



Continuing Education Unit (CEUs)

POLICIES AND PROCEDURES



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Acknowledgements

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Disclaimer

Eligibility standards, exam content, exam standards, fees, and guidelines are subject to change. BPI will keep the most up-to-date version of this document posted at www.bpi.org. 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. About BPI

Founded in 1993, the Building Performance Institute (BPI) is the nation's premier certification and standard-setting organization for home performance professionals. BPI is accredited by the American National Standards Institute, Inc. (ANSI) as a developer of American National Standards. BPI is also accredited as a certifying body for personnel credentials by the ANSI National Accreditation Board (ANAB). BPI develops technical standards for home performance. From these standards, BPI develops rigorous written and field exams to credential the workforce. BPI understands the importance of impartiality in carrying out its certification activities, managing conflicts of interest, and ensuring the objectivity of its certification activities.

BPI offers five certificates ([Building Science Principles](#), [Healthy Housing Principles](#), [Site Supervisor](#), [Total Building Performance](#) and [Cold Climate Air Source Heat Pump Assessor](#)) that support professional growth in building performance and healthy housing. From foundational knowledge in building science and healthy housing principles to assessment, advanced diagnostics and on-site leadership, these credentials help ensure quality, safety, and efficiency in home energy and retrofit work.

In addition, BPI offers 14 professional certifications. Today, BPI Certified Professionals hold thousands of active certifications, supported by a nationwide network of Test Centers and Proctors.

BPI is a 501(c)(3) nonprofit corporation, incorporated in New York State on January 18, 1996 (corporation number 14-1789014). Our mission is to advance the home performance industry by providing nationally recognized standards and credentials that ensure homes are comfortable, healthy, safe, durable, and energy efficient. BPI is headquartered in Saratoga Springs, NY.

2. Introduction

Continuing Education Units (CEUs) are an important part of keeping BPI certifications active. CEUs help BPI Certified Professionals stay up to date as the industry changes. They also help professionals continue learning new skills.

All CEUs that are submitted for credit must align with BPI Standards and the BPI Testing Knowledge Lists, which are available at www.bpi.org.

CEU are offered by approved BPI CEU Providers, including BPI Test Centers and other organizations. These providers submit their courses to BPI for review and approval.

Certified Professionals can find CEU opportunities in their candidate account or on the BPI website at <https://exams.bpi.org/site/en/ce/search>.

BPI does not guarantee the quality of a course, instructor, or training content. If a course is approved the CEU Provider will upload the CEUs to the CEU portal. Certified Professionals may also upload proof that they completed a course to their CEU portal to receive CEU credit.

Certified Professionals may use CEUs and apply them toward certification renewal as explained in the BPI Certification Renewal Policy. Using CEUs is an option to skip most online written exams during recertification. This option does not apply to field exams. Only active CEUs count toward certification

renewal. The number of CEUs needed does not increase when renewing more than one certification at the same time.

Using CEUs is optional and not required for recertification. Please refer to the BPI Certification Renewal Policy for all available renewal options.

CEUs are non-transferable and may only be applied to the individual Certified Professional who completed the activity.

BPI reserves the sole and exclusive right to interpret and apply this policy. All determinations regarding CEU eligibility, acceptance, denial, or revocation are made at BPI's discretion in accordance with accreditation requirements.

BPI is not responsible for the content, delivery, or outcomes of third-party CEU Providers. Participation in any approved activity is at the Certified Professional's own discretion.

3. CEU Policy

BPI awards Continuing Education Units (CEUs) on a one-to-one basis. This means one (1) hour of approved, related training equals one (1) CEU.

Using CEUs to Skip the Written Exam for Renewal

Certified Professionals who hold an active BPI certification may be able to skip the written exam during renewal, when allowed. To earn CEUs, the certification must be active at the time the training is completed.

Please refer to the BPI Certification Grid for the exact number of CEUs required for each certification.

When This Policy Does Not Apply

This policy does not apply if:

- The certification has expired.
- The Certified Professional was unsuccessful on the written and/or field exam during a renewal attempt. Only one renewal attempt is allowed.

Any unsuccessful recertification attempt will end the current certification. All CEUs earned for that certification will become invalid. The only exception is for Home Energy Professional certifications (EA, QCI, RIT, and CL). For more information, please review the Certification Scheme Handbooks at www.bpi.org.

Submitting CEUs for Renewal

Certified Professionals who report their own CEUs must submit proof of attendance through the CEU Portal at least 30 days before the certification expiration date (see Appendix A). Proof of attendance must include:

- The attendee's name
- Course name

- Date of training
- Name of the training organization

CEUs submitted less than 30 days before the expiration date may not be accepted toward renewal.

