Policies and Procedures
2012 – Examination Program
for On-site Sewage System Installers
(under the Building Code Act, 1992 and the 2012 Building Code)

Building and Development Branch
Ministry of Municipal Affairs and Housing

www.ontario.ca/buildingcode

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Please note that this document is provided for informational purposes only and does not constitute legal advice. It is not intended to replace the Building Code Act, 1992 (the Act) or the Building Code (Ontario Regulation 332/12). Reference should always be made to the official version of the Act or the Building Code. If you have questions on the qualifications or registration requirements of the Act or the Building Code, its potential application in specific registration, or qualification questions, please contact the Coordinator of the Qualification and Registration Unit.
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1.0 INTRODUCTION

1.1 Scope

This document outlines the examination program for on-site sewage system installers (persons engaged in the business of constructing, installing, repairing, servicing, cleaning or emptying on-site sewage systems). This program is administered and authorized by the Ministry of Municipal Affairs and Housing (MMAH) under the Building Code Act, 1992 and the Building Code (Ontario Regulation 332/12).

MMAH’s policies and procedures for other building practitioners (e.g., building officials, designers and Registered Code Agencies) can be found on the Qualification and Registration section of the MMAH website (http://www.mah.gov.on.ca/Page8591.aspx).

These policies and procedures for on-site sewage system installers are subject to revision. Users should check the Qualification and Registration section of the MMAH website for the current edition of these policies and procedures.

1.2 Transition to the 2012 Building Code


See Section 3 of this document for further details on the examination application process.

1.3 Qualification Requirements for On-Site Sewage System Installers

Sections 15.11. and 15.12. of the Act require certain building practitioners to have the qualifications required by the Building Code.

The qualifications for persons engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems (“on-site sewage system installers”) are described in Section 3.3. of Division C of the Building Code. In this document, all Building Code references are to Division C, unless otherwise provided.

The following sewage systems in questions are those regulated by the Building Code:

- a chemical toilet, an incinerating toilet, a recirculating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system
- a greywater system
- a cesspool
- a leaching bed system
- a system that requires or uses a holding tank for the retention of hauled sewage at the site where it is produced before its collection by a hauled sewage system

The Building Code applies to sewage systems which:
- have a design capacity of 10,000 litres per day or less
- have, in total, a design capacity of 10,000 litres per day or less, where more than one of these are located on a lot or parcel of land
- are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve

Qualifications for on-site sewage installers are set out in subsection 3.3.3. of Division C of the Building Code and include:
(1) successful completion by sewage system installer of an examination program administered by MMAH qualifying them to be a supervisor
(2) registration of the on-site sewage system installer firm with the Director of the Building and Development Branch
(3) registered on-site sewage installers firms must have a supervisor on staff who will take responsibility for supervision of all construction, installation, repair, servicing, cleaning or emptying of sewage systems

Any individual is entitled to apply for and take examinations in accordance with these Policies and Procedures.

Registered on-site sewage system installers can include sole proprietorships, partnerships and corporations.

*Please Note – Effective January 1, 2015, changes to the Building Code will come into force which will change the amount of registration fees for on-site sewage system installer firms and they will be required to register annually with MMAH. Further information on these changes will be available in the near future on the MMAH website.
Table 1 outlines the role of the Examination Program with respect to the qualification of on-site sewage system installer supervisors.

<table>
<thead>
<tr>
<th>Type of Practitioner</th>
<th>Relationship between Qualification Requirements and the Examination Program</th>
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<tbody>
<tr>
<td>Supervisor of on-site sewage system installer engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems</td>
<td>To be qualified, on-site sewage system installers must be registered with the director. Among other things, registration requires the filing of information on supervisors who have successfully completed the examination program described in Section 2.0. of this document. [Clause 3.3.3.2.(1)(a) of Division C of the Building Code]</td>
</tr>
</tbody>
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1.4 Application forms

The application forms to register as an on-site sewage installer firm are available on-line through MMAH’s Qualification and Registration Tracking system (QuARTS), which can be accessed via the Qualification and Registration section of the MMAH website.

