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## Continuing Professional Development Program

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### Introduction

Continuous technological and organizational change in the Built Environment obliges every Building Official to pursue ongoing professional development. This was recognized by the BOABC at the 2007 AGM when the promise was made to the membership by the Executive to roll out a professional development program [CPD] in September 2007 for implementation in January 2008.

In addition, the Alliance of Canadian Building Officials' Associations [ACBOA] initiated a National Accreditation Framework in October 2007 for certifying building officials in Canada. Under ACBOA policies and guidelines, competency-based training and skills maintenance is required. ACBOA will recognize professional development credits achieved through Provincial Government and/or Building Official professional development [CPD] programs. The BOABC plan conforms to ACBOA requirements and will insure that members also have the necessary portability to seek employment within the profession across Canada, should they choose to do so.

The BOABC encourages Members to maintain a proper level of competency and professionalism, not only after one attains the level of RBO or BCQ designation, but at every stage of the way leading to this level. This goes beyond initial qualification and implies a system of Continuing Professional Development.

The intent of the BOABC continuing professional development program is to encourage and evaluate CPD activities for all Regular and Associate 1 Members, including those with the designations of RBO and BCQ.

For the purpose of Section 11 (1)(a)(ii) of the *Building Act*, a qualified/certified building official must complete continuing professional development requirements in accordance with section 2.

CPD is defined as:

***“The systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the competent execution of professional and technical duties throughout a professional’s working life.”***



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## Outline

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The CPD program cycle has a one-year time frame for completion. Members are responsible for self-reporting CPD points.

### Participants

Regular and Associate 1 Members, including those who hold RBO and BCQ designations, will use the CPD program for the purposes of maintaining certification levels pursuant to BOABC bylaws and policies and/or for accreditation purposes pursuant to the ACBOA Building Officials national certification model.

All participants as defined above must participate and satisfy the requirements.

Retired, Life, Honorary, Associate 2 and 3 and Student Members are exempt from mandatory participation in the CPD Program.

### Participants seeking Reinstatement

Reinstated members are required to comply with the CPD Program requirements from the date of their reinstatement.

Members who were not compliant with the CPD Program at the time of resignation will be required to remedy the non-compliance within a reasonable period of time as a condition of reinstatement.

### Points

The requirements will be as follows:

- Within each calendar year, a qualified/certified building official must complete a minimum of 10 points of continuing professional development from Schedule A.

Points earned cannot be banked, sold, or transferred in any way and are only accumulated over a one-year period.

For a person who is entered in the register as a qualified/certified building official on or before September 30, the required continuing professional development points for the person's first year as a qualified/certified building official will be pro-rated, based on the date on which the person was entered in the register.

The second year will revert to the January to December period.



## **Code Change Seminar**

Whenever the Building Officials' Association of British Columbia offers a code change seminar for a new edition of the British Columbia Building Code, attendance is mandatory for qualified/certified building officials.

## **Medical or Extraordinary Circumstances**

Where exceptional circumstances occur that might result in the inability of members to achieve CPD points, the member should contact the BOABC office as soon as possible to negotiate alternative arrangements.

Applications for exemptions for medical or extraordinary circumstances will be reviewed on an individual basis.

Applications must be submitted to the Executive Director prior to the CPD Participant's reporting period end and must include a physician's letter and/or supporting documentation.

## **Parental Leave**

An individual on parental leave will be required, normally, to fulfill their continuing education requirements. Being on parental leave does not inherently warrant an exemption from the CPD Program requirements and their compliance. However, an individual may apply for an extension on medical grounds under extraordinary circumstances in the case of parental leave.

Applications must be submitted to the Executive Director prior to the CPD Participant's reporting period end and must include a physician's letter and/or supporting documentation.

## **Evidence**

Submission of CPD schedules for assessment requires the inclusion of documents that provides evidence of completion of study and/or attendance at an event. The responsibility for gathering proof of attendance for CPD assessment rests with the member and not with the BOABC. Members are responsible for self-reporting CPD points. Members must keep paper records incase of an audit.

Details for submissions must include:

- Name, course/seminar/meeting, date, duration, provider's name, or
- A completed subjects list from the learning institution on official letterhead;



Items or activities that ***do not*** attract CPD points:

- Time taken to travel to and from an event;
- Networking during event break times, or after the event.
- Regular building or plumbing department technical meetings of less than 1/2 day where no outside party delivers a technical brief-in other words weekly departmental meetings.

