

How to report your Step Code status using the online Licensed Builder Portal



To ensure builders in British Columbia are prepared for new energy efficiency requirements through the BC Energy Step Code, a new condition has been added to your licence. The new condition stipulates a two-year period to demonstrate competency in building to Step 3 of the BC Energy Step Code. This guide explains how to report your Step Code status using the Licensed Residential Builders Portal.

1. Log on to the [Licensed Residential Builders Portal](#)
2. Click on the “Step Code Status” button to proceed. You can see your status and due date for the condition in this section.
3. Using the drop-down menu for each module, you must declare how you plan to demonstrate competency in building to Step 3 of the BC Energy Step Code. You will have four options to choose from:
 - **Declared equivalent training:** This option is for builders who have already completed training that has been reviewed and determined to be equivalent to one or more of the eight training modules. Past courses are listed on the [BC Housing website](#) and courses currently being offered can be searched on the [Education Registry](#). Please email completion certificates, with your licence number in the subject line to qualifications@bchousing.org
 - **Declared experience:** This option is for builders who are already building energy efficient homes. To be granted this exemption, you must demonstrate that you have built a minimum of three Part 9 buildings that meet Step 3 or higher of the BC Energy Step Code within the last five years. You will need to provide the energy compliance report for the home to verify you’ve achieved this standard. If the home is not registered under your licence, you will need to provide evidence to demonstrate you were the general contractor. Please email the energy compliance report, and any other supporting documentation, with your licence number in the subject line to qualifications@bchousing.org
 - **Intend to complete training:** This option is for builders who do not have an experience or training exemption and will need to complete training to satisfy the condition on their licence. In order to find preapproved training please navigate to the [Education Registry](#) where you can find courses for each of the eight modules.
NOTE: The training can also be used to satisfy the annual Continuing Professional Development (CPD) requirements of the licence, if taken by the CPD nominee, and must also be recorded the CPD tab.
 - **Not declared:** This option is for builders who have not yet declared how they plan on meeting the Step Code condition and is the default option.

Home | New Home Registration | Licence | CPD | **Step Code Status** | Logout

Step Code Competency

A condition has been added to your licence for you to demonstrate competency in building to Step 3 of the BC Energy Step Code. The condition must be met by the due date noted below. Using the drop down boxes below, please indicate how you plan to demonstrate competency in building to Step 3 of the BC Energy Step Code. For each module select whether you have equivalent experience, equivalent training, or you intend to complete training before your due date to satisfy the BC Energy Step Code condition. For more information please see the [Reporting Step Code Condition Guide Sheet](#).

Status: Condition not met Due date: 2024/Jul/31

Module 1 - BC Energy Step Code Overview and Requirements:	Not declared
Module 2 - Meeting the BC Energy Step Code by Design:	Declared equivalent training
Module 3 - Building Science for the BC Energy Step Code:	Declared experience
Module 4 - Building Envelope Options for the BC Energy Step Code:	Intend to complete training
Module 5 - Air Barriers for the BC Energy Step Code:	Not declared
Module 6 - Mechanical Systems for the BC Energy Step Code:	Not declared
Module 7 - Building Envelope Quality Assurance and Quality Control:	Not declared
Module 8 - BC Energy Step Code Project Management:	Not declared

- Once you have reported how you plan to meet the Step Code condition, please click on the green **'Save'** button at the bottom of the page.

Success

Step Code training progress saved.

For more information, please visit : [General Contractors and the BC Energy Step Code | BC Housing](#)