



Continuing Education Unit (CEUs) Provider

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. BPI CEU Providers

BPI Continuing Education Unit (CEU) Providers are BPI Test Centers or other organizations approved to offer continuing education aligned with BPI Standards and Testing Knowledge Lists. CEU Providers submit courses to BPI for review and approval for alignment for pre-approval of CEU credit for their submissions.

3. Continuing Education Unit (CEUs)

Continuing Education Units (CEUs) are an integral aspect of BPI's certifications. Continuing education enables BPI certified professionals to stay current in a rapidly evolving industry and may allow professionals to bypass certain written exams during certification renewal.

- Key requirements include: You must be BPI certified to obtain continuing education credits towards renewal.
- Courses must be a minimum of one (1) hour in duration. All continuing education must align with the [BPI Standards](#) and the [BPI Testing Knowledge Lists](#); not all courses submitted to BPI are guaranteed to be approved for BPI CEUs
- Courses must be submitted through the BPI CEU Portal with all required information and payment at least ten (10) business days prior to the course date. Approved courses remain active for two (2) years and may be renewed at the end of the approval period.

- Individual classes¹ must be created in the CEU Portal i to add attendees and be listed on the BPI website.
(Exception: Online and Technical Conferences)
- Participants must attend the full training in order to receive BPI CEUs.
- CEU Providers must upload attendee information and close classes in the CEU Portal within seventy-two (72) hours of course completion.

***Courses that change in content, format, length, or type must be resubmitted as new courses. BPI reserves the right to decline, revoke, or withdraw any CEU at its discretion.**

4. Fee Schedule

Classroom Training, Online Training and Webinars

Up to 10 courses submitted at the same time	\$ 25.00 per course
10 or more courses submitted at the same time	\$ 250.00 flat fee

Technical Conference Training

Up to 20 courses submitted at the same time	\$ 250.00 flat fee
Between 20 and 50 courses submitted at the same time	\$ 500.00 flat fee
Over 50 courses submitted at the same time	\$ 1000.00 flat fee

5. Refund Policy

All CEU submission fees are non-refundable. If a course is not approved, the CEU Provider may revise and resubmit the course at no additional cost. CEU Categories

CEUs are awarded at a ratio of one (1) hour of training to one (1) CEU.

6. Definitions and Activities

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

¹ **Class** - Once a course is approved by BPI for CEU's an organization can create individual classes for that specific course. Classes should include dates, times and location, and will be searchable by candidates via BPI's website.

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

7. Quality Assurance

BPI reserves the right to audit, review, revoke, or withdraw any CEU course that does not comply with CEU requirements or quality standards. 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 Providers

Any organization that would like to submit courses for CEU approval may do so by following the instructions below. Once approved, you will be able to create classes with dates which will be listed on the BPI website. Once the class is completed, you will be able to enter the names of certified professionals that should receive CEUs for attending that class.

Login to the CEU Portal:

1. Login directly to the CEU Provider Portal via www.bpi.org by selecting **Testing and CEU Portal** from the **Login** dropdown box at the top of the screen, and then choosing **CEU Provider Portal**

If you are brand new to BPI, you will first need to register for an account.

2. On the **CEU Provider Login** screen, scroll to the bottom and select the **Register** link
3. Enter all the required information as denoted by an asterisk (*)
4. Select **Register**

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

- **Courses** to add or view training courses
- **Classes** to add or view existing classes
- **Payment Summary** to view payment history
- **CEU Policy** to view the current CEU Policy

Submit a Course to BPI for Approval

1. Select **Courses** from the left side menu
2. Select the **Click here to create a new course** link under the **Incomplete** heading.
3. Enter the:
 - a. **Course Title**
 - b. *If you would like certified professionals to be able to search for your courses through the BPI website, make sure to check the **Public (Searchable by candidates)** box*
 - c. **Training Type** (see definitions in Section 7. of the CEU Provider Policy for the type that best fits)
4. Select **Continue**

If you are submitting **Technical Conference Class(es)** and there is more than one (1) training session that you wish to receive CEUs for, select the **Import Technical Conference Classes** link and follow the prompts

5. If you selected any of the following **Training Types**, you will be prompted to select a **Training Category**
 - a. **Classroom Training**
 - b. **Online Training**
 - c. **Articles**

