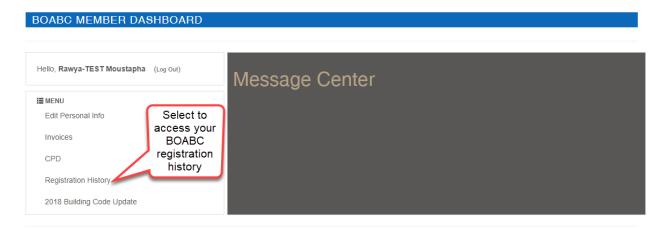


## REPORTING ON CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

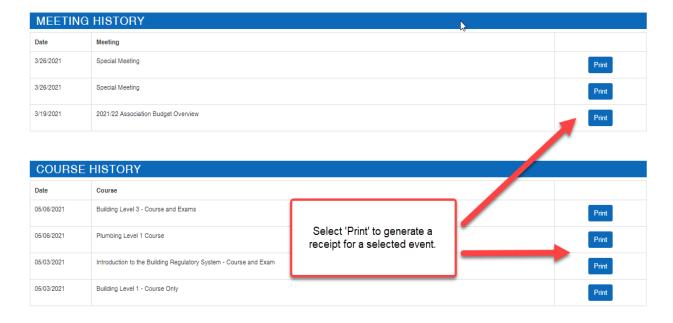
Starting in 2021, **all** qualified building and plumbing officials are required to complete 10 points of eligible CPD activities per year to maintain their qualifications under the *Building Act*. Information about your completed CPD activities, including evidence of completion or attendance, must be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

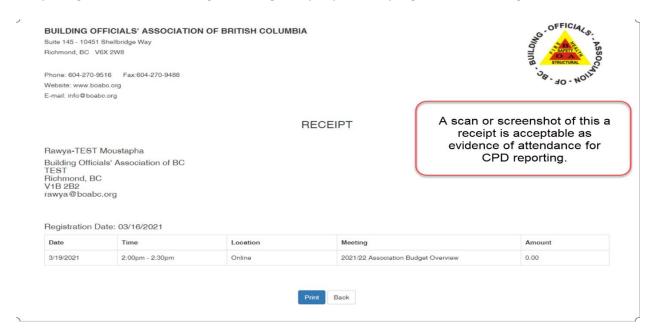
As shown below, when you login to your member profile, you will see a new option in the menu called 'Registration History.' Selecting this option will give you access to information about courses and meetings you have registered for through the Association.



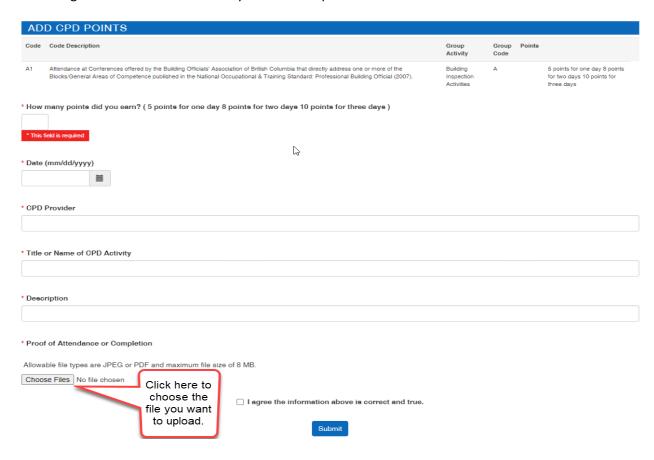
After selecting 'Registration History,' the details of courses and meetings you have registered for through the Association will be displayed on a screen like the one below.



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.



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.



## **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.