To register on-line, it is important for an on-site sewage installer firm to have access to his or her user account. Account access also allows for the updating of information.

To obtain a user name and password, please see the Qualification and Registration section of the MMAH website.

Application forms for registration are also available for downloading from the Qualification and Registration section of the MMAH website.

Applications for registrations can be made online or by mail.

Payment for on-line registration applications is only by credit card. Payment for mailed applications is by personal cheque or money order. Payment for faxed applications is by credit card. Starting November 1, 2014, faxed applications will no longer be accepted by MMAH.

If the MMAH receives any document with credit card information after November 1, 2014, the document will immediately be destroyed and the payment will not be processed. Individuals attempting to pay by credit card will be asked to resubmit their
application through the available alternatives, either by mail with attached certified cheque or money order, or by credit card via the online QuARTS system.

1.5 QuARTS Registry

MMAH maintains the bilingual, web-based Qualification and Registration Tracking System (QuARTS). As indicated above, this system allows building practitioners, including on-site sewage installer firms, to register with MMAH. QuARTS also allows the public to access a registry of building practitioners and organizations (firms and municipalities) in order to verify their qualification information.

2.0 EXAMINATION REQUIREMENTS FOR ON-SITE SEWAGE SYSTEM INSTALLER SUPERVISOR

2.1 Introduction

This subsection outlines the examination program administered and authorized by MMAH for the purposes of Section 3.3. of Division C of the Building Code.

Persons who will supervise the construction on-site, installation, repair, servicing, cleaning or emptying sewage systems [Clause 3.3.3.2.(1)(a) of Division C of the Building Code], must successfully complete the technical examination entitled “On-Site Sewage Systems – 2012”.

Candidates must achieve a grade of at least 70 per cent in each examination in order to be considered as having successfully completed the examination.

As noted in Section 1.3 of this document, on-site sewage system installer supervisors, in addition to successfully completing the examination program, must also register the prescribed information with the director.

2.2 Knowledge Maintenance

The 2012 Building Code authorizes mandatory knowledge maintenance examinations which are designed to evaluate a practitioner’s knowledge of changes between the 2006 and 2012 editions of the Building Code.

The director of the MMAH Building and Development Branch will provide notice of when the knowledge maintenance program requirements will begin. No decision to commence this program has been made at this time. Should the knowledge maintenance program be implemented, affected practitioners would be given notice by the MMAH and would have 18 months to comply with the requirements.

Until such time as the knowledge maintenance program is required, MMAH is helping
practitioners understand Code changes through detailed presentations on each part of the Code posted on the MMAH website (http://www.mah.gov.on.ca/Page10300.aspx.)

3.0 EXAMINATION OVERVIEW

3.1 BCIN Assignment for Examination Applications

A Building Code Identification Number (BCIN) is a five-digit identification number that is unique to each practitioner.

Persons who wish to write an examination must apply through Humber College’s examination portal and must have a BCIN to do so. If a practitioner does not already have a BCIN, they must apply for one through the MMAH. A BCIN may be requested on-line via QuARTS or through the use of downloadable BCIN application form located at the following website (http://www.mah.gov.on.ca/Page8591.aspx), which can then be forwarded to MMAH via regular mail. There will be no charge for this service.

Once a practitioner has a BCIN number, he or she can apply for Ontario Building Code examinations through the Humber Colleges examination portal (www.humber.ca/buildingcodeexams). Existing BCIN holders can go directly to Humber College’s examination registration portal (http://www.mah.gov.on.ca/Page8591.aspx) to schedule an examination.

3.2 Examination Format

Building Code examinations are three (3) hours in length and contain 75 multiple choice questions. Each multiple-choice question contains a choice of four (4) possible answers, of which the candidate is to select the best answer.

A grade of at least 70 per cent must be obtained in each examination in order to be considered as having obtained a passing grade on an examination.

