



# 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](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.

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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 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 understands the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities.

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. BPI CEU Providers

BPI CEU Providers are existing BPI Test Centers or other organizations who provide relevant continuing education. BPI CEU Providers submit courses to be reviewed and approved for Continuing Education Units (CEUs).

## 3. Continuing Education Unit (CEUs)

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 potentially allows for certified professionals to bypass most written exams when renewing BPI certification(s).

CEUs must align with the BPI [Testing Knowledge Lists](#) and the [BPI Standards](#).

- Any continuing education courses being submitted for approval 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
- Each course must be submitted through the [BPI CEU Portal](#) with all required information and payment at least 10 business days prior to the date of the course (*Appendix A*)
- Once submitted, the CEU Provider can check course status (approved, declined, etc.) through BPI's CEU portal within seven to 10 business days.

- Once a course<sup>1</sup> is approved, it will remain active for two years from the date of approval, with the option to renew at the end of that two year period.
- Specific classes<sup>2</sup> must be created within the CEU portal in order to add attendees and be listed on the BPI website. (Exception: Online and Technical Conferences do not require that individual classes be created.)
- Classes will be searchable on BPI's website.
- Access to the BPI continuing education logo will be available in the CEU portal.
- Participants must attend the entire class in order to obtain BPI CEUs.
- The CEU provider is required to upload/add attendees and close the class in the BPI CEU portal within 72 hours of the class completion. Not doing so within this timeline could adversely affect a certified professional's recertification.
- Upon course expiration, the course may be resubmitted to BPI for renewal. Renewal may be made through the CEU Portal (*Appendix A*).
- If a course changes (e.g. type, outline, content, length, etc.) a new course submission is required, as it would be considered a new course.
- At its discretion, BPI reserves the right to decline, revoke or withdraw any CEU submitted and/or approved.

## 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

***There will be no refunds for any CEU fees submitted to BPI.***

If a course is submitted and not approved, the CEU provider will be able to update the information and resubmit the course for review free of charge.

<sup>1</sup> **Course** - A training course (classroom, webinar, online, etc.) that an organization develops to provide training to people. Courses are approved for 2 years.

<sup>2</sup> **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.

## 6. 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, which will receive a 1:1 CEU ratio.

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)
3:1	<b>Sales and Marketing</b>	3 hours of training earns 1 CEU (e.g., typically industry business related sessions covering sales and marketing)
3.5:1	<b>Building Code Sessions</b>	3.5 hours of training earns 1 CEU (e.g., sessions related to building codes)
4:1	<b>Primary Certification Training</b>	4 hours of training earns 1 CEU (e.g., training designed for preparation of BPI certification)

CEU Ratio	CEU Categories	
1:1	<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)
1.5:1	<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)
3:1	<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)

## 7. Training Types and Definitions

Training Type	Requirements
<b>Technical Conferences</b>	CEU Providers are required to submit BPI Certified Professional attendees through the <a href="#">CEU Portal</a> and close the class within seventy-two (72) hours of completion
<b>Classroom Trainings</b>	CEU Providers are required to submit BPI Certified Professional attendees through the <a href="#">CEU Portal</a> and close the class within seventy-two (72) hours of completion
<b>Webinars</b>	CEU Providers are required to submit BPI Certified Professional attendees through the <a href="#">CEU Portal</a> and close the class within seventy-two (72) hours of completion
<b>Published Articles</b>	CEU Providers are responsible for tracking BPI Certified Professionals that read an article, which has been pre-approved by BPI, and successfully pass a quiz that is developed by the article publisher on the content of the article. Provider submits CEU participants through the <a href="#">CEU Portal</a> within seventy-two (72) hours of completion
<b>Online Training</b>	CEU Providers are responsible to track BPI Certified Professionals that successfully pass a quiz that is developed by the training provider about the online training content. Provider submits CEU participants through the <a href="#">CEU Portal</a>

**CEUs will be awarded for training types 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 times within a certification cycle.**

**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.

**Published Article:** Articles with content that aligns with BPI Standards and Testing Knowledge Lists as eligible for CEUs. The Certified Professional must have access to the published article and corresponding quiz developed by the article publisher. Certified professionals must pass the corresponding quiz in order to obtain CEUs.

**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.

## **8. Quality Assurance**

At its discretion, BPI reserves the right to review, revoke, or withdraw any CEU course submitted based on any form of noncompliance found during a routine audit to ensure CEU Quality Assurance.

## **9. 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 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](http://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](mailto:CEUs@bpi.org) or call toll free at (877) 274-1274, ext. 292