

How to Report CPD

Using the Online Licensed Builder Portal



This guide explains how to report Continuing Professional Development (CPD) in the Licensed Residential Builder Portal.

Make sure you enter your CPD points before starting your licence renewal for another term. Renewing licences that have met CPD requirements are fast tracked to renewal acknowledgment.

Entering your CPD is quick and easy—just login to your account on the [portal](#) and enter your hours spent on any of the following: formal and informal learning, active practice and the development of research and education.

Once your submission is received, you will be notified by email.

You can review your CPD points at any time by logging into the portal and clicking on the CPD Summary tab. This page displays all the points submitted for your current licence term plus it provides the number of outstanding points you still need to meet the CPD condition on your licence. You also have access to past licence term information.

Please visit our [Education Registry](#) as new CPD offerings are added daily. Questions? Please contact our office for more information.

Please note: You must select “*General Contractor*” for your Licence Type to access CPD menu items.

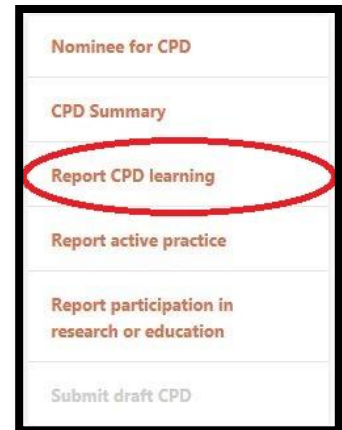
Follow this step-by-step guide to enter your CPD points for your current licence term.

FORMAL AND INFORMAL LEARNING

A general contractor can claim up to 20 points of informal learning and 40 points of formal learning per licence term. You receive 1 point for every hour of informal learning and 2 points for every hour of formal learning. For more information on acceptable training for CPD [please click here](#).

Login to the [Builders Portal](#).

Click on *CPD*, then click *Report CPD learning*. As you enter the information, the system automatically allots your learning into either Formal or Informal Learning.



Step 1: Enter Learning End Date: The learning end date is the date the course completes within the current licence term.

There are two options when claiming your hours:

Option 1: Claim all hours in the term the course completes. For example, if the course starts in the current licence term, but completes in the following licence term, you can claim the full CPD hours in the licence term that your course completed.

Option 2: Divide the hours between two terms. In this option, you claim the hours completed in the current licence term then claim the remaining hours in the following licence term on next year's renewal.

Click [Next](#)>

Step 2: Select the Education Provider: Choose the provider from the drop down list. If your provider is not listed scroll to the bottom and choose 'My provider is not listed,' and enter your education provider's name.

Click [Next](#)>

Step 3: Select the Offering: Pre-approved offerings from your education provider will be listed in a dropdown menu. Again, 'My offering is not listed,' is available if you need to provide a manual entry.

Click [Next](#)>

Step 4: Confirm Details: If you choose a pre-approved offering, the information self populates for formal learning courses. Indicate if the course was "Completed and Passed," and if an "Exam or Graded Assignment" was included. If verifiable, not completed or passed yet exams or assignments can still be claimed for informal hours attended. The system will calculate the formal or informal points based on the entry.

Competencies: Competency hours will self populate for pre-approved offerings. If needed, you can decrease hours but not increase them. You can also add additional comments relevant to your training. If you were not able to attend the entire course, or only attended parts of a course, the hours can be adjusted to reflect this. If you enter a new offering, the hours do not pre-populate and you will need to enter the number of hours allotted to each competency.

Click **'Confirm and save.'**

Nominee Information

Your nominee information automatically populates based on the information provided to the Licensing department. Please ensure this information is correct. If you need to change your nominee, click on *'Nominee for CPD'* then choose your nominee from the list of *Persons in control*. To add a nominee not on the list, complete a Licence Amendment and add that person to your list of *"Persons in control."*

A 'person in control' must be a full-time employee of your company responsible for managing or supervising construction. A nominee cannot be a contractor working for the company.

Submit to the Licensing Department

Once you are ready to submit the learning to the Licensing department, click on the *'Submit draft CPD'* button. This populates a list of all your CPD entries. Select the entries you want to send. You can send them all at the same time, if you have the option of adding comments.