Examinations are open book and are based on the requirements of the Building Code Act, 1992, the 2012 Building Code (Ontario Regulation 332/12) and Supplementary Standards to the Code. The only materials allowed in the test space are:

- the Building Code Compendium (Volumes 1 and 2)
- materials included in the Compendium, such as:
  - the Building Code (available on e-laws at www.e-laws.gov.on.ca)
  - supplementary Standards to the Code
- the Code and Guide for On-Site Sewage Systems
- the Code and Guide for Plumbing
- the Code and Construction Guide for Housing
commercially available versions of the Building Code Act, 1992 and Building Code and
a calculator

MMAH continues to have responsibility for the development of Building Code examinations, and this is not affected by the transfer of responsibility for examination registration and delivery to Humber College.

3.3 Applications to Write the 2012 Series of Examinations

MMAH has finalized an agreement with Humber College, under which Humber will assume responsibility for registering and hosting examinations, including the delivery of examinations online.

To schedule an examination, examination candidates must apply through Humber College’s examination portal (www.humber.ca/buildingcodeexams). Humber will host Building Code examinations beginning mid-October 2014. Humber will be delivering examinations in test centres and also on-line. As discussed above, if a practitioner does not already have a BCIN, they must apply for one through the MMAH.

Please note that it is important that practitioners ensure their personal information is up-to-date and have access to their QuARTS account. Candidates will be advised by MMAH that their examinations have been marked, by e-mails sent to the address included in QuARTS, while candidates would review examination results through their QuARTS account. Information on obtaining a QuARTS user name and password is found in the Qualification and Registration section of the MMAH website (http://www.mah.gov.on.ca/Page8591.aspx).

3.4 Credit Card Payments

All examination fees for Building Code examinations must be paid through Humber College’s online examination registration portal. Payment will be by credit card.

3.5 Fees

The current cost of the Building Code examinations is $150.00.

3.6 French Language Examinations

French language examinations are available upon request to MMAH. Persons seeking to write a French language examination are required to submit their request to Humber College, when applying for an examination.

Please note that although examinations are available in French, the 2012 Building Code is only available in English. Applicants writing a Building Code examination in French may refer to English language Building Code documents.
4.0  ADDITIONAL RESOURCES

The following additional examination program resources can be found on the Qualification and Registration section of the MMAH website (http://www.mah.gov.on.ca/Page8591.aspx).

4.1  Training and Self-Study Manuals

Building Code training assists building practitioners in preparing for and successfully completing Building Code examinations. Building Code training includes options to enroll in courses and/or the purchase of self-study manuals.

George Brown College is responsible for updating, developing and delivering training courses and self-study manuals under the 2012 Building Code.

For training inquiries, please visit: (http://ce.georgebrown.ca/buildingcodeinformation/).

4.2  Sample Examination Questions

Sample examination questions can be found on the Qualification and Registration section of the MMAH website. Please note that these questions are samples meant to provide examples of the questions that will be encountered on the actual examination. The samples provided will not appear on any MMAH Building Code examination.

4.3  Candidate Protocol

The Candidate Protocol outlines policies and procedures to be followed during an examination sitting. The Candidate Protocol will be emailed to candidates upon registration for an examination.

The Candidate Protocol is also available on the Humber College website.

4.4  Testing Accommodation Policy

The Building and Development Branch of MMAH and Humber College are committed to barrier-free access to services, including the registration portal and examinations, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Accommodations for candidates needing accommodation will be provided by Humber College.

Candidates with accessibility needs who require special accommodations during examinations are required to self-identify at the time of registration and provide a Letter of Support so that proper testing arrangements can be offered. Documentation and
validation may come from a variety of professionals including: physicians, medical specialists, psychologists, psychiatrists, speech/language pathologists, case managers with insurance companies, community agencies, and Workplace Safety and Insurance Board (WSIB) representatives.

4.5 Examination Syllabi – 2012

The examination syllabi provides a detailed outline of the material covered in each of the technical examinations found in Table 2 of this document. The syllabi can be found online at: http://www.mah.gov.on.ca/Page8591.aspx.