

Canadian  
Home Builders'  
Association  
New Brunswick



Association canadienne  
des constructeurs  
d'habitations  
Nouveau-Brunswick



# CHBA-NB – MASTER Builders' Designation Program Information Booklet



For More Information Contact:

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**Certification** is becoming an **important** factor in the residential construction industry. More and more consumers are looking at **certification** as a way to assess whether a builder possesses the skills and knowledge required to build their project.



THE CHBA NB MASTER BUILDERS'™ Designation is only available to Members of CHBA-NB

The Canadian Home Builders' Association – New Brunswick is committed to providing professional development opportunities for existing builder and renovator Members in the industry. With a focus on the continual improvement of our training programs, we will continue to raise the level of professionalism and set a high standard for entry into this important economic sector.

## Become a Certified Professional Home Builder & Renovator Program – CHBA NB Master Builder™

The primary goal of the *Canadian Home Builders' Association – New Brunswick (CHBA-NB)* is to improve the professionalism of its Members, and by doing so, the residential construction industry, through ongoing training and education. To that end we are pleased to offer our members an opportunity to earn a professional designation and to have their companies Certified as a **CHBA NB MASTER BUILDER™**.

Since the early 1980s the CHBA-New Brunswick has maintained as a core value that our Association will be recognized as a professional body dedicated to providing safe, quality housing for New Brunswickers. In 2012, at our Annual General Meeting of Members, our Association decided unanimously to take a stand and to develop and deliver the first of its kind in Canada, – *A Mandatory Builders' Designation & Certification Program* - for its Builder and Renovator Members. By doing so, we are increasing the professionalism of our Members, our Association and our industry, by distinguishing you – our builders and renovators – **as the best trained, skilled and qualified builders and renovators in New Brunswick. We are setting you apart from the rest and making you the 1<sup>st</sup> choice for the home buying and renovating consumer, and the lending and inspection communities. You will be the trusted choice for all New Brunswickers for completion of their new home and renovation projects.**

Our **MASTER BUILDERS'™ Designation** is based in large part on training specifically designed for those who work in the residential construction industry and it will cover all aspects of operating a residential construction business in this challenging and risk-oriented profession. To form the foundation of our training, we have decided to enhance our partnership with our long-standing stakeholder, the Atlantic Home Warranty Program, by adopting their courses for the core training required to achieve your Professional Designation. Many of you are already members of the Atlantic Warranty Program (AHW) and therefore have met many, if not all, of the training requirements for your Professional Designation. For those of you who do not want to become members of AHW, don't despair, there is no requirement for you to become a member of AHW and you are invited to take their courses as non-members and if you are members of CHBA-NB you will receive the CHBA discount.

In recent months, other courses have been given an equivalency and these courses are listed at the back of this brochure. If you have courses that you have already taken that you believe align with those required to meet the Program Guidelines, provide proof of attendance, a overview of the course content and our CHBA NB Master Builders' Committee will review your submission to see if an equivalency can be granted.

The **MASTER BUILDERS'™ Designation** provides home building professionals with business and management skills that meet the industry's demand and need for a higher standard. The outcome will be a recognized professional designation that provides our Members a highly competitive advantage in the market and that will separate them from the rest as "professional builders".

# 10 EASY STEPS TO BECOMING A CHBA NB MASTER BUILDER™

## STEP 1:

### BECOME A MEMBER OF THE CANADIAN HOME BUILDERS' ASSOCIATION NEW BRUNSWICK:

Those builders and renovators who have already invested into their business and have become members of the Association know first hand the difference that membership with the Association can have on their bottom line. We provide professionalism, integrity, information and promotion that gets your name within easy reach of new clients.

#### *Membership Requirements Include:*

- Completed Membership Application
- Business number from The Canada Revenue Agency
- Proof of registration and good standing with WorkSafe NB
- Proof of membership with A third-party warranty company
- Proof of 2-million-dollar liability insurance coverage

## STEP 2:

### LET'S DO AN INVENTORY OF YOUR EXISTING TRAINING:

Many of our **CHBA NB MASTER BUILDER™** Candidates are surprised to learn how close they are to achieving their designation by receiving credit for training they have already taken.