Click **'Confirm and send.'** An onscreen confirmation will appear: *'Send CPD for review has been saved successfully.'*

Please remember to submit all your CPD points prior to renewing your licence.

The screenshot shows the BC Housing Licensed Residential Builders Portal. The header includes the BC HOUSING logo and the text "BC Housing – Licensed Residential Builders Portal". A navigation menu contains links for Home, New Home Registration, Licence, CPD (highlighted in red), and Logout. Below the menu is a vertical list of options: Nominee for CPD, CPD Summary, Report CPD learning, Report active practice, Report participation in research or education, and Submit draft CPD. At the bottom, there is a "Licence term:" dropdown menu currently set to "2015-16 (current)".

No CPD recorded in the selected licence term 2015-16 (current).



ACTIVE PRACTICE

A general contractor licence can obtain as many as 20 CPD points as Active Practice each licence term. Active Practice points are calculated on 20 hours being equal to 1 CPD point. In order to obtain all 20 CPD points as active practice, you need to work a total of 400 hours managing or supervising residential construction.

Login to the [Builder Portal](#).

Click on CPD, and then click on *Report Active Practice*.

Start Date / End Date: This is the project duration, from start to finish. Enter the start and end dates for the project by using the calendar or entering them manually. The start date must be within the licence term. The end date must be before or on the same date of portal data entry plus within the licence term.

PROJECT

Pick an Existing Project: Projects you have already entered are here. You can either continue to use this project, or enter a new project.

Or enter [Project Description](#).

Project Description: Please include the address of the project you are submitting for active practice. If the project does not have a civic address please enter the name of the property or the name of the client.

COMPETENCIES

In the competencies section, enter how many hours you are claiming for Active Practice divided into the appropriate Group A or Group B section. Please note that these hours are the total time spent on the project.

Group A includes: Relevant Enactments (Building Code), Construction Management and Supervision, Construction Technology, Customer Service and Home Warranty Insurance.

Group B includes: Financial Planning and Budget Management, Legal Issues, Business Planning, Management and Administration, and Business Ethics.

If you need further clarification on Group A and Group B hours, please mark the box to the right of the field, or visit the [Licensing and Consumer Services website](#) for more information.

NOMINEE FOR CPD

Nominee: Your nominee is based on the information you provided. Please check and ensure that your nominee information is correct. 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 must complete a Licence Amendment to add that person to your list of Persons in Control and then choose them as your nominee.

Nominee's Role: This describes your project role. From the dropdown menu, select what you did. Choose from: Accountant/Bookkeeper, CEO/Proprietor/Company Executive, Construction Manager, Office Manager, Project Manager, Site Supervisor/Manager, or enter an entirely different role.

Work Description: This is a mandatory field where you describe what you did on the project that provides Active Practice points. Add enough detail to support an audit. If audited, documented details need to match the backup documentation (such as the nominee's journal for active practice).

Click **'Confirm and Save'** to save your work.

DRAFT CPD

Once you click *'Confirm and Save,'* you will see *'Draft active practice has been saved successfully.'*

You can continue working on the draft by clicking on the word *'Open'* beside the learning, or Active Practice.

To submit all of your CPD at once, click *'Submit Draft CPD.'* This gives you the option to submit any items in draft mode. Please note the default setting selects **ALL** of your CPD drafts (there will be check marks next to each draft). If there are drafts you **DO NOT** want to submit, click the box next to that draft to remove the check mark.



Now you have the chance to write additional comments.

Please make sure you click **'Confirm and Send'** when you have completed entering your CPD points to ensure your entry is submitted to the Licensing department.

Draft CPD: 12345 Main Street, Vancouver, BC (Active Practice 25 Nov 2015)

Additional comments:

REPORT RESEARCH OR EDUCATION DEVELOPMENT

Participation in the development of research or education is eligible for informal CPD learning points.

Login to the [Builder Portal](#).

Start Date / End Date: Manually enter the dates or use the calendar. The start date must be within the licence term, and the end date must be before or on the date you are entering the CPD and within the licence term.

Project or Committee

You can either choose an existing project or select a new one. Once a project is entered, the next time you login the project will appear in a dropdown menu for you to select. If you choose an existing project, you can make changes and edits.

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

Lead organization: This is the organization that is holding the committee. For example, if this is a construction association, the lead organization is the name of the association.

