

Continuing Education Credits (CEC) Program

An annual requirement for Full and Junior members, designed to showcase our community's commitment to professional excellence and continuous learning. It ensures that CACEA Energy Advisors (EA) stay informed, credible, and up to date with industry standards and best practices.

Annual Requirement: 18 approved CECs (25 for MEAs)
≈ 1 credit = 1 hour

CEC Program Benefits

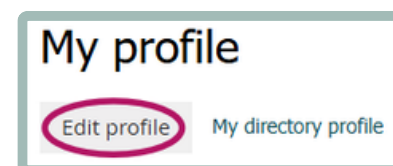
- Documents a variety of field-based events, education/training, and upskilling.
- Records learning for employers relevant to job tasks, career advancement, or job applications.
- Provides proof for stakeholders who value continuous professional development (e.g., DMS program providers such as utilities and provincial/municipal organizations).
- 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 standing¹.
- Complete **18 approved² CECs annually (25 for MEAs)** (January–December³). (≈ 1 credit = 1 hour)
- Record CECs with proof of participation in the member profile.
- CECs must be relevant to the REA's professional work/expertise and approved by CACEA.

How to track your CECs?

- **Members are responsible for maintaining a record of their CEC activity.**
- Members can update CEC tracking in their profile ([Member HUB](#) → Log in → Member Profile → **click “Edit Profile” button**).
- Scroll down to the bottom of your profile until you see “CEC TRACKING (18 CECs per year / 25 CECs for MEAs)” and follow the instructions on the next page.



¹ Good standing = Annual SO verification letter; E&O insurance; adherence to NRCAN Code of Conduct and [CACEA Code of Ethics and Professional Conduct](#); successful completion of NRCAN REA qualification and requalification exams.

² The CEC value is subject to change, with advance notice to members.

³ For members joining mid-year, CEC tracking begins in January of the following year.

CACEA Webinars

- Select CACEA webinars you attended live (*CACEA will conduct random checks throughout the year to verify attendance*).

2026 CEC Tracking - CACEA Webinars Suivi des CEC 2026 - Webinaires de l'ACÉCA	☐ Jan 21 - High Performance Series: Introduction (CEC = 1.5)
	☐ Feb 23 - AGM (CEC = 3)
	☐ Feb 24 - Mechanical System Design and Sizing (CEC = 1)
	☐ Mar 18 - Intro to Modular and Panelization (CEC = 1)
	☐ Apr 28 - CACEA EA Council (CEC = 1.5)

CACEA Webinar Recordings

- Select CACEA webinar recordings you have watched.

2026 CACEA Webinar Recordings 2026 Enregistrements des anciens webinaires de l'ACÉCA	☐ Jan 21 - High Performance Series: Introduction (CEC = 1.5)
	☐ Feb 23 - AGM (CEC = 3)
	☐ Feb 24 - Mechanical System Design and Sizing (CEC = 1)
	☐ Mar 18 - Intro to Modular and Panelization (CEC = 1)
	☐ Apr 28 - CACEA EA Council (CEC = 1.5)

CACEA Pre-Approved Events / Training

- Select CACEA pre-approved events / training sessions you attended live (*CACEA will conduct random checks throughout the year to verify attendance*).

2026 CACEA Pre-Approved Events / Training	☐ Jan 15 - Duct Air Flow Training (CEC = 4)
	☐ Jan 19-20 - Retrofit Refresh Training (CEC = 10)
	☐ Feb 5 - F280 Room-by-Room Beta Pilot (CEC = 2)
	☐ Feb 25 & 27 - MCE2 Pilot Training (CEC = 5)
	☐ Feb 26 - F280 Room-by-Room Pilot Training (CEC = 3)
	☐ Mar 10 - F280 Room-by-Room Pilot Training (CEC = 3)

Other CEC Events / Training

- Record approved programs/events identified through CACEA's e-news, marketing, or the list of industry events provided on CACEA's [events page](#).**
- Notes must include: host, event name/link, dates, and CECs (1 CEC = 1 hour) for each CEC program participation.
- Proof of participation⁴ is required.
- CACEA's Education Committee will approve training / events and CECs. It may also verify participation.

2026 Additional CECs | 2026 CECs supplémentaires

Proof of Participation

- You **must** upload proof of participation for all events, except CACEA webinars and training.

2026 CEC Proof of Participation 2026 CEC Preuve de participation	Choose files
You can upload up to 20 files. Each file should be less	

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

Annual Review and Official Transcripts

- Prior to membership renewal, CACEA reviews CEC activity for Full and Junior members.
- Members below the 18 CEC (25 CEC for MEAs) requirement may be contacted.
- In January, CEC tracking fields are reset.
- CECs cannot be carried forward, except in special cases (e.g., post-secondary/trade school) with pre-approval.
- Official CACEA CEC transcripts are available for a \$25 + tax.

