

# CPD points

This document outlines the CPD points system, its application to professional accreditations, and the process for requesting CPD points from non-NZGBC events.

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# 1. CPD program overview

The Continuous Professional Development (CPD) programme, formerly known as Further Education (FE) programme, aims to continue and expand industry professionals' knowledge of NZGBC's rating tools.

The information in this guide is a representation of current policies for our CPD program and may be subject to change.

## 2. Definitions

**CPD points:** refers to points awarded for actions or attending both NZGBC- and non-NZGBC events and programmes that enhance the professionals knowledge and understanding; or contribute to others' knowledge and understanding, of sustainable built environments and/or the NZGBC rating tools, as approved by the NZGBC.

**HSD:** Homestar Designer

**HAS:** Homestar Assessor

**GSA:** Green Star Associate

**GSAP:** Green Star Accredited Professional

**NAP:** NABERSNZ Practitioner

**NTA:** NABERSNZ Trainee Assessor

**NAA:** NABERSNZ Accredited Assessor

**HFA:** HomeFit Assessor

**NZGBC dashboard:** refers to the personal dashboard for each professional that outlines membership status, courses undertaken and progress in earning CPD points. This dashboard can be found on the NZGBC website after login.

**NZGBC points:** earned through NZGBC courses, events or projects. Accreditation holders whom require CPD points will need to achieve a minimum number of NZGBC points to maintain their CPD accreditation.

**External points:** earned through courses and events run by external course providers, demonstrating broader sustainability learning. These points are applied for through the NZGBC dashboard.

## 3. CPD and renewal cycle

The CPD cycle is aligned with your renewal cycle. The expiry date on your accreditation certificate reflects the expiry date of your CPD cycle. These dates are 31 March, 31 July and 30 November.

### 3.1 New enrolments

- The first year is included in the training fee and is generated automatically.
- An individual's CPD and renewal cycle commences on the day of their course completion and ends on either one of the three dates each year.
- When the course completion happens 14 days after the most recent date bracket, the professional will be enrolled to the next available date. *E.g someone who's completed their course on 15 December will be added to the 31 March bracket.*

### 3.2 Renewals

- Accreditation holders may renew their accreditation once minimum CPD points have been achieved, by paying the renewal fee.
- An individual's renewal commences on the day after their accreditation expiry (1 April, 1 August and 1 December) and ends on their previous accreditation expiry + 1 year (31 March, 31 July and 30 November).
- A fixed late fee of \$50.00 is applied to re-instatements 3 months after their expiry.

## 4. NZGBC accreditations

### 4.1 Homestar Designer (HSD)

To gain the HSD accreditation:

1. Complete the Homestar Fundamentals
2. Attend the Homestar Designer course for the duration of the 7 weeks.
3. Pass the HSD exam within 1 month of attending the Homestar Designer course.

To maintain the HSD accreditation, CPD participants need to do the following each year:

1. Collect 10 CPD points. At least six of the CPD points must be NZGBC points. The remaining four CPD points can be external points.
2. Renew the accreditation.

## 4.2 Homestar Assessor (HAS)

To gain the HAS accreditation:

1. Complete the Homestar Fundamentals
2. Attend the Homestar Assessor course
3. Pass the HAS exam within two weeks of attending the Homestar Assessor course.

To maintain the HAS accreditation, CPD participants need to do the following each year:

1. Collect 12 CPD points. At least eight of the CPD points must be NZGBC points. The remaining four CPD points can be external points.
2. Renew the accreditation.

## 4.3 Green Star Associate (GSA)

To gain the GSA accreditation:

1. Complete Green Star Fundamentals
2. Attend Green Star advanced course on Green Star Buildings, Green Star Design & As Built, Green Star Performance or Green Star Communities

To maintain the Green Star Associate accreditation, CPD participants need to do the following each year:

1. Collect 6 CPD points. At least four of the CPD points must be NZGBC points. The remaining two CPD points can be external points.
2. Renew the accreditation.

## 4.4 Green Star Accredited Professional (GSAP)

To gain the GSAP accreditation:

1. Complete Green Star Fundamentals
2. Attend Green Star Advanced course on Green Star Buildings, Green Star Design & As Built, Green Star Performance or Green Star Communities
3. Pass the GSAP exam within one year of attending the Green Star Advanced course.

To maintain the GSAP accreditation, CPD participants need to do the following each year:

1. Collect 10 CPD points. At least six of the CPD points must be NZGBC points. The remaining four CPD points can be external points.
2. Renew the accreditation.

