

BC Energy Step Code Licence Condition: Frequently Asked Questions



Is the training requirement in addition to the annual 20 Continuing Professional Development (CPD) points a builder must complete?

No, if the training is taken by the CPD nominee it can be used to satisfy both the Step Code condition and CPD requirements.

How will I know if a course I previously completed is equivalent to one or more of the eight approved training modules?

BC Housing is currently working with other professional associations and educators who provide Step Code training to compile a list of equivalent courses. We aim to have the completed list finished by mid-August. The list will be sent by email to licensed residential builders.

How do I know what courses I can take to satisfy the condition?

On October 01, 2022, all approved training modules will be added to the Education Registry. There will be a new search function available that allows you to search for all approved modules or to narrow it down to search for specific modules.

What if I've already taken some courses but not all of them?

Once you have renewed your licence you will be able to log into the Builder Portal and indicate which modules you have already satisfied and which you are planning to take training in over the next two years. The certificates for the completed courses can be sent to qualifications@bchousing.org with your licence number(s) in the subject line.

When should I send in my evidence to be considered for an exemption?

Once you have renewed your licence and have the Step Code competency condition in place, you will be able to log into the Builder Portal and indicate that you are exempt based on training or past experience. You can then forward the supporting evidence to qualifications@bchousing.org with your licence number(s) in the subject line.

How do I check if I've satisfied the condition on my licence?

A new section in the Builder Portal will be available for builders to report and check on the status of their Step Code condition. Once your supporting documentation has been verified, the status will be updated and you will no longer have the condition on your licence the next time you renew.

How do I know who can take the training for my company?

Log into the Builder Portal and navigate to the licence tab. Under the licence tab, your licence details are displayed including a list of Persons in Control of the Company (PICC). Only the individuals on this list can satisfy the condition.

What if I need to add someone as a PICC?

PICCs can be added to your licence at renewal or during the licence term by requesting an [amendment](#).

Why does only one PICC have to take the training?

Some companies, such as sole proprietorships, only have one PICC. However, for companies who have multiple PICCs, we highly encourage everyone to take part in this valuable training but only one individual will have to report the training as complete to satisfy the condition.

What if the person who completed the training leaves the company?

Once a condition has been met, it will not be reinstated, even if the person leaves. However, if that individual was your CPD nominee you will need to ensure CPD points are obtained by someone else in your company.

What happens if I don't complete the training within two years?

Failure to meet a condition of licensing may result in a licence being suspended, cancelled or subsequent renewals being denied. If you are unable to meet the condition, we encourage you to speak to your licensing officer at renewal, provide your circumstances, and plan to complete the necessary training.

Why are we given two years to take the training?

BC Energy Step Code isn't the only area that builders must be competent in. To ensure builders can still take Continuing Professional Development training in other important competency areas we are granting two years to meet the condition instead of one.

What happens if I change my licence type to Developer only?

The Step Code condition only applies to licenses with General Contractor status. If you wish to re-add General Contractor to your licence type in the future, you will be asked to demonstrate competency in the BC Energy Step Code.

Does this apply to new licence applications?

Yes, new licence applicants will be assessed for BC Energy Step Code competency as part of their qualification assessment. Where appropriate, a new licence applicant may be issued a licence with a condition to complete the Step Code training.

What if I hold multiple General Contractor licenses?

Each licence can choose the nominee to complete the training, therefore you will need to log into the builder portal for each licence and indicate how the Step Code condition will be met. When you submit the certificates to qualifications@bchousing.org please ensure you list all of the licence numbers the submission is for.

When do my two years start to meet the condition?

The condition will be added when you renew your licence and comes into effect starting with licenses that expire September 30, 2022, onwards:

- i. For example, if your licence expires on September 30, 2022, you will have from October 1, 2022, to September 30, 2024, to meet the condition.