



NEW BRUNSWICK  
BUILDING OFFICIALS  
ASSOCIATION

ASSOCIATION DES OFFICIELS  
DE LA CONSTRUCTION DU  
NOUVEAU-BRUNSWICK

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# NBBOA QUALIFICATION & CERTIFICATION DOCUMENT

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## INTRODUCTION

Members of the NBBOA seek to achieve defined qualifications and certification levels in order to provide the public with excellent inspection and plan review services for every building and occupancy described in the National Building Code.

Members achieve this goal through a combination of:

- Successfully passing examinations after having completed associated courses on the subject matter and;
- Gaining relevant experience in plan reviews and inspections for the types of buildings and occupancies covered in the exam material.

There are three (3) levels of qualification and certification for NBBOA members.

- Building Code Qualified Official Level 1 and NB Certified Official Level 1.
- Building Code Qualified Official Level 2 and NB Certified Official Level 2.
- Building Code Qualified Official Level 3 and NB Certified Official Level 3.

Each qualification and certification provide the Building Official with a level of knowledge and experience to inspect certain categories of buildings and occupancies defined by the National Building Code.

Each level builds on the previous and eventually, an NB Building Official successfully gains knowledge and experience to inspect all buildings and occupancies defined in the National Building Code.

This document defines the exams and experience required for a member to achieve qualifications and certifications for all 3 levels.

Members of the NBBOA who seek to obtain National Membership levels with ACBOA may find information and an application form on the ACBOA website.

## QUALIFICATION AND CERTIFICATION LEVELS

Building Code Qualified Official (BCQO) Level 1	
<b>Prerequisite</b>	Grade 12
<b>Exams</b>  (pass mark is 70% or better)	<ul style="list-style-type: none"> <li>❖ Level 1 - Building Envelope</li> <li>❖ Level 1 - Health and Safety</li> <li>❖ Legal Processes and Responsibilities</li> <li>❖ Communication Skills for Building Officials</li> </ul>
<b>Receive Certificate</b> – Right to perform inspections and/or plans review up to two family dwellings.	

NB Certified Building Official (NBCBO) Level 1	
<b>Prerequisite</b>	BCQO 1 Certificate
<b>Requirements</b>	<ul style="list-style-type: none"> <li>❖ 2 years experience from date of appointment as a building inspector</li> <li>❖ 60 inspections and/or plans review</li> </ul>

Building Code Qualified Official (BCQO) Level 2	
<b>Prerequisite</b>	BCQO 1 Certificate
<b>Exams</b>  (pass mark is 70% or better)	<ul style="list-style-type: none"> <li>❖ Level II - HVAC &amp; Fire Protection</li> <li>❖ Level II– Structural</li> <li>❖ Level II - Part 9 – Plans Review</li> <li>❖ Barrier-Free Design</li> </ul>
<b>After you receive this certificate</b> - Right to perform inspections and/or plans review on Part 9 buildings not exceeding 600m <sup>2</sup> in building area and 3 storeys or less as described in Section 1.3.3.3 of the National Building Code.	

NB Certified Building Official (NBCBO) Level 2	
<b>Prerequisites</b>	NBCBO 1 Certificate & BCQO 2 Certificate
<b>Requirements</b>	<ul style="list-style-type: none"> <li>❖ 2 years experience</li> <li>❖ 60 Level 2 inspections and/or plans review</li> </ul>
The time frame to document experience starts the date the first Level 2 exam has been passed <b>after</b> having received NBCBO Level 1 certification.	

Building Code Qualified Official (BCQO) Level 3	
<b>Prerequisites</b>	BCQO Level 1 & 2 Certificates
<b>Exams</b>  (pass mark is 70% or better)	<ul style="list-style-type: none"> <li>❖ Level III - Classifications &amp; Construction</li> <li>❖ Level III - Health &amp; Safety</li> <li>❖ Level III - Life Safety Systems</li> <li>❖ Level III - Part 3 - Plan Review</li> <li>❖ Level III - Fire Protection</li> </ul>
<b>After you receive this certificate</b> - Those who also have NBCBO Level 2 obtain the right to perform inspections and/or plans review on all buildings described in the National Building Code.	