If you attended a BPI pre-approved course and it does not appear in your candidate account, contact the CEU Provider directly. Proof of attendance for BPI pre-approved courses must be submitted by the CEU Provider.

Certified Professionals are responsible for making sure all CEUs are correctly listed in their BPI candidate account. Extensions are not granted for certification renewal.

If the full 30 CEUs are not earned, the chart below explains how CEUs affect the renewal process.

Number of Relevant CEUs	Requirement
10 – 29	Must successfully complete a 50-question written exam for the Heating, AC/Heat Pump, or Manufactured Housing designations. Must successfully complete the full-length exam for all other designations.
0 – 9	Must successfully complete a 100-question written exam for the first designation and a 50-question written exam for each additional designation

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

By submitting CEUs, applying for renewal, or maintaining certification, the Certified Professional acknowledges and agrees to comply with the current Continuing Education Unit (CEU) Policies and Procedures, and any future revisions published by BPI.

**** This policy does not apply to the Energy Auditor (EA) or Quality Control Inspector (QCI) Certifications. ****

4. Definitions and Activities

The following activities may qualify for CEUs when they are in alignment¹ with BPI Standards and the applicable Testing Knowledge Lists. All CEUs are subject to audit and must relate directly to the Certified Professional's active BPI certification(s). Unless otherwise specified, CEUs for all relevant activities are awarded at a rate of 1 CEU per hour of participation.

Activity	Proof Required	Notes
Responding to BPI Surveys	No upload required; BPI automatically credits CEUs	Surveys are issued periodically to Certified Professionals

¹ **Alignment** means the training content covers at least 70% of topics listed in the relevant BPI Job Task Analysis, Testing Knowledge List, or Standard associated with the certification being renewed.

	once the survey is completed	
Attending Technical Conferences	Certificate of Completion or proof of attendance for each session	Only sessions aligned with BPI Standards are eligible; general conference attendance does not qualify
Classroom Trainings	Certificate of Completion including attendee name, course name, date, and training organization	Instructor and participants must interact in real time; content must align with applicable Testing Knowledge Lists
Webinars (Live)	Certificate of Completion or confirmation email including course name, date, organization, and duration	Individual login required; group participation under a single login is not eligible
Acting as a Trainer	Letter/verification from employer or documentation confirming self-employed instruction	Training delivered must align with BPI Standards and Testing Knowledge Lists
Participation on BPI Committees	Committee roster plus attendance or voting records confirming active participation	Includes Certification Scheme Committees, SMEs, Standards Committees, and Working Groups
Reading Approved Articles	Certificate of Completion and proof of passing the associated quiz	Article and quiz must be pre-approved and tied directly to Testing Knowledge Lists
Author of Related Published Book	Publication title, publication date, and link to the published work	Content must align with BPI Standards
Writing an Educational Article	Publication title, date, and link to article	Must be published and directly related to Testing Knowledge Lists
Presentation of Pre-Reviewed Material	Summary of content, date, and duration; BPI pre-approval required	Material must be reviewed and approved prior to presentation
Online, Self-Paced Training	Certificate of Completion and proof of passing the course quiz	Course must align with BPI Standards; quiz must be created by the course provider

Other Training Not Listed	Supporting documentation as requested by BPI	Must align with relevant certification JTAs; approval is not guaranteed
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CEUs will be awarded for similar activities that Certified Professionals participate in; however, a Certified Professional will not earn CEUs for the same class taken more than twice within a certification cycle.

CEUs issued for participation in BPI surveys and on BPI committees will be awarded at a flat rate determined by BPI and not necessarily based on hours of participation

5. Quality Assurance

BPI conducts random quality assurance audits on CEUs submitted by Certified Professionals. During these audits, BPI may review CEU submissions to make sure they follow all requirements.

If BPI finds any noncompliance during an audit, it may change the status of a CEU, reduce the number of CEUs awarded, or revoke a certification or CEUs. These changes may affect a Certified Professional's ability to recertify.

BPI awards CEUs on a one-to-one (1:1) basis. One (1) hour of approved, relevant instruction equals one (1) CEU.

As part of the audit process, BPI may review course materials such as agendas, course documents, and training content to confirm the length and relevance of the training.

If BPI finds differences between the submitted information and the actual training, it may adjust the number of CEUs to match the actual instructional time, valid content, based on the 1:1 CEU policy.

Certified Professionals are responsible for reviewing their candidate account to ensure they have enough approved and relevant CEUs.

If BPI determines that this CEU policy has been misused, BPI will decide how to address the issue on a case-by-case basis.