In years' gone by our builders and renovators may have taken training through Canada Mortgage & Housing Corporation (CMHC), the Atlantic Home Builders' Training Board, or more recently through Atlantic Home Warranty. Much of this course history is maintained by Atlantic Home Warranty. Getting a list of courses taken by you is as easy as signing the attached waiver, sending it to our office and we will receive a list of courses previously taken. We will compare this against what is required and send you a full report of what is still required for you to meet the **CHBA NB MASTER BUILDER™** training criteria.

Training taken from other education and training providers may also be considered. Some equivalencies have already been granted, please refer to that section further along in this brochure. To determine if you have pre-existing courses that meet the **CHBA NB MASTER BUILDER™** training criteria send us proof of completion and overview of the topics covered in the course taken.

## STEP 3:

### THE COURSES THAT ARE REQUIRED FOR YOUR CHBA NB MASTER BUILDER DESIGNATION:

- The Better Built House Course
- National Building Code Course – Part 9 of the Current Code
- The Atlantic Housing Professional Series – (Includes)
  - Business Management
  - Financial Management
  - Marketing & Sales
  - Project Management
  - Construction Law
- Atlantic Builder Workshop Series – (Includes)
  - Foundations 1
  - Foundations 2
  - Drywall Installation
  - Door & Window Installation
  - Moisture Penetration Prevention
  - Ventilation
  - Flooring Installation
- Professional Ethics & Standards for Builders and Renovators
- New Home Energy Efficiency Workshop for New Home Builders OR
- Energy Efficiency Workshop for Renovators



**STEP 4:  
TAKE THE COURSES REQUIRED:**

The **Atlantic Home Warranty Program** also offers the full suite of the training required except for New Home Energy Efficiency Workshop, the Energy Efficiency Workshop for Renovators and the Professional Ethics & Standards for Builders and Renovators. Their workshop calendar is posted on their website at [www.ahwp.org](http://www.ahwp.org).

**STEP 5:  
COURSE DELIVERY METHOD:**

The next step is to determine how you want to take your courses. In this respect the options are numerous; on-line, via watch-at-home recordings, classroom and of course a combination of all course delivery methods.

*Atlantic Home Warranty* has conveniently recorded many of their courses while they were being delivered. Upon request, Jennifer Howard, Atlantic Home Warranty Continuing Education Coordinator, will forward to you a copy of the workshop. Watch the recording, write the exam and upon successful completion of the exam, receive credit for the course. Call Jennifer Howard at 1-800-320-9880 or email her at [jhoward@ahwp.org](mailto:jhoward@ahwp.org).

Feel you already have the knowledge to pass the Atlantic Home Warranty course exams without the in-classroom instruction? You are invited to challenge the exam of many of the workshops provided by Atlantic Home Warranty, if you receive a passing grade, you will receive credit for the course. Course fees apply, and this option may not apply to all courses. Call Jennifer Howard at 1-800-320-9880 or email her at [jhoward@ahwp.org](mailto:jhoward@ahwp.org) for more information.

**STEP 6:  
CHOOSING A COURSE PROVIDER:**

Have you found another education provider who offers courses with descriptions similar to those required for obtainment of your **CHBA NB MASTER BUILDER™ Designation**? No problem. We know that many education delivery organizations offer very similar courses. We would however, suggest that prior to investing in taking the course from another provider, you send us a full course description, including hours of instruction, name of institution and a full description and if our Master Builder Committee determines that it meets or exceeds the material covered in the Atlantic Home Warranty Course to which you are applying for an equivalency, an equivalency will be granted. Please allow a minimum of 30 days for this process to occur.

**STEP 7:  
KEEPING TRACK:**

It is important for you to keep track of your training. Once we have determined your current course inventory, we will provide you with a checklist like the one contained on page 12 of this brochure. As you complete your courses make a checkmark in the box provided. If you take a course not provided by the Canadian Home Builders' Association New Brunswick or Atlantic Home Warranty, make sure that you keep your proof of successful completion and the course outline if not previously granted an equivalency. You will need to submit this information with your Application for Designation also included further along in this brochure.



Governments are calling for tighter regulations in our industry. It is time for our Association to set its own course and self-govern before Government governs us.



CHBA-NB Certified Builders and Renovators will be the trusted and safe choice for New Brunswickers Families.



