comfortably.
- Candidate must be provided with chair/seat that ensures comfort and that does not make for an uncomfortable distraction.

Examination Room Pre-Check:

- The room within a facility that is used for testing must be checked prior to test administration

This check would be for the purpose of:

- Assuring proper test conditions related to atmosphere.
- Assuring test room is not housing material related to the test.

Supplies and Materials:

Test proctor must provide the test candidate a designated area outside of the test room for candidate to place their belongings. The only materials available to the test candidate during duration of exam are:

- The appropriate test.
- Envelope.
- Number 2 pencil required.
- Blank sheet of paper.

The Candidate must provide:

- National Building Code of Canada.
- Standard calculator (not Wi-Fi enabled or programmable).

Special Situations and Emergencies:

The safety and welfare of people are the top priority in the event of an emergency. The security of the exam material is the second priority.

- In the event of a medical emergency, the emergency phone number (911) should be called. CPR, shock, choking, or other appropriate procedures must be administered by anyone onsite who has the appropriate training until professional help arrives. The facilitator should offer to allow any such qualified person to administer first-aid. If no one has training, the individual must be kept as still and comfortable as possible

until professional help arrives.

- In the event of a power outage, the candidate must stop taking the test and be removed from the test room. It must immediately be determined if it is a temporary or long term problem (a reasonable assessment can be made.) It is the mutual agreement between the test proctor and candidate(s), if continuing to take the test is feasible.
- The exam may be resumed after a satisfactory conclusion to any emergency situation. The proctor must inform all candidates that the time lost will be added to the examination. It is the proctor's responsibility to track lost time.
- Proper fire exits available to candidate are to be compliant with fire safety and building codes and procedures.

Test Proctor Personnel Requirements:

In order to assure that each NBBOA proctor is performing professionally, accordingly, and in a standardized fashion, the following guidelines for the individual are to be followed:

- Proctor must be in appropriate dress. This does not necessarily mean business attire; however it is important to use personal judgment where this is concerned.
- Proctor must be timely. This means that it is necessary to be on the test facility site before the candidate arrives. Ample time must be given to carry out the test room pre-check and 2 hours must be slotted for the candidate's written test. It is the proctor's responsibility to keep an accurate track of time and to bring to an end the candidate's test when the 2 hour time period has expired.
- Professionalism is not only required, but essential. Proctors represent the NBBOA and must act accordingly. The following are examples, not an all-encompassing list, of ways to maintain professionalism other than appropriate dress and timeliness:
- Appropriate language must be used at all times. Cursing, offensive, and/or sexually charged language is not appropriate.
- Mannerisms, in other words non-verbal communication, may reflect a very negative image when not used properly and this must be understood. Touching, ignoring, and/or distasteful gestures are not appropriate.
- Your own rational judgment is used in many cases concerning cognitive issues. The NBBOA expects its proctors to behave in an appropriate and professional manner as action may be taken if the proctor discovers otherwise.

Test Candidate Admittance and Check-In:

- The proctor must identify the candidate as the individual who scheduled the test for that respective date.
- It is required that proper identification be reviewed and confirmed as that of the candidate who scheduled the test for that respective date must be a picture identification.
- If there is any doubt of the candidate's identity, canceling the test is at the proctor's discretion.

Confidentiality:

Confidentiality is important as it relates to relationships between the NBBOA and proctors, NBBOA and candidates, and proctor and candidates.

- NBBOA will keep all documents and conversation provided to it, as part of the Application/agreement process, confidential unless otherwise informed and permitted by the Proctor.
- In exchange NBBOA expects that the Proctor will do the same in regards to the examination.
- NBBOA will keep all documents related to the candidate's application and specific test scores confidential unless otherwise informed and permitted by the candidate.
- Proctor will keep all related candidate test documents confidential.

Policy on Cheating:

Cheating or suspected cheating is taken very seriously. The protocol where cheating is suspected is as follows:

- If candidate is caught blatantly cheating, proctor may immediately bring the test to an end followed by an immediate telephone call to the Education Committee Chairperson;
- If it is suspected that candidate is cheating, but this is not made blatant or otherwise leaves doubt in your mind, continue the administration of the test. The Proctor is to keep watch and make a record of the incident immediately. The report is to be shared with the Coordinator and the Chairperson of the Education Committee.

