



PROFESSIONAL MEMBERSHIP APPLICATION

QUALIFYING FOR PROFESSIONAL MEMBERSHIP

Professional membership with the Saskatoon & Region Home Builders' Association is open to home builders, renovators, land developers, and any person, firm, or corporation that provides a product or service to the residential construction industry.

Prospective members who's activity includes the **building** of houses or residential structures for purchase or for rent must apply for the **home builder category** and obtain the **Certified Professional Home Builder** professional certification.

Prospective members who's activity includes the **renovating** of houses or residential structures where they deal directly with homeowners must apply for the **renovator category** and obtain the **RenoMark Renovators Mark of Excellence** professional certification.

All professional members of the Saskatoon & Region Home Builders' Association must abide by the Code of Ethics.

MEMBERSHIP FEES

Membership fees are charged on a yearly basis and are subject to GST (GST Registration #R122269509).

Payment is due upon approval of your membership. Applicants who join part way through the membership year, which runs from November 1 to October 31, must pay the full year's fee upon approval, and will receive a **pro-rated fee in the second year** of membership. This is to show commitment to your professional association.

Builder fees are based on the number of homes constructed per year. The fees for all membership types are:

Membership Type	Local Association Fee	National Association Fee	GST	Total
Builder (1-5)	\$1,174	\$350	\$76.20	\$1,600.20
Builder (6-46)	\$1,874	\$350	\$111.20	\$2,335.20
Builder (47+)	\$3,174	\$350	\$176.20	\$3,700.20
Renovator	\$1,084	\$350	\$71.70	\$1,505.70
General	\$1,084	\$350	\$71.70	\$1,505.70

APPLICATION PROCESS

The applicant submits a completed application form and a recent Entity Profile Report (available from Information Services Corporation). Home builders and renovators must also complete the first four certification modules before their application will be considered.

The Association will verify the information provided and compile the applicant's information for consideration by the Association's Membership Committee.

If the Membership Committee approves the application, it will then go to the Board of Directors for final approval.

New professional members are subject to a one-year probationary period. It is also during this time that home builder and renovator professional members must meet the requirements of their professional certification.

PROFESSIONAL CERTIFICATION FOR HOME BUILDERS AND RENOVATORS

Certified Professional Home Builder and **RenoMark Renovators Mark of Excellence** are mandatory professional certifications for all home building and renovation professionals of the Saskatoon & Region Home Builders' Association. These professional certifications provide home building and renovation professionals with business and management skills that meet the industry's needs and provide the **highest standard** of education, safety, and warranty available to residential construction professionals in Saskatoon & Region.

Education

Home builder and renovator companies must successfully complete the required online education modules based on CHBA National education benchmarks. Partial or full recertification may be required periodically as legislation and building standards evolve. The certification is tied to the company, and the modules can be completed by different individuals within the company. The Association reserves the right to audit compliance at any time to ensure there are no gaps in the professional certification. For full course descriptions please visit our website: <https://saskatoonhomebuilders.com/cphb-course-requirements/>.

Safety

Home builder and renovator companies must make workplace safety a high priority. One of the following safety programs forms an integral part of professional certification:

- [Health and Safety for Managers and Supervisors](#) (Canadian Centre for Occupational Health and Safety)
- [Leadership for Safety Excellence](#) (Saskatchewan Construction Safety Association)
- [COR & SECOR](#) (Saskatchewan Construction Safety Association)

Warranty

Third-party warranty from an approved warranty provider is a key component of home builder and renovator professional certification. Home builders constructing homes for purchase must be a member of a third-party warranty program. Renovators dealing directly with homeowners with project values of \$20,000 and above must also be a member of a third-party warranty program. Home builders constructing homes for rent, and renovators who do not exceed the \$20,000 threshold, are exempt from the warranty requirement but must still meet the other professional certification requirements.

Pre-Application Requirements

Home builder and renovator applicants must complete the first four certification modules before their application will be considered. This is to show your commitment to professional certification. All remaining courses must be completed within the first year of membership. Tuition is \$500 per course including the examination fee. Once membership is approved, the tuition is reduced to \$300, and the discount is applied retroactively to previously purchased modules. Professional certification requirements for CPHB and RenoMark are listed on this page.

