

Continuing Professional Development (CPD)



A Guide for Licensed Residential Builders
in British Columbia

2019 Edition



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Summary of CPD Requirements

Continuing Professional Development (CPD) was introduced in October 2015, as part of the enhanced licensing system. General contractors in British Columbia building single-family homes and small residential buildings under Part 9 of the BC Building Code are required to complete CPD as a condition of their licence renewal. Changes made to the CPD program under the Homeowner Protection Act Regulation on July 1, 2019 help simplify and streamline the process.

CPD enhances professionalism in the residential construction sector and gives homebuyers confidence that their home has been built by a qualified builder to the highest industry standard.

All licensees with **general contractor** status must complete a minimum of 20 CPD points during the one-year licence term. Licence holders will earn two CPD points per hour of formal learning and one CPD point for an hour of informal learning. It is important to note that only verifiable training will earn CPD points.

Licence holders may carry a maximum of 20 extra CPD points from one licence term to the next, **if the nominee for CPD stays the same.**

This guide explores these topics in more detail and will help you understand your CPD requirements in order to renew a residential builder’s licence in B.C.



How CPD Points Work for You

You require a minimum of 20 points of training to renew your residential builder licence.

Learning method		CPD points earned per hour
Formal Training	A structured course administered by formal education provider named under schedule 6 of the Regulation, where credit is awarded after you successfully complete an exam or graded assignment	2 Points You earn two CPD points for every hour of formal training.
Informal Training	This broader category may include a conference, seminar, or workshop that covers one or more of the competency areas.	1 Point You earn one CPD point for every hour of informal learning.

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

- Relevant enactments
- Construction management and supervision
- Construction technology
- Customer service and home warranty insurance
- Financial planning and budget management
- Legal issues
- Business planning and management
- Business ethics

Each licensed company must identify who will meet the CPD requirements on its behalf.

BC Housing issues licences to residential construction companies. However, CPD must be taken by an individual. Therefore, each licensed company must identify who will meet the CPD requirements on its behalf. That individual must meet all CPD requirements. CPD points cannot be submitted by more than one nominee.

Who can be a nominee?

You can nominate any individual who is listed as a person in control of the company, including the following:

- The owner of a sole proprietorship
- A partner
- A director or officer of a corporation, or
- A senior manager or employee responsible for construction for the company

For a sole proprietorship, the choice is likely clear, since the owner may be the only person in control of the company and therefore must take the CPD.

In partnerships or corporations there could be many choices. The most common is a corporate partnership, where one of the partners takes the CPD. The partner who is selected as the nominee must be listed on the licence.

In some companies, choosing an employee to be the nominee makes the most sense. The nominee must be a full-time employee of the company, NOT a contractor working for the company. You may be asked to submit evidence to show that the nominee is an employee of the company and provide information on the employee's role.

This person could be a construction manager, vice-president of construction, project manager or a site superintendent. The Homeowner Protection Act Regulation calls for an employee nominee to be: *an employee or manager of the applicant or the residential builder licence holder who is responsible for managing, arranging for, or performing, or causing to be performed, all or substantially all of the construction of a new home.*

Questions

Does it have to be the same nominee every year?

The nominee does not have to be the same person each year if the other criteria for being a nominee are met. It's important to note that if the first nominee earned more than 20 CPD points during the licence term, those extra points earned may not be carried over if a new nominee is selected for the next licence term.

How does an applicant provide notification of nominee selection?

When you complete your new licence application, you must choose your nominee from the list of persons in control of the company. Every year you renew, you will choose who the nominee will be for that licence term.

Can you change nominees during the licence period?

Sometimes companies must replace the initial nominee with another nominee during the licence term. This change can be made through the Licensed Residential Builders Portal. There is no fee required to change a nominee during the licence term if the new nominee is currently listed on the licence as a person in control of the company.

If the new nominee is also a new person in control of the company, you must add this person to the licence, and select them as the new nominee. This can be done by completing a licence amendment through the Licensed Residential Builders Portal, for a \$100 application fee.

The Amending and Updating Your Residential Builder Licence page on BC Housing's website has further details on licence changes.

How should you plan for a possible change in nominee?

To renew a residential builder licence, at least one nominee must earn 20 CPD points. However, we recommend that you identify a second potential nominee to also earn CPD points. This has two benefits:

- It expands the knowledge and skill set of the company
- If the original nominee leaves the company or is unable to fulfill the CPD requirements, this second person provides back-up. The new nominee would then be required to complete all 20 CPD points. **CPD points cannot be split between nominees.**



It's important to remember that CPD points cannot be split between nominees.

Contact Licensing & Consumer Services if you have questions about choosing a nominee for CPD.