Example of tracking CECs in a member profile for a year

4.5 CEC + 2 CEC + 21 CEC + 15 CEC = 42.5 CEC (only 18 CECs needed!)

2026 CEC Tracking -
CACEA Webinars | Suivi
des CEC 2026 -
Webinaires de l'ACÉCA

- ☒ Jan 21 - High Performance Series: Introduction (CEC = 1.5)
- ☒ Feb 23 - AGM (CEC = 3)
- ☐ Feb 24 - Mechanical System Design and Sizing (CEC = 1)
- ☐ Mar 18 - Intro to Modular and Panelization (CEC = 1)
- ☐ Apr 28 - CACEA EA Council (CEC = 1.5)

2026 CACEA Webinar
Recordings | 2026
Enregistrements des
anciens webinaires de
l'ACÉCA

- ☐ Jan 21 - High Performance Series: Introduction (CEC = 1.5)
- ☐ Feb 23 - AGM (CEC = 3)
- ☒ Feb 24 - Mechanical System Design and Sizing (CEC = 1)
- ☒ Mar 18 - Intro to Modular and Panelization (CEC = 1)
- ☐ Apr 28 - CACEA EA Council (CEC = 1.5)

Please click on the CACEA webinars you have WATCHED AS RECORDINGS. 1 HOUR = 1 CEC

2026 CACEA Pre-
Approved Events /
Training

- ☒ Jan 15 - Duct Air Flow Training (CEC = 4)
- ☒ Jan 19-20 - Retrofit Refresh Training (CEC = 10)
- ☒ Feb 5 - F280 Room-by-Room Beta Pilot (CEC = 2)
- ☒ Feb 25 & 27 - MCE2 Pilot Training (CEC = 5)
- ☐ Feb 26 - F280 Room-by-Room Pilot Training (CEC = 3)
- ☐ Mar 10 - F280 Room-by-Room Pilot Training (CEC = 3)
- ☐ Mar 24-25 - Retrofit Refresh Training (CEC = 10)
- ☐ Mar 26 - F280 Room-by-Room Pilot Training (CEC = 2.5)
- ☐ Apr 13 & 15 - F280 Whole-house & Room-by-Room Pilot Training (CEC = 12)

Please click on the CACEA education/training you have ATTENDED. 1 HOUR = 1 CEC

2026 Additional CECs |
2025 CECs
supplémentaires

BKC, Spring Training Camp, April 19-21 = 8 CEC
Canadian Home Builders' Association of the
Central Okanagan (CHBACO), LEEP Windows
Workshop, March 11 = 7 CEC

Include # CECs, event & date (proof of completion required below) | Comprend
de CECs, événement et date (preuve de participation requise ci-dessous)

2026 CEC Proof of
Participation | 2026 CEC
Preuve de participation

Choose files

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

📎 CEC Approval Form - LEEP Windows Workshop - Margo Tkacheva.pdf (12.87 KB) ❌

📎 Certificate of Participation - BKC Spring Camp - Margo Tkacheva.pdf (12.87 KB) ❌

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

IMPORTANT!

**Without proof of attendance,
CECs will not be counted.**

Proof of Participation:

- Certificate of attendance/completion
- Official email confirmation of attendance from the organizer
- Receipt + confirmation that event was attended (not just purchased)
- Email showing participation or follow-up sent only to attendees.

Eligible Credits

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

- contributes directly to REA professional development (e.g., technical skills);
- contributes indirectly to professional development (e.g., peripheral 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 eligible credits where applicable, and notify applicants of their decision.**

Examples of Eligible CEC Opportunities include but are not limited to:

- CACEA Webinars
- CACEA Training (e.g., Retrofit Refresh; IDP Facilitation, F280 – CECs noted in the tracking section of the member profile)
- CACEA Committee/Board/Working group (active participation required) = 6 CECs (per year/ per committee)
- CACEA Mentoring Program participation⁵
- [Development and/or delivery of CACEA training or information sessions](#)⁵
- CHBA and local HBA training/events⁵
- HRAI-supported training⁵
- BC Housing-supported training⁵
- NAIMA training (North American Insulation Manufacturers Association)⁵
- Post-secondary training at a university, college, or trade school with relevant REA content
- [Training development and delivery of content for CACEA or stakeholders that is integral to the REA profession](#)⁵
- Industry conferences⁵
- Qualification and Requalification Exams (CECs = the length of the exam × 2) *See below screenshot on page #5*

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.
- Attendance and/or delivery of repeat programs.
- Books and videos.

⁵ CECs to be determined by the Education Committee.

To apply for a CEC: Complete the Approval Request Form and send it to info@cacea.ca. For more details, please refer to the Approval Request Form.

Code	Name	Length [min]	Assigned CECs
Qualifying Exams			
Q1	Foundation Level Exam	180	3
Q2	EnerGuide Rating System v15.12 – Service Organization Manager Exam	60	1
Q3	EnerGuide Rating System v15.12 – Energy Advisor Exam (House)	180	3
Q4	EnerGuide Rating System v15.12 – Energy Advisor Exam (MURB)	60	1
Q5	EnerGuide Rating System v15.12 – Quality Assurance Specialist Exam (House)	90	1.5
Q6	EnerGuide Rating System v15.12 – Quality Assurance Specialist Exam (MURB)	50	1
Q7	EnerGuide Rating System v15.12 – Combo MURB Exam for Quality Assurance Specialists (includes exams Q4 + Q6)	110	2
Q8	ENERGY STAR for New Homes v17.1 GJ Energy Advisor Exam	90	1.5
Requalifying Exams			
R1	EnerGuide Rating System v15.12 – Service Organization Manager Requalification Exam	60	1
R2	EnerGuide Rating System v15.12 – Energy Advisor Requalification Exam (House)	120	2
R3	EnerGuide Rating System v15.12 – Energy Advisor Requalification Exam (MURB)	40	1
R4	EnerGuide Rating System v15.12 – Energy Advisor Requalification Exam (House + MURB)	160	3
R5	EnerGuide Rating System v15.12 – Quality Assurance Specialist Requalification Exam (House)	150	3
R6	EnerGuide Rating System v15.12 – Quality Assurance Specialist Requalification Exam (MURB)	60	1
R7	ENERGY STAR for New Homes v17.1 GJ Energy Advisor Requalification Exam	60	1