

Construction Codes Advisory

Promoting construction of safe, healthy, habitable buildings

Building Official Licence Training

Question

What purpose does building official licence training serve?

Answer

Building officials are licensed by the Chief Codes Administrator (the CC Administrator) under the authority of *The Construction Codes Act*. Licence renewal is on a five-year cycle and building officials are required to demonstrate a continuing education requirement of 100 hours over five years to renew a licence without restrictions.

Background

Q. What is the name of this initiative?

A. Building Official Licence Training (BOLT).

Q. What training is required?

A. Continuing education requirements are outlined in Subsections 20(1) and 27(7) of *The Building Code Regulations*. The CC Administrator is authorized to develop the requirements necessary for renewal of a building official licence.

To renew a building official licence, the licence holder must complete a minimum of 100 hours of training over the five-year licence cycle.

The table below outlines the CC Administrator continuing education requirements for building official licence renewal:

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. This can be achieved by attending qualifying sessions delivered by the Saskatchewan Building Officials Association (SBOA), Building and Technical Standards branch (BTS) and other recognized agencies and programs.	20

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Training Obligation	Hours
Mandatory	
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 per cent passing grade.	16
Code Adoption Workshop – Offered by BTS leading up to or after the adoption of the NBC and NECB. The workshop details changes to the NBC and NECB and the applicable Saskatchewan regulatory amendments. This can be achieved by attending qualifying sessions delivered by other recognized agencies and programs.	8
Discretionary	
May include further code training or other training related to the practice of a licensed building official. BTS will work with SBOA members to determine the type of training acceptable for the discretionary category. This 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 within the five years. 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.
- Due to COVID-19 restrictions that were in place for the 2020 calendar year, the 100-hour requirement has been reduced to 80 hours over a five-year licence cycle when the 2020 calendar year was part of the licence renewal cycle. It consists of 34 hours of mandatory training and 46 hours of discretionary training.
- Any building official renewing a licence that does not include the 2020 calendar year will need to demonstrate 100 hours of continuing education.

Q. Why are there training requirements?

- A. A lack of consistency in the volume, subject matter and quality of training details submitted by building officials for licence renewal led the CC Administrator to implement the requirements detailed in this advisory.

Q. What if I cannot meet the minimum training hour requirement by the expiration date of my licence?

- A. If you are unable to meet the minimum training hour requirement by the expiration date, a temporary licence may be issued. This will allow you additional time to complete the remaining training hours.

Q. Where can I find the current renewal requirements?

- A. The renewal requirements are outlined in Section 27 of *The Building Code Regulations*.

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

- A. The minimum 100-hour training requirement has been in effect for licences issued for renewal on or after July 1, 2019. Building officials must provide supporting documents to verify their training hours.

Q. What are the key details about the LFT workshop?

- A. Some key points for the LFT include:
- Two-day workshop (syllabus provided below)
 - Examination with a two-and-a-half-hour time limit
 - A short review to clarify expectations

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

- A. If you are attending the LFT workshop, you should review the following documents and come prepared to discuss and learn more about them:
- NBC, Division A, Part 2
 - NBC, Division A, Part 3
 - NBC, 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 pass the exam, the 16 hours will count towards the 44 mandatory hours required for the renewal of your building official licence under BOLT.

If you fail the exam, the 16 hours will count towards the 56 discretionary hours for the renewal of your building official licence under BOLT.

Q. I failed the exam. Do I have to retake the training?

- A. Yes and no. Completion of the training program is required to renew your building official licence. If you fail the exam, the 16 hours you spent will count towards your 56 discretionary hours under BOLT.

Alternatively, you have the option to rewrite the exam component of the LFT within the five-year cycle. If you fail to pass the rewrite, you are encouraged to attend the full two-day LFT workshop again with the exam writing.

Q. How often does BTS offer the mandatory training?

- A. BTS provides the LFT workshop twice a year, once in Saskatoon and once in Regina. Other locations may be considered.

The Code Adoption Workshop is scheduled either before or after the adoption of a new edition of the Codes in Saskatchewan.

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Other mandatory training can be completed by attending BTS workshops, SBOA conferences or sessions provided by other recognized training providers. Please consult with BTS to confirm if a specific training opportunity will be recognized.

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

- A. The CC Administrator requires certificates or other supporting documentation from the organizers of training events or information sessions. This documentation should include a syllabus or outline of topics covered, duration of the course and verification of the building official’s attendance. This information is essential to determine how the training meets 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. However, they must confirm attendance at sessions equivalent to those recognized by BTS.

Q. What is acceptable to meet the discretionary training requirements?

- A. Discretionary training requirements can include any activities that contribute to the effective practice of a building official. This may include effective writing courses, communication training, business skills and other code-related training.

Additionally, self-directed review, analysis or study of relevant legislation and related codes and standards can count towards discretionary training. This self-directed study can only equate to 10 hours over a five-year licence cycle.

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Chief Codes Administrator

This advisory is published by the Saskatchewan Ministry of Government Relations to provide 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.