#### 4.5 NABERSNZ Practitioner (NAP)

To gain the NAP accreditation:

1. Attend the NABERSNZ Practitioner course.
2. Pass the NAP exam within two weeks of attending the NABERSNZ Practitioner course.

To maintain the NAP accreditation, NAPs don't need to do anything. This is subject to change at NZGBC's discretion.

#### 4.6 NABERSNZ Trainee Assessor (NTA)

To gain the NTA accreditation:

1. Attend the NABERSNZ Practitioner course (day 1) and the NABERSNZ Accredited Assessor course (day 2).
2. Pass the NAA exam within four weeks of attending the NABERSNZ Accredited Assessor course.
3. Sign and return the NABERSNZ Accredited Assessor agreement and NABERSNZ company agreement. Upon signing and returning, the participant becomes a NTA.

To maintain the NTA accreditation, CPD participants need to do the following each year:

1. Collect 6 CPD points. At least four of the CPD points must be NZGBC points. The remaining two CPD points can be external points.
2. Renew the accreditation.

#### 4.7 NABERSNZ Accredited Assessor (NAA)

To gain the NAA accreditation:

1. Attend the NABERSNZ Practitioner course (day 1) and the NABERSNZ Accredited Assessor course (day 2).
2. Pass the NAA exam within four weeks of attending the NABERSNZ Accredited Assessor course.
3. Sign and return the NABERSNZ Accredited Assessor agreement and NABERSNZ company agreement.
4. Complete two supervised assessments. Upon completion of the two supervised assessments you will gain your NABERSNZ Accredited Assessor accreditation.

To maintain the NAA accreditation, CPD participants need to do the following each year:

1. Collect 6 CPD points. At least four of the CPD points must be NZGBC points. The remaining two CPD points can be external points.
2. Renew the accreditation.

#### 4.8 HomeFit Assessor (HFA)

To gain the HFA accreditation:

1. Complete the HomeFit Assessor course.
2. Pass the HFA exam within two weeks of completing the HomeFit Assessor course.
3. Sign and return HomeFit Assessor agreement. Upon signing and returning, the participant becomes a Trainee HFA.
4. Complete 5 audited assessments. Upon completion of 10 assessments the participant becomes an HFA.

To maintain the HFA accreditation, CPD participants need to do the following each year:

1. Complete a refresher course if required.
2. Renew the accreditation.

Please note that HomeFit Trainee Assessor are required to follow the same renewal steps.

## 5. Table of annual CPD maintenance requirements for all accreditations

<b>Accreditation</b>	<b>Minimum CPD points required per annum</b>
Homestar Designer	<b>10</b> *Including a minimum of 6 NZGBC points
Homestar Assessor	<b>12</b> *Including a minimum of 8 NZGBC points
Green Star Associate	<b>8</b> *Including a minimum of 4 NZGBC points
Green Star Accredited Professional	<b>10</b> *Including a minimum of 6 NZGBC points
NABERSNZ Practitioner	<b>N/A</b>
NABERSNZ Trainee/Accredited Assessor	<b>6</b> *Including a minimum of 4 NZGBC points
HomeFit Assessor	<b>N/A</b>

**NZGBC points:** earned through NZGBC courses, events or certification projects. Accreditation holders who require CPD points will need to achieve a minimum number of NZGBC points to maintain their CPD accreditation.

**External points:** earned through courses and events run by external providers, demonstrating broader sustainability learning. These points are applied for through the NZGBC dashboard.

Please note that the CPD requirements listed in table 5 are minimum standards. Individuals are encouraged to exceed the minimum CPD requirements to advance their tool and green building education further.

All accreditations are based on a 12-month period.



## 6. CPD point allocation

<b>NZGBC courses</b>	<b>CPD points</b>
Webinar	1 CPD point/hr
Masterclass	1 CPD point/hr
On demand learning	1 CPD point/hr <sup>1</sup>
Fundamentals	4 CPD points
Presenting/Facilitating	1 CPD point per event/course
<b>NZGBC events</b>	
Site tours, P&M events	1 CPD point/hr
FT and general events	1 CPD point/hr
Conferences	6 CPD points
<b>Presenting/Facilitating</b>	
Per event/course	1 CPD point
<b>Site Tour Leaders</b>	
Per tour for Tour leaders	1 CPD point
<b>Participation in project certifications</b>	
Homestar Design rating	2 CPD points for HSD
Homestar Built rating	2 CPD points for HSA
Homestar Assessor catch ups (4 sessions)	1 CPD point
Green Star Design rating - Lead GSAP	2 CPD points
Green Star Built rating - Lead GSAP	2 CPD points
Involvement in Green Star Design rating	1 CPD point
Involvement in Green Star Built rating	1 CPD point
Green Star Performance rating - GSAP	2 CPD points
Green Star Performance year 1, year 2	1 CPD point
Green Star Communities rating - GSAP	2 CPD point
NABERSNZ Assessment	1 CPD point

