



Continuing Education (CE) Guide for DHCD Certificate Holders



Below are answers to some of the most commonly asked questions related to DHCD Continuing Education (CE). 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 requirement is activated with the issuance of your first DHCD certificate.
- If there are 12 months or fewer remaining in the CE cycle, the requirement is reduced to 8 hours. For example, you get your first DHCD certification in September 2017 and your first CE is due May 1, 2018. Since this is fewer than 12 months, only 8 hours are required for the 2018 submission.
- If there are fewer than 6 months until your CE is due, we may be able to be even more flexible and we recommend you contact us for guidance.

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**. This could become a serious issue if a decision that you've made while a certification is inactive is called into question or becomes subject to or part of a court proceeding.

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. 2016, 2018)
 - N-Z: Due May 1 of every **odd** year (e.g. 2017, 2019)
- There is a one month "grace period" in submitting your application, 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, 2018	May 1, 2016 and April 30, 2018
May 1, 2019	May 1, 2017 and April 30, 2019
May 1, 2020	May 1, 2018 and April 30, 2020
May 1, 2021	May 1, 2019 and April 30, 2021
May 1, 2022	May 1, 2020 and April 30, 2022
May 1, 2023	May 1, 2021 and April 30, 2023

Can I Submit Hours to DHCD as I Earn Them?

No, you should submit all required CE hours to DHCD at the same time. DHCD does not currently 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 “Submitting your Continuing Education Online” page 4
- Email your scanned documents to us at vbca@dhcd.virginia.gov.
- Mail or fax them to us – our address and fax number 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 four different four credit hour classes, all on different topics, each of those would count for four hours (a total of 16 hours).

What Training and Activities Count Towards Continuing Education Hours?

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 certification. DHCD provided code change training (for example, for the new 2015 codes, 2018 codes, etc.) also does not count, as this is a separate requirement mandatory for all certificate holders.

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). In order to count team meetings, make sure documentation includes:

- Meeting date, time, and duration
- Topics discussed (a meeting agenda or meeting minutes)
- Confirmation of attendance (sign in sheet or confirmed attendee list)

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

- Log in to the Online Registration System <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, 2017 selection
- You will see a page with two "upload boxes" (two blank fields with a "Browse" button)

The screenshot shows the VBCA Online Registration System interface. At the top, there is a logo for DHCD and the text "VBCA Online Registration". A user is logged in as "Stephen Reynolds". The main content area is titled "Continuing Education Application" and "May 1, 2017 Continuing Education Requirement". It lists steps for registration and provides instructions for uploading documents. Two "Browse..." buttons are present, labeled "Upload Box 1" and "Upload Box 2". A "Submit" button is at the bottom.

- **Upload Box 1**
 - 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.
- **Upload Box 2**
 - o The second box is for your supporting documents (training certificates, etc.)
 - o Supporting documents should be scanned into ONE pdf file for upload. 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.)
 - o 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.
- 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 be processed by DHCD within 10 business 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.