

Certified Renovation Company Requirements

Applicants for the CHBA BC **Certified Renovation Company Certificate Program** are required to meet the following requirements:

1. Employ a Certified Renovation Professional

Employ a Certified Renovation Professional in a position of authority (e.g. supervisor, manager, lead). This individual is responsible for completing 6 Continuing Professional Development (CPD) points per year. Education or training must be completed through eligible education providers approved by BC Housing's Licensing and Consumer Services.

2. Other Criteria

Applications must include electronic copies of the following:

- Sample of the company's standard renovation contract, indicating that a minimum one-year warranty on all work not covered by manufacturer's warranties is offered;
- Certificate of insurance indicating that they carry a minimum of \$2 million liability insurance;
- Current clearance letter from WorkSafeBC describing the status of the firm as active and in good standing; and
- Copy of the company's safety plan.

3. Code of Conduct

Applicants must abide by the CHBA BC Certified Renovation Company Code of Conduct:

- Be a member of the Canadian Home Builders' Association at the local level;
- Abide by all of the Canadian Home Builders' Association's Code of Ethics;
- Provide clients with a detailed written contract;
- Offer a minimum one-year warranty on all work not covered by manufacturer's warranties;
- Carry a minimum of \$2 million liability insurance;
- Have valid WorkSafeBC coverage;
- Use or employ companies and trades, that carry applicable trade licences;
- Obtain applicable building and other permits and inspections as required in the local area for which work is being undertaken;
- Employ a Certified Renovation Professional in a position of authority who completes 6 Continuing Professional Development (CPD) points per year;
- Maintain a safe worksite;
- Have a valid GST number; and
- Communicate with clients in a timely and professional manner.

Certification is valid for a one-year period and must be renewed on an annual basis. Please email the completed application form and supporting documentation to: certification@chbabc.org.