

Your training must be directly relevant to the construction industry and address one or more of the competency areas.



Training accounts for a minimum of 20 points (of the 40 you need). In some cases, where you have limited active practice points, training may account for most, or all, of the 40 points.

Training is a significant and mandatory component of the CPD program. It accounts for a minimum of 20 of the 40 points you will need to maintain or renew your residential builder licence.

To earn CPD points, your training must be directly relevant to the construction industry, and address one or more of the competency areas:

- **Relevant enactments:** The purpose of the BC Building Code and BC Fire Code (including the Vancouver Building Bylaw) and how these codes apply to residential construction
- **Construction management and supervision:** Project planning, cost estimating, scheduling, materials procurement, scope of work changes, contingency planning, site reporting, site safety, and staff/contractor management
- **Construction technology:** Building durability, control of heat and moisture flow, building envelope features, mechanical systems and structural components, and the effect of climate and soil conditions
- **Customer service and home warranty insurance:** Maintaining positive customer relations, implementing a customer service plan, and responding to defects identified under a home warranty insurance policy
- **Financial planning and budget management:** Basic accounting, construction financing, and contingency planning
- **Legal issues:** Contract and consumer protection law, the land title registry, obligations respecting insurance and home warranty insurance, builder liability, the Homeowner Protection Act and Builders Lien Act, dispute resolution, and the effect of provincial enactments and municipal bylaws
- **Business planning and management:** Strategic business planning, management, and administration
- **Business ethics:** Corporate governance, reputation, bribery, discrimination, corporate social responsibility, and fiduciary responsibilities

To make sure your training meets the criteria, review the course objectives outline or curriculum, or the support materials that describe the course or the method of delivery (classroom, online, etc.).

Types of training

CPD training takes two forms: formal and informal. Formal training earns more CPD points.

Formal training

Formal training is defined as a structured course or training session. In formal training, the education provider awards credit after you have successfully completed a graded exam or assignment. You earn two CPD points for every hour of formal training. There is no maximum number of CPD points you can claim through formal training.

The training must be provided by a recognized training provider, such as:

- A university as defined in the University Act, the Royal Roads University Act, or the Thompson Rivers University Act
- An institution as defined in the College and Institutions Act
- An educational body of another jurisdiction that the Registrar recognizes as equivalent to the above

You may also choose a course recognized by the Registrar from one of the following organizations:

- Canadian Construction Association (Gold Seal Program)
- Canadian Home Builders' Association of British Columbia
- Independent Contractors and Business Association
- Urban Development Institute of British Columbia
- A local or regional chapter of an association listed above
- A registered institution as defined in the Private Career Training Institutions Act
- An educational body or professional organization, whether in B.C. or another jurisdiction, recognized by the Registrar



More than 50 percent of CPD must be in relevant enactments, construction management and supervision, construction technology, or customer service and home warranty insurance — or a combination of those four subjects.

Contact Licensing & Consumer Services if you have questions about the suitability of a course, seminar, or workshop.



You can only claim a maximum of 20 points for informal training.

Informal training

You can earn one CPD point for every hour of informal learning. You can only claim a maximum of 20 points for informal training.

This type of training may be a conference, seminar, or workshop that covers one or more of the competency areas. It may also include a seminar provided by a manufacturer, or supplier of goods or services — if the purpose of the seminar is the proper use or installation of the product, material, or service.

Attendance at association meetings or in-house training programs may also earn informal training points. However, you must clearly show there is a direct connection to the CPD competency areas and that the activity has a learning component.

Questions

Where can I get training?

Select training from a pre-approved list available on our [Education Registry](#) or choose your own CPD opportunities.

Do I have to take training in a classroom?

No. Most people think of training as being in a classroom or as a structured seminar. However, there is now a wide variety of online training options.

Can I get training in a language other than English?

Although training providers may deliver training in a language other than English, all the documentation you provide as evidence for your CPD program must be in English.

Who will pay for the training costs?

You are responsible for all the costs associated with your training, whether it's formal or informal.

How much will CPD cost?

CPD costs will vary depending on the type of training you select.



You must keep all materials related to your training for three years, and have this available if Licensing & Consumer Services asks.