NEW BRUNSWICK BUILDING OFFICIALS ASSOCIATION | ASSOCIATION DES OFFICIELS DE LA CONSTRUCTION DU NOUVEAU-BRUNSWICK

Education Committee Policies & Procedures

Updated January 2026

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1.0 Education Committee

1.1 Education Committee Members:

The Education Committee is a standing committee of NBBOA members who are accountable to the membership to provide current information on educational opportunities available in the Building Official profession and the training of new members who are preparing to achieve certification.

The roles and responsibilities for Committee Members are the following:

- To attend and prepare adequately for meetings
- Develop action plans based on course and exam feedback
- To research current educational needs of members
- To miss no more than 3 Education Committee meetings per year.
- To support the executive assistant in all education matters
- To understand the educational requirements of the NBBOA Certification Program
- Be familiar with the NBBOA Constitution, Code of Ethics (NBBOA Constitution, Section 14), and the Education policy

1.2 Education Committee Chairperson:

A chairperson will be elected annually by the members of the committee

The roles and responsibilities for the Chairperson include those listed above in 1.1 and the following:

- To be the key contact and representative for the committee
- Determine the agenda items to be brought forward at the Education Committee meetings
- To open and chair the Education Committee meetings
- To provide leadership and ensure the committee is functioning properly
- To provide updates and reports to the Executive Committee on a regular basis
- To present the Annual Education Committee Report at the AGM

1.3 Education Committee Meetings:

The Education Committee meets on a monthly basis between September and April. Committee members are expected to regularly attend meetings for a minimum of 2 years.

1.3.1 Quorum

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

1.4 Limitation of Liability

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

2.0 Instructors

2.1 Instructor Duties & Responsibilities:

The roles and responsibilities for Instructors are (but are not limited to) the following:

- Review, complete, and return Instructor Contract (*Appendix A*)
- To adequately prepare for the course by reviewing instructor materials **one month** prior to the course start date
- To inform the education committee if any issues are found within the course material, **two weeks** prior to course start date
- Immediately notify the Executive Assistant Director and Education Committee Chairperson if at any time for any reason they must cancel
- Recording of attendance
- Instruct the course in a safe, respectful, and professional manner towards the association and its attendees
- If applicable, oversee the course exam
- Provide two 15-minute breaks for participants per day; one being at approximately 10:15 am and the other at 2:15 pm. A lunch hour at noon should be provided each day.
- Return all materials, including but not limited to, course attendance sheets, exams (if applicable), instructor manual and any other course materials within 1 week to the Executive Assistant
- Complete course evaluation form (*Appendix B*)

2.2 Instructor Reimbursement:

Payment will be made to the Instructor and Employer (if applicable) as agreed upon in the Instructor's Contract upon completion of the Course. Courses being provided by the NBBOA for qualification and certification purposes will be reimbursed as follows:

- **A paid instructor** instructs the course on their own time (i.e. vacation, retirement, self-employed) will be paid at $250 per course day. Verification that the facilitator is using vacation time must be signed by the employer and submitted prior to issuance of payment
- **A non-paid instructor** instructs a course on their employer's time and will be reimbursed at $100 per course day. A $250 credit can be given to the Employer or credit to NBBOA.
- **A local instructor** (someone within 50 KM) is allotted $19 per course day for meals and mileage will be reimbursed at the current NBBOA Board of Directors rate.
- **A non-local instructor** is allotted $63.50 per course day for meals, mileage at the current NBBOA Board of Directors rate, and will be provided accommodations.

Courses being provided by the NBBOA for maintenance purposes will be reimbursed as approved by the Education Committee

2.3 Instructor Training Requirements:

Instructors delivering courses that are being provided by the NBBOA for qualification and certification purposes shall have successfully completed the OBOA Instructors Training Course (or equivalent).

3.0 Executive Assistant Director

3.1 Executive Assistant Responsibilities:

The Executive Assistant is the main point of contact for the NBBOA and covers all the clerical and financial functions for the Education Committee. In addition, the Executive Assistant are responsible for planning and coordination of all education courses, committee meetings, managing the Association's annual budget, processing certificates, and registration forms.

