



To be used by persons required to complete the examination program administered or authorized by the Ministry of Municipal Affairs and Housing. See clauses 2.16.4.1.(1)(a) and (b), 2.17.4.2.(1)(a) and (b), 2.17.5.(1)(a), 2.18.3.2.(1)(a) and 2.19.3.2.(1)(a) and (b) of the Building Code. Use one form for each Building Code qualification examination you are applying to write. See instructions for more information on completing this form. Please print clearly in block letters.

1) Which examination are you applying to write? (Check one box only. For categories in which Advanced Standing examinations are offered, check the box marked AS if you wish to write the Advanced Standing examination).

Table with 2 columns: Technical Examinations and Legal/Process. Technical Examinations includes House, Small Buildings, Large Buildings, AS Large Buildings, Complex Buildings, Detection, Lighting and Power, HVAC - House, Building Services, Plumbing - House, Plumbing - All Buildings, On-site Sewage Systems -Inspector, On-site Sewage Systems -Supervisor, Fire Protection, AS Fire Protection, Building Structural. Legal/Process includes General, Chief Building Official, Registered Code Agent, Designer Legal/Process.

2) Select an Examination Location, Examination Date and Examination Time (21 days notice required)

Table with 4 columns: Choice, Location, Date, Time. Rows for Choice 1 and Choice 2.

3) Applicant Information

Form for Applicant Information with fields for Last Name, First Name, Middle Initial, Has your address changed?, Building Code Identification Number (BCIN), Residence Address (Street Name, Suite Number, Lot/con), City, Province, Postal Code, Country, Home Telephone, Business Telephone, E-mail Address, Residential Mailing Address (if different from above), Street Name, Suite Number, Lot/con, City, Province, Postal Code, Country.

4) Correspondence Options

Official Notices required under the Building Code will be sent by regular letter mail to the applicant's address (or mailing address, if different). I wish to receive elective correspondence by: Letter mail E-mail (please ensure this field is completed in section 3)

5) Fee - \$80.00 per examination. No refund for cancelled, missed or unsuccessful examinations.

Form for Fee with fields for Payment Option 1 (Credit Card: Visa or Mastercard or AMEX) and Payment Option 2 (Certified Cheque or Money Order). Includes Name of Cardholder, Card Number, Expiry, Amount \$80.00, Signature of Cardholder, and Payable to: Minister of Finance, Mail to: Registration Unit, Building and Development Branch, Ministry of Municipal Affairs and Housing, 777 Bay St. 2nd Floor, Toronto, ON M5G 2E5, Fax application to (416) 585-7531.

6) Signature

I understand that this is an application only and that I will be contacted to confirm my attendance. Furthermore, I understand the \$80.00 examination fee is non-refundable for cancelled, missed or unsuccessful examinations and is non-transferable.

Date: dd/mm/yyyy Signature:

Personal information contained in this application form is collected under the authority of clauses 2.16.4.1.(1)(a) and (b), 2.17.4.2.(1)(a) and (b), 2.17.5.(1)(a), 2.18.3.2.(1)(a) and 2.19.3.2.(1)(a) and (b) of the Building Code and will be used in the administration and enforcement of the Building Code Act, 1992 and the Building Code. Questions about the collection of personal information may be addressed to the Manager, Code Interpretation, Registration and Training, Building and Development Branch, Ministry of Municipal Affairs and Housing, 777 Bay St., 2nd Flr., Toronto, ON M5G 2E5 (416) 585-6666. This form is subject to change. Refer to www.obc.mah.gov.on.ca for latest edition.

Examination Application – Instructions for Completion

Please read the following information carefully before filling in the application form.

Under the *Building Code Act, 1992*, (Act) and the Building Code, certain building practitioners are subject to qualification requirements and must successfully complete the examination program administered or authorized by the Ministry of Municipal Affairs and Housing. This form is the application to take the examinations.

1) Which examination are you applying to write?

Choose one category only. **If you wish to apply to write more than one examination, you must complete a separate application.** Those wishing to apply for advanced standing or write an advanced standing exam, must complete the advanced standing examination application form which can be found on the Ontario Building Code website at www.obc.mah.gov.on.ca under the section "Licensing and Registration".

You may refer to Table 2.20.2.1 of the Building Code for a description of the various categories under the Technical Examinations. For Fire Protection, see clause 2.16.4.1.(1)(b). Legal/Process examinations test knowledge of the *Building Code Act, 1992*, and the powers and duties of the examinee under the Act.

2) Select an examination site and exam time.

Visit www.obc.mah.gov.on.ca for information on examination times and locations or contact the Coordinator, Registration, 777 Bay St. 2nd Flr. Toronto, ON M5G 2E5 Tel. (416) 585-6666 Fax. (416) 585-7531. Fill in the information in this section in order of preference. You must file your application at least 21 days before your preferred examination date(s). **You should note that this is an application only and you will be contacted to confirm the location, date and time of your examination session.**

3) Applicant Information

This information is necessary to contact you to confirm your attendance for an examination and send you correspondence in regards to your qualifications under the Building Code. **You must bring the Notice of Confirmation and photo identification with you on the day of your exam.** You will receive a Building Code Identification Number (BCIN) after your first transaction with the Ministry.

4) Correspondence Options

Official Notices required under the Building Code will be sent by regular letter mail to the applicants address. However, you may choose to receive elective correspondence by either letter mail or e-mail by checking the appropriate box.

5) Fees

The fee per examination is \$80.00 and is payable by credit card, certified cheque, or money order. Certified cheques and money orders are payable to the Minister of Finance. Please note that this fee is nontransferable and non-refundable if you cancel, miss or are not successful at your examination. An electronic examination application form is expected to be made available in late 2003. There will be a reduced fee of \$70.00 for those submitting an application on-line. Please continue to visit the building code website for new information about the electronic application.

6) Signature

This form must be signed and dated by the applicant for examination. Please send your completed Examination Application and payment of fee to:

Registration Unit
Building and Development Branch
Ministry of Municipal Affairs and Housing
777 Bay Street, 2nd Floor
Toronto, ON M5G 2E5

If payment is made by credit card, the Examination Application may be sent by fax to: (416) 585-7531. Examination sites are required to meet minimum accessibility standards. In addition, reasonable testing accommodation will be granted for candidates who have a disability and who can provide appropriate documentation of the effect of their disability on the ability to take Qualification examinations under standard conditions. Please refer to the Testing Accommodation policy on the website for information about testing accommodation and the procedure for requesting accommodation, including the information which must accompany the request. Please note that a request for testing accommodation (together with all of the required information) must be submitted with the examination.

You should visit our website for the following additional information:

- Syllabus containing the examination content
- Examination Policies
- Questions about the process

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