## STEP 8:

### YOU ARE READY TO APPLY FOR YOUR CHBA NB MASTER BUILDER™ DESIGNATION:

You have taken all the courses on the checklist on page 12 and are ready to become a professional designated builder. Congratulations! Submit the following to the Association. You can send the application, documents and payment by credit card via email: [nbhome@nbnet.nb.ca](mailto:nbhome@nbnet.nb.ca), by fax: 506-450-4924 or mail it to the address on the cover of this brochure.

- Application on the prescribed form, completed and signed;
  - If you are not a current builder or renovator member you must also submit:
    - Business Number from the Canada Revenue Agency
    - Proof of registration and good standing with WorkSafe NB
    - Proof of membership with a third-party warranty company
    - Proof of 2-million-dollar liability insurance coverage
    - CHBA NB Membership Application with a credit card number for membership dues
- Annual Master Builder Registration Fee in the sum of \$475+HST (\$546.25) + Application Fee of \$200 + HST (\$230)
- Proof of training courses if the courses have not been taken from CHBA-NB or Atlantic Home Warranty
- Resume, CV or evidence proving at least 5 years' experience as a builder or renovator in the residential construction industry.

## STEP 9:

### HOW WE PROCESS YOUR APPLICATION FOR YOUR CHBA NB MASTER BUILDER™ DESIGNATION:

As soon we receive your application our office staff will do a complete review to ensure that all proof of course completion is present, your membership with the Association is in place, we will process your payment, and notify you of any deficits. Once we get the all clear, we will notify you in writing that you have met the requirements to be a **CHBA NB MASTER BUILDER™**.

## STEP 10:

### TIME TO PRESENT YOU WITH YOUR CHBA NB MASTER BUILDER™ DESIGNATION & CERTIFICATION:

We are at the finish line and now it is time to make this process worthwhile for you and your company. When a Member receives their professional designation as a **CHBA NB MASTER BUILDER™**, the CHBA Member company that they work for also receives their **CHBA NB MASTER BUILDER™ CERTIFICATION** which makes you a very valuable employee.

Your **CHBA NB MASTER BUILDER™** Certificate will be presented to you in front of your peers at the first available opportunity at either an Association Dinner Meeting, Conference or other Association event. You will also receive the following:

- Paid FaceBook advertising announcing to potential clients in your community that you are a **CHBA NB MASTER BUILDER™**;
- An **CHBA NB MASTER BUILDER™** Identification Card;
- Truck and Window decals;
- Your listing in our Annual Magazines, Local Directories and Website will list you as a CHBA NB MASTER BUILDER™; and
- You will be included to all the ads that we run in the Brunswick News publications in the Province.

### IMPORTANT NOTICE – YOU MAY QUALIFY FOR FUNDING TO TAKE THE COURSES REQUIRED FOR YOUR MASTER BUILDER DESIGNATION™

[http://www2.gnb.ca/content/gnb/en/departments/post-secondary\\_education\\_training\\_and\\_labour/Jobs/content/EmployerWorkforceDevelopment.html](http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/Jobs/content/EmployerWorkforceDevelopment.html)

The Labour Force Training Initiative can assist employers with their training/employee upskilling. This funding would fall under the "Adjustment Services" section and employers who would like assistance with their training costs should contact the Department directly for more information on how to apply. **Steve Carle**, Program Consultant/ Conseiller en Programmes, Post-Secondary Education, Training and Labour / Éducation postsecondaire, Formation et Travail, Employment and Continuous Learning Services, Saint John / Services d'emploi et d'apprentissage continu, Saint John, 1 Agar Place, PO Box 5001, Saint John, NB, E2L 4Y9, Tel: (506) 643-2343, Fax: (506) 643-7443, [steven.carle@gnb.ca](mailto:steven.carle@gnb.ca)



## **COURSE OUTLINES**

### **THE BETTER BUILT HOUSE**

Home buyers want comfortable, cost-efficient homes that are affordable to operate in the long term. It is vital for builders to keep abreast of changes to regulatory codes, products and materials and building systems as well as society's needs and demographics. This five-day course will provide participants with a fresh appreciation of building science and reinforce the "house as a system" concept.

*Topics Covered Include:*

- Introduction to the Building Code system
- How houses work "the house as a system"
- Air and vapor barriers
- Rethinking basements, roofs and attics
- Energy efficient windows and doors
- ER ratings, solar factors, installation issues
- Moisture and air quality, ventilation systems and the F-326 Standard
- Heating and cooling systems, DHW, gas, propane, oil, electric options
- Wood heating systems, safety and efficiency
- Plans and specifications
- Inspections
- Energy Efficiency requirements pursuant to Part 9 of the NBC.

