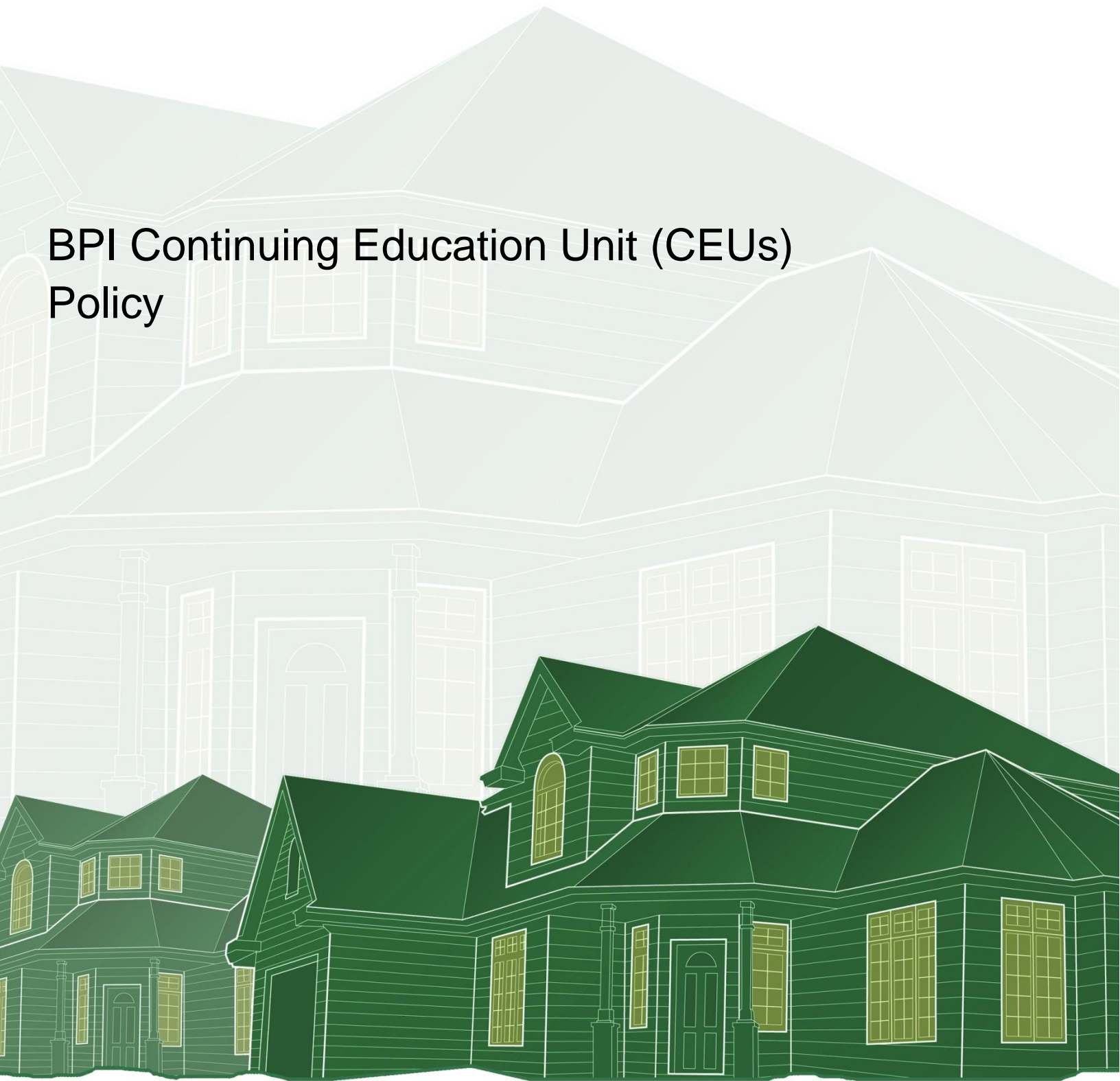




Building Performance Institute, Inc.  
BPI Policies and Procedures

# BPI Continuing Education Unit (CEUs) Policy



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**Acknowledgements**

The Building Performance Institute, Inc. would like to thank those who support the BPI national expansion and all of the dedicated professionals who have participated in the development of this document.

**Disclaimer**

BPI will keep the most up to date version of this document posted at [www.bpi.org/pros](http://www.bpi.org/pros). Prior to participating in any available service through BPI, check to ensure that you have based your decision to proceed on the most up-to-date information available. BPI reserves the right to modify documents prior to accepting any application.

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## 1. CEU Policy

Continuing Education Units (CEUs) are an integral aspect of BPI's certifications. Continuing education permits BPI certified professionals to keep up with a quickly changing industry and bypass most written exams when renewing their certification(s). Continuing education improves a certified professional's knowledge and ability to properly diagnose a home and recommend improvements.

