

Construction Codes Advisory

Promoting construction of safe, healthy, habitable buildings

Building Official Licence Training

Question

“What are the training requirements to renew my building official licence?”

Answer

The Building and Technical Standards Branch (BTS) has training thresholds to renew your building’s official licence. 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 is required?

A. Training requirements are found in subsections 20(1) & 27(7) of *The Building Code Regulations*. However, these regulations do not prescribe how much training is required or what is acceptable to the Chief Codes Administrator (the CC Administrator) to renew a building official licence.

Currently, there is a minimum 100-hour training requirement to renew your building official licence. The following table below and on the next page details the required training hours:

| Training Obligation | Hours |
|--|-------|
| Mandatory | |
| 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 the Saskatchewan Building Officials Association (SBOA), BTS and other recognized agencies and programs. | 20 |
| Legislative Framework Training (LFT) – offered by BTS. LFT is a two-day workshop specific to <i>The Construction Codes Act</i> , <i>The Building Code Regulations</i> and <i>The Energy Code Regulations</i> . This workshop is provided twice each year, once in Saskatoon and once in Regina. The workshop includes an examination requiring an 80% passing grade. | 16 |

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| Training Obligation | Hours |
|---|------------|
| Mandatory | |
| Code Adoption Workshop – offered by BTS leading up to or after adoption of the NBC and NECB. The workshop details 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 |
| Discretionary | |
| May be comprised of further code training or other training related to the practice of a licenced building official. BTS 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 |
| Total | 100 |

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

Q. Will consideration towards required training hours be given due to the absence of training available due to COVID-19 restrictions?

- A. As a result of COVID-19 restrictions, the 2020 calendar has been deemed a non-credit year resulting in the reduction of the 100-hour requirement to an 80-hour requirement over a five-year licence cycle. The 80-hour requirement is adjusted to 34 hours of mandatory training and 46 hours of discretionary training.

Q. Will the 80-hour requirement be considered a permanent adjustment to the required mandatory and discretionary training?

- A. No. If the five-year licence cycle includes the calendar year 2020, the 80-hour requirement applies; otherwise, the 100-hour requirement applies.

Q. Why are there training requirements?

- A. In previous years, there was little consistency in the amount of training details submitted by building officials for licence renewal to the CC Administrator. Many renewal requests were received without adequate supporting information. The requirements listed above provide a fair and consistent expectation for ongoing training for a licensed 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 27 of *The Building Code Regulations* and supported by the BTS Licensing Policy.

Q. How long have these training requirements been in effect?

- A. Licences issued for renewal on or after July 1, 2019, are subject to the minimum 100-hour training requirement. Building officials are expected to provide supporting documents to substantiate their training hours.

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Q. What is the key information I need to know about the LFT training?

- A. Some key points for the LFT include:
- Two-day workshop (syllabus provided below);
 - Examination, with two hours of allotted time; and
 - A short review to understand expectations.

Q. What is included in the syllabus for the LFT?

- A. If you are attending the LFT workshop, you 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 Construction Codes Act*
 - *The Building Code Regulations*
 - *The Energy Code Regulations*
 - Building Bylaw Enforcement Guide w/Model Building Bylaw

Q. How will my participation in the LFT be counted towards my licence renewal?

- A. If you passed the examination:
- The 16 hours will count towards the 44 mandatory hours towards the renewal of your building official licence under BOLT.

If you failed the examination:

- The 16 hours will count towards the 56 discretionary hours towards the renewal of your building official licence under BOLT.

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 to renew your building official licence. As described above, if you fail your examination, the 16 hours you spent will count towards your 56 discretionary hours under BOLT.

Alternatively, the option to rewrite the examination component of the LFT can happen once within a five-year cycle. If you fail to successfully pass a rewrite of the LFT examination, you are encouraged to attend the full two-day LFT workshop complete with exam writing.

Q. How often does BTS offer the mandatory training?

- A. BTS provides the LFT 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 of Canada in Saskatchewan.

Other mandatory training is available through attendance at BTS workshops, SBOA conferences or other recognized training providers. Please check with BTS to determine if a training opportunity will be recognized.

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Q. What does “provide evidence acceptable to the Chief Codes Administrator” mean?

A. The CC Administrator 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/length of the course and verification of attendance of a building official is key to determine how the training applies 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 BTS.

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 courses, communication training, business skills and other training in code.

One revised item is the self-directed review, analysis or study of respective legislation and related codes and/or standards. This equates to 10 hours towards discretionary training over a five-year licence cycle.

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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 *The Construction Codes Act* (the CC Act) and regulations and this advisory, provisions of the CC Act and regulations shall apply.