6. Select **Training Category** based on the course outline that best fits your course material (See definitions in Section 6 of the CEU Provider Policy for more details)
7. Enter the **Length of training (hours)**
8. Upload the **Training Summary / Syllabus** by selecting the **Choose File** button
9. Enter the:
 - a. **Contact Name**
 - b. **Contact Phone**
 - c. **Contact Email**
 - d. **Direct Link to this training's information** (URL of your training website, which may be searchable by certified professionals)
10. Select **Continue**
11. To add a new instructor (the person who will be presenting the course)
 - a. Select **Create New Instructor** from the **Add Instructor** dropdown box
 - b. Enter their **BPI ID** if available
 - c. Enter the **Instructor Name**
 - d. Upload **Instructor Biography** by selecting the **Choose File** button
 - e. Select **Add**, OR
 - f. Select existing Instructor from the **Add Instructor** dropdown box
12. After clicking the **Add** button, a green status bar at the top will confirm additions
13. Repeat steps 11 and 12, above, until all instructors for the course have been added
14. Select **Continue**
15. Read through the **Terms and Conditions**
16. Select the **I agree with the terms and conditions** check box
17. Select **Submit**

A green status bar at the top of the page will confirm that your course entry has been submitted.

18. To add more courses, select the **Create New Course** link under the green status bar, OR
19. To submit & pay for your course(s), select the **Submit Courses for Approval** link
20. Check off the course(s) you wish to submit at that time and select **Continue**
21. Review your course(s) and make payment by selecting **Checkout**

*You will then be brought directly to a PayPal site. If you have a PayPal account, you may choose to use it; or you may login as a guest to pay by debit or credit card. If, at any time, you would like to leave the site without paying, select the **Cancel and return to Building Performance Institute, Inc.** link at the bottom of the page.*

Add Upcoming Classes

*Please check your portal on a regular basis for course approval. Once your course has been approved, be sure to create any upcoming class dates to your portal; even if those classes are not open to the public. Please be aware that you will **NOT** be able to enter certified professional information to any class(es) that have been added to your portal more than two (2) weeks after the last day that class has occurred. Certified professionals will not receive CEUs until the class has been closed.*

1. Select **Classes** from the left side menu
2. Select the **Click here to create a new class** link under the **Upcoming** heading.
3. Choose which course you would like to add an upcoming class to by selecting from the dropdown box
(if your course is public, it will now be searchable by the certified professionals on BPI's website)
4. Select **Continue**
5. Choose the **Date** (if your class is only one day, enter it in the **Last Date of Training** field)
6. Enter the info below where the class will be taking place:
 - a. **Address**
 - b. **City**
 - c. **State**
 - d. **Zip Code**
7. Check off the **I agree with the terms and conditions** box
8. Select **Create**

Add Certified Professionals to Classes that have occurred

*You cannot add certified professionals to your class(es) until **AFTER** they have already occurred. This includes any class that can be viewed in the Upcoming area under Classes Summary. Keep in mind that a certified professional can only receive CEUs for a class if they hold an active BPI Certification.*

1. Select **Classes** from the left side menu
2. On the right side of the screen where it says **Add Class Attendees**, select **Click here to view the classes that require adding attendees**
3. Find the class that you would like to add participants to and select the **Open** button
4. Click **OK**
5. Attendees can be added to a class by either:
 - a. Looking for a certified professional using the **Search** fields and then selecting **Add**, OR
 - b. **Importing** a CSV file
 - i. Click on the **sample.csv** to see the format that you will need to use
 - ii. **You must include the BPI ID of the certified professional**
 - iii. If the name is spelled incorrectly, but the BPI ID is correct, CEUs will still be submitted
6. If a certified professional is not approved, the system will give an explanation in the **Notes** section

7. If you need to remove a certified professional, check off the name, and select the **Remove** button

When you have completed adding certified professionals to a class, select the **Close** button in the upper right corner of the screen. *Please note that you will not be able to remove a certified professional from the roster after you close out a class. Certified professionals will NOT receive CEUs for a class until you close it out.*

8. Click **OK**
 - a. You may re-open any class to add more certified professionals for a period of two (2) weeks after the date the class ended by selecting the **Re-Open** button

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