

Earning Your CPD Points from Suppliers and Service Providers

Suppliers and service providers can also provide training for CPD points if it directly relates to one or more of the competency areas. This is considered informal training, which earns one CPD point per hour of training.

Training from suppliers and service providers

Suppliers and service providers can provide training for CPD purposes, if its primary focus is the proper use of construction equipment, or the use, installation, or application of a construction product or material.

Tradeshow demonstrations and sales calls don't qualify as informal CPD training.

Here are a few examples:

- A home warranty insurance provider could provide a workshop on how to deal effectively with customer concerns or complaints. You could apply for CPD points for this training under the **Customer Service and Home Warranty Insurance** competency.
- A software provider might give a training session on accounting software to improve your bottom line. You could apply for CPD points for this type of training under the **Financial Planning and Budget Management** competency.
- An equipment supplier may offer training on the proper use of a dangerous piece of equipment, which may reduce the risk of injury and improve the company's productivity. You could apply for CPD points for this training under the **Construction Management and Supervision** competency.

Demonstration and training must be provided, and actual knowledge or skills must be transferred to the CPD participant.

- A product manufacturer might offer a workshop on the proper installation of a new building material — which could help bring you into compliance with a new building standard. You could apply for CPD points for this training under the **Construction Technology** competency.

Training from a service provider, supplier, or manufacturer may qualify for CPD if it meets the following criteria:

- Be a nationally recognized chain store, or an independent supplier or product manufacturer with an established market presence
- Serve the construction market (not necessarily exclusively)
- Employ staff who are knowledgeable in the products and can provide training
- Provide training records to the participant (that are available to BC Housing upon request)

You can find pre-approved training from suppliers or service providers through our Education Registry. You can also ask supply and service companies or industry organizations if they have training that would qualify for CPD.

Contact our Licensing & Consumer Services branch for help if you're unsure if the training is suitable.



You must keep all relevant materials related to your training for three years, and have this available if BC Housing asks. For more information, see page 20: [Keeping Your CPD Training Records](#).

Documenting your training

Documentation should be provided by the supplier/manufacturer or service provider, and must include the following:

- The name of participant who completed the training
- The name of the organization delivering the training
- A description of the training
- When the training took place
- The learning method
- The number of hours the participant attended