In either case, the Coordinator is to complete provide the Education Committee with an incident report. The Education Committee will review the incident report, determine a course of action and provide a report and recommendations to the Executive Committee.

Test Material Security and Handling:

It is extremely important, to assure the validity of the candidate's test, that procedures for test security and handling are met. Follow these procedures:

- After a candidate completes the exam, it needs to be hand delivered to the proctor in the appropriate sealed envelope with the test, answer sheet, and all documents as outlined in this policy.
- The proctor is not given permission to review the candidate's test and or answer sheet.
- The proctor may not give advice and/or consultation during the test.
- The proctor may not imply or in any way or fashion provide the test candidate with what the proctor believes or knows to be a test question.
- The proctor must handle the examination personally and not provide this or any related documents to anyone else.
- The proctor must provide the NBBOA's name and return address on the envelope that is being mailed back for test grading.
- The proctor must mail the test(s) within 48 hours of test administration and ensure correct delivery address is on the envelope.

APPENDIX E

New Brunswick Building Officials' Association (NBBOA)
P.O. BOX 3193, STATION B
FREDERICTON, N.B. E3A 5G9

DATE: _____

CONFIRMATION

CONGRATULATIONS! This is to confirm that _____ has successfully completed the "_____" course held in _____, 20__.

You will be receiving a certificate of achievement in the mail within the next 2-4 weeks. If you are qualified to apply for certification, you do not have to wait for your certificate as we have your records on file. Simply complete the appropriate application form and mail it to the above noted address.

FÉLICITATIONS! La présente est pour confirmer que _____ a terminé avec succès le cours "_____" tenu à _____ le _____, 20__.

Vous recevrez par la poste un certificat d'accomplissement dans les prochaines 2 à 4 semaines. Si vous êtes qualifié pour la certification, vous ne devez pas attendre votre certificat car nous avons vos renseignements dans nos fichiers. Simplement remplir le formulaire de demande approprié et expédiez le à l'adresse ci-dessus.

Regards / Respects,

Coordinator or Name

APPENDIX F

NBBOA COURSE CURRICULUM

Courses required for NBCBO Certification

LEVEL 1:

1. The House - Building Envelope
2. The House – Health & Safety
3. Legal Processes and Responsibilities
4. Communication Skills for Building Officials

LEVEL 2:

1. The House - Building Envelope
2. The House – Health & Safety
3. Legal Processes and Responsibilities
4. Communication Skills for Building Officials
5. Part 9 – Structural Requirements
6. Part 9 – HVAC & Fire Protection
7. Part 9 – Plans Examination
8. Barrier Free Design

LEVEL 3:

1. The House - Building Envelope
2. The House – Health & Safety
3. Legal Processes and Responsibilities
4. Communication Skills for Building Officials
5. Part 9 – Structural Requirements
6. Part 9 – HVAC & Fire Protection
7. Part 9 – Plans Examination
8. Barrier Free Design
9. Part 3 – Building Classification & Fire Safety Provisions
10. Part 3 - Health & Safety Requirements
11. Part 3 – Building Design – Egress and Exits and Fire Safety Provisions
12. Part 3 – Life Safety Systems
13. Part 3 – Plans Examination Strategies

Communication Skills for Building Officials and Barrier Free Design courses may be completed out of sequence. However, they are required for the level of certification that they are listed within.

Each designation consists of three levels of achievement. Each certification level reflects the type of building construction an individual is certified to inspect. Upon proclamation of the New Brunswick Building Code Act, these courses will be mandatory for all building inspectors in the province of New Brunswick.

Building Code Qualified Official – Level I

Legal Processes and Responsibilities
 Communication Skills for Building Officials
 The House - Building Envelope
 The House - Health & Safety

ACBOA Associate – Housing

1. Legal
2. Communication Skills
3. The House (Building Envelope)
4. The House (Health & Safety)

NB Certified Building Official – Level I ACBOA Certified – Housing

Requires a valid BCQO – Level I Certificate, a minimum of 2 years of work experience and 60 inspections and/or plans review.