3.2 Meetings:

- Prepare meeting agenda
- Book meeting room and send out meeting request to all committee members
- Record meeting minutes and distribute to committee
- Collect mileage forms and process (*Appendix D*)
- Provide financial updates to committee

3.3 Course Preparation:

The Executive Assistant roles and responsibilities for delivery of courses are:

- Arrange and confirm Course Instructor. Send out Instructor contracts (*Appendix A*)
- Secure the facility/classroom for courses as soon as the course calendar is released
- Send the course description, details and course registration form (*Appendix E*) to all members and stakeholders via email, social media, and the website. Continually market courses as necessary.
- Review course materials with education committee.
- Deliver current course material to Instructor **one month** prior to the course start date
- Receive registration forms, process payments, and create a master registration list for each course as they are received
- Send confirmation of registration to participant once payment is processed
- Arrange for printing of course material
- Order refreshments for breaks **one week** prior for the course location
- Send reminder to course participants listing materials needed, room location, and course times **one week** prior to course delivery
- Deliver:
    - Course materials
    - Laptop, projector, and extension cord (if applicable)
    - Sign in sheet for the course
    - Name tags
    - Participant list
    - Course evaluation forms (*Appendix C*)
    - Exam outlines (if applicable)
- Arrange payments to instructor, caterer, and room rentals
- Send instructor course survey
- Track ACBOA royalty fees for each course delivered annually. Arrange payment each year to ACBOA Treasurer
- Circulate revenue, expenses, and evaluation results to Education Committee for review

3.4 Exam Preparation:

The Executive Assistant roles and responsibilities for delivery of exams are:

- Provides selected proctors with exam guidelines and a proctor code once student registers for online exam.
- Intake of online exam registration
- Develop master list of exams taken which includes tracking of pass/failed attempts
- Proctor exams locally in the City of Fredericton when needed
- Notify Education Committee of any exam questions
- Circulate revenue and expenses to Education Committee for review

4.0 Courses

4.1. NBBOA Courses

The following courses are owned by the NBBOA and have exams provided on the last day of the course:

- Communications for Building Officials
- Legal Processes Responsibilities
- Barrier Free

4.2. ACBOA Courses

The following courses are owned by ACBOA and exams that align with these courses are provided separately from the course:

- The House
- Part 9 - Small Buildings
- Part 9 - Plans Examination
- Part 3 – Large Buildings
- Part 3 – Complex Buildings
- Part 3 – Plans Examination

4.3. Maintenance Courses

Maintenance courses are provided for professional development. All members who have attained a certification designation are required to maintain their certification through professional development (As per NBBOA Constitution)

4.4. Course Calendar

The course calendar is developed by the Education Committee and approved by the Executive Committee annually. The NBBOA provides core courses on a biannual basis. The annual course calendar contains course title, dates, and fees.

4.5. Course Registration

Completed course registration form (*Appendix E*) which includes payment information is to be sent to the NBBOA Executive Assistant. Enrollment and securing of a course seat will be based on payment received. Confirmation email will be sent to participant once payment is processed.

4.6 Registrations Fees

4.6.1. Fees

The course registration fees for the NBBOA core courses are:

- $200 per course day for NBBOA member in good standing
- $245 per course day for non-members

Fees for maintenance courses will be determined on an individual basis

4.6.2. Discount

The following discounts are offered to an employer or company registering multiple participants for a specific course. This discount would not apply to membership fees, exams, or AGM conference. In order for the discount to be applied, registration forms must be submitted by one employer or company

3 registrations to one (1) specific course	**5 registrations to one (1) specific course**	**10 and over registrations to one (1) specific course**
5% *off the total cost*	***10%*** *off the total cost*	***25%*** *off the total cost*

4.6.3. Discount to NBBOA Qualified Member

A NBBOA member will receive a 50% discount on a NBBOA course registration, if the member is taking the course for maintenance points and does not require the course (or associated exams) to become qualified.

4.7 Course Cancellation

Should a participant cancel more than twenty (20) days prior of the first day of the course, a $20 administration fee will be charged. A cancellation within twenty (20) days of the first day of the course may be allotted a refund on compassionate grounds but are reviewed on a case-by-case basis by the Executive Committee, or as delegated to other committees. Refund request forms must be submitted 30 days from the first day of the course start date.

In the event that a course is cancelled by the NBBOA, a 100% refund will be granted.

4.8 Course Material

All course materials are to be kept in a secure location. Course material shall be received electronically, to be uploaded onto the NBBOA Dropbox account.

The Education Committee will review participant and instructor survey comments for feedback on course material. ACBOA course material cannot be edited by the NBBOA. Requested changes may be formally submitted through the ACBOA representative.

Materials can be requested in advance of the course delivery and will be provided once payment is received.

4.9 Royalties

ACBOA courses require royalties of $40 per person per course day to be paid annually.

4.10 Course Alignment

The course alignment table outlines courses and associated exams as they pertain to each level of qualification/certification (*Appendix F*)

5.0 Exams

5.1 NBBOA Exams

The following courses have exams provided on the last day of the course by the NBBOA at no additional charge:

- Communications for Building Officials
- Legal Processes Responsibilities

- Barrier Free

5.2. ACBOA Exams

The following exams are owned by ACBOA and provided separately online from the course with a cost of $225 plus tax:

- Level I - Building Envelope
- Level I - Health and Safety
- Level II - HVAC and Fire
- Level II - Structural
- Part 9 - Plans Examination
- Level III - Classifications & Construction
- Level III - Health and Safety
- Level III - Life Safety Systems
- Level III - Fire Protection
- Part 3 - Plans Examination

The above online exams each have a time limit of 2-1/2 hours.

