

# BSSO®

Building Science Specialist Ontario

## APPLICATION FOR BUILDING SCIENCE SPECIALIST OF ONTARIO DESIGNATION

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# APPLICATION FOR BSSO

## 1. What is a BSSO?

Individual Members of the Ontario Building Envelope Council (OBEC) are entitled to seek accreditation as a Building Science Specialist of Ontario and, if successful, to use the designation BSSO.

Accreditation is subject to the member being in good standing, having satisfied the BSSO eligibility requirements. To keep the BSSO designation, members must adhere to the Code of Ethics and Standards of Conduct for Building Science Specialists of Ontario, maintain an up-to-date membership in OBEC, pay annual BSSO administration dues, and provide proof of required continued education biannually from the year of accreditation.

The Building Science Specialist of Ontario designation will provide members of the industry, including building designers, specifiers, developers, contractors, and owners, the confidence that any designation holder has a high level education and understanding in the field of Building Science as deemed by the BSSO Advisory Committee, composed of key industry figures.

## 2. Eligibility Requirements

To become eligible, a member in good standing of OBEC must have:

- An engineering or architectural undergraduate degree OR
- An engineering or architectural diploma from a recognized college or polytechnical institute and three years work related experience OR
- Significant work related experience, in the opinion of the Advisory Committee, in building design, construction or maintenance.

AND have successfully completed the “Building Science Certificate Program” offered by The University of Toronto Professional Development Centre.

**Note:** the BSSO Advisory Committee may grant Exemptions, upon review, for Building Science I and II course equivalents offered by other Canadian Universities, and for other modules in the event other Canadian Universities offer equivalent programs.

## 3. Advisory Committee Approval

Upon meeting the eligibility requirements and submitting a complete application, the candidate’s name will be forwarded to the Advisory Committee. The Advisory Committee reserves the right, in its absolute discretion, to request additional information from the applicant and/or to refuse the request for accreditation. Representative from industry, Academia and the OBEC Board of Directors make up the BSSO Advisory Committee.

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## 4. How to maintain the BSSO designation

Designated Building Science Specialists of Ontario are entitled to use their designation letters, BSSO, provided that they:

- Maintain an up-to-date membership in OBEC,
- Maintain up-to-date bi-annual BSSO administration dues (presently \$150.00 + GST bi-annually),
- Each BSSO Designee must provide proof of 10 Continuing Education Credits every year.

**Notes:** Continuing education credits can be acquired by various means, including the following:

- Attendance at a evening OBEC event and relevant CSC and OAA meetings: . . . . .1.0 credit
- Attendance at a ½ day OBEC seminar and relevant CSC and OAA meetings: . . . . .2.5 credits
- Writing a published paper/article: . . . . .3.0 credits
- Writing a published Peer Reviewed Technical Paper: . . . . .10.0 credits
- Attendance at a full day OBEC seminar and relevant CSC and OAA meetings: . . . .5.0 credits
- Attendance at a university course, min. 20hr.: . . . . .15.0 credits
- Giving a 3hr technical presentation: . . . . .3.0 credits
- Giving a 3hr to full day technical presentation/course: . . . . .10.0 credits

Acceptance of any and all continuing professional education credits shall be subject to review by the Advisory Committee, and the Advisory Committee reserves the right, in its absolute discretion, to request additional information from the applicant and/or to refuse the request for accreditation.

## 5. Code of Ethics and Standards of Conduct for Building Science Specialists of Ontario

### CODE OF ETHICS

The following is the Code of ethics of a BSSO:

It is the duty of the practitioner to the public, to the practitioner's employer, to the practitioner's clients, to the other members of the practitioner's profession, and to the Act to behave at all times with:

- Fairness and loyalty to the practitioner's associates, employers, clients, subordinates, and employees;
- Fidelity to public needs;
- Devotion to high ideals of personal honour and Integrity;
- Knowledge of developments in the areas of building science relevant to any services that are undertaken;
- Competence in the performance of any services that are undertaken.

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A practitioner shall:

- Regard the practitioner's duty to public welfare as paramount;
- Endeavor at all times to enhance the public regard for the practitioner's profession by extending the public knowledge thereof and discouraging untrue, unfair or exaggerated statements;
- Not express publicly, or while the practitioner is serving as a witness in court, commission or other tribunal, opinions on matters that are not founded on adequate knowledge and honest conviction;
- Endeavor to keep the practitioner's license, temporary license, limited license or certificate of authorization, as the case may be, permanently displayed in the practitioner's place of business.

A practitioner shall act in matters for each employer or client as a faithful agent or trustee, and shall regard as confidential information obtained by the practitioner as to the business affairs, technical methods or processes of an employer or client and avoid or disclose a conflict of interest that might influence or be perceived to influence, the practitioner's actions or judgment.

A practitioner must disclose immediately to the practitioner's client any interest, direct or indirect, that might be construed as prejudicial in any way to the judgment of the practitioner in rendering service to the client.

A practitioner who is an employee and is contracting in the practitioner's own name to perform work for other than the practitioner's employer, must provide the practitioner's client with a written statement of the nature of the practitioner's status as an employee and the attendant limitations on the practitioner's services to the client, must satisfy the practitioner's employer, and must inform the practitioner's employer of the work.

A practitioner must co-operate in working with other persons engaged on a project.

A practitioner shall:

- Act towards other practitioners with courtesy and good faith;
- Not accept an engagement to review the work of another practitioner for the same employer except with the knowledge of the other practitioner or unless the connection of the other practitioner with the work has been terminated;
- Not attempt to gain an advantage over other practitioners by paying or accepting a commission in securing work;
- Give proper credit for work, uphold the principle of adequate compensation for work, provide opportunity for development and advancement of the practitioners associates and subordinates, and extend the effectiveness of the profession through the interchange of information and experience.

