

*The designation for real estate  
maintenance professionals.*

# Certified Building Engineer Application

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## **Certified Building Engineer (CBE) Program Mission Statement**

The San Antonio Association of Building Engineers (SAABE) has established the CBE designation to encourage proficiency and continuing education in the building engineering profession.

Another focus of this designation program is to better prepare SAABE members for any future licensing requirements established on the local, state, or federal level.

Three designations are available to recognize work experience, education, and a true dedication to the highest standards of ethics, safety, and professionalism in the industry. They are listed on page two of this application. These designations are judged by the applicant's peers within SAABE.



Association of Building Engineers

San Antonio Association of Building Engineers  
PO Box 781261  
San Antonio, TX 78278

(210) 408-1699  
fax : (210) 408-1799

## **CERTIFICATION REQUIREMENTS:**

### **1. Apprentice Certificate (CBE-A)**

- a. Documentation/Letterhead as an individual in the Building/Facility trade.
- b. Enrollment in educational courses that are relevant to the Building Engineer trade.

### **2. Journeyman Certificate (CBE-J):**

- a. Documented four (4) years minimum experience as a Building Engineer\*/\*\*, and,
- b. Documented proficiency\*\*\* by an institution of higher learning in at least five (5) of the following areas:
  - i. HVAC I & II/Refrigeration Systems and accessories
  - ii. Air Handling, Water Treatment, and Plumbing
  - iii. Electricity I & II/Electrical Systems and Illumination
  - iv. Boilers, heating and applied mathematics
  - v. Energy Management Controls
  - vi. Administration
  - vii. Building Design and Maintenance
  - viii. Environmental Health and Safety Issues

### **3. Master Certificate (CBE-M):**

- a. Completion of “all” journeyman requirements/courses above, documented six (6) years experience as a Building Engineer with two (2) years as a Chief/Senior Engineer\*\*.
- b. Documented proficiency\*\*\* by an institution of higher learning in all eight (8) areas in 2(b) above, plus at least two (2) of the following areas, are mandatory. Completion of “all the following” may be substituted for the two (2) year Chief/Senior requirement:
  - i. Property Condition Assessments
  - ii. Design, Operation, and Maintenance of Building Systems I & II
  - iii. Ethics
  - iv. Managing the Organization

Courses offered by the BOMI Institute, Alamo Community College (ACCD), or courses that cover similar information are acceptable. Courses must be catalogued with the institution that offers them.

\* Or equivalent title used within the Building/Facility industry.

\*\* Or equivalent position in the industry with duties/responsibilities thereof.

\*\*\* Advanced demonstrated proficiency may be considered in lieu of documented proficiency by providing an illustrated essay indicating equipment, types, principle, operation, maintenance, and experience, for each item/field in 2(b) or 3(b) (minimum 500 words each area).

## **RECERTIFICATION REQUIREMENTS:**

CBE designations must be renewed annually. Designees will be mailed a short renewal form **three (3) months** prior to their renewal date of December 31st.

The designated number of Continuing Professional Development (CPD) hours per year are required to renew the CBE designation:

- a. Apprentice:** five (5) hours per renewal period
- b. Journeyman:** ten (10) hours per renewal period
- c. Master:** twenty (20) hours per renewal period

Proof of CPD, such as completion certificates, must be submitted with the renewal form. CPD hours may be earned in several ways:

- **Continuing education for professional license renewal (1:1):** If you hold a license or registration relevant to the commercial real estate or building maintenance industry and complete continuing education to maintain your license, you will receive one hour per classroom hour of continuing education credit.
- **Course credit (1:1):** If you complete an industry-specific course or seminar, you will earn one hour per classroom hour. Self-study or correspondence courses will receive the equivalent number of hours given to the same course offered in a classroom setting.
- **Published articles (1:1):** You will earn one hour per industry-specific article published.
- **Presentations and/or instruction (2:1):** You will earn two hours per hour spent teaching industry-specific courses or seminars.
- **Association leadership (0.25:1):** You will earn three hours per year for serving as an officer or director for an organization related to the commercial real estate or building maintenance industry (e.g., SAABE, BOMA, ASHRAE, RSES, etc.)
- **Active association membership (1:1):** Attendance at membership meetings of associations affiliated with the commercial real estate or building maintenance industry (such as SAABE, BOMA, ASHRAE, RSES, etc.) will be worth one hour each. A maximum of twelve hours per year can be earned in this category. SAABE will maintain records to verify attendance at membership meetings. A letter from the president or chief staff member of other associations attesting to membership in good standing and meeting attendance will be required.