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### **2015 NATIONAL BUILDING CODE OF CANADA (NBC) – PART 9: THE HOUSE – UPDATE**

The course provides an overview of the changes from between the 2010 National Building Code (NBC) and Canada's 2015 National Building Code for Part 9 buildings. This course will highlight for students what to look for in compiling with 2015 NBC.

*Topics Covered Include:*

- Footings, foundations and framing
- Chimney and fireplaces
- Insulation, air and vapor barriers
- Interior and exterior finishes
- Heating, ventilation and air conditioning (HVAC)

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### **BUSINESS MANAGEMENT**

This course covers the elements of business planning and management and how this affects everyday operations and competitive strategy.

*Topics Covered Include:*

- Get the skills you need to run a successful home building/renovation business
- Set business goals and put a plan in place to achieve them
- Understand key performance indicators for your business and how to monitor progress.

## **FINANCIAL MANAGEMENT**

Do you have a financial plan and systems to manage economic cycles and changes that impact your bottom line? Learn the role of a “money manager” and how to weather economic cycles with proven systems and controls to build a more profitable business.

*Topics Covered Include:*

- *Control your business finances to generate profitability*
  - *Budget and manage cash flow for a better bottom line on every project*
  - *Prepare for economic shifts in industry change*
  - *Understand what is required to grow your business while managing your bottom line.*
- 

## **MARKETING & SALES**

No matter what you do, your business cannot realize its full potential without a solid marketing plan to create awareness, promote your products, and cultivate customer satisfaction and loyalty. Learn a systematic approach to developing and implementing marketing objectives that align with your company’s culture and specializations.

*Topics Covered Include:*

- Basic marketing fundamentals in home building and renovation
  - Branding
  - Advertising
  - Website marketing
  - Social media marketing
  - Research and planning
  - How to develop a marketing plan
  - Key sales applications
- 

## **PROJECT MANAGEMENT**

Examine project management concepts and best practices and learn to apply them to residential construction. This course aims to sharpen learners' skills with scheduling and critical paths, contingencies, logistics and lead times, human resources, safety, administration, contracts, regulations, budgeting and cost control, quality control and client relations.

*Topics Covered Include:*

- Traits of a Good Project Manager
  - Barriers to Effective Communication
  - Communication Plan
  - Regulations & Standards
  - Project Lifecycle & Constraints
  - Project Management Principles
  - Construction Files
  - Planning & Executing
  - Monitoring & Controlling
-

## **CONSTRUCTION LAW**

This course is designed to teach and familiarize owners, managers, supervisors and project managers with construction contracts and contract law, liabilities and responsibilities to all parties to a contract, compiling and submitting proper extras, claims and ways and means for leaders to avoid conflict with contracts, home owners, trades and labour. The New Brunswick Mechanics Lien Act will also be reviewed and discussed.

### *Topics Covered Include:*

- Origins of law
  - What a contract is and what makes it valid or invalid
  - The role of the construction industry as they apply to contract law
  - The different types of construction contracts
  - Interpretation of contracts
  - What a custom contract consists of
  - The Principles of surety and the different types of bonds that are used
  - The type of insurance required in the construction industry
  - The reason for claims and the process of making a claim
  - The Acts, Mechanics Lien Act and regulations that are relevant to the construction industry.
- 

## **FOUNDATIONS – BEST PRACTICES**

This course will provide builders with an understanding of the current practices, best practices and problem areas associated with foundations within the building envelope.

### *Topics Covered Include:*

- Basic building science principles related to foundations
  - The National Building Code requirements for foundations
  - Current and best practices for foundations
  - Common problems associated with foundations
  - What to look for during an inspection and the solutions to fix these problems.
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## **DRYWALL INSTALLATION**

This course introduces learners to best practices for drywall principles. Learners will be exposed to safety practices, identify the correct tools and materials required for each stage of the project, learn how to install drywall boards, and apply taping and texture materials.

### *Topics Covered Include:*

- Basic building science principles related to drywall installation
- A look at the house-as-a-system and how systems work in relation to drywall
- The National Building Code requirements for drywall installation
- Current practices to avoid common drywall defects
- A look at the common problems that can arise from drywall in various locations of the house and how to prevent them





Survey Says.... Our Membership Survey told us that 84.2% of Members considered a Mandatory Builders and Renovators Designation as important to their business



Our Members have told us that, courses and training, a builder's designation, and advocacy to government were our Association's top three priorities.