## **Procedure**

Members are responsible for self-reporting CPD points. The database to enter points can be found on the Home page at [www.boabc.org](http://www.boabc.org) and by clicking on Member Login.

## **Cost**

CPD is assessed, recorded and maintained on electronic files by the BOABC office as a free service to members.

## **Record keeping by Members and Audits**

Documentation submitted by members for CPD credits may be subject to random audits by the BOABC to verify credits claimed and to monitor the authenticity of the CPD program.

## **Appeals**

If a member is dissatisfied with the decision of the Association to accept or deny credits, the BOABC Executive Director may be contacted to resolve the situation. Failing resolution, the member can submit in writing a request to the VP of Certification for re-assessment. The decision made by the VP of Certification will be final.

## **Disciplinary Matter**

It is a fundamental requirement of members to keep current in his or her chosen profession in accordance with the policies and bylaws of the BOABC. To this end, if a regular member, including those who hold the RBO and/or BCQ title, should choose to ignore this commitment, it becomes a disciplinary matter for the BOABC to address.

If a member chooses not to pursue his or her continuing professional development, in accordance with the requirements of the issuance and retention of the RBO or BCQ title under the Bylaws and policies of the BOABC, the Association may revoke the title of RBO or BCQ and its use. The Association may also choose to recommend to the



Executive to reduce his or her current level of Certification to the previous level, until such time as the member has attained the appropriate professional development learning units to the satisfaction of the BOABC. The minimum level that a member's BOABC Certification would be reduced to is to the Level One Certification status.

If a member chooses not to pursue his or her continuing professional development, and does not hold an RBO or BCQ title, the Association may choose to recommend to the Executive to reduce his or her current level of Certification to the previous level, until such time as the member has attained the appropriate professional development learning units to the satisfaction of the BOABC. The minimum level that a member's BOABC Certification would be reduced to is to the Level One Certification status.

A member may appeal the decision of the BOABC Executive to revoke or demote a member in writing explaining the circumstances that have hindered the member's ability to attain learning units. One example of these circumstances may be a long-term illness, or injury, which may have prevented the attaining of the requisite learning within the specified time period.

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## Activities

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### **Educational Activity Formats**

The CPD Program recognizes many types of educational activity formats, including workshops, site tours, seminars, conferences and conventions. In addition, courses may be delivered in either face-to-face or distance learning formats. The CPD Program is intended to accommodate one's professional interests and available resources to provide flexibility and access for all CPD Program participants.

#### Structured Activities

Structured educational activities may qualify for Schedule A, depending on the topic area. This type of educational activity must include a component that permits learners to interact with the instructor, other learners or the learning resource.

Examples may include:

- Course, lecture, seminar or workshop
- Live webinar
- Simulation or role-playing exercises
- Guided site tour
- Pre-recorded webcast with a testing component
- Interactive computer software exercises and quizzes
- Reading an article or publication supported by a self-test and pre-determine CPD points.



Acceptable activities include:

- **Schedule A – Activities related to Technical Competency**

These activities will include content that aligns with the national competencies and/or the BOABC benchmarks for a Building Official.

Meetings held in various jurisdictions on a regular basis such as bi weekly or monthly staff technical meetings would not count unless they were a minimum half day with an outside presenter of a particular technical issue such as seismic design, window details for rain screen, fire alarm systems etc.



## Allocation of Points Activities (Schedule A)

Code	Conferences & Seminars	Point Allocation
A1	Attendance at Conferences offered by the Building Officials' Association of British Columbia that directly address one or more of the Blocks/General Areas of Competence published in the National Occupational & Training Standard: Professional Building Official (2007).	5 points for one day 8 points for two days 10 points for three days
A2	Attendance at code change seminars offered by the Building Officials' Association of British Columbia when a new edition of the British Columbia Building Code is enacted.	5 points for one day
A3	Successful completion of courses that directly address one or more of the Blocks/General Areas of Competence published in the National Occupational & Training Standard: Professional Building Official (2007).	5 points per course
A4	Attendance at meeting, seminars, workshops or webinars that directly address one or more of the Blocks/General Areas of Competence published in the National Occupational & Training Standard: Professional Building Official (2007).	1 point per hour
A5	Development and Delivery of a presentation or lecture directly relevant to one or more of the Blocks/General Areas of Competence published in the National Occupational & Training Standard: Professional Building Official (2007)	5 points per developed and delivered presentation or lecture (no additional points for subsequent delivery)
A6	Serving on the Building Officials Association of British Columbia's Executive Committee, Education Committee or Examination Development Committee.	5 points per year