Can a nominee claim the same points for multiple licences?

Yes, if the person doing the training holds multiple licences OR is the nominee of a multiple licence holder, and the activity took place during the licence term.

Can a nominee take their CPD points to another company?

No. The CPD points earned by a nominee in one company cannot be transferred to another unrelated company.

What happens when a nominee cannot complete CPD?

If a nominee cannot complete CPD (and the company has no other qualified nominee), the company has failed to meet the licence requirements. As soon as this happens, the company should inform BC Housing's Licensing & Consumer Services branch. The Registrar deals with each situation on a case-by-case basis.

Earning Your CPD Points from Training

Training is a mandatory component of the CPD program. You require a minimum of 20 points of training to renew your residential builder licence.

To earn CPD points, your training must be directly relevant to the construction industry, be verifiable 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

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

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



You earn two CPD points for every hour of formal training.

To make sure your training meets the criteria, we recommend you look for courses on our Education Registry as these have all been pre-approved for CPD points. If you're interested in a course but it's not on the Education Registry, review the course objective outline or curriculum describing the course to ensure that it relates to residential construction and there is a clear connection to one or more of the competency areas. If it's unclear whether or not the course aligns with one of the competency areas, you can obtain clarification from our Licensing & Consumer Services branch prior to taking the course.

Types of training

There are two types of CPD training: formal and informal. Formal training earns more CPD points. Training should be a minimum of one hour duration in order to obtain CPD points.

Formal training

You earn two CPD points for every hour of formal training.

Formal training is defined as a structured course or training session. The education provider awards credit after you have successfully completed a graded exam or assignment.

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

Informal training

You can earn one CPD point for every hour of informal learning.

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. To qualify, you must clearly show there is a direct connection to the CPD competency areas and that the activity has a learning component.

Ensure the training is verifiable

When you are deciding what courses to take it's imperative that you ensure the training is verifiable. Keep in mind that BC Housing can request training records at any time to audit CPD. Only verifiable training is acceptable for CPD points. We recommend you talk to the training provider before enrolling in a course to ensure that they will be providing you evidence of CPD participation.

If you are taking online training it's important that you complete the training in full and do not skip through the session.

BC Housing is working with education providers to put mechanisms in place to flag participants who don't complete the training in full. If we have pre-approved a course for a certain amount of points, this is based on the time it would take the average student to complete the online training. If we become aware that the student skipped through all or part of the training, they are at risk of receiving reduced points or no points at all.

Questions

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.



Only verified hours of training will be counted for CPD. Skipping through online training may result in reduced CPD points.

Can I get training in a language other than English?

Yes, 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.

How much of my training time can be claimed towards CPD points?

You can only claim CPD points for class time. This includes: time spent in a classroom, workshop, webinar, or online training where active learning is taking place. Class time doesn't include lunch, coffee breaks, registration, out-of-class study, taking an exam, or completing an out-of-class assignment.

Can I claim the same points for multiple licences?

Yes, if the person doing the training holds multiple licences OR is the nominee of a multiple licence holder, and the activity took place during the licence term.

When should I record my points?

You should record your CPD points as soon as you earn them, rather than waiting to submit your total points at one time. This will keep your CPD records up to date and help you to track your progress towards the 20 points required for licence renewal.

It also ensures you will have enough time to address possible shortfalls and contact Licensing & Consumer Services for help, if needed. If you do not record 20 CPD points by the licence expiry date, it may cause delays or possible denial of your licence renewal.

Can I earn points if I take the same course more than once?

You can only claim points for an individual course once. Unless there has been substantial changes to a course you will not be able to claim credit for it again.

Finding Training Opportunities

The first place to look for training opportunities is on our [Education Registry](#).

The registry has a list of pre-approved CPD education providers and training. All courses listed on the registry qualify for the CPD program. Courses on the registry also show how many points are earned when you successfully complete them.

The Education Registry is the first place to look for training opportunities.

If you are unsure of the offering or provider name, but there is a particular topic you are interested in such as builders liens, home warranty insurance or step code, you can try typing in a key word under the “offering name” category to find courses. The fewer key words you type, the more results that will likely be returned. For example, instead of typing “home warranty insurance,” try typing “warranty.” We update the registry regularly, so check back for new courses.

CPD points can be earned through both formal and informal CPD training options.

Other training

A CPD participant does not need to rely solely on the registry to find training opportunities. Other options include:

- Training providers (that may not be listed in the registry) may also offer courses and workshops that qualify for CPD points.
- Industry associations and community organizations may also offer courses, seminars and workshops.
- Suppliers and other service providers can be valuable sources for training opportunities.

