



## Types of Acceptable Training 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. Types of acceptable training for Continuing Professional Development will be of interest to all residential builder licence applicants identified as general contractors, including licensees renewing their licence.

### Overview

Training is a mandatory component of the Continuing Professional Development (CPD) program. It involves the transfer of current, relevant knowledge and skills to a CPD participant. Training accounts for a minimum of 20 points of the 40 points required for licence renewal. In some circumstances (where a licence holder has limited active practice points) training may account for most, or all, of the 40 points needed for licence renewal.

### What is training?

Training involves the verifiable transfer of knowledge and/or skills from an instructor to a participant. For CPD purposes, the training must be directly related to residential construction and must address one or more of the CPD competency areas:

- Building Code
- Construction management and supervision
- Construction technology
- Customer service and home warranty insurance
- Financial planning and management
- Legal issues
- Business planning and management
- Business ethics

CPD participants may select from a pre-approved list of training opportunities available on the Homeowner Protection Office (HPO) website or choose their own CPD options. If participants have questions about the suitability of a particular course, seminar or workshop, they can contact the HPO for assistance. For CPD purposes, training takes two forms: formal training and informal training. In terms of credit, formal training has a greater value.

*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

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*Training involves the transfer of current, relevant knowledge and skills to the CPD participant*

**Formal Training** is defined as a structured course or training session, for which credit is awarded by the education provider, after successful completion of a graded examination or assignment.

**Informal Training** may be a conference, seminar or workshop, during which one or more of the CPD competency areas are covered.

Informal training may also include a seminar provided by a manufacturer, or supplier of goods or services, as long as the purpose of the seminar is the proper use or installation of the product, material or service.

In some limited instances, attendance at association meetings or in-house training programs may be considered for informal training credit. Keep in mind that participants need to clearly demonstrate, that by attending either an association meeting or an in-house program, there is a direct connection to one or more of the CPD competency areas and the activity has a learning component. Participation in the development of research or education relevant to residential construction may also be considered for informal training credits. If participants have questions about the suitability of a particular training opportunity, they should contact the HPO for guidance.

### ***Do I have to take training in a classroom?***

No. Training can take place in a variety of locations and in a number of different formats. Most people think of training as being in a classroom or as a structured seminar. However, with internet advances, a wide variety of training options are now available. This includes webinars and other forms of online learning. If the content of a particular training opportunity meets the CPD program requirements, then the method of training will not disqualify it from being approved.

### ***What is relevant training?***

CPD programs must include training that is relevant to the construction industry in B.C. in order to qualify for CPD credit. Training that relates directly to one or more of the CPD competency areas will be acceptable. Evidence of relevance can be found in the material from the training provider, including course/seminar objectives, a course outline or curriculum, or support materials that describe the course or the method of delivery (classroom, online, webinar etc.). All materials relating to training relevance must be maintained by the licensee for a period of three years and be readily available at the request of the HPO.

### ***Can I get training in another language other than English?***

A training provider may deliver the training in a language other than English. However, all documentation assembled in support of the participant's CPD program, must be provided in English.

### ***Where can I get training?***

As described above, training can be accessed from a variety of providers in all of the CPD competency areas. Builders can go to the HPO website and browse the Education registry to find the latest CPD training opportunities. Builders can also choose to take training that's not listed on the HPO registry – as long as it meets the CPD program requirements.

### ***Who will pay for the training costs?***

All costs associated with the training, either formal or informal, are the responsibility of the CPD participant or licensee.

### ***How much will CPD cost?***

Builders will be able to choose from a wide range of CPD options. The costs of CPD will depend on what training opportunities each participant takes.