Reciprocity

The Saskatoon & Region Home Builders' Association recognizes professional certification from other Home Builders' Associations and BILDs if they meet the CHBA National education benchmarks.

The Saskatchewan Construction Safety Association is a member of the Canadian Federation of Construction Safety Associations (CFCSA) and is subject to a reciprocity agreement that promotes the free movement of COR certified employers throughout all provinces.

For additional questions about reciprocity of professional certification, please contact member-ship@saskatoonhomebuilders.com.

		
Minimum Standards	CPHB	RenoMark
Maintain SRHBA Membership in good standing	✓	✓
SRHBA Code of Ethics	✓	✓
RenoMark Code of Conduct		✓
Education Requirements	✓	✓
101. Building Codes	✓	✓
102. Construction Technology	✓	✓
103. Customer Service	✓	✓
104. Legal Issues in Housing	✓	✓
105. Communications	✓	
106. Financial Planning & Management	✓	✓
107. Project Management & Supervision	✓	✓
108. Business Planning & Management	✓	
109. HR Planning & Management	✓	
110. Marketing & Sales	✓	
111. Renovation Fundamentals		✓
Ongoing Education & Training (non-mandatory)	✓	✓
Safety Program	✓	✓
Third-party Warranty	✓	✓

CONTACT INFORMATION

Company Name: _____

Owner/Representative: _____

Owner/Representative Title: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Primary Phone: _____ Alternative Phone: _____

Email: _____ Website: _____

BILLING INFORMATION

Billing Contact Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone: _____

BUSINESS INFORMATION

SK Corporate Registration # (Please include a Entity Profile Report with your application): _____

Municipal Business License #: _____ WCB #: _____

GST #: _____

Is this your primary occupation? Yes No

If no, please indicate alternate occupation: _____

Membership in a third-party warranty program is a requirement for professional members constructing new homes for purchase, as well as undertaking renovations above \$20,000 in value.

Name of Third-party Warranty Provider: _____

Warranty Registration #: _____

COMPANY ACTIVITIES

Please indicate the primary activities conducted by your company:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Home builder | <input type="checkbox"/> Renovator | <input type="checkbox"/> Services & Suppliers | <input type="checkbox"/> Design Services |
| <input type="checkbox"/> Developer | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Media | |
| <input type="checkbox"/> Trade Contractor | <input type="checkbox"/> Financial/Insurance | <input type="checkbox"/> Government | |

COMPANY INFORMATION

Please provide a brief description of your business, including the type of work you do, the services you provide, or anything else that may help the Association better understand what you do. You may attach a separate page if you wish.

Please indicate what value you hope to get from professional membership with the Saskatoon & Region Home Builders' Association:

- Government Relations (Advocating on behalf of industry to reduce red tape and keep costs low)
- Marketing Opportunities to Connect with Consumers (Parade of Homes and/or Housing Excellence Awards)
- Professional Certification (Provide confidence to consumers through certification and ongoing professional development)
- Member Networking Series (Growth & Development, Member BBQ, Builders' Classic)
- Communications (Regular industry news and updates that affect residential construction)
- Add value to the residential construction industry (Providing expertise, committee and board participation)

Facebook: _____

Twitter: _____

Instagram: _____

Linkedin: _____

Other: _____

ADDITIONAL CONTACTS

Please indicate any additional contacts to include in our database and to add to our newsletter.

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

AUDIT OF CLIENTS, SUBTRADES, AND SUPPLIERS

Please provide a list of all your clients, subtrades and suppliers over the past year. The Association will contact a percentage of these individuals to determine if there are any issues relating to your company through the lens of the Code of Ethics. You may attach a separate page if you wish.

Clients:

Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____

Subtrades:

Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____

Suppliers:

Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____
Name and Company: _____	Phone #: _____

RENO MARK CODE OF CONDUCT (RENOVATOR PROFESSIONALS ONLY)

Maintain membership with the Saskatoon & Region Home Builders' Association.

