

# Earning Your CPD Points from Research and Education Development

Research and education development is considered informal training, and earns one CPD point per each hour.

*The research must have clear objectives, structure, and a timeline for completion.*

## Research

All the following criteria must be met for research activities to earn CPD points:

- The area of study or exam must be directly linked to one (or more) of the seven core competency areas, or to business ethics.
- The research must be directed by an organization that BC Housing considers suitable. This could include: construction associations, government and other public agencies, education institutes defined in the University Act, the College and Institution Act, or the Private Career Training Institutions Act.
- There must be a formal process to conduct the research. The participant could be an active member of a research committee that is established by the organization. The research must have clear objectives, structure and timeline. In rare cases, the research can be conducted without a committee if there are terms of reference or a contract established by the organization for the CPD participant.
- The licensee must keep documentation of a nominee's active engagement and a complete outline of the research. This would come from the organization leading the research development. In the case of committees, documentation must include minutes from each committee meeting. Applicants don't need to provide the documentation when applying for CPD credit, but it must be available for review by BC Housing if asked.

### Can participation cover more than one licence renewal period?

Since a research or education committee's work can take a long time, it's possible that work will start in one licence period and extend into another.

Therefore, a CPD participant's active engagement may cover more than one licence period.

However, you can only claim points in the year they are earned.

## Research review committees

You can also earn CPD points by serving on a review committee.

Sometimes a research committee may ask an industry organization to provide input or comment on new research findings, or draft industry building standards (such as building code development).

If the organization establishes a structured review committee, participants who are also doing CPD can receive points for time they serve on the committee.

As with a formal research committee, the organization must provide documents showing a nominee's active engagement.

## Curriculum development

The development of educational curriculum can also earn CPD points.

To be acceptable for CPD points, it must involve the development of new curriculum.

In addition, all the following criteria must be met:

- The curriculum must be linked directly to one or more of the seven core competency areas, or to business ethics.
- The development of the curriculum must be directed by an organization that BC Housing considers suitable. This could include: construction associations, government and other public agencies, and education institutes defined in the University Act, the College and Institution Act, or the Private Career Training Institutions Act.
- There must be a formal process for conducting the curriculum development. In most cases, a committee would be established, with clearly identified objectives, a structure, and a timeline. Occasionally, curriculum could be developed without a committee if there are terms of reference, or a contract established by the organization for the CPD participant.
- The licensee must keep records of a participant's engagement and a complete outline of the committee's work. The organization leading the curriculum development should provide this documentation, including copies of the committee minutes confirming the nominee's attendance. This documentation must be available for review by BC Housing if asked.

## Curriculum review committees

Sometimes an education curriculum development committee may ask industry organizations to provide strategic input or comment on a new or revised curriculum.

If the organization establishes a structured review committee, participants who are also doing CPD can receive credit for the time they serve on the committee. The organization must provide documents showing a nominee's active engagement.

## Course revisions

Time spent revising existing curriculum will be reviewed on a case by case basis. Some of the factors we will look at are the types of changes being made and why. For example, if there is a new emerging trend in construction technology that was not addressed in the original curriculum, this would be an acceptable revision to earn CPD points. The curriculum material must be new and not refinements of existing material. You will earn 1 point for every hour spent on approved course revisions.

## Documenting your research and education CPD activities

Participants must keep any documentation of all their research and education development activities. In the case of committee involvement, this must include all committee minutes.

Although participants own their records, BC Housing may request access at any time.

If the participant is a nominee of another licence holder, the licence holder must have access to the records for licence renewal.

If a licensee has incomplete documentation, BC Housing could deny the points claimed. If that happens and the licensee doesn't have alternate points, CPD could be considered incomplete — which could lead to a suspended licence.

Licenseses must keep the records for three years after the end of the licence term.

## Question

### Can CPD instructors receive CPD points for course delivery?

No. You will not earn credit for actual course delivery. Credit will only be earned for time spent on curriculum development.