

Building and Development Branch



Qualification and Registration Unit

Dear BCIN-holder,

In late October, the Ministry of Municipal Affairs and Housing will launch a new QuARTS — the online qualification and registration tracking system for building practitioners. This is part of our commitment to provide easier, more flexible options for registering as a building practitioner.

Once the new QuARTS is in place, all transactions can be done online and paid for by credit card. Other new features will include

- Automatic emails when we receive your application and complete your transaction
- 60-day renewal notice by email
- Email notification after expiry
- For building officials, the ability to pay online with payment codes assigned to their principal authorities
- For designer firms, the ability to upload insurance information rather than send it separately by email

The branch will still accept paper applications, but they may take up to three weeks to process. Certified cheques or money orders will still be required with paper applications.

Next steps:

1. To access the new QuARTS, you first need to enrol in [ONE-key](#), the government's portal to online programs and services. We recommend that you enrol before the new QuARTS is launched. Enrolling is easy and free.
2. Please also check the current [QuARTS](#) to make sure that your information is up to date. We will use the email recorded in QuARTS for future correspondence.
3. If you don't already receive [CodeNews](#), we encourage you to subscribe to it for further updates on the qualification and registration program and the new QuARTS.

This is the first of several notifications intended to introduce you to the new QuARTS and to help you get set up. This email is generated from an unmonitored email address, so please do not reply. If you have questions, in the interest of receiving prompt service, please contact a certification analyst at [416-585-6666](tel:416-585-6666).

Sincerely,

Brenda Lewis
Director, Building and Development Branch