

## Certified Renovation Professional Application Form

### **Personal Information:**

Name:					
Company Name:					
Mailing Address:					
City:		Province:		Postal Code:	
Phone:		Email:			
Local CHBA:					

### **Proof of education:**

Applicants must successfully complete the following CHBA BC courses with a minimum passing grade of 80%:

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

Please check box to indicate you have completed the required CHBA BC courses to qualify for Certified Renovation Professional

**Work Experience:**

Please enter details of your work experience below. 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.

Project Address	City	Province	Start & End Date	Project Description

Please check box to indicate you have included a recent reference letter from a structural engineer who supervised your work or an equivalent inspection report for your region if a structural engineer is not utilized on your projects.

**Code of conduct:**

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

- Work for a company that is a member of the Canadian Home Builders' Association;
- Abid by the Canadian Home Builders' Association's Code of Ethics;
- Provide clients with a detailed written contract;
- Have valid WorkSafeBC coverage;
- Use or employ companies and trades that carry applicable trade licenses;
- Complete 6 Continuing Professional Development (CPD) points per year;
- Maintain a safe worksite; and
- Communicate with clients in a professional and timely manner.

Please verify by checking the box that you agree to the CHBA BC Certified Renovation Professional Code of Conduct

Applicant's Signature:

Date:

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Please email the completed application with supporting documentation to: [certification@chbabc.org](mailto:certification@chbabc.org).