



# 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](http://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.

## Table of Contents

Table of Contents.....	i
1. About BPI.....	2
2. Introduction .....	2
3. CEU Policy.....	2
4. CEU Categories .....	4
5. Activities, Definitions, and CEU Limits.....	5
6. Quality Assurance .....	7
7. Contact Information.....	7
Appendix A – CEU Login Instructions for Certified Professionals .....	8

## 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 and as a certifying body for personnel credentials. BPI develops the technical standards for home energy audits and for energy efficiency, health, and safety improvements. From these standards, BPI develops rigorous written and field exams resulting in one of BPI's 14 professional certifications.

BPI also offers three programs ([BPI GoldStar Contractor](#) for companies, [Rating Program](#) for raters, and [BPI Product Listing](#) for manufacturers) and three certificates ([Building Science Principles](#), [Healthy Housing Principles](#), [Site Supervisor](#)). BPI Certified Professionals hold over 12,000 active certifications supported by over 100 BPI Test Centers and 250 Proctors nationwide. BPI has BPI Goldstar Contractors across the country.

BPI is a 501(c)3 corporation registered in the state of New York. The corporation was incorporated on January 18, 1996 and the corporation number is 14-1789014. The objective of the corporation is to provide credentialing for individuals and corporations involved in the residential retrofit industry. BPI is headquartered in Saratoga Springs, NY.

## 2. Introduction

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 other organizations who provide relevant continuing education and submit their courses to BPI for review for BPI Continuing Education Units (CEUs). Certified Professionals can search for opportunities for CEUs in their candidate account or by going to the bpi website at <https://exams.bpi.org/site/en/ce/search>. BPI does not endorse the content, instructor or guarantee quality of the course or instruction.

Certified professionals may obtain CEUs and apply them towards their certification(s) as described in the [BPI Certification Renewal Policy](#), as an option to bypass most online testing at the time of recertification. Active CEU values apply to a certified professional'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.

## 3. CEU Policy

This is the CEU policy for certified professionals who are currently certified and wish to bypass the written exam for renewal, if applicable. Certified professionals must hold an active BPI Certification in order to earn CEUs 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
- Healthy Home Evaluator

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

- Certifications:
  - Air Leakage Control Installer (ALC)
  - 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:
  - If an individual's certification has expired
  - If an individual was unsuccessful on the written and/or field examinations towards renewal; only one (1) attempt at a renewal exam is allowed

**\*Any attempt at recertification that is unsuccessful will end the current certification and all CEUs previously earned become invalid for that designation; for certifications applicable to this policy (see above for exceptions).**

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

Number of CEUs	Requirement
24 (HHE ONLY)	No written exam required, but must complete and submit payment for the <a href="#">BPI Certification Renewal Application</a>
30 or more	No written exam required
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; for certifications applicable to this policy (see above for exceptions).**

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

#### 4. CEU Categories

All material should be considered with the following ratios (number of hours of training to number of CEUs awarded) with the exception of technical conferences and webinars.

CEU Ratio	CEU Categories	
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) (e.g. exterior/interior Inspection, lighting & appliances, combustion safety, blower door, moisture, air flow, insulation & R value, thermo dynamics-heat transfer, conduction, convection, radiation)
2:1	<b>Specialized Software</b>	2 hours of training earns 1 CEU (e.g., trades related software training, such as audit, sizing and infiltration)
2:1	<b>Non Whole-house Training</b>	2 hours of training earns 1 CEU (e.g., any building specific training without whole-house application, such as heating plant installation, framing, ventilation and blower door testing)

<b>CEU Ratio</b>	<b>CEU Categories</b>	
<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 BPI certification)
<b>1:1</b>	<b>Healthy Homes Training</b>	Every hour of training earns 1 CEU (dedicated to Healthy Homes and interactions between the building and the indoor environment/occupants, including primary certification training attended for the sole purpose of CEU credits. Training must incorporate 70% of content from Section 6 Functions and Tasks in this Scheme Handbook)
<b>1.5:1</b>	<b>Whole-house Training with Healthy Housing</b>	1.5 hours of training earns 1 CEU (e.g., any healthy housing related training with whole-house application)
<b>3:1</b>	<b>Non-whole-house Training with Healthy Housing</b>	3 hours of training earns 1 CEU (e.g., any healthy housing specific training without whole-house application, such as dryer vent installation, food safety, biocides)

## 5. Activities, Definitions, and CEU Limits

<b>Activity</b>	<b>CEU Hours Max</b>	<b>Proof</b>
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

Activity	CEU Hours Max	Proof
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 is the time between the date a certification was awarded and the expiration date.</i>		

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

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

**Technical Conference:** Specific training sessions at technical conferences that align with BPI Standards and Testing Knowledge Lists will be granted CEUs. Certified professionals cannot receive CEUs for attending a conference without proof of participation in training sessions.

**Classroom Trainings:** 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:** Courses occurring in real time during which the instructor and student are separated by location, but the instructor is actively conducting a presentation that aligns with BPI Standards and Testing Knowledge Lists.



\*Certified professionals will only receive CEUs if they are logged into a computer in real time. If there are multiple people attending a webinar each person must log in separately to the webinar to receive CEUs.

**Trainer:** CEUs 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:** Certified professional who participates on BPI committees can receive CEUs.

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

**Author of Related Published Book:** Authorship of published books where the content is related to BPI Standards and Testing Knowledge Lists.

**Write a Related Educational Article:** Authorship of published articles where the content is related to BPI Standards and Testing Knowledge Lists.

**Presentation of Pre-reviewed Material:** 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:** Educational sessions that align with BPI Standards and Testing Knowledge Lists that can be accessed at any time and where there is no live instructor. Certified professionals must pass a corresponding quiz related to the content of the course created by the presenter.

#### **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 submitted by certified professionals. 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 noncompliance 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 CEUs could be changed which could affect recertification. Certified professionals are responsible to check their candidate account to make sure they have enough CEUs.

## **7. Contact Information**

Any questions regarding CEUs may be submitted via email to [CEUs@bpi.org](mailto: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 (2) weeks for the CEUs to show in your account. If, after two (2) 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 one of two ways:**

1. Login via [www.bpi.org](http://www.bpi.org) by selecting **Testing and CEU Portal** from the **Login** dropdown box at the top of the screen

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 CEU's 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** (if your class was only one day, enter it in the **Last Date of Training** field)
    - d. **Training Type** (See definitions below each selection or refer to Section 5 in the policy for the type that best fits)
  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, which could result in a change in the number of CEUs)
    - 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 (See definitions below each selection or refer to Section 4 in the policy for the type that best fits)
  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. If you selected any of the remaining **Training Types**, you will be prompted for proof of completion
  - a. **Technical Conference Class**
  - b. **Webinar**
  - c. **Participation on BPI committees**
  - d. **Author of Related Published Book**
  - e. **Write a Related Educational Article**
  - f. **Building Science Principles Certificate**
  - g. **Home Energy Score Assessor Training and Exam**
13. Enter the **Length of training (hours)**
14. Upload proof of completion in the **Proofs / Documentation** area by selecting the **+ Add files...** button
15. When your file upload is complete, you will see the word **Done** next to the **+ Add files...** button
16. Select **Continue**
17. Read through the **Terms and Conditions**
18. Select the **I agree with the terms and conditions** check box
19. 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
20. 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 or not your CEUs were approved.

21. To add more CEUs, select the **Add Continuing Education Units/Credits (CEUs)** link under the green status bar
22. 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](mailto:CEUs@bpi.org) or call toll free at 1-877-274-1274, ext 292.