Building Performance Institute, Inc.

CEU Submission Process

If you attended a BPI pre-approved class, it may take up to two weeks to appear in your Candidate Portal. If it's still missing after that, contact the CEU provider directly. Providers must submit proof of attendance, but candidates are ultimately responsible for ensuring all CEUs are submitted.

1 Log into your Candidate Account via spero.com/login

To view detailed steps, click here

2 Select Testing & CEU Portal from the top right hand corner

3 Once logged in, you can select from the following choices on the left side:

- **Active Certifications Summary** to view your active BPI Certifications and their expiration dates
- **Detailed Report** to see a detailed overview of CEUs you have submitted through the CEU Portal
- **Add Continuing Education Units/Credits (CEUs)** to submit CEU's for approval
- **CEU Policy** to view the current CEU Policy
- **Search Opportunities for CEUs** to find classes for CEU credit that may be offered in your area

4 Select Add Continuing Education Units/Credits (CEUs) from the menu

- Enter the:
  - **Training Title** (Name of the class you attended)
  - **Training Company** (Name of the organization presenting the class)
  - **Training Start Date** (if your class was only one day, enter it in the Last Date of Training field)
  - **Training Type** (see definitions below each selection or refer to the CEU Policy for the type that best fits)
    - If you selected any of the following **Training Types**, you will be prompted to select a **Training Category** (select the correct training category as random quality assurance audits are implemented and BPI reserves the right to change the category based on findings during audit which could result in a change in number of CEUs)
      - Classroom Training
      - Online Training
      - Trainer
      - Reading Articles
      - Live Presentations
    - Select **Training Category** based on the course outline that best fits your training (see definitions below each selection or refer to the CEU Policy for the type that best fits)
    - Enter the **Length of training** (hours)
    - Upload proof of completion in the **Proofs / Documentation** area by selecting + Add files...
      - When the upload is complete, you will see the word ***done*** next to the + Add files... button
    - If you selected any of the remaining **Training Types**, you will be prompted for proof of completion
    - Enter the **Length of training** (hours)
    - Upload proof of completion in the **Proofs / Documentation** area by selecting + Add files...
    - When your file upload is complete, you will see the word ***done*** next to the + Add files... button
    - Read through the **Terms and Conditions** and self attestation

5 Select Submit

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A green status bar at the top of the page will confirm that your CEU entry has been submitted. You will also see a Status field on the right hand side of the screen that states whether or not your CEUs were approved.

Additional Information

To add more CEUs, select the **Add Continuing Education Units/Credits (CEUs)** link under the green status bar.

To go back to the main menu, select the **Active Certifications Summary** link. This will show how many CEUs you have accumulated in the upper right corner.

If, for any reason, you do not complete an entry for CEU credit, you may continue at any time by selecting Add Continuing Education Units/Credits (CEUs), scrolling down to the CEUs Not Submitted section and then choosing Continue of the entry you would like to finish.

Need Support?

We're here to help! Please email us at CEUs@bpi.org or call toll free at (877) 274-1274, ext. 292.