For all jobs, provide clients with a detailed, written contract, at the minimum including:

- Address of clients, location of project, and address of contractor
- Contact person name and details for the person in your company responsible for the project
- Description of the work (scope of work)
- Project timing including estimated start and completion dates
- Project costs, payment terms, and milestone payment points (if appropriate)
- Identify how changes to the contract will be handled

If requesting deposits from customers, offer customers third-party deposit insurance for the full amount of the deposit requested using a written proposal and requiring the customer's signature required to accept or decline.

Offer a minimum one-year third-party warranty on structural work and all other work not covered by the manufacturer's warranty.

Carry a minimum of \$2 million liability insurance.

Have workers' compensations coverage.

Carry or employ companies that carry applicable trade licenses, such as electrical, HVAC, plumbing, etc.

Obtain applicable building permits and other permits and inspections as required in the local area for the work being undertaken.

Participate in ongoing education, training, and professional development as prescribed by RenoMark.

Maintain a safe and organized worksite.

Return all messages within two business days.

ASSOCIATION CODE OF ETHICS (ALL PROFESSIONAL MEMBERS)

Members shall comply with applicable building codes of Canada as a minimum standard for construction and shall work toward its improvement in the interests of structural sufficiency, safety, and health.

Members shall plan their sites and homes to conform to the principles of good community planning and support for the environment.

Members shall deal justly with their employees, subcontractors, and suppliers of goods and services.

Members shall deal honestly and fairly with their customers, and stand behind the quality of their work and service commitments.

Members shall exchange information and experience, and encourage research on material, technical advancements and building techniques in order to provide the best value for their customers.

Members shall avoid all conduct or practice detrimental to the home building industry, to the Association and to the good name or reputation of any of its members or its customers.

Members shall commit to continuing learning through human resource policies and practices, including employment practices which treat employees as assets.

Members shall actively promote health and safety principles.

Members shall treat their competitors, including their property and ideas, with respect.

These responsibilities are freely and solemnly assumed as they form part of an obligation as Professional Members of the Saskatoon & Region Home Builders' Association.

CONSENT TO RECEIVE ELECTRONIC COMMUNICATION

By your consent, you agree to receive electronic communication from the Saskatoon & Region Home Builders' Association, including: newsletters, permit information, events updates, and other industry information.

You can withdraw your consent anytime by replying to any email communication with "UNSUBSCRIBE" in the subject line. Please note, if you unsubscribe, or if you do not agree, you will not receive any further electronic communication from the Association.

CONSENT TO PUBLICATIONS

In submitting this application, you consent that the Association may publish your company name, company details, and contact persons for the purposes of maintaining our public directory of professional members. You also affirm that the company information provided is accurate and consent to its use for the purposes of the promotion of professional membership, government liaising, public education, new products and services, internet information and networking at all levels of the Saskatoon & Region Home Builders' Association: Local, provincial, and national.

PROTECTION OF PRIVACY AGREEMENT

Pursuant to the requirements of *The Federal Privacy Act*, it is required that you agree we may obtain and/or verify the particulars of your company's financial and third-party warranty information, as well as business practices specific to those requested in the application and that the references provided with whom you have business and financial dealings may be permitted to disclose such information to the Saskatoon & Region Home Builders' Association.

AUTHORITY TO TERMINATE

The Saskatoon & Region Home Builders' Association reserves the right to terminate an approved professional membership at any time for reasons including, but not limited to: Unresolved consumer complaints, grievances with other members, failure to comply with any and all laws and regulations, unacceptable business practices, failure to provide any required documentation, non-completion of mandatory professional certification, and for accounts in arrears over 90 days. The Saskatoon & Region Home Builders' Association board of directors assumes this authority as duly elected representatives acting on behalf of all professional members in good standing.

In submitting this application for professional membership with the Saskatoon & Region Home Builders' Association, you hereby agree to comply with the Association Code of Ethics, maintain your professional certification and comply with the RenoMark Code of Conduct if applicable, consent to receive electronic communications, consent to publications, agree to the protection of privacy agreement, agree that the Association may audit your clients, suppliers, and subtrades, and verify that all information contained in the application is true and correct.

I, _____, agree to the foregoing.
Print Name

Signature

Date