## **DOOR AND WINDOW INSTALLATION**

Increasing energy performance requirements in Codes means rethinking how we build envelopes. Examining the entire wall assembly and optimizing the window specifications may prove to be the best opportunity for builders and renovators to cost effectively improve the overall performance of their homes. A more holistic approach to the building envelope may be the most cost-effective way to deliver high performance homes as well as increase comfort for the occupants. Understanding the energy performance numbers for windows and how they influence the size of the mechanical systems is key to providing cost efficient solutions to improving the building envelope.

*Topics Covered Include:*

- *Selecting the right glass package can influence your cooling loads;*
  - *How the window-to-wall ratio impacts the overall effective R-Value of your wall; and*
  - *How installing better windows and doors reduces initial costs and operational costs.*
- 

## **MOISTURE PENETRATION WORKSHOP**

Controlling rainwater is fundamental to building performance. This one-day workshop will focus on understanding how water gets into wall and roof assemblies, how to prevent and minimize rainwater penetration, and how to make sure that buildings can recover when there is a leak. Jonathan Smegal, Associate at RDH Building Science, will speak from his experience as a researcher and building science consultant, sharing examples of what to do and what not to do. You will learn about different rain control strategies, how to select the right materials and systems for different projects, and the importance of details including flashings and drip edges.

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## **FLOORING INSTALLATION BEST PRACTICES**

The workshop will provide builders and renovators with an understanding of flooring installation best practices.

*Topics Covered Include:*

- *Basic building science principles related to flooring installation*
  - *A look at the house-as-a-system and how systems work in relation to flooring installation and longevity*
  - *The National Building Code requirements for flooring installation*
  - *Current practices and best practices to avoid common flooring issues*
  - *A Look at the common problems that can arise from flooring in various locations of the house and how to prevent them.*
-

## **PROFESSIONAL ETHICS & STANDARDS**

Ethical behavior is paramount in the construction industry. By maintaining high ethical standards, and being consistent in our practices, we thrive both personally and professionally. The Construction Industry Ethics course can help your employees navigate the ethical grey areas they face every day.

The Construction Industry Ethics course has been designed to help you understand ethics as it relates to the construction industry. The course contains interactive elements, case studies, practical examples, videos and a course glossary.

*Topics Covered Include:*

- What is included in “ethical behavior”
- The importance of ethics in business
- Know how to make ethical decisions
- Understand the direct link between ethics and a company’s success.

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## **3-DAY BUILDING SCIENCE WORKSHOP**

This 3-day workshop will provide information that is designed to enhance your knowledge of Building Science. It will provide an overview of the latest technologies required to build an energy efficient house for today’s energy conscious consumer.

Who Should Attend This Workshop: Builders, Building Officials, Architects, Engineers, Energy Advisors and Anyone Wishing to Increase Their Knowledge of Energy Efficiency and Home Construction?

The Areas of Technical Focus Covered Will Be:

- Optimized Building Envelopes
- Wall Assemblies Including Air Barriers & Insulation
- Windows & Doors for our Region & High Performance
- Mechanicals for Low-Load Homes
- Electrical Baseloads, Heating, Cooling, Ventilation, & Domestic Hot Water
- Requirements of the CHBA Net Zero Energy (NZE) Labeling Program (*for both the builder and the home*)
- Basic Principles, Concepts and Solutions of Building Science, Including House-as-a-System
- Advanced Building Science Practices and Technologies Required to Move Beyond an R-2000 Home to Meet Net Zero Performance, Including the Energy Related Metrics
- Current Market Opportunities for Net Zero Homes & High-Performance Homes
- Renewable Energy (*PV vs. solar thermal, energy storage, dashboards*)
- Incentives Available and Incentive Criteria
- A Comparison of the Energy Efficiencies of Code Built Homes versus ENERGY STAR, R-2000, Net Zero Ready & Net Zero

This Workshop is a Requirement for Anyone Wanting to:

- Become A Licensed R-2000 Builder
- Become A Registered ENERGY STAR® Builder
- Meet the Requirements of the CHBA-NB Master Builder Certification Program
- Achieve their Certification as a CHBA Net Zero Builder.

