

**BY-LAW NO.2**  
(amended February 29, 1980)  
(amended April 4, 1996)  
(amended September 10, 2008)  
(amended June 7, 2018)

being a By-Law relating to the Certification  
Board and to the qualifications for certified  
Membership in The Architectural and Building  
Technologists Association of Manitoba Inc.

BE IT ENACTED as a by-law of The Architectural and Building Technologists Association of Manitoba Inc. (hereinafter called the "Association") as follows:

**INTERPRETATION**

1. In this By-Law:

- (a) **"Association"** means The Architectural and Building Technologists Association of Manitoba Inc.
- (b) **"Council of the Association"** means the duly elected directors of the Association.
- (c) **"Recognized Experience"** means an applicant's experience which can be considered by the Certification Board as satisfactory for the purposes of evaluation, for a specific classification.
- (d) **"Recognized Education"** means an applicant's education which can be considered by the Certification Board as satisfactory for the purposes of evaluation, for a specific classification.
- (e) **"Directly related"** means any experience, course, training or employment that is relevant to architectural or building technology as defined and approved by the certification board.
- (f) **"Building Science Technology"** means the collection of specific knowledge that focuses on the analysis and control of the physical forces affecting buildings. This includes the analysis of building materials and building envelope systems.
- (g) **"Project Management"** means the act of managing schedule, budget and scope throughout the course of a project, in conjunction with the owner and all consultants.
- (h) **"Project Coordination"** means the act of overseeing the development of the documentation of a project, including coordinating with the Owner, Project Manager, consultants and specialty consultants, from development of the project plan to final close out.
- (i) **"Documentation"** the process of assembling the body of written and graphic information prepared and issued for the purposes of bidding and constructing a project.

- (j) **“Architectural Detailing”** means the graphic documentation of architectural components and systems of a built environment.
- (k) **“Building Codes and Standards”** means the collection of national and provincial building codes, applicable by-laws and consensus standards related to the building industry as published by applicable associations and organizations.
- (l) **“Contract Administration”** means the activities necessary to affect and monitor the fulfillment of the contract signed between the owner and the constructor.
- (m) **“Supplemental Requirements”** means additional areas of recognized education or experience.

## **CERTIFICATION**

2. This by-law provides for twelve classifications of Certified Membership, namely:

### **Architectural Technology**

- (a) Certified Architectural Technician
- (b) Certified Architectural Technologist
- (c) Certified Senior Architectural Technologist
- (d) Accredited Architectural Technologist

### **Building Design Technology**

- (a) Certified Building Design Technician
- (b) Certified Building Design Technologist
- (c) Certified Senior Building Design Technologist
- (d) Accredited Building Design Technologist

### **Building Technology**

- (a) Certified Building Technician
- (b) Certified Building Technologist
- (c) Certified Senior Building Technologist
- (d) Accredited Building Technologist

3. Certified members of the Association shall have the right to place after their names, the designation “CT (Arch)”, “CT (Dsgn)” or “CT (Bldg)” as awarded by the certification Board and shown on the certification Certificate.

4. Certified Membership in the Association shall be available to any unclassified member who:
  - (a) has been approved by the Certification Board, as set out in this and other by-laws of the Association,
  - (b) is not a member of any Association of Architects, Association of Professional Engineers, or any other like professional associations,
  - (c) is not a construction laborer, apprentice or tradesman.

### **EX-OFFICIO MEMBERSHIP**

5. All members of the certification Board, who are not otherwise members of the Association, shall be ex-officio members of the Association, during their term of office.

### **CERTIFICATION BOARD**

6. There shall be a Certification Board as provided in the General Governing By-laws of the Association, which shall apply the requirements of the Classification system to all applications for Certified Membership in the Association.
7. The Registrar of the Association shall be appointed by the Council of the Association and shall act as Secretary for the Certification Board's proceedings; but shall not be a member thereof.
8. The Certification Board shall continually evaluate the classification system and requirements and propose amendments to the Council of the Association.
9. On application from a member of the Association on the form prescribed, the Certification Board shall consider the qualifications of such prospective certified member of the Association, and shall award to him if applicable, a classification in accordance with the classification system.
10. The Certification Board shall be entitled to:
  - (a) consult any person or persons, it may think fit in order to properly assess the qualifications of a candidate for classification,
  - (b) examine, from time to time, the courses and programs being offered by educational institutions, associations or organizations, etc., for the purpose of determining the value of such courses and programs in awarding a classification to an applicant,
  - (c) appoint panels, committees or examining boards, as they may from time to time see fit, to conduct investigations, examinations or carry out research, to report to the Certification Board for the performance of their duties.
11. The Certification Board shall, upon request of the Council of the Association, either by itself or by co-operation with other committees of the Association, develop and prepare programs of

study in any area of architectural and building technology, in which sufficient training is not otherwise readily available to members or applicants.

