



Canadian  
Home Builders'  
Association

**BRITISH COLUMBIA**

*"Building a Better BC"*

**Certified Residential Builder (CRB)  
and  
Registered Housing Professional (RHP)  
Certification Programs**

**2008**

**Syllabus and Certification Guide**



---

## Certified Residential Builder (CRB) & Registered Housing Professional (RHP)

---

The Canadian Home Builders' Association of British Columbia has recognized that the decision to seek education must be seen as a business decision. The most effective way in which this can be achieved is through a certification program, at the end of which builders have something tangible they can use to promote their business, or through which they can affect savings. CHBA-BC has invested considerable time, energy and dollars in developing one of North America's first industry-driven self-certification programs.

Certification allows builders to demonstrate compliance with high standards established by a credible third-party. Certification provides the Association with a vehicle for disciplining unethical or incompetent builders, as the certification can be stripped from the builder should there be sufficient evidence of wrongdoing.

The certification program can also be used to ensure an ongoing commitment to continuing education by requiring all certified builders to enrol yearly in suitable courses related to building and business practice.

The certification program consists of two separate designations: one, the Registered Housing Professional (RHP), is granted to an individual; and two, the Certificated Residential Builder (CRB), is granted to a business. With the granting of both designations, the issue of ethics, experience, education, business practice and consumer protection can be effectively addressed.

To earn the Registered Housing Professional (RHP) designation, an **individual** must:

- have a total of five years experience with 3 years practical "hands on" in the residential construction industry either in a vocational school environment or on-the-job training;
- be employed by a member of the Canadian Home Builders' Association; and
- successfully complete the following six mandatory courses with a passing grade of 80%:

Financial Management;	Project Management;
Marketing and Project Sales;	Built Green™ BC Builder Training Workshop;
Construction Law;	BC Building Code – Single Family Dwellings.

To earn the Certified Residential Builder (CRB) designation, a **business** must:

- employ in a position of responsibility, a Registered Housing Professional;
- be a member of the Canadian Home Builders' Association for at least two years, one year of which must be immediately prior to receiving certification;
- be a member in good standing with a warranty provider;
- be registered with the Homeowner Protection Office.

Due to the constantly changing nature of the industry, and to encourage an on-going commitment to continuing education, the designations are granted for a one-year period only. Annually, CHBA-BC mails to all individuals a renewal fee invoice. The fee must be paid within 30 days to avoid de-registration.

In addition, at least six hours of professional development must be completed every year to keep the designation current. "Credit" for professional development can be earned either by attending seminars or courses offered by CHBA-BC or other industry associations (course 'credit' to be evaluated and approved by CHBA-BC); attending provincial or national conference business sessions; and/or participating in the association by way of chairing a major committee or serving on the Executive Committee. As they become available, all applicable update courses for the mandatory courses (i.e. R-2000 and Building Code) must be completed.

These designations are an industry-backed way for potential buyers to distinguish one builder from another. Training, experience, industry involvement, commitment, and an indication of financial security, are all involved. When selecting a Certified Residential Builder, customers will rest easier knowing they have chosen a builder with integrity, who has successfully completed a course of training, and has demonstrated business and technical skills. In addition, the skills learned will reduce costs, speed the process and increase profits!

The program courses of CHBA-BC were developed to meet the demands and needs of the industry, have relevancy to the industry today, and reflect good local building practices. All of which ensure the industry maintains strong control over the direction of education within the industry.

---

## Course Outline & Description

---

### 1. BUILT GREEN™ BC BUILDER TRAINING WORKSHOP

This course contains an in-depth review of building science issues and detailed discussion of sound building practice. This course is compulsory to become a certified Built Green™ BC Builder and a licensed R-2000 Builder.

#### **Course Content:**

Introduction to the house as a system;

- Building science principles, including heat, moisture and air flows in buildings;
- Building envelope construction, including advanced framing techniques that save money;
- Air and vapour barrier systems, new options in air barrier materials and methods;
- Secrets to preventing condensation and moisture movement;
- How to build better foundations and avoid common basement problems;
- Energy efficient window technology, and how better windows can improve comfort;
- Mechanical systems for indoor air quality, moisture and mould management and comfort;
- cost effective ventilation solutions;
- Built Green™ Checklist and enrollment procedures
- quality assurance procedures
- how Built Green™ can increase sales and profits;

#### **Duration:**

Two days.

#### **Materials:**

- CHBA Builders' Manual;
- Binder "Built Green™ BC Builder Training Workshop";
  - R-2000 Technical Appendix;
  - HVI certified products directory;
  - New Home Marketing Manual;
  - R-2000 Factsheet - Air Quality in R-2000 Homes;
  - Operating Your Heat Recovery Ventilator;
  - Air Sealing Inspection Checklist;
  - Sample HOT 2000 printout
  - Built Green™ How the Program Works
  - Built Green™ Checklist
  - Built Green™, EnerGuide for New Houses and R-2000 Consumer Brochures

#### **Course Format:**

Participants receive the course material at the seminar and spend two days in classroom instruction.

