

# 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.



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

## 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.

## 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.