6. Appeals

Certified Professionals have the right to appeal decisions about Continuing Education Units (CEUs) that were denied, reduced or removed. The purpose of the appeals process is to make sure decisions are fair, clear, and consistent. All appeals are reviewed carefully and without bias.

1. Who Can Appeal

A Certified Professional may submit an appeal if:

- A CEU was denied, reduced, or changed to a different category
- Documentation was considered to be incomplete or not enough
- CEUs were removed after a quality assurance review
- The Certified Professional believes the CEU policy was not applied correctly

Appeals are not allowed if:

- The activity clearly does not align with BPI Standards or JTAs
- The denial is based on clear policy rules (for example, CEUs submitted after the renewal deadline)

2. Appeal Deadline

- Appeals must be submitted within 30 calendar days of the CEU denial notice
- Appeals received after this deadline may not be reviewed

3. How to Submit an Appeal

Appeals must be sent in writing by email to CEUs@bpi.org and must include:

- Name and BPI candidate ID
- Subject of email must include CEU Appeal
- Certification(s) affected
- A clear explanation of why the decision should be reviewed
- Any new or additional supporting documents

Appeals missing required information may be returned for correction.

4. Review Process

After an appeal is received:

- BPI will confirm receipt within 5 business days
- The appeal will be reviewed by a BPI staff member(s) who were not involved in the original decision
- BPI may request additional information or clarification
- A decision will be made within 30 business days after all required information is received

6. Final Decision

- Decisions made by the CEU Review Panel are final
- Certified Professional may submit feedback to BPI, but a new appeal will not be opened unless a process error can be shown

7. Records

BPI keeps all appeal records and decisions for at least five (5) years, in line with recordkeeping and accreditation requirements.

7. Contact Information

Any questions regarding CEUs may be submitted via email to CEUs@bpi.org or by calling (877) 274-1274 ext. 292.

Appendix A – CEU Login Instructions for Certified Professionals

If you attended a BPI pre-approved class, please be aware that it can take up to two weeks for the CEUs to show in your account. If, after two weeks, a class is still not showing in your Candidate Account, please contact the CEU provider directly. Proof of attendance must be submitted for pre-approved classes by the CEU provider. The Certified Professional is responsible for all CEU submissions.

Login to the CEU Portal:

1. Login via www.bpi.org by selecting **Login** at the top of the screen, then selecting Log In next to Testing and Continuing Education Accounts.

Once logged in, you will be able to select the following choices from the left-hand menu:

- **Active Certifications Summary** to view your active BPI Certifications and their expiration dates
 - **Detailed Report** to see a detailed overview of CEUs you have submitted
 - **Add Continuing Education Units/Credits (CEUs)** to submit CEUs for approval
 - **CEU Policy** to view the current CEU Policy
 - **Search Opportunities for CEUs** to find classes for CEUs that may be offered in your area
2. Select **Add Continuing Education Units/Credits (CEUs)** from the left side menu
 3. Select the **Add CEUs** button
 4. Enter the:
 - a. **Training Title** (Name of the class you attended)
 - b. **Training Company** (Name of the organization presenting the class)
 - c. **Training Start Date** and **Last Date of Training** (if your class was only one day, enter it in the **Last Date of Training** field)
 - d. **Training Type**
 5. Select **Continue**
 6. If you selected any of the following **Training Types**, you will be prompted to select a **Training Category** (It's important to select the correct training category as random quality assurance audits are implemented and BPI reserves the right to change the category based on findings during audits.)
 - a. **Classroom Training**
 - b. **Online Training**
 - c. **Trainer**
 - d. **Articles**
 - e. **Live Presentations**
 7. Select **Training Category** based on the course outline that best fits your training.
 8. Enter the **Length of training (hours)**
 9. Upload proof of completion in the **Proofs / Documentation** area by selecting the **+ Add files...** button
 10. When your file upload is complete, you will see the word Done next to the + Add files... button

11. Select Continue
12. Read through the Terms and Conditions
13. Select the I agree with the terms and conditions check box
14. Select the I agree that any self-reported CEUs are subject to BPI audit. BPI has the right, at its discretion, to suspend or revoke a candidate's BPI Certification(s), if any falsification is suspected or found during a BPI audit. check box
15. Select Submit

A green status bar at the top of the page will confirm that your CEU entry has been submitted. You will also see a **Status** field on the right-hand side of the screen that states whether your CEUs were approved.

16. To add more CEUs, select the **Add Continuing Education Units/Credits (CEUs)** link under the green status bar
17. To go back to the main menu, select the **Active Certifications Summary** link
 - a. This will show how many CEUs you have accumulated in the upper right corner

For any questions or concerns, please email BPI at CEUs@bpi.org or call toll free at 1-877-274-1274, ext. 292.