

To be used by persons required to complete the examination program administered or authorized by the Ministry of Municipal Affairs and Housing. See Clauses 3.1.2.1.(1)(a), 3.1.3.1.(1)(a) and (b), 3.1.4.1.(1)(a), 3.2.4.2.(1)(a) and (b), 3.2.5.1.(1)(a), 3.3.3.2.(1)(a) and 3.4.3.2.(1)(a) to (c) of Division C 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).

Technical Examinations 2006			Legal/Process
<input type="checkbox"/> House	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> On-site Sewage Systems	<input type="checkbox"/> General
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Chief Building Official
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> AS Fire Protection	<input type="checkbox"/> Registered Code Agent
<input type="checkbox"/> AS Large Buildings	<input type="checkbox"/> Plumbing – House	<input type="checkbox"/> Building Structural	<input type="checkbox"/> Designer Legal/Process
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Plumbing – All Buildings		

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

Choice	Location	Date	Time
1			
2			

3) Applicant Information

Last Name		First Name		Middle Initial
Has your address changed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Building Code Identification Number (BCIN) (If you are a first time applicant, you will not have a BCIN)		
Residence Address Street Name				Suite Number Lot/con
City		Province	Postal Code	Country
Home Telephone ()		E-mail Address		
Business Telephone ()				
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.

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

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 3.1.2.1.(1)(a), 3.1.3.1.(1)(a) and (b), 3.1.4.1.(1)(a), 3.2.4.2.(1)(a) and (b), 3.2.5.1.(1)(a), 3.3.3.2.(1)(a) and 3.4.3.2.(1)(a) to (c) of Division C 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, Technical Training, Registration and Business Support Unit, Building and Development Branch, Ministry of Municipal Affairs and Housing, 777 Bay St., 2nd Fl., Toronto, ON M5G 2E5 (416) 585-6666. This form is subject to change. Refer to www.obc.mah.gov.on.ca for latest edition.

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 Building Code website at www.obc.mah.gov.on.ca under the section "Qualification and Registration".

You may refer to Table 3.5.2.1. of Division C of the Building Code for a description of the various categories of qualifications under the Technical Examinations.

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 select dates not less than **21 days** prior to the date the application is made. **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 applicant's 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 non-transferable and non-refundable if you cancel, miss or are not successful at your examination.** An electronic examination application form is available for those individuals with a userid /password. There will be a reduced fee of \$70.00 for those submitting an application on-line.

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, Ontario
M5G 2E5

If payment is made by credit card, the Application for Registration 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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