

**Certified Professional Home Builders**

**Continuing Education Credits**

This is a list of approved HBA/NAHB/HBAG regularly held events that qualify for continuing education credits for the CPHB Program.

***To receive credits*** the participant must sign in and out of each program to receive credit hours.

Programs not on this list or that are notated with (\*\*) are not tracked by the Greater Atlanta HBA. ***To receive credit for these,*** you must submit oneof the following to the GAHBA Education Manager for approval (please be sure to include course length in your request):

* a course completion certificate
* third party documentation of participant’s attendance at the program
* course syllabus or agenda signed by the speaker or event coordinator

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| **Program** | **Number of Credits** |
| Builder / Developer / Lender Meetings (BDL) | 2 credits each, up to 6 credits |
| Chapter Meetings | 1 credit each, up to 3 credits |
| General Membership Meetings & Programs | 1 credit each, up to 5 credits |
| HBA Board Meetings | 1 credit each up to 3 credits |
| HBA Education Classes | # of CPHB credits earned is the same as the # of credits for the builder license listed for each class |
| HBA Council Meetings (PWB, 50+, Sales & Marketing) | 1 credit each, up to 3 credits |
| CPHB Board Meetings | 1 credit each up to 3 credits |
| NAHB Convention **\*\*** | 2 credits |
| NAHB Convention – Education Programs **\*\***  | # of CPHB credits earned is the same as the # of credits for the builder license listed for each class.  |
| NAHB Board Meetings **\*\***  | 2 credits |
| HBAG Board Meetings / Convention **\*\*** | 1 credit |

\*\* *Upon request, the GAHBA Education office will obtain NAHB/HBAG events/meetings certificates from the NAHB & HBAG.*

Contact the GAHBA Education Manager for more information

(education@atlantahomebuilders.com or 678-775-1469

**CPHB Continuing Education**

**Frequently Asked Questions**

* ***How many continuing education credits do I need for renewal?***

The principal builder is required to earn eight (8) hours. In addition, the remainder of the required credit hours is determined by the amount of project managers/superintendents employed by the company – 2 credits each with a maximum of 8 hours.

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| --- | --- | --- |
| **# of Project Managers/Superintendents** | **Additional credit hours** | **Total for company including principal’s required 8 hours** |
| 0 | 0 | **8** |
| 1 | 2 | **10** |
| 2 | 4 | **12** |
| 3 | 6 | **14** |
| 4+ | 8 | **16** |

* ***When can I begin to acquire continuing education credits?***

As soon as you have received written notification from CPHB program that your application has been approved, indicating your status as a Certified Professional Home Builder℠. Credits earned prior to becoming a member are not retroactive and cannot be used towards renewal.

For current members, all hours earned 2 months prior to the previous renewal date and not used in the previous renewal period.

* ***How will I know exactly which programs and meetings are approved for continuing education credits and how many credits are offered for each?***

All programs will be clearly marked if they are eligible for CPHB credit. If you would like an outside program considered for accreditation, please contact the Valerie Siegel at 678-775-1469 or vsiegel@atlantahomebuilders.com.

* ***Will I receive double credit if two people from my company attend one seminar?***

Yes, credits are earned by the *individual* attending the program, not by the *company*.

* ***Who monitors these courses?***

The Education Manager closely observes and monitors the courses and adherence to set policies and procedures. In order to receive credit you must sign both in and out of the program.

* ***What if I earn more than my required hours for the year? Will they carry over?***

Once your company earns more than the required hours of education, remaining credits taken ***two months*** prior to your renewal date will carry over.

* ***Are there special rules I need to know?***

Yes, Certified Professional Home Builders…

* Must check-in prior to the beginning of the program.
* Must remain in attendance through the advertised length of the program.
* Must sign-out at the end of the program.

Failure to adhere to rules may result in forfeiture of credit.