



---

## Continuing Professional Development Program

---

### 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 Members, including those with the designations of RBO and BCQ.

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.”***

Continuing Professional Development Program Revisions Approved January 23<sup>rd</sup>, 2016

---

## **Outline**

---

The CPD program cycle has a one-year time frame for completion. Members report credits earned annually commencing on the anniversary date of a member's accreditation to a particular BOABC level of certification. Members report their CPD Schedule of professional development activities each year with the Association and will receive a Statement of Points earned, at the time of membership dues renewal each year.

### **Participants**

Regular 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 1, 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:

- The CPD process requires a minimum of **10** points over a one-year period. All points may be claimed under **Schedule A**. [See Allocation of Points Schedule A]
- For **Schedule B** activities, a maximum of **4** points can be claimed over the one-year period. [See Allocation of Points Schedule B]

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

For new members of the Association, points required for the one-year period will be pro-rated based on the date the BOABC Regular or Associate 1 membership is approved and/or a level of certification is achieved. (For example; a member who is approved or receives a level of certification on July 1, will be required to obtain 5 points, maximum of 2 points from Schedule B activities prior to December 31).

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

## **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 (other than Schedule A3, 'personal studies'). The responsibility for gathering proof of attendance for CPD assessment rests with the member and not with the BOABC. For events and activities sponsored and/or organized by the BOABC, evidence of participation, attendance and/or completion will be automatically recorded on the members' BOABC electronic database records file.

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

Completion of the CPD Schedule and Registration form must be submitted one month prior to the anniversary of re-accreditation and or the close of the calendar year, whichever comes first. CPD points calculations align with the anniversary date of accreditation or the start-up date of the CPD program, 01 January 2008. A copy of satisfactory evidence, e.g. attendance certificates at any of the listed Schedule A or Schedule B activities must be attached to the CPD Schedule and forwarded to the BOABC. Paper records will be kept by the Association for one year and cumulative totals will be provided to members at the annual membership dues renewal. A permanent total will be maintained on each member's electronic database file.

## 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.

---

## Activities

---

### **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 and B points, depending on the topic area (see Appendix). 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.

#### Independent Activities

Independent activities may qualify for Schedule B points only. This type of educational activity is planned by the individual to develop areas of expertise, and learn more about a subject of professional interest. In addition, this type of activity may also provide support to the profession or society.

Examples may include:

- Research
- Professional writing
- Self-guided tours
- Education component of trade shows
- Viewing pre-recorded programs such as a webcast
- Reading articles or publications that are not supported by a self-test and pre-determined 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.

- **Schedule B – Other CPD Activities**

Schedule B activities may come from a range of areas, however, the criteria for points allocation will require that the course content relates to allied professions in the building and construction industry and/or the position held by the member. Such activities should involve the maintenance, improvement, or broadening of knowledge and skills required to undertake the competent execution of duties.

## Allocation of Points Activities (Schedule A)

**For Schedule A activities, all 10 points can be claimed over the 1-year period, with a minimum requirement of 6 points from Schedule A. The other 4 points required can fall under Schedule B.**

Code	Conferences & Seminars	Point Allocation
A1	Attendance at Conferences and BOABC Code Change Seminars.	10 per conference/seminar
	Academic Courses/Studies	
A2	Successful completion of BCIT courses relevant to the BOABC competencies such as Part 9 & Part 3. Can also include successful completion of a BOABC exam and the BOABC Legal & Ethics Course.	5 per course/exam
	Professional & Technical Activities	
A4	Attendance at meetings, workshops or webinars (e.g. Zone, LMTC, Firestopping, Sprinkler etc.).	1 per hour
A5	Preparation of papers, articles or tutorials relevant to the BOABC competencies. Writing an article for the BOABC website.	5 per article
A6	Presentation of a lecture relevant to the BOABC competencies on technical topics.	5 per presentation (not repeat lecture)
A7	Serving on the BOABC Executive Committee, Education Committee or Examination Development Committee.	5 per year



## **Allocation of Points Activities (Schedule B)**

**For Schedule B activities, a maximum of 4 points can be used towards the 10 points required over the 1-year period.**

<b>Code</b>	<b>Seminars &amp; Training</b>	<b>Point Allocation</b>
B1	Attendance at meetings, seminars, workshops or webinars (industry related but not required for competencies, e.g. RPLC, HPO, TECA, WETTBC, WoodWorks etc.).	1 per hour
	<b>Academic Courses/Studies</b>	
B2	Successful completion of the courses relevant to Schedule B activities (industry related but not required competencies).	5 per course




---

## CPD Schedule

### “A”

---

Date	Code	Organized/Sponsored by	Activity	Duration	Points Claim	Office use only
<b>Total</b>						




---

**CPD Schedule**  
**“B”**

---

Date	Code	Organized/Sponsored by	Activity	Duration	Points Claim	Office use only
<b>Total</b>						



---

## CPD Registration Form

---

To: CPD Administrator

Membership Certificate No:..... 1 year expiry date .... / .... / .....

### PERSONAL DETAILS

Name:.....

Address:.....

Occupation:.....

Phone:(Work).....(Mobile).....(Home).....

E-mail:.....

### DECLARATION

I.....(name) declare that the information shown in this CPD Schedule and which is supported by the attached documentation is all true and correct to the best of my belief and knowledge.

.....  
(Signature)

.....  
(Date)

## **Appendix**

### **Examples of Schedule A and Schedule B Topics**

#### Schedule A Topic Areas

Acoustics  
Building Commissioning  
Building Design  
Building Envelope  
Building Science  
Code of Ethics  
Codes, Acts, Bylaws and Regulations governing the practice of Building  
Construction Contract Laws, legal aspects of  
Construction Documents and Services  
Construction function, materials, methods and systems  
Construction Waste Management  
Deconstruction and Salvage Materials  
Energy Efficiency  
Environmental – asbestos, lead paint, toxic emissions, air quality  
Environmental Analysis and issues of building materials and systems  
Ergonomics – as it relates to the design of building and components  
Fire Safety Systems – detection and alarm standards  
Landscape Design – as it relates to the design or siting of buildings  
Life Safety Codes – building codes and fire codes  
Materials and Systems – roofing/waterproofing, wall systems  
Material Use, Function and Features  
Mechanical, Plumbing, Electrical – system concepts, materials and methods  
Natural Hazards (earthquake, hurricane, flood) – related to building design  
Preservation (heritage), Renovation, Restoration, and Adaptive Re-use  
Security of Buildings, design of  
Site and Soils Analysis  
Site Design  
Structural Issues  
Surveying Methods and Techniques  
Sustainable Design  
Urban Design

#### Schedule B Topic Areas

Communications	Real Estate – trends, market outlook
Housing – trends, market outlook	Technical Writing
Human Resources	
Information Technology	
Management of Building Departments	
Promotion	
Public Relations	