

# Continuing Education Credits (CEC) Program

An annual program for CACEA’s REA members - demonstrating they are knowledgeable and focused on providing informed and credible services.

## CEC PROGRAM BENEFITS

- Documents variety of field-based events, education/training and up-skilling.
- Records learning for employers that may be relevant to job tasks, career advancement or job applications.
- Provides proof for stakeholders who value continuous professional development, e.g., DMS program providers (utilities; provincial/municipal).
- Demonstrates the reliability and expertise of CACEA’s REAs – recognized by clients, AHJs and stakeholders.

## CEC PROGRAM REQUIREMENTS

- Applies to Full and Junior EA members in good standing<sup>1</sup>.
- Complete **18**<sup>2</sup> approved CECs (≈ 1 credit = 1 hour) annually (January – December<sup>3</sup>).
- Record CECs with proof of participation as required in the member profile.
- The CECs must be relevant to the REA professional work/expertise and approved by CACEA

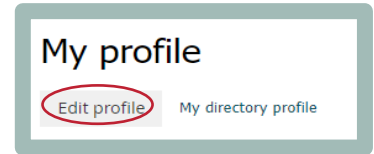
<sup>1</sup> Good standing = Annual SO verification letter; E&O insurance; adhere to NRCAN Code of Conduct and CACEA Code of Ethics; successfully completed NRCAN REA qualification and requalification exams.

<sup>2</sup> The CEC value is subject to change, with advance notification to the membership.

<sup>3</sup> For members joining mid-year, CEC tracking applies January of the following year.

## ADMINISTRATION CONSIDERATIONS

- The member is responsible for maintaining a record of their CEC activity.
- Members can update the CEC tracking in their member profile ((Click on CACEA Member Profile in the [Member HUB](#), log in and click on the “edit profile button).



## SCROLL DOWN TO THE BOTTOM OF YOUR PROFILE TO TRACK YOUR CEC ACTIVITY.

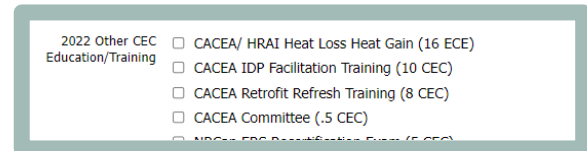
### CACEA Webinars = 1 CEC

- Members can click on the webinars they attended (CACEA may verify proof of attendance).



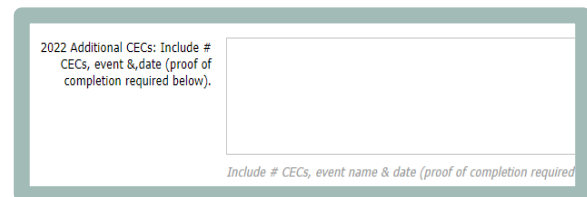
### CACEA Pre-Approved Events / Training

- Members can click on CACEA pre-approved events.
- Members **must provide** proof of participation<sup>4</sup> where applicable (CACEA may verify proof of attendance).



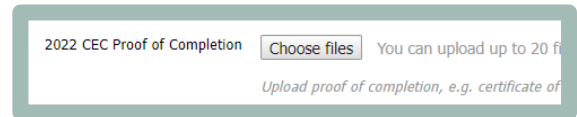
### Other CEC Events / Training

- Members must include event / training host, name and / or link; dates and CECs (1 CEC = 1 hour) for each CEC program participation.
- Members must provide proof of participation<sup>4</sup>.
- CACEA’s Education Committee will approve training / events and CECs. It may also verify participation.



## Proof of Participation

- Members **must upload** proof of participation<sup>4</sup> except for CACEA webinars.



<sup>4</sup> Proof of Participation = certificates; correspondence from organizer. Registration receipt/confirmation ***IS NOT*** valid proof.

## Annual Review and Official Transcripts

- Prior to the start of the annual membership renewal period, the office will review CEC activity to ensure FULL and JUNIOR members are close to achieving the 18 CEC requirement.
- The office may reach out to members who have not reached the 18 CEC requirement.
- In January, the CEC credit tracking fields in the member profile will be reset.
- CECs can't be carried over to the next year except in special cases (e.g., post secondary / trade school) and with pre-approval.
- If a member requires an official CACEA CEC Transcript, a \$25+ tax administration fee will be applied.