NB Certified Building Official (NBCBO) Level 3	
<b>Prerequisites</b>	NBCBO Level 2 Certificate & BCQO 3 Certificate
<b>Requirements</b>	<ul style="list-style-type: none"> <li>❖ 2 years experience under a mentor OR</li> <li>❖ 5 years experience without a mentor</li> <li>❖ Documented 60 Level 3 inspections and/or plans review.</li> </ul> <p>The years of experience can be gained concurrently while earning BCQO Level 3 Certification provided you hold a NBCBO Level 2 certificate.</p>
The time frame to document experience in Level 3 inspections and plans examination starts the date the first Level 3 exam has been passed <b>AFTER</b> having received NBCBO Level 2 certification.	
<b>After you receive this certificate</b> – You have the right to perform inspections and/or plans reviews on all buildings described in the National Building Code.	

All designations require the individual to be a NBBOA member in good standing.

### **Right To Inspect/Plans Review**

The right to perform inspections and/or plans review on particular buildings as described in the National Building Code depends on the qualification and certification achieved as defined above. NBBOA members are required to adhere to this requirement and are bound by the Association's Code of Ethics.

## COURSE ALIGNMENTS FROM 1995 - 2020

The table on the following page outlines the comparison between the 1995 courses, 2011-2015 courses and the 2016 courses (with the exam curriculum).

Courses and certification designations obtained under the past program are still valid; however individuals who have older courses from the 1995 or 2011-2015 course streams and seeking certification today are required to obtain any of the new (2020) exams and are subject to the new certification requirements.

2020 Course Alignment Table				
The purpose of the table is to give members some direction on how the new courses align with Qualification and Certification requirements. Certification requirements will not change. However, with the new block course system, an individual will be taking a course to help prepare themselves to write the corresponding ACBOA exam(s).				
	Course Title	Exam Title	2011-2015 Course Title	1995 Course Titles
Level I	The House	Level I - Building Envelope	The House - Building Envelope	The House
		Level I - Health and Safety	The House - Health and Safety	
	Communication Skills for Building Officials	Communication Skills for Building Officials	Communication Skills	Communication Skills
	Legal Processes and Responsibilities	Legal Processes and Responsibilities	Legal Processes and Responsibilities	Legal Processes and Responsibilities
Level II	Part 9 - Small Buildings	Level II - HVAC and Fire	Part 9 HVAC and Fire Protection	Part 9 Technical Book 2
		Level II - Structural	Part 9 Structural Requirements	Part 9 Technical Book 1
		Level II - Part 9 Plan Review	Part 9 Plans Examination	Plans Examination Strategies
	Barrier Free Design	Barrier Free Design	Barrier Free Design	No equivalent
Level III	Part 3 - Large Buildings	Level III - Classifications & Construction	Part 3 Building Classification Fire Safety Provisions	Part 3 Large Buildings
		Level III - Health and Safety	Part 3 Health and Safety Requirements	Part 3 Large Buildings Exits & Egress (Book 2)
		Level III - Life Safety Systems	Part 3 Life Safety Systems	
	Part 3 - Complex Buildings	Level III - Part 3 Plan Review	Part 3 Plans Examination Systems	Plans Examination Strategies
		Level III - Fire Protection	Part 3 Egress and Exits and Fire Safety Provisions	No equivalent
Courses that are shaded in green are the Block Courses that the NBBOA has obtained through ACBOA. These comprehensive blocks courses will help prepare an individual to effectively write the corresponding ACBOA exam.				
Exams that are shaded in blue will be ACBOA exams. These exams are written post course completion on the exam dates provided. The ACBOA exam will be paid at the time of registration for the exam, separately from the course.				