

BC Energy Step Code Licence Condition: Frequently Asked Questions



Is the training requirement in addition to the annual 20 Continuing Professional Development (CPD) points a builder must complete?

No, if the training is taken by the CPD nominee it can be used to satisfy both the Step Code condition and CPD requirements.

How do I know what courses I can take to satisfy the condition?

All approved training modules are on our [Education Registry](#). Use the search function to find all approved modules or narrow it down to search for specific modules.

How will I know if a course I previously completed is equivalent to one or more of the eight approved training modules?

In addition to the Education Registry, you can review the [BC Energy Step Code Training Past and Current Equivalent Courses](#) document to find courses that have been reviewed and approved as equivalent but are no longer being offered.

What if I've already taken some courses but not all of them?

You are able to log into the Builder Portal and indicate which modules you have already satisfied and which you are planning to take training in. The certificates for the completed courses can be sent to qualifications@bchousing.org with your licence number(s) in the subject line.

When should I send in my evidence to be considered for an exemption?

Once you have the Step Code competency condition in place, you can log into the Builder Portal and indicate that you are exempt based on training or past experience. You can then forward the supporting evidence to qualifications@bchousing.org with your licence number(s) in the subject line. We recommend you do this as soon as possible to avoid holding up your licence renewal when the condition is due.

What type of supporting evidence do I need to send to satisfy the condition?

If you completed training, please send your certificate of completion. The certificate should display your name, the date, and the name of the course you completed. We may also accept transcripts from BCIT or a report card from Building it Right.

If you are applying for an exemption based on your experience building energy efficient homes, you must demonstrate that you have built a minimum of three Part 9 buildings that meet Step 3 or higher of the BC Energy Step Code within the last five years. You will need to either provide the energy compliance report for the home to verify you've achieved this standard or provide proof that the home satisfied one of the following green-building certification programs: Natural Resources Canada's R-2000, Passive House Institute, CHBA Net Zero Home and CHBA Net Zero Ready Home.

If the home is not registered under your licence, you will need to provide evidence that you were the general contractor.

What types of evidence are accepted to prove that I was the General Contractor if the building was not registered under my current licence?

You can send in agreements/contracts between yourself and the developer who registered the project showing that you were the general contractor responsible for the project. Please ensure the civic address is clearly stated on the agreement/contract.

How do I check if I've satisfied the condition on my licence?

A new section in the Builder Portal is available for builders to report and check on the status of their Step Code condition. Once your supporting documentation has been verified, the status will be updated and you will no longer have the condition on your licence the next time you renew.

How do I know who can take the training for my company?

Log into the Builder Portal and navigate to the licence tab. Under the licence tab, your licence details are displayed including a list of Persons in Control of the Company (PICC). Only the individuals on this list can satisfy the condition.

What if I need to add someone as a PICC?

PICCs can be added to your licence at renewal or during the licence term by requesting an [amendment](#).

What if the person who completed the training leaves the company?

Once a condition has been met, it will not be reinstated, even if the person leaves. However, if that individual was your CPD nominee you will need to ensure CPD points are obtained by someone else in your company.

What happens if I don't complete the training within two years?

Failure to meet a condition of licensing may result in a licence being suspended, cancelled or subsequent renewals being denied. If you are unable to meet the condition, we encourage you to speak to your licensing officer at renewal, provide your circumstances, and plan to complete the necessary training.

Why are we given two years to take the training?

BC Energy Step Code isn't the only area that builders must be competent in. To ensure builders can still take Continuing Professional Development training in other important competency areas we are granting two years to meet the condition instead of one.

What happens if I change my licence type to Developer only?

The Step Code condition only applies to licenses with General Contractor status. If you wish to re-add General Contractor to your licence type in the future, you will be asked to demonstrate competency in the BC Energy Step Code.

Does this apply to new licence applications?

Yes, new licence applicants will be assessed for BC Energy Step Code competency as part of their qualification assessment. Where appropriate, a new licence applicant may be issued a licence with a condition to complete the Step Code training.

What if I hold multiple General Contractor licenses?

Each licence can choose the nominee to complete the training or apply for an exemption, therefore you will need to log into the builder portal for each licence and indicate how the Step Code condition will be met. When you submit the supporting evidence to qualifications@bchousing.org please ensure you list all of the licence numbers the submission is for.

When do my two years start to meet the condition?

The condition was added when you renewed your licence and came into effect starting with licenses that expire September 30, 2022, onwards:

- i. For example, if your licence expired on September 30, 2022, you have from October 1, 2022, to September 30, 2024, to meet the condition.

What if I have built a multi-unit ? Can I submit each unit for the experience exemption?

No. You must demonstrate that you have built a minimum of three Part 9 buildings that meet Step 3 or higher of the BC Energy Step Code within the last five years. Each New Home Registration Form (NHRF) is the equivalent of one building.