Primary contact: Is the individual responsible for the project or committee, such as the chair or lead. Include their title and contact number in the corresponding fields.



Competencies

You need to note the number of hours spent on Group A and Group B competencies. A drop down menu provides the following list to choose from:

- **Group A:** Relevant Enactments (Building Code), Construction Management and Supervision, Construction Technology, Customer Service and Home Warranty Insurance.
- **Group B:** Financial Planning and Management, Legal Issues, Business Planning and Management, Business Ethics.

Time spent developing research or education can be recorded by number of hours down to quarter-hour increments, for example: 1.25 represents one hour and 15 minutes.

Nominee

- **Nominee:** This is self populated with the name of the current nominee. If you need to change your nominee, click on CPD at the top of the page, then click on *Nominee for CPD*. Please remember: the nominee is required to attain all 40 points within the licence term.
- **Role:** The role that that you played in the project. An example could be an *Education Review Committee Member*.
- **Description of Work Performed:** In the box, please describe what you did to gain CPD points for research or education development. Include enough detail to support an audit. An audit requires that this information tallies to backup documentation such as meeting minutes.

Please ensure you click the 'Submit draft CPD' button. If needed, add additional comments. Once your CPD points are entered, please click '**Confirm and send.**' An onscreen confirmation will appear: '*Send CPD for review has been saved successfully.*'

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:

1. **'Draft'** means that you are still working on it and it has not been sent to the Licensing department.
2. **'Submitted, in process'** means that it has been submitted to the Licensing department for review.
3. **'Received'** means CPD points have been received for this activity.

The CPD Points Summary includes the current nominee for the licence term. If you need to change your nominee, click *'Nominee for CPD'* then choose your nominee from the list of *'Persons in control.'* To add a nominee whose name does not appear, complete a Licence Amendment and add that person to your list of *'Persons in Control.'*


The Points Summary includes the total number of accumulated points received for CPD. This total does not include CPD points that are still in *'Draft'* status or *'Submitted, in process.'* Total points are grouped into Group A competency areas including: Active Practice Points, Informal Learning Points and Formal Learning Points. If the maximum number of points for Active Practice or Informal Learning is reached, a reminder that the maximum claimable amount for these areas is 20 points will appear.

To find out more about claiming CPD points, including how many points are required to complete your CPD program, maximum claimable amounts, and the difference between Group A and B competency areas, please visit our [website](#).

CPD Points Summary for 2015-16 licence term

Nominee for CPD: John Doe
Licence term ends: 2016/Oct/31

Total accumulated points: 6.00 points (a total of 40 points are required to be completed within the licence term)
Note - you have recorded draft CPD that has not yet been submitted. Draft CPD will not be included in your CPD points calculation.

 Group A competency points: 4.15 points (you have not yet completed the required 21 group A points)


Active practice: 3.00 points
Informal learning: 3.00 points
Formal learning: 0.00 points

* CPD points claimed may be subject to audit. It is the responsibility of the licensee to keep proof of each completed activity for no less than three years.
** Continuing professional development (CPD) is a condition of licensing and may affect your licence status. Any discrepancies should be reported to HPO immediately.

CPD Details

Licence term:

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



If you see items in *'Draft Status'* that you want to submit, you can do so by clicking on *'Submit Draft CPD.'* You can submit all of your draft CPD points at the same time, or if there are items you do not wish to submit, unclick the check box to stop the submission. Click **'Confirm and Send'** when you are ready to submit.

To assist in managing your CPD program, reminder notifications are sent to the primary contact email address four times a year providing a CPD points summary. Please ensure that you login regularly to record your points, and if there are any discrepancies, please contact the Licensing department immediately at licensinginfo@bchousing.org

For more CPD information, see our [website](#) or select any of the following links.


- How to take [CPD](#)
- How to [renew your licence](#)
- [Choosing a nominee](#) for CPD
- [Keeping a record](#) of your completed CPD
- [Acceptable training](#) for CPD
- [Education Registry](#)

For More Information Contact:

Licensing and Consumer Services

Branch of BC Housing
203 - 4555 Kingsway
Burnaby, BC V5H 4T8

Phone: 604-646-7050
Toll-free: 1-800-407-7757

Email: licensinginfo@bchousing.org
Website: www.bchousing.org
 [@RegistrarBCH](#)