



## Continuing Education (CE) Guide/FAQ for DHCD Certificate Holders



Below are answers to some of the most commonly asked questions related to DHCD Continuing Education. For additional details, please review the full policy located here:

<https://dmz1.dhcd.virginia.gov/BFR/Main/Downloads/Contining%20Education%20Policy.pdf>

### What is the Continuing Education Requirement for DHCD Certificate Holders?

- 16 hours every two years, regardless of the number of certifications you have.
- The two-year clock starts on your first certification date.

### What Happens if I Don't Satisfy My Continuing Education Requirements?

**If you don't submit your Continuing Education hours on time, all DHCD certifications that you hold become inactive.** (a serious issue if a violation you've issued becomes subject to or part of a court proceeding, and/or have other significant legal impacts).

### When are my Continuing Education Hours Due?

- Your due date is based on the first letter of your last name.
  - A-M: Due May 1 of every **even** year (e.g. 2024, 2026)
  - N-Z: Due May 1 of every **odd** year (e.g. 2025, 2027)
- If there are 12 months or fewer remaining in the CE cycle, the requirement is only 8 hours. For example, you get your first DHCD certification in September 2025 and your first CE is due May 1, 2026. Since this is fewer than 12 months, only 8 hours are required for the 2026 submission.
- If there are fewer than 6 months until your CE is due, contact us for guidance.
- There is a one month "grace period", so Continuing Education can be submitted as late as May 31 of the year it's due.

### What Are the Acceptable Timeframes for Continuing Education Events?

The events must have taken place in the two years prior to the due date.

CE Due Date	Training events must have taken place between
May 1, 2022	May 1, 2020 and April 30, 2022
May 1, 2023	May 1, 2021 and April 30, 2023
May 1, 2024	May 1, 2022 and April 30, 2024
May 1, 2025	May 1, 2023 and April 30, 2025
May 1, 2026	May 1, 2024 and April 30, 2026
May 1, 2027	May 1, 2025 and April 30, 2027
May 1, 2028	May 1, 2026 and April 30, 2028
May 1, 2029	May 1, 2027 and April 30, 2029
May 1, 2030	May 1, 2028 and April 30, 2030

## Can I Submit Hours to DHCD as I Earn Them?

You should submit all required CE hours to DHCD at the same time. DHCD does not have a system that allows you to enter/track CE hours as you go.

## How Do I Submit My Continuing Education Hours to DHCD?

There are a number of ways that you can submit your CE hours to DHCD

- **Submit online** using the VBCA Online Registration System (the same system that you use to view and register for VBCA courses). See the section “How to Upload and Submit Your Continuing Education Application and Documents” on page 3
- **Email** your scanned documents to us at [vbca@dhcd.virginia.gov](mailto:vbca@dhcd.virginia.gov). (Please combine PDF files into 1 PDF, or into as few PDF files as possible.
- **Mail** - our address can be found at the top of the [Continuing Education Application](#)
- However you submit, make sure to include a completed [Continuing Education Application](#)

## Do I Earn One Hour of Continuing Education for Every Hour of Training?

Yes, you earn one hour of Continuing Education for every hour of education but there is a maximum of 8 hours per training or activity.

- For example, you attended a two-day training class on wall construction. This would count for a maximum of 8 hours since it is one topic.
- If you went to a code related conference, and went to 4 different 4 credit hour classes, all on different topics, each of those would count for 4 hours (a total of 16 hours).

## What Training and Activities Count Towards Continuing Education Hours?

- **DHCD provided code change training cannot count towards CE hours, as this is a separate mandatory requirement for all certificate holders.** (See <https://www.dhcd.virginia.gov/code-change-training>)
- A complete list can be found on page 2 of the [Continuing Education Policy](#), but in general, almost any training that is related to your job counts, unless it is a course that is/was required for a DHCD certification.
- One source for Continuing Education hours that many people don't realize is code-related team meetings in the office. If the meeting and your attendance is properly documented, these team meetings can count towards Continuing Education hours (8 hour maximum).

## How to Upload and Submit Your Continuing Education Application and Documents - VBCA Online Registration System

- Using the Google Chrome browser is highly recommended. Need Chrome? Visit: <https://www.google.com/chrome/>
- Using the Chrome browser, log in to the Online Registration System at <https://dmz1.dhcd.virginia.gov/BFR/Main/LogOn.aspx>
- Select “VBCA Online Registration System” to access your account
- From the left menu, select “Continuing Education Application”
- Select the appropriate year from the list. This example will use the May 1, 2025 selection
- You will see a page with five (5) “upload boxes” (blank fields with a “Choose File” button)

The screenshot displays the VBCA Online Registration System interface. On the left is a navigation menu with links: VBCA Home, History, Training, Certification, Instructor, General Information And Fees, Course Sign-up, Certificate Application, Continuing Education Application, Frequently Asked Questions, Update Profile, Downloads, Contact Us, and Home. The main content area is titled "Continuing Education Application" and "May 1, 2025 Continuing Education Requirement". It states that 16 hours are due for last names N - Z, with training events from May 1, 2023, to April 30, 2025. Instructions for submitting the Continuing Education (CE) application are provided, including downloading the Continuing Education Hours Record, selecting the file, and clicking the SUBMIT button. A warning states that only PDF/DOC/DOCX files are accepted. There are five upload boxes, each with a "Choose File" button and a "No file chosen" status. The first box is for the "Continuing Education Hours Record". Below the upload boxes is a "Terms And Conditions" section with a checkbox for agreement. At the bottom right are "Submit" and "Cancel" buttons.

- **First upload box – “Continuing Education Hours Record”**
  - o The first box is for the continuing education application (Word document), which is how you will list out the details of the supporting documentation you will be providing. That can be downloaded by clicking the link near the upload box.
  - o There are two options once the Word doc is downloaded;
    - Complete the Word doc electronically and save it
    - Print the Word doc and fill it out by hand. It would then need to be scanned and saved as a PDF so that you could select it with the Browse button.
  - o Once the application is complete and saved on your computer, click the first Browse button, navigate to the document on your computer, select it, and click Open. The path and file name should now appear in the first upload box.

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## How to Upload and Submit Your Continuing Education Application and Documents – continued

- **Second upload box – “File Containing all Proof of Attendance Documents”**
  - The second box is for your supporting documents (training certificates, etc.)
  - Supporting documents should be scanned into ONE pdf file for upload wherever possible. The printer/scanner in your office should give you the option to scan all documents into one PDF file. (Process varies by machine – consult your office support staff or machine instructions for details.)
  - Once the documents are scanned into one pdf and saved on your computer, click the second Browse button, navigate to the pdf document on your computer, select it, and click Open. The path and file name should now appear in the second upload box.
- **Upload boxes 3 – 5**
  - These upload boxes are optional, for use when you have more than 1 proof of attendance document to submit.
- **Once the proper documents are uploaded:**
  - Click the Terms and Conditions link and read the terms and conditions.
  - Check the box indicating that **you have read and agree** to the terms and conditions.
  - Click Submit.
    - The application will typically be processed by DHCD within 10 business days of receipt.
    - You will receive an email confirmation when your application is approved or denied.
    - If denied, you will also receive additional details and instructions on how to proceed.