

How to Report Online CPD in the Portal

INFORMATION FOR GENERAL CONTRACTORS



Homeowner
Protection Office
Branch of BC Housing

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

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

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

You can also easily review your points by clicking on the CPD Summary tab, which will show all points attained for the current licence term, and how many points you still need to meet the condition of your licence renewal. You will also be able to view all past licence terms.

Please note if you do not select “general contractor” for your licence type, (for example, you may be a “developer” or “building envelope renovator”) CPD will not be a condition of your licence and you will not be able to select the CPD menu items.

Follow the step-by-step guide below to get started now.

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.

Log in to the Builders Portal at

<https://lims.hpo.bc.ca/LIMSPortal/LRBPortal/>

Click on *CPD*, and then click into *Report CPD learning*. As you enter the information, the system will automatically allot 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 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 >](#)

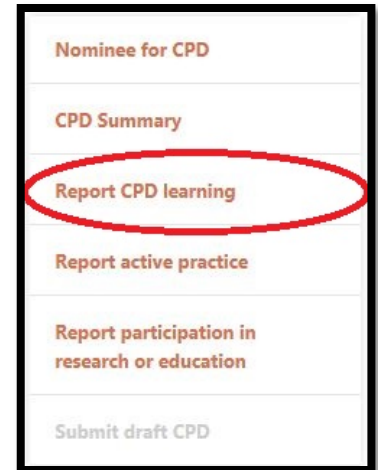
Step 2: Select the education provider: Choose the provider from the drop down list. If your provider is not listed scroll to the bottom and choose *'My provider is not listed,'* and enter your provider name.

[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 an option where you can enter the offering manually.

[Click Next>](#)

Step 4: Confirm Details: If you have chosen a pre-approved offering, the information will self populate. If it was a formal learning course, indicate if the course was *'Completed and passed,'* and if it included an *'Exam or graded assignment.'* If the exam/assignment is not yet completed or passed, informal hours can still be claimed for the hours attended (if they are verifiable). The system will calculate the formal or informal points based on the entry.



Competencies: Competency hours will self populate for pre-approved offerings. You are able to decrease the hours if needed, but not increase them. You can also add any 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 are entering a new offering, the hours will 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 will automatically populate based on the information you provided the HPO. Please ensure 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."*

Submit to the HPO

Once you are ready to submit the learning to the HPO, click on the *'Submit draft CPD'* button. 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. You also have the option of adding comments.

Click *'Confirm and send.'* You will then get an onscreen confirmation that says *'Send CPD for review has been saved successfully.'*

The screenshot shows the 'HPO - Licensed Residential Builders Portal' interface. At the top right is the logo for the Homeowner Protection Office, Branch of BC Housing. Below the header is a navigation menu with buttons for 'Home', 'New Home Registration', 'Licence', 'CPD' (highlighted in red), and 'Logout'. The main content area contains a list of CPD-related actions: 'Nominee for CPD', 'CPD Summary', 'Report CPD learning', 'Report active practice', 'Report participation in research or education', and 'Submit draft CPD'. Below this list is a 'Licence term:' dropdown menu currently set to '2015-16 (current)' with a dropdown arrow icon.

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

ACTIVE PRACTICE

A general contractor can obtain as many as 20 CPD points with active practice. In order to receive 20 CPD points, you must log 400 active practice hours.

Log in to the Builders Portal at <https://lims.hpo.bc.ca/LIMSPortal/LRBPortal/>

Click on CPD, and then click on *Report active practice*.

Start Date / End Date: This is the period of time that the project went from / to. 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, and end date must be before or on today's date, and within the licence term.

PROJECT

Pick existing project: Projects you have already entered will be here. You are able to either continue to use this project, or you can enter a new project.

Or

Enter project description Project description: This can be the address, the name of the property, or the client name.

COMPETENCIES

In the competencies section, enter how many hours you are claiming for Active Practice, divided into either Group A or Group B hours.

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

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

If you need further clarification on what Group A and Group B hours are, please click the question mark box to the right of the field, or contact the HPO for more information. Reporting is of whole hours only; there is not an option to record a portion of an hour.