A practitioner shall maintain the honour and integrity of the practitioner's profession and without fear or favour expose before the proper tribunals unprofessional, dishonest or unethical conduct by any other practitioner.

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## MISCONDUCT

In these matters, “negligence” means an act or an omission in carrying out the work of a practitioner constituting a failure to maintain the standards a reasonable and prudent practitioner would maintain in the circumstances.

For the purpose of this document, “misconduct” means:

- Negligence,
- Failure to make provision for safeguarding of life, health, or property of a person who may be affected by the work for which the practitioner is responsible,
- Failure to act to correct or report a situation that the practitioner believes may endanger the safety or welfare of the public,
- Failure to make responsible provision for complying with applicable statutes, regulations, standards, codes, by-laws, and rules in connection with work being undertaken by or under the responsibility of the practitioner,
- Signing or sealing a final drawing, specification, plan, report or other document not actually prepared or checked by the practitioner,
- Failure of a practitioner to present clearly to the practitioner’s employer the consequences to be expected from a deviation in proposed work, if the judgment of the practitioner is overruled by non-technical authority in cases where the practitioner is responsible for the technical adequacy of work,
- Undertaking work the practitioner is not competent to perform by virtue of the practitioner’s training and experience,
- Failure to make prompt, voluntary and complete disclosure of an interest, direct or indirect, that might in any way be, or be construed as, prejudicial to the judgment of the practitioner in rendering service to the public, to an employer or to a client, and in particular, without limiting the generality of the foregoing, carrying out any of the following acts without making such prior disclosure:
  - Accepting compensation in any form for a particular service from more than one party,
  - Submitting a tender or acting as a contractor in respect of work upon which the practitioner may be acting as a consultant, engineer, architect, or similar,
  - Participating in the supply of material or equipment to be used by the employer or client of the practitioner,
  - Contracting in the practitioner’s own right to perform services for other than the practitioner’s employer,
  - Expressing opinions or making statements concerning matters of public interest where the opinions or statements are inspired or paid for by other interests;

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- Conduct or an act that, having regard to all circumstances, would reasonably be regarded by the profession as disgraceful, dishonorable, or unprofessional,
- Failure by a practitioner to abide by the terms, conditions or limitations of the practitioner's accreditations,
- Failure to supply documents or information requested by an investigator acting under the direction of the BSSO Advisory Committee.

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## Application for Building Science Specialist of Ontario Accreditation

(Must be submitted with the \$100.00 + GST/HST Application Review Fee)

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

Company: \_\_\_\_\_

The decision of the Advisory Committee as to whether a candidate qualifies for accreditation shall be final.

The Advisory Committee reserves the right, in its absolute discretion, to refuse the request for accreditation.

Should you wish to seek accreditation as a Building Science Specialist of Ontario (BSSO), please complete and return this application form to OBEC with the application review fee of \$100.00 + GST. The applicant will be notified of the status of their application.

I acknowledge all of the information contained in this application is accurate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### Payment:

GST #124383076

Cheque or money order enclosed payable to: Ontario Building Envelope Council

Please charge my credit card



Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_

Print Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_

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We ask for your indulgence in completing the application for BSSO accreditation. There are many candidates who will undoubtedly qualify and be accepted as a BSSO. However, in the interest of fairness, we feel that it is necessary to ask all candidates to complete the form in full. Thank you.

## Personal

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (       ) \_\_\_\_\_

## Business

Business/Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (       ) \_\_\_\_\_ Fax: (       ) \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Present Title: \_\_\_\_\_

Please indicate which address is to be used Home or Business     Home     Business

## OFFICIAL USE ONLY

Date received: \_\_\_\_\_ Application Review Fee received \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Approved at BSSO Advisory Committee Meeting: \_\_\_\_\_

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## Details of Education

TYPE OF SCHOOL	NAME & LOCATION	ATTENDED FROM – TO	CIRCLE LAST COMPLETED GR/YR	COURSE STUDIED OR DIPLOMA/DEGREE	OBTAINED YES NO
Secondary			9   10   11   12   13		<input type="checkbox"/> <input type="checkbox"/>
Trade or Technical			1   2   3   4   5		<input type="checkbox"/> <input type="checkbox"/>
Business or Commercial			1   2   3   4   5		<input type="checkbox"/> <input type="checkbox"/>
College or University			1   2   3   4   5		<input type="checkbox"/> <input type="checkbox"/>
Other (Specify)			1   2   3   4   5		<input type="checkbox"/> <input type="checkbox"/>

Building Science related Courses Attended	Year	No. of Hours	Location

## Certificates, Licenses, Professional Qualifications/Memberships

NAMES AND ADDRESS OF ORGANIZATION	AIMS AND OBJECTIVES	GRADE OR MEMBERSHIP AND YEAR HELD

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## Building Science Experience

List data on any other positions held, or building science experience, which you may consider to be relevant in the establishment of BSSO accreditation (e.g. Consulting; lecturing; technical or scientific papers printed or presented).

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Please indicate below your reasons for wishing to become a BSSO:

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## References

Give the names and addresses of two members of the OBEC, unrelated to yourself, who are well known to you and could verify the contents of this application:

Name	Address	Telephone
_____	_____	_____
Name	Address	Telephone

I hereby make application for BSSO status with the OBEC. I understand that if not accepted I will not be entitled to apply again until twelve (12) months from the date of this application. My application review fee of \$100.00 + GST, payable to OBEC, is enclosed. I understand that my application review fee is non-refundable once submitted, should I wish to withdraw my application, or should I be refused the request for accreditation by the Advisory Committee.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature