

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 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.	5 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.	0 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.