

# User Guide



# Building Practitioner sign in



## Sign In

User ID:

Password:

[I've forgotten my password.](#)

- If you are logging in for the first time, it is highly recommended that you change your password once logged in.
- This web site works best with Internet Explorer 7 and above.

## Instructions:

Step 1. Enter your unique User ID

Step 2. Enter your password

**Please note: The password is case sensitive.**


Step 3. Click the Log In button.



# Reset my password

Portal Homepage Practitioner Login Contact Us VBA Website

**VBA** VICTORIAN BUILDING AUTHORITY




## Reset Password

**Identity Confirmation for Practitioners**

Please enter your User ID and Date of Birth to receive a new password by email.  
(Note: This is available to practitioners only, non-practitioner users must contact the BC directly).

User ID:

Date of Birth:

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## Instructions:

- Step 1. Enter your User ID
- Step 2. Enter your Date of Birth
- Step 3. Click submit



# Practitioner home page

Portal Homepage Practitioner Login Contact Us VBA Website



**Practitioner Tasks**

- Update My Practitioner Profile
- Change Password
- Request A Practitioner ID Card
- Update My CPD Profile
- Apply for a new registration category/class
- Request A Registration Certificate

**My Practitioner Profile**

First Name:	Bob
Last Name:	Builder
Date of Birth:	12/09/1972
Address:	733 Bourke Street , DOCKLANDS, VIC, 3008
Business Phone:	
Home Phone:	
Mobile Phone:	
Email:	bpb@buildingcommission.com.au
Preferred Phone:	Home
Preferred Contact Method:	Mail

**My Awards**

**My Registration Details**

Registration Number	Registration	Status	Renewal Date	Limitations	
CB-L 29347	Commercial Builder Limited	Current	30/03/2008	CB-L-T - Fit-out - non structural	
DB-M 32927	Domestic Builder Manager	Current	23/07/2010		Renew

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After logging into eToolbox, you are directed to the Practitioners home page which contains:

- contact details
- registration details
- current registrations.

Along the left side of the page is a list of Practitioner Tasks, including:

- update My Practitioner profile
- change password
- request a Practitioner ID Card
- update My CPD Profile
- apply for a new registration category/class
- request a Registration Certificate.

To return to the Practitioner home page, click the link located in the top right hand corner of the page.



# Update my practitioner profile

The screenshot shows a web form titled "Update My Details" with the subtitle "Update Your Practitioner Profile". The form is divided into several sections:

- Practitioner Details:** Includes fields for Practitioner ID (409036), Title, First Name (The), Middle Name (Bob), Surname, and Date of Birth (12/06/1972).
- Postal Address:** Includes Address Line 1 (733 Bourke Street), Address Line 2, Suburb (DOCKLANDS), Post Code (3008), State (VIC), and Country (AUSTRALIA).
- Alternate Address:** Similar fields to the postal address.
- Contact Details:** Includes Home Phone, Business Phone, Mobile Phone, Fax, Preferred Home, Email Address (tpb@buildingcommission.com.au), and Preferred Contact Method (Mail).

The zoomed-in view on the right shows the "Contact Details" section in more detail, including a "Photographic Identification" section with a warning icon and a "Submit Updated Details" button. Below the button, it says "Updated Contact Details are ready to submit to the Building Commission". At the bottom, the address "Goods Shed North, 733 Bourke Street, Docklands, VIC 3008, Melbourne" is displayed.

On this page you can amend the following details:

- postal address
- alternative address
- contact details

## Instructions:


Step 1. Enter updated information

Step 2. Click the submit button

To return to the Practitioner home page, click the link located in the top right hand corner of the page.



# Request a registration certificate

Print View Powered by: 

Registration Certificate Request

## Certificate Request

### Registration Certificate Request

#### Practitioner Details

<small>Practitioner Name:</small> Bob Builder	<small>Practitioner ID:</small> #028036
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#### Postal Address

<small>Address Line 1:</small> 733 Bourke Street		
<small>Address Line 2:</small> Shiny Road	<small>Suburb:</small> DOCKLANDS	
<small>State:</small> VIC	<small>Post Code:</small> 3008	<small>Country:</small> AUSTRALIA

If the above Registration Details are incorrect, please contact the Building Commission to make the required changes. If the Postal Address details are incorrect, these can be updated by making the necessary changes in the Update Profile form.

#### Submit Certificate Request

The Request Registration Certificate Form is ready to submit to the Building Commission.

