

# Certified Building Engineer Application

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## Certified Building Engineer (CBE) Program Mission Statement

The San Antonio Association of Building Engineers (SAABE) has long 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 through training opportunities, program leads for obtaining or retaining licensing requirements established on the local, state, or federal levels

Four designations are available to recognize work experience, education, and a true dedication to the highest standards of ethics, safety, and professionalism in the industry. These designations are judged by peers on the CBE Committee. To expedite designations for J and M, after the application packet has been received, reviewed and moved for consideration the applicant will face, in person, the CBE Committee for final acceptance and determination and the packet submitted with all requested personal information will be returned in whole and will not be stored by SAABE, only the attested CBE Committee Checklist document for record keeping will be saved.

**NOTE: There is a nominal \$5 processing fee for all awarded Designations.**

The designations are in detail on page two of this application.

*San Antonio*



Association of Building Engineers

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

Revised 10/16/2016

## CERTIFICATION REQUIREMENTS:

### 1. Engineer in Training Certificate (CBE-IT):

- a. \*Documentation/Letterhead as an individual working in the Building/Facility trade. **This certification is available to all members' not just active.**

### 2. Apprentice Certificate (CBE-A):

- a. \*\*Documentation/Letterhead as an individual in the Building/Facility trade with at least 2 years in the trade
- b. Proof of participation in educational training or OJT training that is relevant to the Building Engineer trade and/or a letter or statement from supervisor attesting your training and qualifications for this designation level. **This certification is available to all members' not just active.**

### 3. Journeyman Certificate (CBE-J):

**This certification is available to members' that have been active for a total of 3 years.**

- a. Documented four (4) years minimum experience as a Building Engineer \*/\*\*, and,
- b. Documented proficiency\*\*\* by an institution of higher learning or manufacture 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 / Building Automation Systems
  - vi. Administration
  - vii. Building Design and Maintenance
  - viii. Environmental Health and Safety Issues

### 4. Master Certificate (CBE-M):

**This certification is available to members' that have been active for a total of 6 years.**

- 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 or manufacture 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, and or Any projects or contracts you have overseen or performed like special projects and/or supervised construction/finish-out projects with the General Contractors letter head statement with contact information for verification of personal knowledge of your performance and understanding that trade(s) for each item/field in 3 (b) or 4(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 #: \_\_\_\_\_ Cell # \_\_\_\_\_

Personal Email: \_\_\_\_\_

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):

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

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

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

Actual duties performed:

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Reason for Leaving: \_\_\_\_\_

4. Previous employer (name and address):

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

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

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

Actual duties performed:

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Reason for Leaving: \_\_\_\_\_

5. Previous employer (name and address):

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

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

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

Actual duties performed:

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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:

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

Graduated:    YES    NO    GED

*College(s):*

Name and address:

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

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

Graduated:    YES    NO

Name and address:

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

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

Graduated:    YES    NO

*Business/Trade/Military Schools:*

Name and address:

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

Courses Taken: \_\_\_\_\_

Name and address:

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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:

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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
9. Any classes or training presented by SAABE

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).\***  
**This document will not be kept or copied as all other documents presented**

*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:

**There is a nominal \$5 processing fee for all awarded Designations.**

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):**

- In Training IT
- Apprentice
- Journeyman
- Master

**Bring completed application packet to the monthly meeting or ~~by Return completed application and supporting documentation~~ send by first class mail to:**

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

Questions? Call or Email the Director of Education listed on the website [www.saabe.org](http://www.saabe.org)