For more information, see page 13: Earning Your CPD Points from Suppliers and Service Providers.

- An employer can arrange for a training provider to deliver CPD training at the workplace for full-time company employees. Several employers can also team up using the same training provider and expand the number of participants. While any employee can take part in employer training, only the CPD nominee can earn credit for it.
- Your personal network could also be a source of training opportunities. Word-of-mouth and references can help you find training best suited to your needs.

Before enrolling in any CPD training, ask the following questions:

- Is the education provider qualified to give the training?
- Does the education provider give a detailed course description that shows a connection to one (or more) of the CPD competency areas?
- Does the education provider offer proof of participation?
- If you are using an online course for formal training, what exam process is followed and what certification is provided?

If you are unsure of the answers, and need clarification, contact our Licensing & Consumer Services branch.

Question

Will I always receive the amount of points indicated on the Education Registry if I take the corresponding course?

Typically yes, however, if we become aware that you left a class early or skipped through some or all of online training, you are at risk of receiving reduced points or no points at all, depending on the circumstances.

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 Records and CPD Audits](#).

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

Earning Your CPD Points from Research and Education Development

Research and education development is considered informal training, and earns one CPD point per each hour.

Research

All the following criteria must be met for research activities to earn CPD points:

- The area of study or exam must be directly linked to one (or more) of the seven core competency areas, or to business ethics.
- The research must be directed by an organization that BC Housing considers suitable. This could include: construction associations, government and other public agencies, education institutes defined in the University Act, the College and Institution Act, or the Private Career Training Institutions Act.
- There must be a formal process to conduct the research. The participant could be an active member of a research committee that is established by the organization. The research must have clear objectives, structure and timeline. In rare cases, the research can be conducted without a committee if there are terms of reference or a contract established by the organization for the CPD participant.
- The licensee must keep documentation of a nominee's active engagement and a complete outline of the research. This would come from the organization leading the research development. In the case of committees, documentation must include minutes from each committee meeting. Applicants don't need to provide the documentation when applying for CPD credit, but it must be available for review by BC Housing if asked.

The research must have clear objectives, structure, and a timeline for completion.

Can participation cover more than one licence renewal period?

Since a research or education committee's work can take a long time, it's possible that work will start in one licence period and extend into another.

Therefore, a CPD participant's active engagement may cover more than one licence period.

However, you can only claim points in the year they are earned.

Research review committees

You can also earn CPD points by serving on a review committee.

Sometimes a research committee may ask an industry organization to provide input or comment on new research findings, or draft industry building standards (such as building code development).

If the organization establishes a structured review committee, participants who are also doing CPD can receive points for time they serve on the committee.

As with a formal research committee, the organization must provide documents showing a nominee's active engagement.

Curriculum development

The development of educational curriculum can also earn CPD points.

To be acceptable for CPD points, it must involve the development of new curriculum.

In addition, all the following criteria must be met:

- The curriculum must be linked directly to one or more of the seven core competency areas, or to business ethics.
- The development of the curriculum must be directed by an organization that BC Housing considers suitable. This could include: construction associations, government and other public agencies, and education institutes defined in the University Act, the College and Institution Act, or the Private Career Training Institutions Act.
- There must be a formal process for conducting the curriculum development. In most cases, a committee would be established, with clearly identified objectives, a structure, and a timeline. Occasionally, curriculum could be developed without a committee if there are terms of reference, or a contract established by the organization for the CPD participant.
- The licensee must keep records of a participant's engagement and a complete outline of the committee's work. The organization leading the curriculum development should provide this documentation, including copies of the committee minutes confirming the nominee's attendance. This documentation must be available for review by BC Housing if asked.

Curriculum review committees

Sometimes an education curriculum development committee may ask industry organizations to provide strategic input or comment on a new or revised curriculum.

If the organization establishes a structured review committee, participants who are also doing CPD can receive credit for the time they serve on the committee. The organization must provide documents showing a nominee's active engagement.

Course revisions

Time spent revising existing curriculum will be reviewed on a case by case basis. Some of the factors we will look at are the types of changes being made and why. For example, if there is a new emerging trend in construction technology that was not addressed in the original curriculum, this would be an acceptable revision to earn CPD points. The curriculum material must be new and not refinements of existing material. You will earn 1 point for every hour spent on approved course revisions.

Documenting your research and education CPD activities

Participants must keep any documentation of all their research and education development activities. In the case of committee involvement, this must include all committee minutes.

Although participants own their records, BC Housing may request access at any time.

If the participant is a nominee of another licence holder, the licence holder must have access to the records for licence renewal.

If a licensee has incomplete documentation, BC Housing could deny the points claimed. If that happens and the licensee doesn't have alternate points, CPD could be considered incomplete — which could lead to a suspended licence.