#### **Examination:**

An in-class, open book exam is written on the afternoon of the second day and is marked by the instructor. A pass mark of 80% is required. If a mark between 65% and 79% is achieved, a fee is charged to re-write the examination. A candidate is given the opportunity to re-write the examination a maximum of two times before having to retake the course. Candidates who score less than 65% on the initial examination are required to retake the course.

### 2. FINANCIAL MANAGEMENT

Most business owners are not trained professionally in accounting or finance; but given the uncertain nature of business and economic cycles combined with an increasingly rapid rate to technological change, monitoring the financial condition of a business and making sound financial decisions has never been more important. This course addresses the role of a "money manager" and the need for continuous financial management and control.

**NOTE: Early registration is necessary, as this course will involve the advance receipt and completion of workbook and online quizzes and assignments by way of email, as well as the one-day session to review all material and prepare for writing the examination.**

**Course Content:**

- Understanding the two key financial statements: Balance Sheet and Income Statement.
- Analyzing the Balance Sheet and Income Statement through the use of ratios;
- Profit planning and cash budgeting;
- Cash flow forecasting;
- Managing growth; and
- Dealing with financial sources and bankers.

**Duration:**

Online home study 10-12 hours with quizzes and assignments. (Constitutes 50% of overall grade)  
One day in-class

**Materials:**

Manual: "Financial Management".

**Course Format:**

Upon registration for the course, the course manual will be delivered by regular post, to be completed at their own pace along with the online portion. Any student can email questions to the instructor at any time prior to the course date. The one day in-class session will be used to review all of the material, answer any questions and prepare for the exam in the afternoon.

**Examination:**

A pass mark of 80% is required on the in-class, open book examination. If a mark between 65% and 79% is achieved, a fee is charged to re-write the examination. A candidate is given the opportunity to re-write the examination a maximum of two times before having to retake the course. Candidates who score less than 65% on the initial examination are required to retake the course.

### **3. CONSTRUCTION LAW**

The Construction Law course will provide answers to questions regarding contracts, risks you are and are not accepting, risk-minimizing clauses, issues that could lead to liability disputes, holdbacks and more. A more professional knowledge of the law as it relates to construction projects and building contracts and the creation of legal relationships will be gained.

**NOTE: Early registration is necessary, as this course will involve the advance receipt and completion of workbook and online quizzes and assignments by way of email, as well as the one-day session to review all material and prepare for writing the examination.**

**Course Content:**

- simple techniques to help eliminate conflict over holdbacks;
- effective ways to minimize disputes;
- the importance of change work orders and how not to lose on extras;
- surefire ways to collect debt quickly;
- important facts you should know about the Builders' Lien Act;
- the critical differences between the various standard building contracts; and
- legal liabilities during and after construction.

**Duration:**

Online home study of approximately 10-12 hours plus 1 day of in-class instruction and discussion.  
The online portion constitutes 25% of the final grade

**Materials:**

Binder: "Construction Law Update 2007", including appendices:  
Copies of Overhead Slides with respect to Builder Lien;  
Builder Lien Act.

**Course Format:**

Upon registration for the course, the course manual will be delivered by regular post, to be completed at their own pace along with the online portion. Any student can email questions to the instructor at any time prior to the course date. The one day in-class session will be used to review all of the material, answer any questions and prepare for the exam in the afternoon.

**Examination:**

The in-class open book exam is written in the afternoon and is marked by the instructor. A pass mark of 80% is required. If a mark between 65% and 79% is achieved, a fee is charged to re-write the examination. A candidate is given the opportunity to re-write the examination a maximum of two times before having to retake the entire course. Candidates who score less than 65% on the initial examination are required to retake the course.

**4. PROJECT MANAGEMENT**

This course covers methods to get employees and sub-trades to work together to get the job done on time and on budget while meeting standards for quality and using new and innovative methods and materials. Techniques that will help in planning and scheduling of complex projects, get people working as a team and keeping projects on the path to successful completion are discussed. WHMIS and Residential Construction Waste are also discussed as well as the use of written contracts.

**NOTE: Early registration is necessary, as this course will involve the advance receipt and completion of workbook and online quizzes and assignments by way of email, as well as the one-day session to review all material and prepare for writing the examination.**

**Course Content:**

- proven traits to successful Project Managers;
- how to ensure tasks get done on time without looking over people's shoulders;
- surefire methods of cost control;
- on the job safety measures;
- the all-important administrative tasks of Project Managers; and
- how site planning can save time and money.