Requires 2 years + 60 inspections and/or plan reviews.

Building Code Qualified Official – Level II

Legal Processes and Responsibilities
 Communication Skills for Building Officials
 The House - Building Envelope
 The House - Health & Safety
 Part 9 – Structural Requirements
 Part 9 – HVAC & Fire Protection
 Part 9 – Plans Examination
 Barrier Free Design

ACBOA Associate – Part 9

1. Legal
2. Communication Skills
3. The House (Building Envelope)
4. The House (Health & Safety)
5. Part 9 – Structural Requirements
6. Part 9 – HVAC & Fire
7. Part 9 – Plans Examination

NB Certified Building Official – Level II

Requires a valid NBCBO Level I Certificate & BCQO – Level II Certificate, an additional 2 years of work experience and an additional 60 inspections and/or plans review at this level.

ACBOA Certified – Part 9

requires 3 years + 60 inspections and/or plans review.

Building Code Qualified Official – Level III

Legal Processes and Responsibilities
 Communication Skills for Building Officials
 The House - Building Envelope
 The House - Health & Safety
 Part 9 – Structural Requirements
 Part 9 – HVAC & Fire Protection
 Part 9 – Plans Examination
 Barrier Free Design
 Part 3 – Building Classification & Fire Safety Provisions (Book 1/3)
 Part 3 - Health & Safety Requirements(Book 2/3)
 Part 3 – Building Design – Egress and Exits

ACBOA Associate – Part 3

1. Legal
2. Communication Skills
3. The House (Building Envelope)
4. The House (Health & Safety)
5. Part 3 – Classification & Construction
6. Part 3 – Health & Safety Requirements
7. Part 3 – Large Building Fire Protection**
8. Part 3 – Plans Exam Strategies
9. Part 3 – Life Safety Systems

and Fire Safety Provisions (Book 3/3)
Part 3 – Large Building Fire Protection
Part 3 – Plans Examination Strategies

NB Certified Building Official – Level III

Requires a valid NBCBO Level II Certificate & BCQO – Level III Certificate, an additional 2 years of work experience and an additional 60 inspections and/or plans review at this level.

ACBOA Certified – Part 3

Requires 5 years + 60 inspections /or plans review.

NB Certified Building Official – Level III

ACBOA-Canadian Registered

Building Official (CRBO)

1. Legal
 2. Communication Skills
 3. The House (Building Envelope)
 4. The House (Health & Safety)
 5. Part 9 – Structural Requirements
 6. Part 9 – HVAC & Fire
 7. Part 9 – Plans Examination
 8. Part 3 – Classification & Construction
 9. Part 3 - Health & Safety
 10. Part 3 – Large Building Fire Protection**
 11. Part 3 – Plan Exam Strategies
 12. Part 3 – Life Safety Systems
- Requires 6 years + 60 inspections/or plans review for Part 9 Housing
+ 60 inspections/or plans reviews for Part 9 buildings + 60 inspections/or plans reviews for Part 3 buildings

** It is to be noted that Part 3 – Large Building Fire Protection Courses listed under ACBOA are covered under Fire Safety Provisions in Part 3, Book 1 and Book 3 offered by NBBOA.

APPENDIX G

APPLICATION TO CHALLENGE EXAM (Draft)

I _____ hereby make application to the *New Brunswick Building Officials Association (NBBOA)* to challenge the exam of _____.

I have indicated my preferred exam date from the choices offered below:

Exam Schedule November 16, 2011 February 15, 2012 April 25, 2012 June 8, 2012

I request that I write the "Challenge Exam" on

I agree to pay the fees of \$625.00 to the NBBOA as attached hereto this Application. I further agree that I have read the NBBOA Education Policy on Challenge and consent to the requirements as noted below.

