



BPB

Building Professionals Board

CPD course
December 2008

Accredited certifiers – Legislative Requirements CPD course 2008

The Building Professionals Board advises accredited certifiers that this course is now available to be undertaken via distance education.

Do I have to complete the course?

Yes, all accredited certifiers must undertake two courses each calendar year:

- *Accredited Certifiers: Professional Practice*
- *Accredited Certifiers: Legislative Requirements*

Completion of both courses is compulsory. The *Building Professionals Act 2005* (the Act) enables the Board to refuse to renew the accreditation of certifiers who have not undertaken the CPD required by the accreditation scheme since the Board last renewed their accreditation.

What does the course cover?

You will be aware that the Board has been working recently to introduce a number of changes to the certification and accreditation systems in NSW. Some of these changes have already commenced or are about to commence.

The course will provide you with information about the recent changes and ask you to answer some questions to ensure you have gained an undertaking of the changes.

What are the requirements for the course?

For this course, accredited certifiers do not need to attend any course sessions in person. The course needs to be completed by distance education over the internet.

You need to complete the course as follows:

1. register and pay for the course (see below),
2. read the material in the course notes,
3. complete a series of worksheets that accompany the course notes, and
4. send your completed worksheets to the Board.

You need to correctly answer the majority of the questions in the worksheets in order to pass the course. You can use the notes provided to answer the questions, however the work must be entirely your own. You cannot work with another accredited certifiers/ to develop your answers.

Once the Board has marked your worksheets, you will be provided with a Certificate of Completion for the course.

When must I complete the course?

You need to complete the course **by 23 January 2009**. The Board must have received your completed worksheets by that date.

If you are unable to complete the course in the time given, you need to provide your reasons to the Board in writing.

What if I don't have access to the internet?

If you don't have internet access, the Board will send you a CD or hardcopy of the course materials. Please contact the Board if you wish to avail yourself of this option.

How long will it take to complete the course?

The course is not onerous. It should take you only two to three hours to read the material and answer the questions in the worksheets.

Why do certifiers have to attend CPD sessions?

The courses each year enable certifiers to maintain their skills and knowledge in relation to their certification functions. This course will provide certifiers with a sound understanding of recent amendments to the Act and the *Environmental Planning and Assessment Act 1979*.

Course fee

The fee for the course is \$150.00. The fee can be paid by cheque (made payable to the Building Professionals Board) or by Visa or Mastercard online at:

<http://www.ra.com.au/RAEvent/registration1.asp?EventID=1030>

The fee must be received by the Board before you will be provided with the course materials.

Note: following an online payment, it will take up to two working days for your payment to be finalised.

Registration

Please visit the BPB website (<http://www.bpb.nsw.gov.au/index.pl?action=signup>) to register for a session. You need to follow the process below in order to successfully register for the course:

1. Register for the course online at <http://www.bpb.nsw.gov.au/index.pl?action=signup>. You will be required to create a login and password. Your login and password will be available for use following payment of the course fee.
2. Pay the \$150.00 course fee.
3. Await an email confirmation acknowledging your successful payment of the course fee. This may take up to two working days.
4. Login via the login / password box on the BPB home page.
5. You can then access the reading materials and worksheets via this part of the website.

Further information

Info sheet 7 *Continuing professional development* outlines the requirements of the CPD program under the accreditation scheme and can be found at www.bpb.nsw.gov.au.

If you have any enquiries, please email cpd@bpb.nsw.gov.au or phone 02 9895 5950.

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