

How to Report Your CPD

Reporting CPD is quick and easy to do using the Licensed Residential Builders Portal.

Reporting CPD is an essential part of maintaining and renewing your residential builder licence as a general contractor. The good news is, it's easy to do by using the [Licensed Residential Builders Portal](#).

You can enter your hours spent on:

- Formal and informal learning
- Research and education development

We will notify you by email once we've reviewed your online submission.

A **general contractor** must complete a minimum of 20 CPD points during the one-year licence term.

Training must be at least one hour in length and you can receive one point for every hour of informal learning and two points for every hour of formal learning.

See next page for Step-by-Step Instructions.



We recommend you enter your CPD points before your renewal date. Incomplete applications could cause delays.

Step-by-Step Instructions

To report your CPD, login to the **Licensed Residential Builders Portal**.

You can also follow the steps below.

1 Formal and informal learning

- Log on to your account on the **Licensed Residential Builders Portal**
- Click on CPD, and then click “Report CPD learning”

Now follow these six steps to report your learning:

- 1. Enter the “learning end date.”** This is the date you completed the training, and must fall within your current licence term.

There are two ways you can enter your learning end date:

- A. Claim all hours in the licence term the course completes.**
For example, if the course starts in the current licence term, but completes in the following licence term, claim the full CPD hours in the licence term that your course completed.
- B. Divide the hours between two terms.**
You can claim the hours completed in the current licence term and then claim the remaining hours in the following licence term on next year’s renewal.

Click **Next>**

- 2. Select the education provider:** Choose the provider from the drop-down list. If your provider is not listed, scroll to the bottom, choose “My provider is not listed,” and enter your provider name.

Click **Next>**

- 3. Select the training:** A drop-down menu will list pre-approved training from your education provider. If your training is not listed, scroll to the bottom and choose “My Training is not listed” and enter the details.

Click **Next>**



Use the calendar icon to make sure the dates are in the correct format.



If you have chosen a pre-approved Training for formal learning, much of the information in Step 4 will self-populate.

Step-by-Step Instructions

4. Confirm details: If you took a formal course, you must select Yes or No to show if it was “Completed & passed” and if it included an “Exam or graded assignment.” If you passed the course, you’ll get two CPD points for every hour listed in the Competency section.

If you haven’t yet completed or passed the exam or assignment, you can still claim for any hours attended as informal learning, if we can verify these hours.

You will need to enter the number of hours where CPD training was focused on core competencies. Competency hours will self-populate for pre-approved Training. You can decrease the hours if needed, but not increase them. If you couldn’t attend the entire course, or only attended parts of a course, adjust the hours to reflect this.

If you are entering a new Training, the hours will not pre-populate and you will need to enter the number of hours allotted to each competency.

Click **Confirm and save**

5. Nominee information

Your nominee information will automatically populate based on the information you previously provided. Check that this information is correct.

If you need to change your nominee, click on “Nominee for CPD” and then choose your nominee from the list of “Persons in control.” If you would like to add a nominee whose name does not show here, you can complete a licence amendment and add that person to your list of “Persons in control.”

6. Submit to BC Housing

Once you are ready to submit the learning to us, click on “Submit draft CPD.” This will populate a list of all your CPD entries.

Select the entries you would like to send. You can send them all at the same time if you wish.

Click **Confirm and send**

You will then get an onscreen confirmation that says, “The selected CPD has been saved successfully.” Once you return to the CPD page of your account, you’ll see your new training record with hours and points.

Step-by-Step Instructions

2 Research or education development

If you take part in the development of research or education, you can claim informal learning points. Log on to the [Licensed Residential Builders Portal](#). Click “CPD,” and then click “Report participation in research or education.”

Start date / End date: Use the calendar to enter the start and end dates. The start date must be within the licence term, and the end date must be within the licence term, and before (or on) the date you make your report.

Project or committee: Choose an existing project or enter a new one. If you choose an existing project, you can edit the fields to make changes. If you enter a new project, it will appear in a drop-down menu next time you log on.

Project/committee name: Use the working name of the project or committee.

- **Lead organization:** This is the organization that is holding the committee. For example, a construction association.
- **Primary contact:** This person is responsible for the project or committee, such as the chair or lead. Include their title and contact information in the correct fields.

Hours: You will need to note the number of hours spent on the research or education project.

Nominee: The first field is self-populated with the name of the current nominee. If you need to change your nominee, click “CPD” at the top of the page, and then click on “Nominee for CPD.” Remember, the nominee will be required to attain all 20 points in the licence term.

Role: Your role in the project. For example, being an education review committee member.

Description of work performed: Describe what you did to earn your CPD points for research or education development. Include details that can be verified with back up documentation if there is an audit.

Click **Submit draft CPD**

Click **Confirm and send**

You will then get an onscreen confirmation that says, “The selected CPD has been saved successfully.”



You must log a minimum of 20 CPD points per licence term.

Step-by-Step Instructions

CPD Points Summary

Clicking this button shows your CPD points summary for the current licence term as well as the status of your previous CPD submissions.

There are three status levels:

- **Draft:** You're still working on it, and you have not yet sent it to us
- **Submitted:** You have submitted your points to us to review
- **Received:** We have allocated you points for this activity

The CPD Points Summary includes the current nominee for the licence term. If you need to change your nominee, click on "Nominee for CPD" and then choose your nominee from the list of "Persons in control."

If you would like to add a nominee whose name does not show here, you can complete a licence amendment and then add that person to your list of "Persons in control."

The CPD Points Summary includes the total number of accumulated points received for CPD. Your total doesn't include CPD that is still in "Draft" or "Submitted, in process" status. The total also includes how many points may be available for carry over to the following licence term.

Under "CPD Details" you can see a list of the CPD you have entered. This includes the status of the CPD, the type of activity, and the number of points that have been assigned. You can also see the CPD you submitted in past licence terms by clicking on "Licence term" and selecting the year you wish to review.

If you see any items still in "Draft" status that you'd like to submit, just click submit.

Click **Submit draft CPD**

Step-by-Step Instructions

Questions

Can I keep working on my draft CPD?

Yes. You can continue working on the draft by clicking on “Open” beside the learning or active practice.

How do I submit my CPD?

To submit everything at once, click “Submit Draft CPD.” Now you can submit any items that are in draft mode (the default setting selects **all your CPD drafts** using check marks). If there are drafts you don’t want to submit, remove the relevant check marks.

What happens if I forget to report my points?

This may result in a delay or denial of your licence renewal, as you must have 20 points recorded by your licence expiry date.

Make sure you log in regularly to record your points, and check the status of the points you have earned. We also send out reminder notifications four times a year (via email) with a summary of the CPD points you have earned. Therefore, it is important your primary contact email is current.

If there are any discrepancies, please contact us immediately at qualifications@bchousing.org and a member of our Licensing & Consumer Services team will assist you.



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