

# Certified Renovation Professional Application Form

## Personal Information

Name					
Company Name					
Mailing Address					
City		Province		Postal Code	
Phone		Email			
Local HBA					

## Proof of Education

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

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

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 (including City and 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;
- Abide 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 licences;
- Complete 6 Continuing Professional Development (CPD) points per year;
- Maintain a safe worksite; and
- Communicate with clients in a professional and timely manner.

Please check box that you agree to the CHBA BC Certified Renovation Professional Code of Conduct.

Applicant's Signature  
(You may type your Signature)

Date

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