

Master Builder Requirements

Applicants for the CHBA BC **Master Builder Certificate Program** are required to meet the following requirements:

1. Proof of Education

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

- BC Building Code 2-part course
- Building Science for New Homes
- Business Planning & Management
- Building Trust: Applying the RATER Model for Exceptional Customer Service in Homebuilding (*The previous course, 'Effective Customer Service & Negotiation (Webinar only)', is also recognized as equivalent to this course.)
- Construction Law
- Financial Management
- Marketing & Project Sales
- Project Management & Site Supervision
- Service & Warranty
- Leadership in Safety, offered through the BC Construction Safety Alliance

2. Proof of Experience

Applicants must provide proof of having ten (10) years' experience in the residential construction industry, including five (5) of which are at the management level.

Applicants must also provide three recent reference letters from clients, suppliers or subtrades.

3. Code of Conduct

Applicants must abide by the CHBA BC Master Builder Code of Conduct:

- Work for a company that is a member of the Canadian Home Builders' Association;
- Abide by the Canadian Home Builders' Association's Code of Ethics;
- Maintain a valid Residential Builder Licence from BC Housing's Licensing and Consumer Services;
- Complete 6 Continuing Professional Development (CPD) points per year;
- Maintain a safe worksite; and
- Communicate with clients in a professional and timely 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.