BPI CEU Providers are existing BPI Test Centers or outside organizations who provide relevant continuing education and submit their courses to BPI for review for BPI Continuing Education Units (CEUs). Certified candidates can search for opportunities for CEUs in their candidate portal or by going to the bpi website at [http://www.bpi.org/schedules\\_candidate.aspx](http://www.bpi.org/schedules_candidate.aspx). BPI does not endorse the content, instructor or guarantee quality of the course or instruction.

As an option to bypass most online testing at the time of recertification, candidates may have collected CEUs and applied them as described in *the [BPI Certification Renewal Policy](#)*. Active CEU values apply to a candidate's certification(s) at the time of renewal. The required number of CEUs used to bypass online testing will not increase when renewing multiple certifications at the same time. Acquiring CEUs is an option for recertification and not mandatory. Please refer to the [BPI Certification Renewal Policy](#) for all options available.

## 2. CEU Requirements

This is the CEU policy for candidates who are certified and wish to by-pass the written exam if applicable. Candidates must be certified in order to earn CEU credits for any type of activity.

This policy applies to the following certifications:

- Building Analyst Professional
- Envelope Professional
- Heating Professional
- Air Conditioning & Heat Pump Professional
- Manufactured Housing Professional
- Multifamily Building Analyst
- Multifamily Building Operator

This policy does NOT apply to the following certifications and/or scenarios:

- Certifications:
  - Residential Building Envelope Whole House Air Leakage Control Installer (RBE-WHALCI)
  - Infiltration & Duct Leakage (IDL)
- Please refer to the [Certification Scheme Handbooks](#) for the following designations as the CEU and renewal requirements differ among each designation
  - Quality Control Inspector
  - Energy Auditor
  - Retrofit Installer Technician
  - Crew Leader
- Scenarios:
  - Individuals whose certification has expired
  - Individuals who were unsuccessful on the written and/or field examinations towards renewal; renewal exams are only allowed one (1) attempt

BPI Certified Professionals that are self-attesting to CEUs for certification renewal must submit proof (certificates of completion that includes course name, date and organization) thru the [CEU Portal](#) no less than thirty (30) days prior to the certification expiration date. CEUs submitted less than thirty (30) days prior could result in those CEUs not being applied toward a candidate's recertification. If you attended a BPI preapproved class that is not showing in your candidate account, please contact the presenter directly. Proof of attendance for BPI preapproved courses must be submitted by the presenter. The candidate is responsible for ensuring that all CEU submissions are credited in their individual BPI candidate account as there are no extensions given.

Number of CEUs	Requirement
30 or more	No written exam required <sup>1</sup>
10 – 29	Must successfully complete a 50-question online exam for each designation.
0 – 9	Must successfully complete a 100-question online exam for the first designation and a 50-question online exam for each additional designation.

Only CEUs earned during the active three (3) year certification cycle will qualify toward bypassing online testing. CEUs expire three (3) years from the date they were earned (i.e., date of training, date an article was read, day of presentation). All CEUs have expiration dates.

Any attempt at recertification that is unsuccessful ends the current certification and all CEUs previously earned become invalid for that designation.

Any CEUs that are submitted must align with the BPI Standards and the BPI Testable Knowledge List available at [www.bpi.org/pros](http://www.bpi.org/pros).

### 3. Categories and Category Definitions

All material should be considered with the following ratios (number of hours of training to number of CEUs awarded):

Training Hours to CEU Ratio	Categories of CEU Consideration	
1:1	<b>BPI Whole-house Training</b>	Every hour of training earns 1 CEU (dedicated to whole-house applications and interactions and must incorporate 70% of content from BPI's Testing Knowledge List) More

<sup>1</sup> All renewal candidates seeking to waive the BA written exam must also verify software modeling and/or work scope development knowledge. Candidates can earn six (6) of the thirty (30) CEUs by attending training specific to software modeling and/or work scope development. This six (6) CEU policy is a one-time requirement for BA renewal candidates. Please refer to the [BPI Certification Renewal Policy](#) for additional methods to verify software modeling and/or work scope development knowledge.

		information can be found below.
<b>2:1</b>	<b>Specialized Software</b>	2 hours of training earns 1 CEU (e.g., trades related software training, such as audit, sizing and infiltration)
<b>2:1</b>	<b>Non Whole-house Training</b>	2 hours of training earns 1 CEU (e.g., any non building specific training without whole-house application, such as heating plant installation, framing, ventilation and blower door testing)
<b>3:1</b>	<b>Sales and Marketing</b>	3 hours of training earns 1 CEU (e.g., typically industry business related sessions covering sales and marketing)
<b>3.5:1</b>	<b>Building Code Sessions</b>	3.5 hours of training earns 1 CEU (e.g., sessions related to building codes)
<b>4:1</b>	<b>Primary Certification Training</b>	4 hours of training earns 1 CEU (e.g., training designed for preparation of certification)

**BPI Whole House Training:** Must incorporate 70% of content from BPI's Testing Knowledge Lists. (e.g. exterior/interior Inspection, lighting & appliances, combustion safety, blower door, moisture, air flow, insulation & R value, thermo dynamics-heat transfer, conduction, convection, radiation)

**Specialized Software:** Training related to software modeling, work scope development, audit, sizing and infiltration.

**Non Whole House Training:** Any non building specific training without whole-house application such as heating, plant installation, framing, ventilation, blower door testing, etc.