## External CPD points

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Non-NZGBC activities	
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<b>Non-NZGBC courses</b>	<b>CPD points</b>
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Face-to-face conferences	3 CPD points
Face-to-face events	1 CPD point
Online eLearning	1 CPD point/hour
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<b>University courses</b>	
<hr/>	
Completed subject	4 CPD points
<hr/>	
<b>Presenting/Facilitating</b>	
<hr/>	
Per event/course	1 CPD point
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<b>Authorship: Articles/books</b>	
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Article	2 CPD points
Book	4 CPD points

<sup>1</sup>NZGBC reserves the right to allocate points to courses as deemed appropriate

CPD points can be allocated via the NZGBC dashboard. Points can only be awarded to team members who were part of the CPD program at the time of the design review/ or certification. For portfolio projects, 1 CPD point available per individual asset within a Portfolio. Individuals can claim to a maximum of 4 projects per year.

Courses are defined as educational training sessions with clearly defined learning outcomes and/or a learning assessment.

Subject needs to be comprised of at least 10 hours of learning and include a learning assessment certificate as evidence. Capped at 4 points per subject.

## 6.1 Important clarifications

- CPD points cannot be claimed for the same activity within the same renewal cycle.
- If two activities happen simultaneously (e.g. presenting at a conference and attending the remaining time), points will be awarded for both presenting and participating in the activity.
- Decisions about the CPD point allocation for activities that sit outside the items listed above will be made at NZGBCs discretion.
- 1-day events and courses are capped at 4 points per training course, NZGBC conferences excluded.
- Multi-day events/courses/university subjects are capped at 6 points per activity.

## 6.2 Education not recognised for CPD

The following activities will not be awarded under the CPD renewal cycle:

- Reading articles in industry publications and journals
- Attending road shows, exhibitions and sales presentations
- Research activities
- Ad hoc site visits
- Project work that isn't Homestar, Green Star or NABERSNZ

# 7 Non-compliance during the CPD renewal cycle

If CPD participants are unable to undertake the required CPD maintenance activities outlines in Section 4, the CPD participant will be deemed as non-compliant and not eligible to renew CPD membership. In this case, the accreditation has lapsed, until a new enrolment is made.

Once the accreditation has lapsed, CPD participants are restricted from using the entitlements outline in Section 10. The time between accreditation lapse and enrolment into the CPD program will show as a gap on the certification. No CPD points can be accrued during this gap period.

If the time between accreditation lapse and enrolment into the CPD renewal cycle exceeds 24 months, the applicant will need to meet all eligibility requirements again before re-enrolling into the CPD renewal cycle. This information can be found under section 4.

## 8 Special circumstances

The CPD renewal cycle may be extended due to reasons of serious illness, parental leave and long service leave. The length of time granted will be based on the maximum leave time granted for these reasons, to a maximum of one year.

CPD participants applying for an extension will need to provide a letter from their employer (or by statutory declaration, if self-employed) and supporting documentation (e.g. doctor's certificate copy).

## 9 CPD enrolment

### Individual renewal fee

Accreditation holders are responsible for their individual renewal fee on an annual basis. The annual fee differs for accreditation types. Please refer to NZGBC's website for the current fee.

## 10 Recognition of your accreditation

### Accreditation logos

Accreditation holders are entitled to use the title on their business card, email signature or written documents while they are enrolled in the program. More information on the logo use can be found under the [Brand Guidelines](#).

### Professionals' directory on NZGBC website

Upon accreditation, GSAPs, HSDs, HAS', NTAs, NAAs and HFAs will have their name and organisation listed on NZGBC's website. NZGBC does not sell the listing, but NZGBC is unable to control people contacting accredited participants directly via the information available on the website. If you do not want your name and company shown on the website, you can update your details under your NZGBC dashboard.

### Certificates

The certificates of accreditation are available for download through your NZGBC dashboard.