12. In any case in which the Certification Board prepares programs of study, as aforesaid, it shall also prepare and administer suitable examinations for persons undertaking that program of study.
13. The Certification Board may, if it deems necessary, require all or any applicants for certified membership in the Association, or all or any applicants for re-classification, to take written, oral or practical examinations, to determine their proficiency in accordance with the classification system.
14. The Certification Board shall meet at such times and places, as they may deem necessary to carry out their duties. Members of the Board shall have reasonable, properly authenticated travel and meeting expenses reimbursed by the Association.
15. The quorum at all meetings of the Certification Board shall be five (5). Questions arising at any meeting of the Certification Board shall be decided by a simple majority of votes. In the case of an equality of votes, the Chairman, in addition to his original vote, shall have a second, or casting vote.
16. A Certified Member in good standing, may at any time, submit an application on the form prescribed, to the Certification Board for a change in his classification. The application shall contain such information as the Certification Board may, from time to time require.
17. The application for re-classification shall be considered by the Certification Board and a decision reached thereon without undue delay. If the Certification Board awards the applicant a new classification, the Registrar shall pass the particulars to the Council of the Association for confirmation.
18. Upon receiving notification from the Council of the Association of the decision of the Certification Board, the secretary shall, as the case may demand:
  - (a) notify the applicant of the decision,
  - (b) amend the register accordingly, if applicable,
  - (c) issue to the applicant, a certificate indicating his new classification.

## **APPEALS**

19. Any applicant for certification or re-classification who is unsuccessful, may petition the Council of the Association for an opportunity to appear personally before the Certification Board during a re-hearing of his application. The procedures for such re-hearing will be governed by such rules as the Certification Board may from time to time establish.

## **FEES**

20. All applications for Certified classification shall be accompanied by a Certification Fee set by the Council of the Association. ~~and approved annually by the membership at the Annual General Meeting.~~
21. In cases where the Certification Board requires an applicant to take written, oral or practical examinations or a member undertakes a program of study prepared by the Certification Board, reasonable actual cost fees shall be set by the certification Board at its sole discretion, and as considered necessary, to cover the cost of such examination, course etc.

## **CLASSIFICATION**

22. The classification system shall be based on a combination of recognized education and recognized experience.
23. In applying the classification system, the Certification Board shall take into consideration, both the recognized education, and the recognized experience of the applicant, directly related to the various fields of Architectural Technology, Building Design Technology, and Building Technology.

The Certification Board may accept recognized education credits for recognized experience or recognized experience credits for recognized education, as they may decide, and find it reasonably justified in doing so, where an applicant may be deficient in one or other areas of qualification.

24. All applicants must provide proof of:
  - (a) recognized education, and
  - (b) recognized experience
25. Certification in Architectural Technology requires experience attained under the direction of a registered Architect in all seven of the core requirements and at least two of the supplemental requirements as follows:

### **Core Requirements**

- (a) Project Management
- (b) Project Coordination
- (c) Documentation
- (d) Architectural Detailing
- (e) Building Codes & Standards
- (f) Building Science Technology

- (g) Contract Administration

**Supplemental Requirements**

- (a) Mechanical Systems
- (b) Structural Detailing
- (c) Electrical Systems
- (d) Lighting
- (e) Landscape
- (f) Acoustics
- (g) Interior Design
- (h) Civil Technology

26. Certification in Building Design Technology requires experience attained in all four of the core requirements and at least two of the supplemental requirements as follows:

**Core Requirements**

- (a) Documentation
- (b) Architectural Detailing
- (c) Building Codes & Standards
- (d) Building Science Technology

**Supplemental Requirements**

- (a) Project Management
- (b) Project Coordination
- (c) Contract Administration
- (d) Mechanical Systems
- (e) Structural Detailing
- (f) Electrical Systems
- (g) Lighting
- (h) Landscape

- (i) Acoustics
- (j) Interior Design
- (k) Civil Technology

27. Certification in Building Technology requires experience attained in all three of the core requirements and at least two of the supplemental requirements as follows:

**Core Requirements**

- (a) Architectural Detailing
- (b) Building Codes & Standards
- (c) Building Science Technology

**Supplemental Requirements**

- (a) Project Management
- (b) Project Coordination
- (c) Documentation
- (d) Contract Administration
- (e) Mechanical Systems
- (f) Structural Detailing
- (g) Electrical Systems
- (h) Lighting
- (i) Landscape
- (j) Acoustics
- (k) Interior Design
- (l) Civil Technology

28. The following are minimum requirements for the levels of classification of a Certified Member.

**CERTIFIED TECHNICIAN**

- (a) Completion of a twenty month post-secondary course directly relating to architectural or building technology, or certification board approved equivalent, and
- (b) Two years recognized experience.