**Sales & Marketing:** Industry business related sessions covering sales, marketing, and business development.

**Building Code Sessions:** Sessions related to building codes.

**Primary Certification Training:** Training designed in preparation for BPI certification.

## 4. Activities and Activity Definitions

Activity	CEU Hours Max	Proof
Surveys	1 CEUs per certification cycle*	Survey completion and BPI will generate credit once completed
Technical Conferences	20 CEUs per certification cycle	Proof of attendance/ Certificate of Completion
Classroom Trainings	Unlimited	Proof of attendance/ Certificate of Completion
Webinars	10 CEUs per certification cycle	Certificate of Completion, email from presenter (included must be course name, date, organization, and length)
As Trainer	15 CEUs per certification cycle	Proof from Employer/Self Employed see below
Participation on BPI Committees (i.e., Certification Scheme Committee(s), Subject Matter Experts, Standards Technical Committee, Working Groups)	6 CEUs per certification cycle	Committee roster and active participation in meetings (e.g., voting, attendance records)
Reading Articles	10 CEUs per certification cycle	Certificate of completion including proof of successful quiz. Quiz developed by article publisher and on the article content
Author of Related Published Book	10 CEUs per book with maximum of 20 CEUs per certification cycle	Date, Title and link to published book
Write a Related Educational Article	2 CEUs per article / 10 CEUs per certification cycle	Date, Title and link to article
Presentation of Pre-reviewed Material	10 CEUs per certification cycle	Details of course, BPI Approval and times
Online Training	Unlimited	Certificate of completion including proof of a successful quiz. Quiz developed by presenter on course content
* <i>Certification cycle</i> is the time between the award of a certification and the expiration date.		

**Surveys:** BPI surveys are sent out to recently certified candidates to assist in providing valuable feedback to our organization. Once a survey has been completed BPI will credit the candidate accordingly.

**Technical Conference:** Specific training sessions at technical conferences that align with BPI Standards and Testing Knowledge Lists will be granted CEU credit(s). Candidates cannot get credit for attending a conference without proof of participation in training sessions.

**Classroom Trainings:** BPI considers classroom trainings to be educational sessions in which the instructor is conducting a program that aligns with BPI Standards and Testing Knowledge Lists in real time; the instructor and students are engaged in the educational program at the same time.

**Webinars:** BPI defines webinars as those in which the instructor and student are separated by location but the instructor is conducting the program which aligns with BPI Standards and Testing Knowledge Lists in real time.

**Trainer:** Credits can be received by an individual who is instructing/teaching any training course that aligns with the BPI Standards and Testing Knowledge Lists.

**Participation on BPI Committees:** Candidate who participates on a BPI committee can receive CEU credit.

**Reading Articles:** Credit will be allowed for Certified Professionals reading any published article(s) that align with BPI Standards and Testing Knowledge Lists and passes a corresponding quiz related to the content of the article. These articles are usually pre-approved.

**Author of Related Published Book:** Credit may be allowed for authorship of published books related to BPI Standards and Testing Knowledge Lists.

**Write a Related Educational Article:** Credit may be allowed for authorship of published articles related to BPI Standards and Testing Knowledge Lists.

**Presentation of Pre-reviewed Material:** BPI considers live presentations to be educational sessions in which the instructor is conducting the program in real time. All material needs to be reviewed and approved prior to presentation.

**Online Sessions:** BPI considers online sessions to be educational sessions that align with BPI Standards and Testing Knowledge Lists that can be accessed at anytime and where there is no live instructor. Candidates must pass a corresponding quiz related to the content of the course created by the presenter.

## 5. Limitation of Repeat Courses

CEUs will be awarded for activities that Certified Professionals participate in that are the same; however, a candidate will not earn CEUs for the same class taken more than two (2) times within a certification cycle.



## **6. Quality Assurance**

BPI will perform random audits on continuing education units/credits submitted by candidates. This is to ensure CEU Quality Assurance. At its discretion, BPI reserves the right to change the status, revoke or withdraw any certification or CEU submitted based on any form of non compliance found during a routine audit. Upon a quality assurance audit, CEUs submitted could have a status change (from approved to not approved, etc.) or the number of credits could be changed which could affect recertification. Candidates are responsible to check their candidate account to make sure they have enough credits.

## **7. Contact Information**

Any questions regarding CEUs can go to [CEUs@bpi.org](mailto:CEUs@bpi.org) or by calling 1-877-274-1274.