**Duration:**

Online home study 10-12 hours with quizzes and assignments. (constitutes 50% of overall grade)  
One day in-class

**Materials:**

- Binder: "Project Management and Site Supervision"
- CHBA-BC - Sample Contracts

**Course Format:**

Upon registration for the course, the course manual will be delivered by regular post, to be completed at their own pace along with the online portion. Any student can email questions to the instructor at any time prior to the course date. The one day in-class session will be used to review all of the material, answer any questions and prepare for the exam in the afternoon.

**Examination:**

The in-class, open book exam is written on the afternoon of the second day. A pass mark of 80% is required. If a mark between 65% and 79% is achieved, a fee is charged to re-write the examination. A candidate is given the opportunity to re-write the examination a maximum of two times before having to retake the entire course. Candidates who score less than 65% on the initial examination are required to retake the course.

## **5. SALES AND MARKETING**

This course will cover the process involved in an effective Sales and Marketing Strategy, from researching the market to opportunities to building a home to meet the exacting needs of the target buyer. All of which results in the final sale of the home to very satisfied customers that “sing the praises” of the builder/trades/developer/realtor.

**NOTE: Early registration is necessary, as this course will involve the advance receipt and completion of workbook and online quizzes and assignments by way of email, as well as the one-day session to review all material and prepare for writing the examination.**

### **Course Content:**

- preparing a marketing plan and budget;
- how to use market research to stay ahead of the competition;
- how to select your marketing team;
- how to produce winning promotional materials and advertise to results.

### **Duration:**

Online home study 10-12 hours with quizzes and assignments. (constitutes 50% of overall grade)  
One day in-class

### **Materials:**

Manual: “Marketing and Project Sales”;

### **Course Format:**

Upon registration for the course, the course manual will be delivered by regular post, to be completed at their own pace along with the online portion. Any student can email questions to the instructor at any time prior to the course date. The one day in-class session will be used to review all of the material, answer any questions and prepare for the exam in the afternoon.

### **Examination:**

Participants will complete a Marketing Plan and submit it to the instructor. A pass mark of 80% is required. If a mark between 65% and 79% is achieved, a fee is charged to re-submit the Plan. A candidate is given the opportunity to re-submit the Plan a maximum of two times before having to retake the entire course. Candidates who score less than 65% on the initial Plan are required to retake the course.

## **6. BC BUILDING CODE - PART 9 - AN INTRODUCTION**

Learn the importance of the BC Building Code, Part 9 and how it was developed. This course will help familiarize students with the code book and teach them how to mark their code book for easy reference.

**NOTE: Early registration is necessary, as this course will involve the advance receipt and completion of workbook and online quizzes and assignments by way of email, as well as the one-day session to review all material and prepare for writing the examination.**

### **Duration:**

Online home study 40-45 hours with quizzes and assignments. (constitutes 50% of overall grade)  
One day in-class

### **Materials**

Manual: “BC Building Code – Single Family Dwellings”

*STUDENTS MUST BRING THEIR OWN COPY OF THE CURRENT BC BUILDING CODE*

**Note: There is an additional charge for a copy of the BC Building Code and it can be purchased at a discount through CHBA-BC.**

**Course Format:**

Upon registration for the course, the course manual will be delivered by regular post, to be completed at their own pace along with the online portion. Any student can email questions to the instructor at any time prior to the course date. The one day in-class session will be used to review all of the material, answer any questions and prepare for the exam in the afternoon.

**Examination:**

A pass mark of 75% is required on the in-class, open book exam is written on the afternoon of the second day. If a mark between 65% and 79% is achieved, a fee is charged to re-write the examination. A candidate is given the opportunity to re-write the examination a maximum of two times before having to retake the entire course. Candidates who score less than 65% on the initial examination are required to retake the course. A fee will be charged for the second re-write.

**An aggregate grade of 80% is required which can be achieved by including the online grade achieved.**

For further information on the **Registered Housing Professional (RHP)** and the **Certified Residential Builder (CRB)** Program, and other activities of CHBA-BC you may contact:

Canadian Home Builders' Association office nearest you:

Fraser Valley	877-854-6117	Northern B.C.	250-563-3306
Greater Vancouver	604-588-5036	South Okanagan	250-493-0001
Kamloops	250-828-1844	Sea to Sky	604-938-8873
Kelowna	250-861-3988	Upper Fraser Valley	604-823-0087
Nanaimo	250-758-2256	Victoria	250-383-5044

Or contact us directly at;

Canadian Home Builders' Association of BC  
 Registrar of Human Resource Development and Training Programs  
 BCIT Campus Bldg NW5  
 3700 Willingdon Avenue  
 Burnaby, BC  
 V5G 3H2

Tel: 1-800-933-6777

Fax: 604-432-7112

E-mail: [lauren@chbabc.org](mailto:lauren@chbabc.org)

Website: [www.chbabc.org](http://www.chbabc.org)

