



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Certified Canada National Building Code and Regulatory Compliance Manager (CNBC™) and am seeking your approval to attend this program to enhance my ability to interpret Code requirements, navigate regulatory obligations, and support compliant building project delivery. As NBC 2025 interacts with jurisdictional requirements, referenced standards, and Authorities Having Jurisdiction (AHJs), accurate Code interpretation can directly affect permitting, redesign, inspection readiness, and project delivery. This program will strengthen my ability to identify regulatory risks earlier, improve multidisciplinary coordination, and support more efficient, defensible compliance decisions across our projects.

Led by Laith Hajsaid, P.Eng., an experienced construction and building compliance expert, the program provides practical coverage across the building project lifecycle, helping me strengthen project oversight and compliance governance. I will improve my ability to interpret Code requirements, assess compliance pathways, and identify regulatory risks earlier. I will also strengthen my approach to permitting, AHJ engagement, and construction inspections. In addition, the training provides practical tools such as code matrices, responsibility frameworks, and inspection-ready documentation to improve accountability, support stronger decisions, and reduce avoidable compliance issues. Some of the key skills this program will develop include:

- National Building Code of Canada 2025 (NBC 2025)
- Building Classification and Code Pathway Selection
- Alternative Solutions and Code Interpretation
- Fire and Life Safety Compliance
- Accessibility and Barrier-Free Compliance
- Structural and Building Envelope Compliance
- AHJ Coordination and Inspection Readiness

I believe these capabilities will deliver practical value to both my professional development and our organization. Upon completing the program, I will be better equipped to identify compliance gaps earlier, reduce avoidable redesign and approval delays, and support compliant project delivery. I will apply the learning directly to our projects and share the relevant frameworks, checklists, and practical approaches with colleagues, so the benefit of the training extends beyond my individual role.

I would appreciate your approval to attend this online program and apply the learning to our current and future building projects.

Sincerely,
Your Name