



Continuing Professional Development Program

Introduction

Continuous technological and organisational change in the Built Environment obliges every Building Official to pursue ongoing professional development. This was recognised 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.”



Outline

The CPD program cycle has a three-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.

Points

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. The requirements will be as follows:

- The CPD process requires a minimum of **30** points over a three-year period, **20** of which must be from category A.
- 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.
- For **Code B** activities, a maximum of **10** points can be claimed over the 3 year 'window'. [See Allocation of Points Schedule B]
- Points earned cannot be banked, sold, or transferred in any way and are only accumulated over a three-year period. In addition, commencing with the start-up of the CPD program in January 1st, 2008 (launch date), a credit of 10 points is awarded to each member in good standing for attending a 2007 Code Change Seminar session. This three-year program cycle will commence on January 1, 2008 and terminate on December 31st, 2010, at which time a new three-year cycle begins.
- For new members of the Association, who join after 01 January 2008, the start-up date of the three-year cycle will commence at the date that the BOABC Regular membership is approved and/or a level of certification is achieved.



Activities

Acceptable activities include:

- **Code 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.

- **Code B – Other CPD activities**

Code 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.



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 Code 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 ½ 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 Code A or Code 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 for Membership Services for re-assessment. The decision made by the VP for Membership Services 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.

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.



Allocation of points Building Inspection Activities (Code A)

Code	Conferences, Seminars & Training	Point Allocation
A1	Attendance at Conferences/ Seminars/ Technical Meetings and successful completion of Training/Short courses such as a code change seminar or a BCIT code course or required plumbing courses for 'dual inspectors'.	10 per conference, seminar, or course
	Academic courses/studies	
A2	Successful completion of the courses relevant to the BOABC Competencies such as Part 9, Part 3 courses	5 per module--max 15 per year
A3	Personal studies relevant to the technical competencies such as recognized correspondence courses.	1 per hour--max 5 per year
	Professional & Technical Activities	
A4	Position on Professional or Technical Committees relevant to the BOABC competencies such as any BOABC committee or Zone meeting attendance	1 per meeting hour--max 10 per year
A5	Preparation of papers, articles, lectures or tutorials relevant to the BOABC competencies. Writing article for the BOABC e-news.	5 per technical paper-- max 10 per year
A6	Presentation of a lecture relevant to the BOABC competencies on technical topics.	5 per presentation (not repeat lecture)/ max 10 per year
A7	Serving on the BOABC Executive Board of Directors	5 per year



Allocation of points Other CPD activities (Code B)

Code	Conferences, Seminars & Training	Point Allocation
B1	Attendance at Conferences/Seminars/ Technical Meetings (industry related but not required for competencies)	1 per hour –5 per year max
	Academic courses/studies	
B2	Successful completion of the courses relevant to Code B activities (industry related but not required competencies.)	5 per unit--max 10 per year per course

For Code B activities, a maximum of 10 points can be claimed over the 3 years of accreditation.



CPD Schedule

Circle Year 1 2 3

Code A						
Date	Code	Organized/ Sponsored by	Activity	Durat- ion	Points claim	Office use only
Total						



Circle Year 1 2 3

Code B						
Date	Code	Organized/ Sponsored by	Activity	Durat- ion	Points claim	Office use only
				Total		

Points awarded in Year 1) as indicated on the statement of points from
 Points awarded in Year 2) previous year received from BOABC
 Points awarded in Year 3)



CPD Registration Form

To: CPD Administrator

Membership Certificate No:..... 3 year expiry date/....../....

Schedule for CPD activities for Year 1 2 3

Circle the relevant year

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)

For Use by CPD Administrator only

Summary of CPD points
(Points claimed in previous years of current triennium for Code B = _____)

Code A =
Code B =
Total =

Assessed by: _____ Date: / /

Comments:

