

*Incomplete documentation from a licensee could affect your licence renewal.*



BC Housing can request training records at any time to audit CPD participation.



*If you have trouble getting the required documentation, contact our Licensing & Consumer Services branch — ideally before training begins — to determine what would be acceptable evidence.*

Training records provide evidence of CPD participation.

BC Housing can request training records at any time to audit CPD participation and only verifiable training is acceptable for CPD points. Training records must be kept for three years from the date of completion.

Training records are prepared by the training provider and include the following:

- The name of the student
- A description of the training
- When the training took place
- The organization delivering the training
- The learning method
- The number of hours
- Confirmation that the participant attended

In the case of formal training, the documentation would also include a certificate (or something similar) that shows the participant passed a graded exam or assignment.

## Questions

### Where do I get the training documentation?

Your training provider will supply the necessary documentation. Before you take training, check with the training provider to ensure that they will provide the training record. If we cannot verify attendance, the training will not count for CPD.

### What format should I use to keep the records?

We recommend you ask for electronic versions or scan hard copies of your training records. That way, if we ask to see the documents, it's easy to supply us with the records.

## Who is responsible for keeping records?

Licensees are responsible for keeping their training records. You must keep a record of each completed CPD activity for three years. This also includes proof of participation in research and education.

## What happens if documentation is incomplete?

BC Housing may deny the points claimed, which could affect licence renewal.



Make sure nominees provide their CPD records to their company as proof of each completed CPD activity. If the nominee leaves the company, this ensures the company/licensee will still have the necessary records.