## **CERTIFIED TECHNOLOGIST**

- (a) Completion of a twenty-month post-secondary course directly relating to architectural or building technology, or certification board approved equivalent, and
- (b) Subsequent completion of one additional post-secondary course directly relating to architectural or building technology, or two instructional seminars of a minimum of six-hour duration each by an organization approved by the certification board or which is named as eligible to appoint a representative to the Board, and
- (c) Five years recognized experience.

## **CERTIFIED SENIOR TECHNOLOGIST**

- (a) Completion of a twenty-month post-secondary course directly relating to architectural or building technology, or certification board approved equivalent, and
- (b) Subsequent completion of three additional post-secondary courses directly relating to architectural or building technology, or six instructional seminars of a minimum of six-hour duration each by an organization approved by the certification board or which is named as eligible to appoint a representative to the Board, and
- (c) Ten years recognized experience.

## **ACCREDITED TECHNOLOGIST**

- (a) The applicant must be a Certified Senior Technologist, and
- (b) Must be a member in good standing for a minimum of three years, and
- (c) Will be required to demonstrate his or her knowledge by the completion of a written examination or examinations set out by the Association or an accredited organization independent from the Association.

The member, if all criteria are met will be granted the title as an “Accredited Technologist” in the Architectural Technology, Building Design Technology or Building Technology field. All Accredited Technologists will be under the close scrutiny of the Discipline Committee.

## **MAINTENANCE OF CERTIFICATION**

### **CONTINUING EDUCATION**

- 29. Members must participate in ongoing continuing education to maintain their status of certification.
- 30. Continuing education points shall be provided as follows:



- (a) Attendance of an instructional seminar of a minimum of one-hour duration presented by the Association: 2 points.
  - (b) Attendance of an instructional seminar of a minimum of one-hour duration presented by an association or organization approved by the Certification Board or which is named as eligible to appoint a representative to the Board: 1 point.
  - (c) Attendance of an instructional seminar of a minimum of six-hour duration by an organization approved by the Certification Board or which is named as eligible to appoint a representative to the Board: 3 points.
  - (d) Coordination of an instructional seminar of a minimum of one-hour duration to be presented by the Association: 4 points.
  - (e) Coordination of content to be distributed to members by the Association via electronic media: 1 point.
  - (f) Serving a two-year term on the Executive Council of the Association: 3 points per year for each year served.
  - (g) Serving on the Certification Board of the Association: 2 points per year for each year served.
31. A minimum of six (6) Continuing Education Points are to be achieved on an annual basis.
- (a) The reporting year for continuing education points shall be from one Association Annual General Meeting to the next.
  - (b) Continuing Education Points cannot be carried over from one reporting year to the next.
  - (c) Members who do not complete the minimum points required to maintain their certification in one reporting year may be allowed, upon approval of the Association, to complete the outstanding points during the following reporting year.
  - (d) Extraordinary circumstances outside of those noted above will be addressed at the discretion of the Association.
32. The mechanism by which members shall report achievement of continuing education points will be established and maintained by the Association.
33. The Certification Board shall provide oversight and confirmation of continuing education points and shall provide adjudication over any disputes arising therefrom. The procedures for oversight, confirmation and adjudication will be governed by such rules as the Certification Board may from time to time establish.

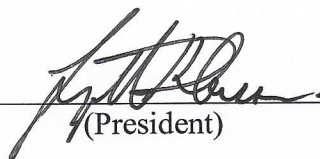
**AMENDMENTS TO BY-LAWS**


34. These by-laws shall not be added to, repealed or amended except upon a motion at a Special General Meeting duly called. Notice to call such a meeting shall be accompanied by a copy of the proposed motion. A two-third majority vote of the Certified members present and entitled to vote at such a meeting shall be required to approve of such addition, amendment or alteration.

Originally enacted the 6th day of March, 1972, and amended the 29th day of February, 1980, the 4<sup>th</sup> of April, 1996, and September 10<sup>th</sup>, 2008 at Special General Meetings of the Association, upon motions adopted by the membership, and recorded in the minutes of the meetings.

Enacted as amended the at a Special General Meeting of the Association, on the 7th day of June 2018, upon a motion adopted by the membership, and recorded in the minutes of the meeting.

Witness the Corporate Seal of the Association.

  
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(President)

  
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(Vice-President)