### *PLEASE NOTE:*

*The SAABE Certified Building Engineer (CBE) certificate is not issued or approved by any city, state, or governmental agency, nor is it intended to replace or supersede the requirement that the applicant or holder also have any such licenses as may be required by any city, state, or governmental agency. Certificate holders have demonstrated qualifications to SAABE necessary to obtain SAABE's certification in San Antonio, Texas.*

*SAABE reserves the right to revoke any CBE certificate and require the holder to surrender the certificate to SAABE. The certificate holder must notify SAABE in writing of any act or occurrence which could give rise to SAABE's immediate revocation of any issued certificate, including but not limited to suspension or revocation of any governmental-issued license or permit.*

**San Antonio Association of Building Engineers (SAABE)  
Application for Certified Building Engineer (CBE)**

**PERSONAL INFORMATION:**

Date: \_\_\_\_\_

Name (Last, first, MI): \_\_\_\_\_

Home address: \_\_\_\_\_

Home telephone #: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Please account for the last ten years of employment. Employment must show consecutive years of employment/unemployment/school. (If you have been in the workforce for less than ten years, show the years you have worked.)

1. Current employer (name and address): \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Current job title/position: \_\_\_\_\_

**Please attach a copy of your current job description.**

2. Previous employer (name and address): \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Job title/position: \_\_\_\_\_

Actual duties performed: \_\_\_\_\_

\_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Previous employer (name and address): \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Job title/position: \_\_\_\_\_

Actual duties performed: \_\_\_\_\_

\_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

4. Previous employer (name and address): \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Job title/position: \_\_\_\_\_

Actual duties performed: \_\_\_\_\_

\_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

5. Previous employer (name and address): \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Job title/position: \_\_\_\_\_

Actual duties performed: \_\_\_\_\_

\_\_\_\_\_

Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Please attach a signed statement from present employer and letters from previous employers that will attest to your actual work experience for the last ten years of employment. Letters should be on company letterhead.**

**EDUCATION:**

*High School:* Name and address: \_\_\_\_\_

\_\_\_\_\_

Dates attended: From \_\_\_\_\_ to \_\_\_\_\_

Graduated? Yes No GED

*College(s):* Name and address: \_\_\_\_\_

\_\_\_\_\_

Dates attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree/major (or courses taken): \_\_\_\_\_

Graduated? Yes No

Name and address: \_\_\_\_\_

\_\_\_\_\_

Dates attended: From \_\_\_\_\_ to \_\_\_\_\_

Degree/major (or courses taken): \_\_\_\_\_

Graduated? Yes No

*Business/Trade/Military Schools:*

Name and address: \_\_\_\_\_

\_\_\_\_\_

Dates attended: From \_\_\_\_\_ to \_\_\_\_\_

Courses taken: \_\_\_\_\_

\_\_\_\_\_

Name and address: \_\_\_\_\_

\_\_\_\_\_

Dates attended: From \_\_\_\_\_ to \_\_\_\_\_

Courses taken: \_\_\_\_\_

\_\_\_\_\_

Name and address: \_\_\_\_\_

Dates attended: From \_\_\_\_\_ to \_\_\_\_\_

Courses taken: \_\_\_\_\_

(For other schools, or for additional schools as listed above, attach additional sheets using the same format.)

Licenses and registrations: Please list all held, including expiration dates: \_\_\_\_\_

**Please provide copies of the following documents on education:**

- 1. High school diploma or GED**
- 2. College transcripts from each college attended**
- 3. College diploma(s), if earned**
- 4. Trade/business school transcripts or certificates of completion**
- 5. Correspondence school transcripts or certificates of completion**
- 6. Certificates from military schools**
- 7. Certificates from any other courses taken**
- 8. Licenses, certifications, or registrations held**

All transcripts, diplomas, certificates, job descriptions and places of employment are subject to verification by SAABE and will become part of the membership files.

**MILITARY SERVICE RECORD:**

Branch of service: \_\_\_\_\_

Dates served: From \_\_\_\_\_ to \_\_\_\_\_

Date discharged: \_\_\_\_\_ Honorable? Yes No

Rank or rating at discharge: \_\_\_\_\_

Military duties performed (be specific): \_\_\_\_\_

**Please attach a copy of your DD Form 214 (military discharge certificate).**

**FEES:**

SAABE members may apply for and renew their CBE status at no fee. Non-SAABE members must send a check for \$125 with the application. The \$125 processing fee is non-refundable.

**RELEASE:**

I attest under penalty of perjury that the information provided herein is in all things true and correct. I authorize the San Antonio Association of Building Engineers, its officers, directors, employees, agents, and assigns (collectively referred to as "SAABE") to conduct a background check to my suitability to receive a certification from SAABE. I understand that this background check may include, but is not limited to, a work history and competency of work check, a criminal history check, an educational background check, and a military service background check. I consent to each and every such or similar background check by SAABE. I hereby fully and unconditionally release SAABE from all liability and damage from any and all such background searches which it may choose to perform. I further hereby fully and unconditionally release any and all such companies, educational institutions, or persons from all liability for any damage of issuing this information and further do expressly hereby authorize such companies, educational institutions, and persons to release such information to SAABE.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Level of CBE Application (check one):

- Apprentice
- Journeyman
- Master

Return completed application and supporting documentation by first class mail to:

SAABE  
Attn: CBE Committee  
PO Box 781261  
San Antonio, TX 78278

Questions? Call Laura Bray at 210-408-1699.