

# Qualifications Pre-Screening



**Last updated: November 1, 2016**

**Completing this Qualifications Pre-Screening will help you to determine if you have the required training and experience and may be able to qualify for residential builder licence before you complete a new licence application. Do not submit this pre-screening to us.**

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## Instructions:

There are two parts to the Qualifications Pre-Screening. The first part considers whether you have met the experience requirements to qualify as a Licensed Residential Builder. The second part considers whether you have completed approved training in each of the seven core competency areas required for builders applying for a new residential builder licence.

Completing this self-assessment will give you a good sense of whether you are likely to meet the required qualifications.

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## Part 1: Experience

The regulation requires that a general contractor applicant provide proof of 24 months of full-time experience managing or supervising residential construction, obtained within the last five years. An example of experience could involve managing, scheduling, planning and/or supervising subcontractors and suppliers. It is important to note that the 24 months does not have to be consecutive.

### Nominee

Only one person listed as a person in control of your company can be used to demonstrate the 24 months of management or supervision experience. You should consider which person in control of your company has the most relevant experience in order to maximize your chances of successfully applying for a residential builder licence.

### Evidence

Proof of experience includes:

- If you were business for self, copies of building permits and occupancy permits
- If you were employed, a letter from the employer (this could include a client that employed you to build a custom home) confirming the nature of the work, the address (if applicable), the timeframe you were employed, and your role on the job

### Experience Self-Assessment

Consider your relevant, residential, construction management experience within the last five years. You should only count the weeks of work that you were actively engaged in construction management activities for the job/project.

Person with Experience: \_\_\_\_\_

Job/Project	Your Role on the Project (e.g. Construction manager, site supervisor, etc.)	Type of Work (new residential construction or equivalent)	Start and End Dates	Number of Weeks Worked	Evidence (permits, job letter)
<b>TOTAL WEEKS WORKED</b> (note that 24 months is 104 weeks)					

If you have indicated a total of 104 weeks (24 months) of experience in the last 5 years managing or supervising residential construction projects, it is likely your experience meets the qualifications requirement for a new residential builder licence.

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## Part 2: Core Competencies Self-Assessment

The Regulation requires that a general contractor applicant demonstrate proficiency in each area of competency by successfully completing training. Schedule 6 of the Regulation covers the following competencies:

1. Relevant Enactments (Building Code)
2. Construction Management and Supervision
3. Construction Technology
4. Customer Service and Home Warranty Insurance
5. Financial Planning and Budget Management
6. Legal Issues
7. Business Planning, Management and Administration

Applicable training courses may be from prescribed post secondary institutions or construction associations within British Columbia; or other educational bodies or institutions from other jurisdictions if recognized by the Registrar as being equivalent in nature. Training courses must include successful completion of a graded exam or assignment.

### Nominee

More than one person listed as a person in control of your company can be used to demonstrate proficiency in the competency areas. Only one person in control of the company can be listed per competency. You should consider who your strongest nominee would be for each competency area to maximize your chances of successfully applying for a residential builder licence.

## Evidence

Evidence of successful completion of training will be required to be submitted with your new licence application, such as a certificate of completion or transcript.

## Core Competency Self-Assessment

Please indicate if you have successfully completed any of the following training. You will need to be able to provide proof of successful completion.

**\*Note: The following list of approved training is updated regularly. Please ensure you have the most recent version of this form before proceeding.**

### Relevant Enactments (BC Building Code)

- CHBABC - BC Building Code-Single Family Dwellings

Person with this training: \_\_\_\_\_

Date of course completion: \_\_\_\_\_

### Construction Management and Supervision:

- CHBABC - Project Management and Site Supervision

Person with this training: \_\_\_\_\_

Date of course completion: \_\_\_\_\_

### Construction Technology:

- CHBABC – Building Science for New Homes  
 Industry Training Authority – Red Seal Carpenter Certification

Person with this training: \_\_\_\_\_

Date of course completion: \_\_\_\_\_

### Customer Service and Home Warranty Insurance:

- CHBABC – Service & Warranty

Person with this training: \_\_\_\_\_

Date of course completion: \_\_\_\_\_

### Financial Planning and Budget Management:

- CHBABC – Construction Law

Person with this training: \_\_\_\_\_

Date of course completion: \_\_\_\_\_

**Legal Issues:**

CHBABC – Construction Law

Person with this training: \_\_\_\_\_

Date of course completion: \_\_\_\_\_

**Business Planning, Management and Administration:**

CHBABC – Business Planning and Management

Person with this training: \_\_\_\_\_

Date of course completion: \_\_\_\_\_

If you have indicated successful completion of one course for each competency, it is likely you have the training required to qualify for a new residential builder licence.

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**What to do now?**

If your self-assessment indicates that you have the required experience and training, you should complete an application for a new residential builder licence.

If you do not have all of the above training and experience you have the option to choose to complete more training and/or experience before applying, or you have the opportunity to participate in a prior learning assessment and recognition (PLAR) review. If you have some of the training indicated above, you only require additional training, or a PLAR review, for the competency areas where your above assessment has indicated gaps.

Our education registry provides a list of pre-approved training opportunities an applicant can take to fill any gaps indicated in the above assessment. These are not the only training opportunities that qualify, but these opportunities are pre-approved by the Licensing department as meeting the competencies. For more information on what training courses are acceptable please review our website [www.bchousing.org](http://www.bchousing.org).

PLAR is an opportunity for an applicant to show competency through on-the-job training, life experience, and training in other education settings in order to establish qualifications for licensing. The Licensing department will assess the evidence and determine how much, if any, submitted education and work experience will apply towards meeting the standard. Before choosing PLAR, applicants should consider the commitment and time required for a PLAR review. There are no guarantees that the PLAR review will be successful.

For additional information on PLAR, please review our website [www.bchousing.org](http://www.bchousing.org) for information about applying for a residential builder licence through the Prior Learning Assessment Recognition (PLAR) process, including how to complete the PLAR self-assessment.

If you have questions please see our website or contact us at [licensinginfo@bchousing.org](mailto:licensinginfo@bchousing.org) or 604-646-7050.