Licensees must keep the records for three years after the end of the licence term.

Question

Can CPD instructors receive CPD points for course delivery?

No. You will not earn credit for actual course delivery. Credit will only be earned for time spent on curriculum development.

Understanding How CPD Carry Over Works

Being able to carry a maximum of 20 extra CPD points over from one year to the next offers flexibility and benefits.

As of July 1, 2019 the CPD program for licensed residential builders includes a carry-over option. This new provision allows licence holders to carry forward or “carry over” any additional education points earned in a calendar year and apply them to the following licence term.

All licensees must complete a minimum of 20 CPD points during the one-year licence term. You may be eligible to carry a maximum of 20 extra CPD points from one licence term to the next, if the nominee for CPD stays the same.

If the initial CPD nominee earns more than 20 points, but a new nominee is selected at licence renewal, the carry over points will be lost. Therefore, when carry over has been earned, it is in your best interest to keep the CPD nominee the same when you renew.

Being able to carry a maximum of 20 extra CPD points over from one year to the next offers flexibility and benefits. It means that CPD nominees can get credit for taking longer, more formal courses, or more intense training taken in a particular year. It also allows you to plan ahead. For example, if you know that you will have a particularly busy year during the next licence term, you may wish to complete extra training in the current licence term.

The table on the next page shows an example of how the CPD carry over can work.

	Licence Term 1	Licence Term 2	Licence Term 3
CPD points carried over from previous term	0	20	5
CPD points required	20	20	20
CPD points earned	40	5	15
CPD points counted this term	20	20	20
CPD points available for carry over	20	5	0
	You can carry over a maximum of 20 CPD points from year to year. This means that 20 of the 40 points obtained will apply to Licence Term 1 and 20 points will be carried over to Licence Term 2.	The 20 CPD points that were carried over from Licence Term 1 were applied. The licensee was not required to do any CPD this term but still earned 5 extra points. Those CPD points will be carried over to Licence Term 3.	The 5 CPD points that were carried over from Licence Term 2 were applied. The licensee earned 15 points in Licence Term 3, bringing the CPD point total to 20. No points will be carried over to Licence Term 4.

Questions

Can I choose to forgo doing training to earn 20 CPD points this current licence term if I earn all 40 CPD points the next licence term?

No. CPD points may not be earned retroactively.

My nominee earned 40 CPD points but is leaving the company part way through the year. What will happen to the points they earned?

You will need to select a new nominee for CPD and they will need to earn a minimum of 20 CPD points in order to meet the requirements for renewal.

For more information, see Page 4: Choosing a Nominee for CPD.

What is the best way to find a course that will earn me carry over into the next licence term?

We suggest going to the [Education Registry](#) and selecting CPD – Formal or Qualifications as the offering type. These courses will earn you 2 CPD points per hour of learning. There are numerous courses on the registry to choose from that will earn you more than 20 CPD points. However, please note that if you do not pass the exam, you will only earn 1 point per hour as informal CPD.



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

Training records

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. Licensees must keep training records 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.



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.

CPD audits

Audits can be conducted at any time during your licence period. We may request verification of specific training records when reviewing your renewal application or when reviewing CPD submissions that have not been pre-approved by our office.

We also perform random CPD audits every year. If you're selected for a random CPD Audit, you will receive a Notice of Audit letter in the mail. To comply with the audit, you will need to provide training records within 30 days to cpdaudit@bchousing.org. These records will be used to verify attendance for the particular licence term that is being audited.

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 towards CPD points.

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.

How many licences will be selected for audit each year?

Up to three per cent of licences that record CPD will be audited annually.

How are licences chosen for audit?

The software program used to generate audit selections randomly draws licence numbers. This means that all licensees have an equal chance of being selected for an audit.

What could happen if I don't respond to an audit or fail to provide adequate information?

Only verifiable CPD is acceptable for CPD points. Failing to respond or to provide adequate information may result in the recorded training being retroactively rejected, leaving you with a shortfall of CPD points. CPD is a condition of licensing. Breaching that condition could lead to your renewal being denied, your licence being suspended or a monetary penalty.

What should I do if I've lost my training records?

It is up to you to contact the training provider to obtain a new copy to forward to us. BC Housing is not responsible for obtaining training records.

How will I know if I've sent in satisfactory documentation?

Please allow 30 - 60 days for our office to review and verify the training records. We will contact you if we have any questions or concerns prior to completing the audit.

How will I know the final outcome of the audit?

You will receive a letter in the mail from BC Housing. A digital copy of the letter will also be emailed to the primary contact on the licence file, informing you of the outcome of the audit.



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.

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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