



professional home builders institute | **your** education provider

### **Lapsed PHBI accredited Master Home Builder Policy**

Failure to meet any of the following will result in a PHBI accredited Master Home Builder® not meeting the renewal requirements of the designation. This is result in a lapsed status

Failure to:

- renew the designation annually
- pay the annual renewal fee
- No longer employed by a company who is a member of the Alberta New Home Warranty Program
- Employer is no longer a member of a local home building association
- The candidate must have a minimum of 5 years experience in a senior decision making role
- The candidate has not completed the 16 hours of continuing education annually

If the company had provided PHBI with its logo for use on PHBI's website, a lapsed status will result in removal of the logo from the website.

Additionally, the company may no longer include the Master Home Builder designation in their marketing material.

### **Reinstating the Master Home Builder Status Policy**

Should a candidate wish to have their Master Home Builder status reinstated, the following must take place:

- Review the accreditation requirements and ensure they are all met.
- Email [askphbi@phbi.ca](mailto:askphbi@phbi.ca) asking to have the designation reinstated.
- Fill out the renewal forms and pay the associated fees.
- Provide PHBI with the Master Home Builder's logo, if desired, to be added to PHBI's website.

PHBI will then confirm that all of the requirements have been met and will place the logo, if provide back on our website.

**PROFESSIONAL HOME BUILDERS INSTITUTE (PHBI)**

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