

# 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. To officially submit, email the completed application form and accompanying documentation to: [certification@chbabc.org](mailto:certification@chbabc.org).