



Canadian  
Home Builders'  
Association

**BRITISH COLUMBIA**

*"Building a Better BC"*

**Certified Renovator (CR)  
and  
Registered Renovation  
Professional (RRP)  
Certification Programs  
2008**

**Syllabus and Certification Guide**



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## Registered Renovation Professional (RRP) & Certified Renovator (CR)

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The Canadian Home Builders' Association of BC 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 renovators 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 renovators to demonstrate compliance with high standards established by a credible third-party. Certification provides the Association with a vehicle for disciplining unethical or incompetent renovators, as the certification can be stripped from the renovator 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 renovators to enrol yearly in suitable courses related to building and business practice.

The certification program consists of two separate designations: one, the Registered Renovation Professional (RRP), is granted to an individual; and two, the Certified Renovator (CR), 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.

In order to obtain the designation of **Certified Renovator**, *a company* must meet the following criteria:

- Proof that the owner of the company has at least 5 years experience in renovation/general contracting business;
- CHBA membership for 2 years and is in good standing;
- Must agree to abide by CHBA-BC Code of Ethics and other standards, such as the Residential Construction Performance Guidelines as set by CHBA-BC;
- Must employ at least one individual who has obtained and maintained the designation of Registered Renovation Professional in a full time position of authority;
- Provide proof to CHBA-BC of having \$2 million liability coverage;
- Must provide a one year warranty on all completed projects. This will be through a third party warranty when a suitable program becomes available;
- Provide proof to CHBA-BC of the firm's registration with the Worker's Compensation Board and that they are current with their payments;
- Three recent written references from each; clients, suppliers and subtrades;
- One written bank reference;
- Provision to CHBA-BC of the firm's GST Registration Number.

In order to obtain a **Registered Renovation Professional** designation, *an individual* must meet the following criteria:

- Five years minimum related industry experience (on-site/education/management);
- Must complete and pass the following courses with a minimum grade of 80%:
  - Sales and Marketing for Renovators
  - Project Management
  - Financial Management
  - Construction Law for Renovators
  - BC Building Code – Part 9 – An Introduction
- Must be employed by a member of CHBA;
- Pay an annual registration fee.
- Enroll annually in suitable courses related to building and business practice.

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 and a report verifying the courses completed. 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 must be completed.

These designations are an industry-backed way for potential clients to distinguish one renovator from another. Training, experience, industry involvement, commitment, and an indication of financial security, are all involved. When selecting a Certified Renovator, customers will rest easier knowing they have chosen a renovator 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!

For individuals who have obtained a **Registered Housing Professional Designation**, they will be required to take the Sales and Marketing for Renovators course and any additional courses as recommended by the Renovations Council and the Education and Training Committee and approved by the Board of Directors of CHBA-BC to obtain their Registered Renovation Professional designation.

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## **Mandatory Course Outline/Description**

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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 renovation practices. All of which ensure the industry maintains strong control over the direction of education within the industry.

It is essential the delivery of the certification program be as flexible as possible to allow CHBA-BC to take advantage of any circumstances that may arise.

A pass mark of 80% is required for all examinations. If less than 80% is achieved, a fee is charged to re-write the exam. An individual is given the opportunity to re-write the exam a maximum of two times before having to retake the entire course.

### **1) SALES & MARKETING FOR RENOVATORS**

Part of the Registered Renovation Professional Training Course developed by Canada Mortgage and Housing Corporation and the Canadian Home Builders' Association, this interactive session is presented by three noted trainers in an entertaining manner.

You will receive a wealth of instructional material, but perhaps even more valuable will be the wide array of tips, experiences and other pertinent information that will be shared by the presenters and the other renovators in attendance

#### **Course Content:**

- . the renovation marketplace in the Lower Mainland;
- . Deciding on the types of customers and jobs you want;
- . Developing your own corporate image;
- . Preparing low-cost advertising and promotional materials;
- . Generating leads for the kind of customers you want;
- . Qualifying leads and closing more sales;
- . Benefiting from after-sales services;
- . Future trends in the renovation marketplace.

#### **Duration:**

One day.

#### **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. A fee will be charged for the second re-write.

## 2) 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.

### 3) 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.

#### 4) 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.

## 5) 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 Renovation Professional** (RRP) and the **Certified -Renovator** (CR) 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)



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