## CHBA NB MASTER BUILDER TRAINING CHECKLIST

Date:			
Contact:			
Company:			
		Column 1 I have met this requirement	Column 2 I am still required to meet this requirement
	<b>Company Component</b>		
1	Application Form Completed		
2	Proof of Membership Dues Paid		
3	Designation/Certification Fee Paid		
4	Proof of at least 2-Million Dollar Liability Insurance Coverage		
5	Proof of WorkSafe NB(PEI) Coverage		
6	Proof of 3 <sup>rd</sup> Party Warranty Coverage		
7	CRA Registration Number		
	<b>Individual Employee Training &amp; Education Information</b>		
8	Current Edition of the Part 9 NBC Course or Update		
9	The Better Built House Course		
	<b>Atlantic Housing Professional Series</b>		
10	<i>Business Management</i>		
11	<i>Financial Management</i>		
12	<i>Marketing &amp; Sales</i>		
13	<i>Project Management</i>		
14	<i>Construction Law</i>		
	<b>Atlantic Builder Workshop Series</b>		
15	<i>Foundations 1</i>		
16	<i>Foundations 2</i>		
17	<i>Drywall</i>		
18	<i>Doors &amp; Windows</i>		
19	<i>Moisture</i>		
20	<i>Ventilation</i>		
21	<i>Flooring</i>		
22	Professional Ethics & Standards		
23	New Home Energy Efficiency Workshop for Builders		

### Costs & Fees:

Once you have taken all your courses and have proof of completion from Atlantic Home Warranty or another course provider, you submit the application included in this package together with the fee of \$675 + HST. This amount covers your Designation Application Fee and your Certification Fees up to December 31<sup>st</sup> of the application year. In subsequent years, your Certification Renewal Fees will be \$475+HST and will be due on the 1<sup>st</sup> of January each year. This amount is in addition to your Annual CHBA Membership dues.

**PRE-EXISTING TRAINING INVENTORY WAIVER**

Date: \_\_\_\_\_

To: Atlantic Home Warranty  
Attention: Jennifer Howard  
15 Oland Crescent  
Halifax, NS, B3S 1C6  
Fax: 902-450-5454  
Email: jenn@ahwp.org

From: \_\_\_\_\_ (Name of Builder/Applicant)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Postal Code)

\_\_\_\_\_ (Telephone – Daytime)

\_\_\_\_\_ (Email)

RE: Permission to Provide CHBA-New Brunswick with my Course History

I, \_\_\_\_\_, hereby grant  
*(Print Name)*

permission to the staff of Atlantic Home Warranty Program to provide to the Canadian Home Builders' Association New Brunswick, a complete history of the courses I have taken with Atlantic Home Warranty. This information is being used for my application for their Professional Designation and Certification Program.

\_\_\_\_\_  
**Signed (Signature)**

\_\_\_\_\_  
**Applicant Name (Print)**

\_\_\_\_\_  
**Witness (Signature)**

\_\_\_\_\_  
**(Witnesses Name in Print)**



Canadian Home Builders' Association  
New Brunswick



Association canadienne des constructeurs d'habitations  
Nouveau-Brunswick



**Application for Professional Designation and/or Certification**  
**Canadian Home Builders' Association New Brunswick Master Builder**  
**"CHBA-NB MB"**

Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Application Fee  Cheque Attached

Payment  Credit Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_ CVC: \_\_\_\_\_

Information

**COURSES & REQUIREMENTS**  
Attach Documents to this Application

Attach Proof of Completion

<input type="checkbox"/> Part 9 of the NBC, Current Code & Update	
<input type="checkbox"/> The Better Built House Workshop	
<input type="checkbox"/> Business Management	
<input type="checkbox"/> Financial Management	
<input type="checkbox"/> Marketing & Sales	
<input type="checkbox"/> Project Management	
<input type="checkbox"/> Construction Law	
<input type="checkbox"/> Foundations 1	
<input type="checkbox"/> Foundations 2	
<input type="checkbox"/> Drywall	
<input type="checkbox"/> Doors & Windows	
<input type="checkbox"/> Moisture Penetration	
<input type="checkbox"/> Ventilation & HVAC	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Professional Ethics and Standards	13
<input type="checkbox"/> New Home Energy Efficiency Workshop for Builders	



