

Certified Renovation Professional Requirements

Applicants for the CHBA BC **Certified Renovation Professional 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%:

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

2. Proof of Experience

Applicants must 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 completed or substantially completed over this time period, applicants must submit a recent reference letter from a structural engineer who supervised the work or an equivalent inspection report for the region if a structural engineer was not utilized for the projects.

3. Code of Conduct

Applicants must abide by the CHBA BC Certified Renovation Professional 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;
- Provide clients with a detailed written contract;
- Have valid WorkSafeBC coverage;
- Carry or employ companies that carry applicable trade licences;
- Complete 6 Continuing Professional Development (CPD) points per year;
- Maintain a safe worksite; 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. Please email the completed application form and supporting documentation to: certification@chbabc.org.