



Building Science Specialist Board
2800-14th Ave., Suite 210
Markham, ON L3R 0E4
Tel: 416-491-2886
www.BSSB.com

Application for BSS Designation

1. WHAT IS A BSS?

Individual Members of any BEC (a Provincial Building Envelope Council) are entitled to seek accreditation as a Building Science Specialist and, if successful, to use the designation BSS.

Accreditation is subject to the member being in good standing and having satisfied the BSS eligibility requirements. To keep the BSS designation, members must adhere to the Code of Ethics and Standards of Conduct for Building Science Specialists, maintain an up-to-date membership in any BEC, and provide proof of required continued education annually from the year of accreditation.

The Building Science Specialist 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 of education and understanding in the field of Building Science as deemed by the BSS Advisory Committee, composed of key industry figures.

2. STEPS TO OBTAIN THE BSS DESIGNATION

BECOME A MEMBER OF ANY PROVINCIAL BUILDING ENVELOPE COUNCIL (BEC)

Complete the educational requirements: Have an engineering or architectural undergraduate or graduate degree and at least 2000 hours of practical experience directly related to the practice of building science

OR

Have an engineering or architectural diploma from a recognized college or polytechnical institute and at least 5000 hours of practical experience directly related to the practice of building science

Successfully complete the following four professional exams offered by the Building Science Specialist Board:

Building Science Theory Exam, Building Envelope Systems Exam, Materials Exam and Mechanical Systems Exam. A minimum final mark of 65% must be achieved in each of the above-noted exams.

3. BUILDING SCIENCE SPECIALIST BOARD APPROVAL

Upon meeting the eligibility requirements and submitting a complete application, the candidate's name will be reviewed by the Building Science Specialist Board. The Building Science Specialist Board reserves the right, in its absolute discretion, to request additional information from the applicant and/or to refuse the request for accreditation. Representatives from industry, Academia, and the provincial BEC's (Building Envelope Councils) make up the Building Science Specialist Board.



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Application for
Building Science Specialist Accreditation

(Must be submitted with the \$200.00 + GST/HST Application Review Fee)

Name: _____

Company: _____

The decision of the Building Science Specialist Board as to whether a candidate qualifies for accreditation shall be final.

The Building Science Specialist Board reserves the right, in its absolute discretion, to refuse the request for accreditation.

Should you wish to seek accreditation as a Building Science Specialist (BSS), please complete and return this application form to Building Science Specialist Board office with the application review fee of \$200.00 + GST/HST. The applicant will be notified of the status of their application. The application fee covers the processing/verification of the application. A BSS Certificate, Pin and Code of Ethics Plaque. If the application is declined, the applicants will be refunded \$100 + GST/HST.

Upon approval, BSS holders become Members of the provincial Building Envelope Council where they reside. In order to maintain your BSS Designation, membership dues must be paid in full every year.

BSS Application Check List (Please make sure the following is included with your application)

- BSS Application
Engineering or Architectural degree certificate
BSS Exam Completion Certificate
BSS Application Fee
Proof of Membership in Local BEC

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

Date _____ Signature _____

I give permission for the Building Science Specialist Board to charge both the BSS application fee AND the the local BEC membership fee (if application is approved) to the credit card provided below.

Payment:

Cheque or money order enclosed payable to: Building Science Specialist Board

Please charge my credit card: [] VISA [] MasterCard [] AMERICAN EXPRESS

Card Number _____ Expiry Date ____/____/____

Print Name on Credit Card: _____ Signature: _____

Application for BSS Designation

Please ensure you complete the entire application form.

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: _____

Date approved: _____

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 BSS accreditation (e.g. Consulting; lecturing; technical or scientific papers printed or presented).

- 1) Engineering of Architectural undergraduate or graduate degree must provide at least 2,000 hours of practical experience.
- 2) Engineering or Architectural diploma must provide at least 5,000 hours of practical experience.

BRIEF PROJECT DESCRIPTION	DESCRIPTION OF YOUR SPECIFIC ROLE ON THE PROJECT	NUMBER OF HOURS	PROJECT REFERENCE
			NAME: _____ TEL: _____ EMAIL: _____
			NAME: _____ TEL: _____ EMAIL: _____
			NAME: _____ TEL: _____ EMAIL: _____
			NAME: _____ TEL: _____ EMAIL: _____
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			NAME: _____ TEL: _____ EMAIL: _____
			NAME: _____ TEL: _____ EMAIL: _____

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

References

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

Name _____

Address _____

Telephone _____ BSS# _____

Name _____

Address _____

Telephone _____ BSS# _____

I hereby make application for BSS status with the BSSB. 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 \$200.00 + GST/HST, payable to BSSB, 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 Building Science Specialist Board.

Date

Signature



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