NOMINEE FOR CPD

Nominee: Your nominee will be displayed based on the information you previously provided. Please ensure your nominee 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 who's name does not show here, you must complete a licence amendment, add that person to your list of *Persons in control* and then choose them as your nominee.

Nominee's Role: This describes the role you played on the project. Select your role from the dropdown menu. Choose from: Accountant/Bookkeeper, CEO/Proprietor/Company Executive, Construction Manager, Office Manager, Project Manager, Site Supervisor/Manager, or enter a different role altogether.

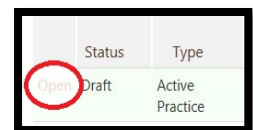
Work Description: This is a mandatory field, where you describe what you did on the project that will gain you the Active Practice points. Ensure you add enough detail so that, if audited, the documented details can be matched to the backup documentation (such as the nominee's journal for active practice).

Click *'Confirm and save'* to ensure your work is saved.

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 will give you the option to submit any items that are 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.

You will now have a chance to write in any additional comments.

Please make sure you click *'Confirm and send'* when you have completed entering all of your CPD, otherwise your entry will not be submitted to the HPO.

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 learning points.

Log in to the builder portal at: <https://lims.hpo.bc.ca/LIMSPortal/LRBPortal/>

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 today's date, within the licence term.

Project or Committee

Choose an existing project, or enter a new project. Once a project is entered, the next time you log in, the project will appear in a drop down menu for you to select. If you choose an existing project, the fields will all be editable, so you can make changes, if needed.

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, if this is a construction association, then the lead organization would be the name of the association.

Primary contact: This should be an 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 will need to note the number of hours spent on Group A and Group B competencies. A drop down menu will provide you with the following list to choose from:

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

These can both be broken down into hours and quarter hours.

Nominee

- **Nominee:** This is self populated with the name of the current nominee. If you need to change your nominee, you can do so by clicking CPD at the top of the page, and then clicking on Nominee for CPD. Please remember that the nominee will be required to attain all 40 points in 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:** This is a free form text box where you can describe what it was that you did that will gain you the points for research or education development. This should provide enough detail that, if audited, the details can be verified to the backup documentation, such as committee meeting minutes.

Please ensure you click the 'Submit draft CPD' button. You are now able to add in any additional comments if you would like to. Once you have finished entering all of your CPD, please click 'Confirm and send'. You will get an onscreen confirmation that says 'Send CPD for review has been saved successfully.'

CPD Summary

By clicking on this button, you are able to see what status your learning is, as well as how many points you have allotted to you for the licence term.

Here you can check to see if there is still any learning in Draft mode to submit. There are three statuses in total: draft (means that you are still working on it, and it has not yet been viewed by the HPO), submitted in process (means that it has been submitted to the HPO) and received (points have been received for this activity).

You are able to submit all of your draft CPD at the same time, by clicking on 'Submit Draft CPD'. This will give you the option to submit any items that are in draft mode and any drafts you have will be checked off. If there are any that you do not wish to submit, unclick the check box, and that draft will not be submitted. You will now have a chance to write in any additional comments if you would like.

Please make sure you click 'Confirm and send' when you have completed entering all of your CPD, otherwise, your entry will not be submitted to the HPO.

For the most up to date information, please subscribe to our email via: <https://hpo.bc.ca/email-subscriptions>

For more information regarding Nominees for CPD, please see: <https://hpo.bc.ca/sites/default/files/download/Bulletins/Reg-Bulletin-13-Choosing-A-Nominee.pdf>

For more information regarding Keeping a Record of Your CPD, please see: <https://hpo.bc.ca/sites/default/files/download/Bulletins/Reg-Bulletin-14-Keeping-Record.pdf>

For more information regarding Acceptable Types of Training for CPD, please see: <https://hpo.bc.ca/sites/default/files/download/Bulletins/Reg-Bulletin-15-Acceptable-Training.pdf>

For More Information Contact:

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Burnaby, BC V5H 0A3

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Toll-free: 1-800-407-7757

Email: hpo@hpo.bc.ca
Website: www.hpo.bc.ca