

## Frequently asked questions

# BPCA Registered

BPCA Registered is the British Pest Control Association's individual recognition scheme for skills, qualifications and CPD. It is open only to employees of BPCA member companies.

### How do I know which BPCA Registered category my employees should be in?

BPCA Registered is open to technical, non-technical and trainee employees of BPCA member organisations. The category of membership will be determined by job role and qualification level (evidence will be required):

#### BPCA Registered Affiliate

Non-technical job role within the pest management sector

#### BPCA Registered Trainee

Technical\* job role  
Working towards a minimum of RSPH Level 2 Award in Pest Management (or equivalent\*\*)

#### BPCA Registered Technician

Technical\* job role  
Qualified to a minimum of RSPH Level 2 Award in Pest Management (or equivalent\*\*).

\*technical refers to a member of staff involved in the eradication and control of pest species

\*\*equivalent as stated within BPCA's membership criteria

Each individual member of BPCA Registered will be provided with a personalised photo identification card which details their company and personal details, BPCA Registered category and a list of their current qualifications. A key fob will also be provided for added convenience.

### How many CPD points do employees need to achieve through the year on BPCA Registered?

All BPCA registered employees will be required to meet a minimum requirement of 20 CPD points per annum. However, employees can build up as many points as they need to achieve their development goal for the year.

Where recruitment takes place mid-year, the minimum CPD requirement will be allocated on a pro-rata basis at a rate of 1.66 points per month. Where employees are recruited from another BPCA member company already on the BPCA Registered Scheme, the points the employee has achieved up to that date will be carried forward.

Where the new employee is recruited from a non-BPCA registered company and has already completed CPD activities outside of BPCA Registered, points that can be evidenced as being achieved can be added to the new account.

### We have memberships to another CPD scheme recognised by BPCA, does that mean we no longer need these for our BPCA membership?

If your organisation plans to use BPCA Registered, you do not need to use another CPD scheme (eg. BASIS PROMPT) to fulfil your BPCA membership requirements. However, you may choose to continue with other schemes in addition to, or instead of, BPCA Registered.

Please note it is the responsibility of the member company to cancel their subscription to any other CPD scheme to which they have previously been a member of.



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### How can we, the member company, manage our employees' CPD internally with BPCA Registered?

BPCA Registered accounts can be managed individually and by an authorised account manager.

The main contact of each member company will automatically be provided with administrator permissions for all the company's employees so that they can monitor and manage their CPD activity.

If you need another person to manage the overall account please email **registered@bpca.org.uk** with your administrator contact details.

### What happens when employees leave the company or new employees are recruited?

Your annual return form will detail to us the number of individual licences your company needs for the year.

These licences are completely transferable, so if an employee leaves their licence can be taken over by a new employee. If you need additional licences through the course of the year these may be invoiced separately.

### What if I would like my employees to be part of BPCA Registered but want them to meet their own costs?

We'll only be able to invoice the BPCA member company for licence fees, so you'll need to recover the cost from your employee through your own business if you wish to.

### I'm a sole trader without any employees. What does this mean to me?

For the purposes of BPCA Registered, you would be treated as an employee of your business and need a single licence at a cost of £25 + VAT per annum.

### What if we don't want to join BPCA Registered?

BPCA Registered is not compulsory but membership of a CPD Scheme is mandatory as Servicing membership criteria. Therefore, if you choose to opt out of BPCA Registered on your annual return you will need to evidence your membership of an alternative CPD Scheme in order to meet membership criteria.

### Who can I speak to and find out more?

Katrina Jellyman is our Scheme Administrator and can be contacted on **01332 225 114** or email **registered@bpca.org.uk**, or alternatively you can visit **bpca.org.uk/registered**.

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