

## How to Apply to be a Certified Renovation Professional

This step-by-step guide explains how to apply to be a Canadian Home Builders' Association of British Columbia (CHBA BC) *Certified Renovation Professional*. You will be notified by email once your application is approved or in the event the review committee has any questions. Once approved, you will be mailed a hard copy of your CHBA BC *Certified Renovation Professional* certificate. Certification is valid for a one-year period and must be renewed on an annual basis.

### 1. Personal information

Provide your name, contact information, local Home Builders' Association (HBA), and employer's company name.

### 2. Proof of education

Ensure you have successfully completed the following CHBA BC courses:

- Renovation Fundamentals
- Building Science for Renovations
- BC Building Code Part 1
- Project Management & Site Supervision
- Business Planning & Management
- Financial Management
- Construction Law

### 3. Proof of experience

You are required to provide proof of having 24 months of experience managing or supervising residential renovation projects gained within the past 5 years. The projects must include structural, permitted renovations as opposed to cosmetic renovations.

In addition to listing the renovation projects you have completed or substantially completed over this time period, you must submit a recent reference letter from a structural engineer who supervised your work.

### 4. Code of conduct

You must agree to the CHBA BC *Certified Renovation Professional* Code of Conduct, stating that you will:

- Work for a company who is a member of the local HBA;
- Have worker compensation coverage;
- Carry or employ companies that carry applicable trade licences;
- Complete 12 Continuing Professional Development (CPD) points per year;
- Maintain a safe worksite; and
- Communicate with clients in a timely manner.

### 5. Confirmation

Review your application, making sure that it is correct and complete. To officially submit, email the completed application form and accompanying documentation to [certification@chbabc.org](mailto:certification@chbabc.org).