

*The Designation for Real Estate
Maintenance Professionals*

Certified Building Engineer Application

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) 393-8102

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).

**San Antonio Association of Building Engineers
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 #: _____

Dates of employment: From _____ to _____

Job title/position: _____

Actual duties performed:

Reason for Leaving: _____

3. Previous employer (name and address):

Telephone #: _____

Dates of employment: From _____ to _____

Job title/position: _____

Actual duties performed:

Reason for Leaving: _____

4. Previous employer (name and address):

Telephone #: _____

Dates of employment: From _____ to _____

Job title/position: _____

Actual duties performed:

Reason for Leaving: _____

5. Previous employer (name and address):

Telephone #: _____

Dates of employment: From _____ to _____

Job title/position: _____

Actual duties performed:

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: _____

(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).

DISCLAIMER:

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.

FEES:

SAABE members may apply for and renew their CBE status at no fee.

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.

Applicant Signature: _____

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 Britney Brantley, Association Manager at 210-393-8102.