



Keeping a Record of Your CPD Program

Who Should Read this Bulletin

British Columbia's enhanced licensing system primarily applies to general contractors building single-family homes and small residential buildings in B.C. under Part 9 of the BC Building Code. The requirement to keep a record of your Continuing Professional Development program applies to all residential builder licence applicants identified as general contractors, including licensees renewing their licence.

Overview

Keeping records serves a valuable purpose in any Continuing Professional Development (CPD) program. It provides written confirmation and evidence of CPD participation and is a companion to the participant's journal of active practice, which is the log of the hours spent in CPD activity. Builders should be aware that their CPD participation may be audited by the Homeowner Protection Office (HPO) at any time. That's why it is **mandatory** for all licensees to keep an up-to-date record of their reported CPD activities for a period of three years.

What makes up a training record?

A training record is comprised of specific documentation which is prepared by the training provider. The documentation, which clearly identifies the participant as a student of the specified training, includes:

- 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 evidence of successful completion in the form of a certificate or similar evidence that the participant has successfully completed a graded examination or assignment.

Regulatory Bulletins are a series of publications developed by the Homeowner Protection Office (HPO), a branch of BC Housing, to provide information on and interpretation of the *Homeowner Protection Act* and regulations. All current *Regulatory Bulletins* can be viewed on the HPO website.

This bulletin and the website copy are for convenience only and do not constitute legal advice. For complete details consult the *Act* and its regulations. For more information, contact the HPO at:

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Branch of BC Housing

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Where do I get the training documentation?

You must obtain the necessary documentation from the training provider. CPD participants should check with the training provider to ensure that they will be receiving the required documentation prior to participating in the training.

What format should a licensee use to keep the records?

The licensee must keep a copy of their record of completion and provide a copy of the records to the HPO if requested. It is recommended that printed versions of the documentation also be scanned into an electronic file to ensure that the records are easily tracked and available if required by the HPO.

Who is responsible for keeping records?

Licensees and former licensees are responsible for keeping records of each completed CPD activity for a period of three years. It is important that the CPD records are collected from the nominee at the time the CPD is taken as the licensee is required to have proof of each completed CPD activity. This practice will prevent a situation where records cannot be obtained from a nominee who has left the company. It is important to note that the requirement for proof applies to all CPD activities including log books for active practice and proof of participation in the development of research and education.

How long must the licensee keep the records?

The licensee **must** keep the records for **three** years following the end of the respective CPD program period.

What happens if there is no documentation?

If a licensee has no documentation or incomplete documentation, the credits claimed may be denied. Without alternate earned credits, the licensee will have an incomplete CPD program and the licence renewal will be in jeopardy. If a licensee has difficulty obtaining evidence in the format specified, they should contact the HPO as soon as possible (before taking the training, if possible) to determine what may be acceptable as evidence.

The requirement to keep a record of your Continuing Professional Development program applies to all residential builder licence applicants identified as general contractors