5.3. Exam Dates:

Exam dates are determined by the student and selected proctor. Registration is online at www.nbboa.ca

5.4. Remote Exams

Remote exams are now available. Register for exam online at www.nbboa.ca and select a Proctor in your area (An Employee who does not work with the national building code).

5.5. Exam Procedures

5.5.1. Exam Registration

Student Arranges a location and Proctor (approved Proctors are employees who do not work with the National Building Code), date and time to write the exam. Registers and pays for the exam on the NBBOA Website Portal.

Send the name, and contact information of selected Proctor to NBBOA's Executive Assistant at info@nbboa.ca,

Send exam date request to NBBOA's Executive Assistant at info@nbboa.ca, (She must be available to send out codes).

ACBOA CAPTUS EXAM PORTAL Payment receipt is sent to the student immediately by email. ACBOA sends student registration an email with the

Access code (typically a few days before the exam), they carbon copies ('CC') NBBOA's Executive Assistant on the registration email with the proctor code.

NBBOA provides the proctor code to the selected exam Proctor.

5.5.2. Exam Cancellation

In the event that a participant could not be at the scheduled online exam date, they have 30 days to take the exam. Once the codes are generated, they are not modifiable. However, they are valid for 30 days from the original scheduled writing date, so if a student missed the original scheduled time, they have 30 days to sign in their code and proctor code to write that exam.

If a student requires a refund for an online exam, NBBOA will initiate a refund request to ACBOA. AS per the exam cancellation guidelines from ACBOA, students will incur a $50 fee after user codes have been issued.

5.5.4. Exam Day Procedures

The following are the standardized testing procedures**:**

The student writes the exam at the exam writing location, as was arranged with chosen Proctor.

Students enter the Access code in link provided by Captus (the Proctor will enter the Proctor code provided by NBBOA). The Proctor will ask students to submit exams after 2 and Half hours.

5.5.5. Exam Result Notification

ACBOA Captus emails the exam results within 12 hours to the student and NBBOA (the permanent record holder).

5.5.6. Exam Rewrites

For NBBOA owned exams only, if an individual is unsuccessful after their first attempt, they will be offered one (1) supplementary exam. If they are unsuccessful on their second attempt, they will be required to retake the course prior to writing another exam.

For ACBOA exams, if an individual is unsuccessful after two (2) attempts at writing the exam, they will be required to retake the course.

APPENDIX A

New Brunswick Building Officials' Association (NBBOA)

Instructor's Contract

BETWEEN:

Herein known as: **The Facilitator**
Address:
Email:

AND:
New Brunswick Building Officials Association (NBBOA)
Herein known as: The **Course Provider**
Represented by: Tracy Battilana, Executive Assistant
Address: PO Box 30033, RPO Prospect Plaza
Fredericton, NB E3B 0H8
Phone: 506-470-3375
Email: info@nbboa.ca

The **FACILITATOR** agrees to render to The **COURSE PROVIDER** personal services and the **COURSE PROVIDER** agrees to retain the services of the **FACILITATOR** on the following terms and conditions:

1. COURSE DETAILS

a. Course Date(s):
b. Course Location: Hugh John Flemming Forestry Complex – 224 1350 Regent Street, Fredericton, NB
c. Course Title:
d. Expected Attendance: (unknown at this time)
e. Course Hours 8:30am – 4:30pm
f. Facilitator Arrival Time: 8:15am daily

2. REMUNERATION

The NBBOA has two categories for payment of Course Facilitators; Non-Paid Facilitator and Paid Facilitator. Please indicate by checking the appropriate box which category you will be charging NBBOA for your services:

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

❑ In-City Facilitator:
$100 per course day honorarium;
$19 per course day for meals;
$250 per course day;

- ○ Payment to the Employer
- ○ NBBOA Credit (must be used within 2 years)

Mileage reimbursement at the current NB Board of Management rate.

- ❑ Out-Of-City Facilitator:
  $100 per course day honorarium;
  $63.50 per course day for meals;
  $250 per course day for employer;
    - ○ Payment to the Employer
    - ○ NBBOA Credit (must be used within 2 years)

  Mileage reimbursement at the current NB Board of Management rate;
  Room Accommodations as approved by the Education Committee.

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;
  $19 per course day for meals;
  Mileage reimbursement at the current NB Board of Management rate.

- ❑ Out-Of-City Facilitator:
  $250 per course day;
  $63.50 per course day for meals;
  Mileage reimbursement at the current NB Board of Management rate;
  Room accommodations as approved by the Education Committee.