## CEC GUIDELINES

### Eligible Credits

To be eligible for credit, an event must meet one of the following criteria:

- contributes to directly the REA professional development (e.g., technical skills);
- contributes to the indirectly to professional development (e.g., periphery industry knowledge); or
- contributes to the advancement of the REA profession (e.g., training development; committees).
- **Members and program providers can submit a [CEC Program Request Form](#). The education committee will review all requests, assign, where applicable, eligible credits and notify applicants of their decision.**

### Examples of Eligible CEC Opportunities

- CACEA Webinars = 1 CEC.
- CACEA Training, e.g., Retrofit Refresh; IDP Facilitation (CECs noted in tracking section of the member profile).
- CACEA Committee (Active participation required) = 2 CEC.
- CACEA Mentoring Program participation<sup>5</sup>.
- Development and/or delivery of CACEA training or information session<sup>5</sup>.
- CHBA and local HBA training, events<sup>5</sup>.
- HRAI supported training<sup>5</sup>.
- BC Housing supported training<sup>5</sup>.
- NAIMA Training (North American Insulation Manufacturers Association)<sup>5</sup>.
- Post secondary training at a university, colleges, trade school with relevant REA content.
- Training development and delivery of content for CACEA or stakeholders that is integral to the profession of an REA<sup>5</sup>.
- Industry conferences<sup>5</sup>.

<sup>5</sup> CECs to be determined by the Education Committee.

***To apply for a CEC:*** Ideally, send the event information to [info@cacea.ca](mailto:info@cacea.ca) prior to the event dates. The Education Committee will review submissions and assign CECs if eligible. The participant must provide proof of participation of approved programs.

### Examples of Non-eligible CEC Opportunities

- Any continuing education / professional event that is not verifiable.
- In-house training by an employer / contractor.
- Social, networking events and forums.
- Discussions on the Member Forum and Trainee Discussion Board.
- Attend and / or delivery of repeat programs.
- Books and videos.

# Example of tracking CECs in a member profile for a year

7 CEC + 20 CEC + 8 CEC = 35 CEC (only 18 CECs needed!)

## CEC TRACKING (18 CEC / YR)

2022 CEC Tracking  
CACEA Webinars (1 CEC)

- Jan - Spray Foam
- Feb - AGM
- Mar - Net Zero by 2040
- Mar - Tech Committee Update
- Apr - Decarbonization Panel
- May - Owens Corning
- Jun - PV
- Jun - Retrotec
- Jul - Radon
- Jul - Aerobarrier
- Sep - Mitsubishi
- Sep - Panasonic
- Sep - Workflow & Tasks
- Oct - JELD-Wen
- Oct - Westeck
- Oct - Sustainability
- Nov - Logix Brand
- December

Please click on the CACEA webinars you have ATTENDED. 1 HOUR = 1 CEC

2022 Other CEC  
Education/Training

- CACEA/ HRAI Heat Loss Heat Gain (16 ECE)
- CACEA IDP Facilitation Training (10 CEC)
- CACEA Retrofit Refresh Training (8 CEC)
- CACEA Committee (2 CEC)
- NRCAN ERS Recertification Exam (5 CEC)
- NRCAN ENERGY STAR Recertification Exam (5 CEC)
- NRCAN MRBB Recertification Exam (5 CEC)
- CHBA Net Zero EA Certification (5 CEC)

2022 Additional CEC  
Include # CECs, event  
& date (proof of  
completion required  
below).

BKC Spring Training Camp = 8 CEC per  
CACEA

Include # CECs, event name & date (proof of completion required below).

2022 CEC Proof of  
Completion

You can upload up to 20 files. Each file should be less than 20 MB.

- [CERTIFICATE OF COMPLETION - RETROFIT REFRESH - CGAREAU.pdf](#) (52.27 KB) ✖
- [CERTIFICATE OF QUALIFICIATION - Cindy Example.pdf](#) (47.59 KB) ✖
- [CEC Approval Form - e xample.pdf](#) (83.28 KB) ✖

Upload proof of completion, e.g. certificate of attendance, correspondence from organizer

Proof of Participation for  
2 courses & conference