Signature: _____ Date: _____

"Challenge Exams

Any individual can challenge an exam and therefore would not be required to attend the applicable course. The NBBOA will permit challenging any of its core courses, with the exception of the following courses, subject to the requirements in this section:

- *Legal Processes and Responsibilities*
- *Communication Skills for Building Officials*
- *Barrier Free Design*

Requirements for challenging exams

Challenge exams will be administered through the ICC (International Code Council) pursuant to the "NBBOA Policy for Administering ICC Exams" (See Appendix E)

An individual who wants to challenge an exam must complete the application form (Appendix G) and mail it to the address listed on the form. The appropriate fee must be mailed with the application form. An application is not complete without full payment. Once an application and the associated fee is received by the NBBOA, the applicant will be notified within 30 days of the next available test date(s). Fees for challenge exams will be listed on the application form.

If the individual fails to achieve a minimum of 70 percent on the challenge exam, the individual will be required to attend the course. Payment of the course fee in full will be required. An individual will not be able to rewrite the challenge exam."

Participant Information

*All participants must be pre-registered & pre-paid – Payments **WILL NOT** be accepted at the door!*

*Send Application & Payment to: **NBBOA - #207-403 Regent Street, Fredericton, NB E3B 3X6***

Please indicate your preferred mailing address by checking the appropriate box:

Please Use My Work Address:

Employer: _____

Mailing Address: _____ Town: _____ Postal Code: _____

Phone: _____ Cell #: _____ Fax: _____

Email Address: _____

Please Use My Home Address:

Mailing Address: _____ Town: _____ Postal Code: _____

Phone: _____ Cell #: _____ Fax: _____

Email Address: _____

Please Add Both my Work and Home Address to your Records.

My Language of Preference is: *English* *French*

Signature of Registrant: _____

Payment Information

VISA MasterCard American Express CHEQUE ENCLOSED

Make cheques payable to the: New Brunswick Building Officials Association (NBBOA)

Card Number: _____ Expiry Date: _____

Cardholder's Name: _____

Signature: _____

APPENDIX H

APPLICATION TO REWRITE EXAM (Example)

I _____ hereby make application to the *New Brunswick Building Officials Association (NBBOA)* to re-write the exam for _____ which I attended on _____, 20____. I agree to pay the fee of \$250.00, to the NBBOA as attached hereto this Application.

I have indicated my preferred exam date from the choices offered below:

Exam Schedule	November 16, 20xx	February 15, 20xx	April 25, 20xx	June 8, 20xx
I request that I write the rewrite the exam on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I further agree that I have read the NBBOA Education Policy on Exam Rewrites and consent to the requirements as noted below.

Signature: _____ Date: _____

“Exam Rewrites

The pass mark for all examinations is seventy (70%) percent. Upon notification of a failing mark, an individual will be given the opportunity to rewrite the exam without taking the course over again. The cost for a rewrite will be \$250. Only one supplementary exam will be offered to an individual without having to repeat the course. The supplementary exam may not be identical to the first exam offered. The following conditions apply to examination re-writes:

- *Formal application must be made to the Education Committee*
- *Appropriate fees must be paid*

The Education Committee or designate will inform the individual of the date, time and location for the rewrite within 60 days.”

Participant Information

*All participants must be pre-registered & pre-paid – Payments **WILL NOT** be accepted at the door!*

*Send Application & Payment to: **NBBOA - #207-403 Regent Street, Fredericton, NB E3B 3X6***

Name: _____ Company: _____

Please indicate your preferred mailing address by checking the appropriate box:

Please Use My Work Address:

Employer: _____

Mailing Address: _____ Town: _____ Postal Code: _____

Phone: _____ Cell #: _____ Fax: _____

Email Address: _____

Please Use My Home Address:

Mailing Address: _____ Town: _____ Postal Code: _____

Phone: _____ Cell #: _____ Fax: _____

Email Address: _____

Please add both my Work and Home Address to your Records.

My Language of Preference is: *English* *French*

Signature of Registrant: _____

Payment Information

VISA MasterCard American Express CHEQUE ENCLOSED

Make cheques payable to the: New Brunswick Building Officials Association (NBBOA)

Card Number: _____ Expiry Date: _____

Cardholder's Name: _____

Signature: _____