<b>COMPANY REQUIREMENTS</b> Attach Documents to this Application	Attach Proof of Compliance
<input type="checkbox"/> Proof that you subscribe to a Warranty Company for all new home constructions	
<input type="checkbox"/> Liability Insurance Certificate	
<input type="checkbox"/> Proof of compliance with WorkSafe NB (NECIS#)	
<input type="checkbox"/> Revenue Canada Registration Numbers for HST & Employee Remittances	
<input type="checkbox"/> Receipt evidencing proof of membership dues payment	

### Applicant

I agree by signing this application that the above information is accurate and in doing so authorize the CHBA-NB to access any information, at any time, respecting my studies program, membership status, or other pertinent information contained in my membership file with the CHBA-NB & Atlantic Home Warranty if applicable.

Signature:

Date:

### For Office Use Only

Approved by Registrar or CHBA-NB  
Board of Directors:

\_\_\_\_\_  
Executive Officer/Registrar

Signature:

Date:

### **Send Your Application To:**

*The Canadian Home Builders' Association New Brunswick  
P.O. Box 3358, Stn. B, Fredericton, NB E3A 5H1  
Fredericton, NB E3B 3X6  
Telephone: 506-459-7219 #200  
Fax: 506-450-4924  
Email: nbhome@nbnet.nb.ca*

## COURSE EQUIVALENCY LIST

The following is a list of courses that have been already deemed equivalent to those required for the **MASTER BUILDERS’™ Designation**. If you have taken or plan to take a course which you believe may be equivalent to those required to achieve your **MASTER BUILDERS’™ Designation**, please send the course outline, the duration of the course and the name and address of the training provider to the Association office. This list will be updated as other courses are granted equivalency. Updates will be sent to members monthly if there are changes.

MASTER BUILDER COURSE	COURSE TITLE	EDUCATION PROVIDER	CONTACT INFORMATION
New Home Energy Efficiency Workshop for Builders	*Construction Technology	Blue House Energy	902-821-3090 – <a href="http://www.bluehouseenergy.com">www.bluehouseenergy.com</a>
National Building Code, Foundations 1	Carpentry ( <i>Journeyman</i> )	New Brunswick Community College (NBCC)	www.nbcc.ca
Foundations 1, Construction Law, Project Management	Civil Engineering Technology – Architectural Program	New Brunswick Community College (NBCC)	www.nbcc.ca
Better Built House Workshop	Construction Technology & High-Performance Housing	Blue House Energy	902-821-3090 – <a href="http://www.bluehouseenergy.com">www.bluehouseenergy.com</a>
Better Built House Workshop	*Construction Technology & CHBA Net Zero Builders’ Workshop	Blue House Energy & CHBA	902-821-3090 – <a href="http://www.bluehouseenergy.com">www.bluehouseenergy.com</a> 506-459-7219 <a href="http://www.nbhomebuilders.ca">www.nbhomebuilders.ca</a>
New Home Energy Efficiency Workshop for Builders	Renovation Energy Efficiency Workshop	Canadian Home Builders’ Association New Brunswick	506-459-7219 – <a href="http://www.nbhomebuilders.ca">www.nbhomebuilders.ca</a>
Construction Law	*Construction Law	Build Force Canada	1-866-793-6225 – <a href="http://www.elearning.buildforce.ca">www.elearning.buildforce.ca</a>
Project Management	*Construction Project Management	Build Force Canada	1-866-793-6225 – <a href="http://www.elearning.buildforce.ca">www.elearning.buildforce.ca</a>
New Home Energy Efficiency Workshop for Builders	*Building Science for New Homes	CHBA British Columbia	1-800-933-6777 - <a href="http://www.chbabc/education.org">www.chbabc/education.org</a>
Sales & Marketing	*Marketing & Project Sales	CHBA British Columbia	1-800-933-6777 - <a href="http://www.chbabc/education.org">www.chbabc/education.org</a>
Financial Management	*Financial Management	CHBA British Columbia	1-800-933-6777 - <a href="http://www.chbabc/education.org">www.chbabc/education.org</a>
Project Management	*Project Management & Site Supervision	CHBA British Columbia	1-800-933-6777 - <a href="http://www.chbabc/education.org">www.chbabc/education.org</a>
Construction Law	*Construction Law	CHBA British Columbia	1-800-933-6777 - <a href="http://www.chbabc/education.org">www.chbabc/education.org</a>
Business Management	*Business Planning & Management	CHBA British Columbia	1-800-933-6777 - <a href="http://www.chbabc/education.org">www.chbabc/education.org</a>