**Melbourne:** Goods Shed North  
733 Bourke Street  
Docklands, VIC 3008  
Ph. 1300 815 127  
Fax. (03) 9618 9048

On this page you can request a registration certificate.

Instructions:

- Step 1.            Make sure the details are correct
- Step 2.            Click the Submit button

To return to the Practitioner home page, click the link located in the top right hand corner of the page.



# Update my CPD

Update CPD

Update Your CPD Details

While the program is voluntary, everyone does some form of CPD. Fill in the table below with any CPD hours you have completed during the year. Full completion of CPD hours earns you a CPD Certificate.

Practitioner Details

Practitioner Name: Bob Builder  
Practitioner ID: #028036

Please select the corresponding Registration Record to update:

Goods Shed North  
733 Bourke Street  
Docklands, VIC 3008  
Melbourne:  
Ph. 1300 815 127  
Fax. (03) 9818 9048

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Done

## Instructions:

- Step 1. Click the drop down menu under Please select the corresponding Registration Record to update to display the list of all your current registrations
- Step 2. Select the registration you wish to apply CPO to

**Please Note: CPD registration is voluntary**



# Update my CPD - continued

### Practitioner Details

Practitioner Name:  Practitioner ID:

Please select the corresponding Registration Record to update:

### CPD Activities - Group One

	Hours
Participated in on the job training	<input type="text" value="100"/>
Attended Seminars / Workshops / Conference	<input type="text" value="200"/>
Attended Courses - University, TAFE, Short Course	<input type="text" value="30"/>
Participated in Training Sessions - OHS, Red Card	<input type="text" value="5"/>
Attended Trade Nights / Information Sessions	<input type="text" value="5"/>
Total Hours:	<input type="text" value="340"/>

### CPD Activities - Group Two

	Hours
Subscribed to the Building Code of Australia	<input type="text" value="6"/>
Supervised an apprentice	<input type="text" value="7"/>
Read Inform Magazine or Industry Publication	<input type="text" value="8"/>
Attended Meeting	<input type="text" value="9"/>
Attended Discussion Group / Mentoring	<input type="text" value="20"/>
Total Hours:	<input type="text" value="50"/>

### Completed A Professional Institute CPD Program

Name of the Professional Institution:

Membership Number:

### Submit Your CPD Details

I am ready to submit my Updated CPD Details

Goods Shed North  
733 Bourke Street  
Melbourne: Docklands, VIC 3008

Step 3. Complete the relevant sections.

The three sections are:

- CPO Group 1 Activities
- CPO Group 2 Activities
- completed a Professional Institute CPD Program

Step 4. Don't forget to click the Submit button.

To return to the Practitioner home page click the link located in the top right hand corner of the page.





# Request an ID Card

Practitioner Card Request

## ID Card Request

Request A Practitioner ID Card

### Practitioner Details

Practitioner Name:  Practitioner ID:

Registration Category	Registration Class	Registration Limitation	Registration Code	Registration Number
Domestic Builder	Manager		DB-M	DB-M 32927
Building Inspector	Unlimited		IN-U	IN-U 20645
Domestic Builder	Limited	Improvements to roof	DB-L-K	DB-L 30047
Domestic Builder	Limited	Cabinet-making an...	DB-L-N	DB-L 29499
Domestic Builder	Limited		DB-L	DB-L 23256
Commercial Builder	Limited	Fit-out - non struct...	CB-L-T	CB-L 29347

### Postal Address

Address Line 1:


Address Line 2:  Suburb:

State:  Post Code:  Country:

If the above Registration Details are incorrect, please contact the Building Commission to make the required changes. If the Postal Address details are incorrect, these can be updated by making the necessary changes in the Update Profile form.

### Photographic Identification

Do you need to submit an updated passport photo for your profile?  Yes  No

 Unable to find a recent photo of you in file. It is recommended to keep your photo up to date.

### Submit Card Request

The Card Request Form is ready to submit to the Building Commission

On this page you can request a replacement Practitioner ID card.

**Please note: Practitioners can only order two replacement ID card's per year.**

## Instructions:

- Step 1. Make sure your practitioner details, postal address, and photographic identification are correct.
- Step 2. Click the Submit button.

To return to the Practitioner home page click the link located in the top right hand corner of the page.



Goods Shed North  
733 Bourke Street  
Docklands VIC 3008  
T: +61 3 1300 815 127  
F: +61 3 96189062  
[www.vba.vic.gov.au](http://www.vba.vic.gov.au)

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