



Claiming Active Practice Points for Continuing Professional Development

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. This bulletin will be of interest to all residential builder licence applicants identified as general contractors, including licensees renewing their licence.

Overview

All licensees with general contractor status will be required to take Continuing Professional Development (CPD) as a condition of their licence renewal. Licensees must complete a minimum of 40 points of CPD during the licence term (one year). A licensee can earn up to half of those points on-the-job through active practice.

What is active practice?

Active practice, as defined in the *Homeowner Protection Act* Regulation, is "the performance of construction management activities as a residential builder." In practical terms, that means engaging in any combination of the following activities:

1. Managing a residential construction business, including business and human resource planning, securing financing, handling corporate legal requirements and marketing of the company to potential customers, and/or
2. Directing one or more of the three phases of residential construction.

It's important to note that activities for which points are being sought must clearly link to one or more of the seven competencies set out in HPO Regulation Schedule 6, Sections 2-8, or to business ethics.

What are the three phases of residential construction?

1. Phase One: Pre-construction activities that could include:
 - Land assembly,
 - Construction design,
 - Plan development,
 - Application for development zoning and necessary permits,
 - Pre-sale marketing, and
 - Customer liaison.

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:

Homeowner Protection Office,
Branch of BC Housing

Phone: 604-646-7050
Toll-free: 1-800-407-7757
Fax: 604-646-7051

E: licensinginfo@hpo.bc.ca
www.hpo.bc.ca

 @HPO_BC

2. Phase Two: Construction activities that could include:

- Consulting with and overseeing the work of architects, engineers and other related professionals engaged in the construction process,
- Hiring and directly supervising employees of the residential builder,
- Securing, overseeing and supervising sub-contractors,
- Arranging for the purchase and delivery of construction materials,
- On-site supervising during the actual construction,
- Meeting with all municipal inspectors and other construction regulators during and at the conclusion of each stage of the construction phase, and
- General construction management activities.

3. Phase Three: Post-construction activities that could include:

- Making scheduled customer call-backs,
- Responding to home warranty insurance issues,
- Completing financial and legal obligations related to the completion of construction, such as final payments to sub-contractors, and
- Marketing the home and dealing with real estate professionals.

Claiming active practice credit for your CPD program

Out of the 40 points required to meet a licensee's CPD condition, a maximum of 20 points may be claimed in the active practice category. Active practice recognizes that being actively engaged in construction means that you are more likely to be aware of the latest techniques, rules and best practices. The remainder of the CPD points may be earned through a combination of informal or formal training.



How many hours do I need to work to claim the maximum active practice 20 points?

Twenty hours of active practice earns 1 point, so 400 hours of active practice in a year would be required to earn the maximum 20 points. However, it is your choice as to how many of your CPD points will come from active practice, whether that is none, a portion of the allowable points, or the maximum 20 points. The only requirement is that any active practice you claim is related to one or more of the seven competencies set out in HPO Regulation Schedule 6, Sections 2-8, or to business ethics.

Is it possible to carry forward points earned in one licence period to a subsequent period?

No, points cannot be accumulated and carried forward to a subsequent licence period. Points are only given for activities that took place during the term of the licence.

Can the activities of more than one individual be combined to accumulate active practice points?

No, licensees may only claim active practice points for one individual's activities.

How can I claim my active practice points?

As with formal and informal training taken for CPD credit, licensees can enter active practice credit online through their account in the Builder Portal.

Participants are asked to identify the type of activity completed, the date range, the number of hours assigned, the role of the nominee and a brief description of the activity.

When you select an activity type, you will assign the points either to Group A ("technical" competencies), or to Group B ("management" competencies). The majority of overall CPD points must be obtained in the Group A category, which includes:

- Relevant Enactments (i.e. Building Code),
- Construction Management and Supervision,
- Construction Technology, and
- Customer Service and Home Warranty.

The Group B category is comprised of:

- Financial Planning and Budget Management,
- Legal Issues,
- Business Planning, Management and Administration, and,
- Business Ethics.

Example: You have spent 180 hours hiring and supervising sub-contractors building a new home. You would select Group A activities (which includes hiring and supervising sub-contractors), assign 180 hours, select the nominee role as "construction manager," and then describe the activity, including the location, the sub-contractors supervised (e.g. roofer and framer) and the date range (e.g. April to July 2017). No further documentation should be submitted to the HPO at this time, although you may be contacted for clarification if your activity description is not sufficient.

What documentation do I have to keep for proof of my active practice?

Although documentation is not generally required at the time you make a CPD claim, maintaining proof of the activity is a requirement of Regulation Section 4.03 (4) in the event that you are audited by the HPO. Proof – including the date and documentation detailing the activity – must be kept for three years from the date of the activity and be readily available upon request of the HPO. It is the responsibility of the licensee to keep a copy of the active practice documentation, even for CPD points earned by employees. Examples of documentation could include:

- A business logbook or journal,
- A daytimer showing appointments, meetings, etc.
- Copies of permits, inspection reports and other official records from a government agent or regulator, or
- Business records such as payroll, employee contracts, supervision reports, purchase orders, contracts, quotes and estimates.

What if there is a dispute over my declaration of active practice points?

The Homeowner Protection Office will make a determination as to whether points are appropriately earned and calculated as part of the licensing process. Licensing decisions of the Registrar may be appealed. Please refer to the HPO website for information on filing an appeal.



A licensee can earn up to half of the required 40 points on-the-job through active practice.