



REPORTING ON CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Starting in 2021, **all** qualified building and plumbing officials are required to complete 10 points of eligible CPD activities per year to maintain their qualifications under the *Building Act*. Information about your completed CPD activities, including evidence of completion or attendance, must be entered in your member portal on the Association website.

In response to questions and feedback from members, new functionality has been implemented in the member portal to help qualified building and plumbing officials track and report on CPD activities that they register for through the Association, such as courses and annual or special general meetings.

As shown below, when you login to your member profile, you will see a new option in the menu called 'Registration History.' Selecting this option will give you access to information about courses and meetings you have registered for through the Association.

BOABC MEMBER DASHBOARD

Hello, **Rawya-TEST Moustapha** (Log Out)

Message Center

MENU

- Edit Personal Info
- Invoices
- CPD
- Registration History
- 2018 Building Code Update

Select to access your BOABC registration history

After selecting 'Registration History,' the details of courses and meetings you have registered for through the Association will be displayed on a screen like the one below.

MEETING HISTORY

| Date | Meeting | |
|-----------|-------------------------------------|-------|
| 3/26/2021 | Special Meeting | Print |
| 3/26/2021 | Special Meeting | Print |
| 3/19/2021 | 2021/22 Association Budget Overview | Print |

COURSE HISTORY

| Date | Course | |
|------------|--|-------|
| 05/06/2021 | Building Level 3 - Course and Exams | Print |
| 05/06/2021 | Plumbing Level 1 Course | Print |
| 05/03/2021 | Introduction to the Building Regulatory System - Course and Exam | Print |
| 05/03/2021 | Building Level 1 - Course Only | Print |

Select 'Print' to generate a receipt for a selected event.

As indicated above, you can select 'Print' to generate a receipt for any of the displayed activities. A screenshot or scan of this receipt, which will look like the example below, is acceptable as evidence of completing a course or attending a meeting that you previously registered for through the Association.

BUILDING OFFICIALS' ASSOCIATION OF BRITISH COLUMBIA
 Suite 145 - 10451 Shellbridge Way
 Richmond, BC V6X 2W8

Phone: 604-270-9516 Fax: 604-270-9488
 Website: www.boabc.org
 E-mail: info@boabc.org

RECEIPT

A scan or screenshot of this a receipt is acceptable as evidence of attendance for CPD reporting.

Rawya-TEST Moustapha
 Building Officials' Association of BC
 TEST
 Richmond, BC
 V1B 2B2
 rawya@boabc.org

Registration Date: 03/16/2021

| Date | Time | Location | Meeting | Amount |
|-----------|-----------------|----------|-------------------------------------|--------|
| 3/19/2021 | 2:00pm - 2:30pm | Online | 2021/22 Association Budget Overview | 0.00 |

[Print](#) [Back](#)

After going back to the main menu, you will upload the scan or screenshot of the receipt when adding or editing details of CPD activities in your member portal as shown below.

ADD CPD POINTS

| Code | Code Description | Group Activity | Group Code | Points |
|------|---|--------------------------------|------------|---|
| 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). | Building Inspection Activities | A | 5 points for one day 8 points for two days 10 points for three days |

* How many points did you earn? (5 points for one day 8 points for two days 10 points for three days)

* This field is required

* Date (mm/dd/yyyy)

* CPD Provider

* Title or Name of CPD Activity

* Description

* Proof of Attendance or Completion

Allowable file types are JPEG or PDF and maximum file size of 8 MB.

No file chosen
Click here to choose the file you want to upload.

I agree the information above is correct and true.

FUTURE BOABC REGISTRATIONS

Going forward, the details for any activities, including associated CPD points and evidence of completion or attendance, that you register for directly through the Association will **automatically** be entered into your member portal. It is important to note that this functionality only applies to activities you register for through the Association. **You must still self-report on and provide evidence of completion or attendance for all other educational activities (i.e. any activity registered for through an organization other than the Association).** As indicated in previous information provided to members, a certificate or letter from the activity provider; meeting agenda or minutes; registration emails or invoices; and other documentation as evidence of completing CPD activities.

Some members have specifically asked about how they should provide evidence of attending free webinars hosted on the Association website. Members are advised to take a screenshot of the webinars listed on the website and circle or initial next to the webinar(s) that were watched. This screenshot can be saved and uploaded as evidence of completion when entering CPD points.

If you have any questions or require additional information, please contact the Association at info@boabc.org or (604) 270-9516.