Payment will be made to the FACILITATOR upon completion of the Course as described above and upon a receipt of an invoice addressed to the Course Provider noted hereon. Furthermore, verification that the facilitator is using vacation time must be submitted by signing the attached Scheduled A form.

3. PAYMENT OF HST

The Course Provider hereby agrees to pay to the Facilitator's employer (if on company time) the HST required in the Province of New Brunswick provided that an invoice is presented identifying the amount of the HST to be paid and the Facilitator's HST Registration Number is clearly identified on the invoice.

4. CANCELLATION

If the FACILITATOR cancels at any time for any reason, then the FACILITATOR shall notify the Course Coordinator and/or the Chair of the Education Committee immediately.

5. DUTIES AND RESPONSIBILITIES OF THE FACILITATOR

The duties of the FACILITATOR shall be:

a. Facilitate the Course;
b. Provide a safe, organized and professional learning environment for course attendees;
c. Restrict the use of cell phones and other non-course related electronic devices in the classroom;
d. Ensure that the *Course Attendance Sheet* is signed by each participant each day;
e. Inform the course participants to adhere to the rules and regulations of the facility;
f. If applicable, oversee the Course Exam;
g. Provide two (2) fifteen (15) minute refreshment breaks for participants per day; one at 10:00 am and the other at 2:30 pm and one (1) 60 minutes lunch break at 12:00 noon each day;
h. Return all materials, including but not limited to, course attendance sheets, exams and course materials are returned with 24 business hours to office of the Course Provider.

You can indicate your acceptance of the above mentioned terms by signing below and returning this Agreement to the address noted above.

FACILITATOR	FOR THE COURSE PROVIDER
_____	Tracy Battilana
(Print name)	
_____	_____
Date	Date

Schedule "A" Form

I hereby confirm that Mr./Mrs. _____ (name of Facilitator) will be using his/her own vacation time to facilitate the NBBOA course as described in the Facilitators contract.

Name of Employer (Please Print): _____

Signature of Employer: _____ Date: _____

APPENDIX B

Instructor Course Survey

Instructor:

Course:

Date/Location:

Course Material:

Did you receive the course material in time to prepare for the course? Yes ☐ No ☐

Did you receive adequate information to prepare for the course? Yes ☐ No ☐

Is there anything that we could have done prior to the course, to better prepare you for instructing this course?

_____
_____

Did you have enough time to cover everything in the course material?

Was there time remaining to have additional course material to present?

Is there anything that we could do to improve the material or course presentation?

_____
_____

Were you comfortable with the class size?

_____

Was the classroom adequate for the course?

Were the facilities adequate for participants?

Do you have any other suggestions or comments?

_____
_____
_____
_____

APPENDIX C

COURSE EVALUATION 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 on the facilitator(s):

1. Did you enjoy the course? Yes No

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

3. Other Comments:

APPENDIX D

MILEAGE Expense Form

Nature of NBBOA Business _____

DATE	PARTICULARS	AMOUNT
	Fare or Car Kilometers @ 0.58 KM	**$**
	Accommodation – receipts attached	**$**
	Meals – receipts attached	**$**
	Other expenses to be specified	**$**
	TOTAL Expenses	**$**
		$

Name_____ Make cheque payable to_____

Signature_____ Address_____

City_____

APPENDIX E

COURSE REGISTRATION FORM

Participant Information:

Name:_____

Address:_____

Email:_____

Employer:_____

Course Information:

Course Title:_____

Date of Course:_____

Course Fee:_____

Payment Method: VISA ☐ **MC** ☐ **Cheque** ☐

Card Number:_____

Expiry Date: _____

Cardholder's Name: _____

Signature:_____

Please complete the registration form and send by e-mail to:
info@nbboa.ca

Also, by signing above you have acknowledged our cancellation policy. Should a participant cancel more than twenty (20) days prior of the first day of the course, a $20 administration fee will be charged. A cancellation within twenty (20) days of the first day of the course may be allotted a refund on compassionate grounds but are reviewed on a case-by-case basis by the Executive Committee. Refund request forms must be submitted 30 days from first day of course start date.

APPENDIX F

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
Level I	The House	Level I - Building Envelope
		Level I - Health and Safety
	Communication Skills for Building Officials	Communication Skills for Building Officials
	Legal Processes and Responsibilities	Legal Processes and Responsibilities
Level II	Part 9 - Small Buildings	Level II - HVAC and Fire
		Level II - Structural
	Part 9 - Plans Examination	Level II-Plans Examination
	Barrier Free Design	Barrier Free Design
Level III	Part 3 - Large Buildings	Level III - Classifications & Construction
		Level III - Health and Safety
	Part 3-Complex Buildings	Level III-Life Safety System
		Level III-Fire Protection
	Part 3 - Plans Examination	Level III-Plans Examination

Courses that are shaded in green are the block of 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.