



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 the technical standards for home energy audits and for energy efficiency, health, and safety improvements. From these standards, BPI develops rigorous online 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. 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 **online exams** when renewing their certification(s). Continuing education improves a certified professional's knowledge and ability to properly diagnose a home and recommend improvements.

Any CEUs that are submitted must align with the BPI Standards and the BPI Testing Knowledge Lists available at www.bpi.org.

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 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. CEUs that have been pre-approved by BPI will be uploaded to the CEU portal by the CEU Provider. Certified Professionals may also upload relevant training for CEU credit in their CEU portal.

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 exams** at the time of recertification and **does not apply to the field exam component** of certification renewal. 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 **online 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
- Heating Professional
- Air Conditioning & Heat Pump Professional
- Manufactured Housing Professional
- Multifamily Building Analyst
- Multifamily Building Operator
- Healthy Home Evaluator

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

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

- Certifications (there is no **online exam** component for the certification renewal of these specific designations):
 - Air Leakage Control Installer (ALC)
 - Infiltration & Duct Leakage (IDL)
 - Building Analyst – Technician (BA-T)
- Scenarios:
 - If an individual's certification has expired
 - If an individual was unsuccessful on the online and/or field exams towards renewal; only one attempt at a renewal is allowed

***Any attempt at recertification that is unsuccessful will end the current certification and all CEUs previously earned become invalid for that designation with the exception of the Home Energy Professional designations (EA, QCI, RIT, and CL).**

BPI Certified Professionals that are self-reporting relevant 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 30 days prior to the certification expiration date (*Appendix A*). CEUs submitted less than 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 shown 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 Relevant CEUs	Requirement
24 (HHE ONLY)	No online exam required, but must complete and submit payment for the BPI Certification Renewal Application
30 or more	No online 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-year certification cycle will qualify toward bypassing online testing. All CEUs have expiration dates three years from the date they were earned (i.e., date of training, date an article was read, day of presentation).

4. CEU Categories

All material should be considered with the ratio of 1:1 (one hour of training to one CEU awarded).

CEU Categories	
BPI Whole-house Training	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)
Specialized Software	e.g., trades related software training, such as audit, sizing and infiltration
Non Whole-house Training	any building specific training without whole-house application, such as heating plant installation, framing, ventilation and blower door testing
Sales and Marketing	typically industry business related sessions covering sales and marketing

CEU Categories	
Building Code Sessions	sessions related to building codes
Primary Certification Training	(e.g., training designed for preparation of BPI certification)
Healthy Homes Training	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
Whole-house Training with Healthy Housing	(e.g., any healthy housing related training with whole-house application)
Non-whole-house Training with Healthy Housing	(e.g., any healthy housing specific training without whole-house application, such as dryer vent installation, food safety, biocides)
OSHA Safety	Any OSHA related courses (e.g., OSHA 10 or OSHA 30)
Others not listed	Reach out to BPI to determine if the training you attended will qualify for BPI CEUs

5. Activities and Definitions

Activity	Proof
Surveys	BPI will generate credit once survey is completed
Technical Conferences	Proof of attendance for each session attended/Certificate of Completion
Classroom Trainings	Proof of attendance for each class attended/Certificate of Completion
Webinars	Certificate of Completion, email from presenter (included must be course name, date, organization, and length)

Activity	Proof
As Trainer	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)	Committee roster and active participation in meetings (e.g., voting, attendance records)
Reading Articles	Certificate of completion including proof of successful quiz. Quiz developed by article publisher and on the article content
Author of Related Published Book	Date, Title and link to published book
Write a Related Educational Article	Date, Title and link to article
Presentation of Pre-reviewed Material	Details of course, BPI Approval and times
Online Training	Certificate of completion including proof of a successful quiz. Quiz developed by presenter on course content

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 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.

6. Quality Assurance

BPI will perform random quality assurance audits on continuing education units submitted by certified professionals. 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 for checking their candidate account to make sure they have enough relevant CEUs.

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 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** and **Last Date of Training** (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.)
 - 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 or call toll free at 1-877-274-1274, ext. 292.