⚙ Course provided in on-line learning format only

## Who Can Apply to Receive the Professional Designation of Master Builder NB?

The Designation/Certification programs works like this: The individual takes the required training courses. A Member company must have a person on staff who has met all the course requirements. The Member Company who has met all the requirements such as; Member of CHBA, Liability Insurance Coverage, Workplace Health & Safety Insurance, and offer 3<sup>rd</sup> Party Warranty, and has a staff person who has taken all the courses, will become Certified and may use the CHBA-NB MB insignia and logos. The Individual person will carry the Designation of CHBA-NB MB.

All CHBA Builder and Renovator Members are eligible to apply for the CHBA-NB MB Designation once all training has been completed. The Designation is bestowed to the individual who takes and successfully completes the training and in whose name the application is made and approved. The Designation or the Certification is not transferable. A Member company who employs at least one individual who has met all the requirements and has been bestowed the Designation, can use the CHBA NB Master Builder™ branding in their advertising.

## Why Was Atlantic Home Warranty Chosen as the Primary Training Provider?

CHBA-New Brunswick and Atlantic Home Warranty have been partners working towards the betterment of the residential construction industry in New Brunswick for almost four decades. In fact, CHBA-New Brunswick was instrumental in working with other stakeholders to establish the Warranty Program in Atlantic Canada almost four decades ago and still holds three seats on their Board of Directors.

Furthermore, many of our Members have adopted that Atlantic Home Warranty as their Warranty provider of choice and have subscribed to their training. Their training programs are relevant to our industry, are easily obtained in Atlantic Canada, most are conveniently available on-line or via recordings, are affordable, are maintained and updated by Atlantic Home Warranty on a regular basis and cover the scope of what is required to manage a residential construction business in today's market.

Not a Member of Atlantic Home Warranty? no problem. You are still welcome to take their courses and even receive the CHBA Member discount. Further, if you have taken courses from other education provider that meet the scope of the courses we require, you may be granted an equivalency.

## How Long After I Become a Member of CHBA-New Brunswick Will I Have to Obtain My Designation?

New Members will be given 60 months (5 years) after their membership application is approved by the Association to make application for Designation. An opportunity to apply for a further 6-month extension may be granted under special circumstances.

## As a Current Member, How Long After the Profession Designation Program is in Place Before Will I Have to Obtain My Designation?

Builder and Renovator Members who were members in 2014 when the By-laws governing this policy were adopted will have until February 2019 to obtain their designation. This is a mandatory designation as approved by the Membership in 2014. Existing Members have been given five years to obtain their Designation/Certification since the Annual Meeting of Members in 2014. An opportunity to apply for a further 6-month extension may be granted under special circumstances. Members who joined after February 2014 have 60 Months to obtain their Designation. We encourage you to use the self-assessment Checklist located in this document to determine what training you require and to begin preparations to make your application for a Professional Designation.

## Why is a Professional Designation Important?

Have you ever wondered why professionals such as engineers, physicians, lawyers, accountants have letters after their names? It is because they have a professional designation. You can also have letters after your name. As a CHBA NB Master Builder™, you have proven that you have met the criteria to be a professionally designated builder. Your name can appear on all of your correspondence as: John Smith, *CHBANB MB*.

## How Long Can I Keep My Designation?

Once you obtain your Designation, you can maintain your Designation until you terminate your membership with the Canadian Home Builders' Association New Brunswick or you cease to be a member in good standing.

## Can I Become a CHBA NB Master Builder™ as a Non-CHBA Member?

You are invited to take our training as a non-Member and when you have completed your training apply for your membership and your CHBA NB Master Builder™ Designation at the same time. However, the CHBA NB Master Builder Designation™ is for members of the Canadian Home Builders Association only.

## I am a CHBA Member in Another Province. Can I Obtain My CHBA NB Master Builder™ Designation?

Yes you can! If you comply with the criteria, you may earn your Professional Designation.

## Our Company is Already Certified as a CHBA NB Master Builder™ but There Are Others In Our Company Who Want to Apply. Will There Be a Reduction In Annual Fees?

There is only one annual fee per CHBA NB Member Company per year no matter how many people within your company obtain their Designation. The more the merrier. There is however a one-time application fee of \$200 + HST.