



Application for CanBIM FAST-TRACK Certification

Use this application form if you have completed a CanBIM-Certified Foundations Course(s). A list of CanBIM-Certified courses can be found on the CanBIM website.

Applicant Name: _____

Application Type: _____

Not sure which "Application Type" to choose?

Visit www.CanBIM.com for more information on each application type.

Is this an initial Application or a Re-Submission?: **Initial** **Re-Submission**

Date of Initial Application (this is a required field): _____

Date of Re-submission (if applicable): _____



March 2019

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1.0 APPLICATION & SUBMISSION GUIDELINES**1. Documents required for CanBIM *FAST-TRACK* Application:**

- a) Completed Application Form, with all relevant information, signed by applicant and dated
- b) Proof, in the form of an official Transcript, Certificate, or Letter of Confirmation from the education or training provider indicating successful completion of the course(s) submitted
- d) A current, up-to-date, Curriculum Vitae or Résumé’.

2. Order of Submission Application & Documents:

- a) Combine all documents into **A SINGLE PDF FILE** in the following order:
 - i. Completed and signed Application
 - ii. Proof of Completion of CanBIM-Certified Course (see 1b above)
 - iii. Curriculum Vitae/Résumé
- b) Submit your completed application form and all supporting documentation **AS A SINGLE PDF FILE** via email to certification@canbim.com – The email subject line **MUST** have the words “**FAST-TRACK**” included.
- c) **Your SINGLE PDF FILE naming format:**
Application_Foundations_ "LastName" _ "FirstName" _ "Round (MM.YYYY)"
Example: Application_Foundations_Smith_John_04.2020

3. General Guidelines

- a) Processing of this application may take **up to** 30 days from the confirmed receipt of application.
- b) All sections of this application form **MUST** be filled in – insert “**Not Applicable**” or “**N/A**” for sections which do not apply.
- c) Failure to submit your application as per the submission instructions may result in a delay in the processing of your application.
- d) Payment of a non-refundable application fee is required to secure your application. Upon receipt of this application an invoice will be emailed to the applicant with an option to pay online with a credit card or by cheque. Applications will not be processed without payment of the required application fee.
 See Section 6.0 & 7.0 – Application Fees.

IMPORTANT NOTE - Applications that do not meet submission guidelines and criteria indicated above will be sent back to applicant for correction.

2.0 PERSONAL INFORMATION

I prefer to be contacted and receive correspondence at:

Home

Work

Mr. Mrs. Miss. Ms. Other _____	Are you a member of CanBIM: Yes No	
First Name:	Middle Name:	
Surname:	Maiden Name:	
Date of Birth (yyyy/mm/dd):		
Number & Street:		Apartment/Suite #
City/Town:	Province:	Postal Code:
Home		Work
Telephone #:		Telephone #:
Email:		Email:
Mobile #:		Mobile #:

Current Employment

I am currently not employed

Company/Employer:		
Job Title:		
Address - Number & Street:		Suite #:
City/Town:	Province:	Postal Code:
Telephone #:	Website:	
Company/Employer's Building-related Discipline: (e.g. architectural, interior design, engineering, construction, design-build, etc.)		
Is the Company/Employer a CanBIM Member? Yes ☐ No ☐		

3.0 SUMMARY OF CanBIM-CERTIFIED COURSES

1. If you have completed a CanBIM-Certified Program consisting of combined BIM-related software and BIM theory/management courses, select Yes below and proceed to **Section 3.1**
Yes
2. If you have you completed a CanBIM-Certified course(s) in either BIM-related software or BIM theory/management, select Yes below and proceed **Section 3.2 and/or 3.3**
Yes

Below you will indicate courses completed in either BIM-related software, BIM theory/management or any combination. Please complete the appropriate section as applicable to your status.

3.1 BIM PROGRAM – COMBINED SOFTWARE AND THEORY/MANAGEMENT COURSES:

Have you completed a CanBIM-Certified Program?

(Please note a program consists of simultaneous learning of BIM-related software and theory/management in a combined and comprehensive curriculum).

Yes

No

If yes, indicate below, in sequential order, all completed courses. If no, proceed to Section 3.2.

Course Code	Course/Program Information	Foundations Certification Level	Completion Date
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		

3.2 BIM THEORY/MANAGEMENT COURSES:

Have you completed courses in CanBIM Certified Theory/Management Courses?

Yes

No

If yes, indicate below, in sequential order, all completed courses. If no, proceed to Section 3.3.

Course Code	Course/Program Information	Foundations Certification Level	Completion Date
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		

3.3 BIM-RELATED SOFTWARE COURSES:

Have you completed CanBIM-Certified courses in BIM-Related Software?

Yes

No

If yes, indicate below, in sequential order, all completed courses. If no, proceed to Section 4.0

Course Code	Course/Program Information	Foundations Certification Level	Completion Date
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		
	Course/Program Name:	This Program is Certified As:	
	Name of Education Provider:		

4.0 TERMS AND CONDITIONS

I, _____ *the Applicant, hereto:*

1. Agree to pay to the Canada BIM Council a non-refundable application fee and non-refundable certification fee.
2. Understand that, in the event of a breach of the certification requirements, to comply with any sanctions or measures deemed appropriate by CanBIM, which can include temporary suspension or revocation of my certification.
3. Understand that misrepresentations or incorrect information provided to CanBIM may result in the suspension or revocation of my certification or eligibility for certification.
4. Understand that CanBIM may terminate my certification at any time without any refund of payment being made, in the following circumstances;
 - Failure to meet the necessary requirements of the certification
 - Failure to settle any payments within 30 days of receiving an invoice
5. Understand that any certification document issued by Canada BIM Council remains the property of Canada BIM Council and shall be returned upon request or if my certification should cease for any reason.
6. Authorize Canada BIM Council to collect and retain the information provided within this application form and any appendices or accompanying documents on file for the duration of my certification with Canada BIM Council.
7. Hereby certify all statements made and information provided within this application form (including any appendices or attachments hereto) to be true, complete and correct to the best of my knowledge.
8. Have included the following documents with this application:

Completed Application Form, with all relevant information, signed by applicant and dated

Proof, in the form of an Official Transcript, Certificate, or Letter of Confirmation from the education or training provider indicating successful completion of the course(s) submitted

A current, up-to-date, Curriculum Vitae or Résumé'.

5.0 DECLARATION BY APPLICANT

Name: (please print)

Signature:

Date:

6.0 APPLICATION FEES

Member Application Fee \$30.00 + applicable taxes per your province

Non-Member Application \$50.00 + applicable taxes per your province

Upon submission of the application, CanBIM will send an invoice after the submission deadline for the application fees with an option to pay online with a credit card or by cheque. Payment is due upon receipt. Payment of a non-refundable application fee is required to secure your application. Applications will not be processed without payment of the required application fee.

7.0 CERTIFICATION FEES

Subsequent Certification Fees are as follows:

CanBIM Members

Non-Members

CanBIM Foundations

\$50.00 for 2 Years

\$75.00 for 2 Years

Certification Fees are not due at this time. Upon confirmation of Certification, CanBIM will send an invoice for the applicable Certification fees with an option to pay with a credit card or by cheque. Payment is due upon receipt of invoice. Payment of a non-refundable Certification fee is required to finalize the Certification process.

Note to Applicant:

Please append any and all supporting or required documentation immediately following this page in the order indicated in section 1.0 Application and Submission Guidelines. DO NOT insert any pages within the body of the application form itself.