

Bulletin 80: Mandatory Continuing Education System (CES) Rules and Guidelines

December 2017

1.0 Background and Authority

- 1.1 This bulletin describes how the ongoing education required by every CES Participant registered with the AIBC is earned, reported and administered. CES Participants are defined as architects and architectural technologists registered with the AIBC.
- 1.2 The AIBC's Continuing Education System (CES) was developed in response to not only the profession's recognition of its own needs, but also the public's growing need for assurance that architects with exclusive statutory rights to practice and architectural technologists registered with the AIBC remain current with contemporary technology, business practices, methods and materials.
- 1.3 The requirement to comply with the CES was adopted as AIBC Bylaw 30.2, set out below, by member vote at the 2001 AIBC Annual Meeting and approved thereafter by the provincial government.

Bylaw 30.2

"In order to better serve the public, and in keeping with the architect's declaration set out in Bylaw 9.0 and the obligation of the architect set out in Bylaw 30.1, an architect shall undertake continuing education and shall report on that continuing education to the Institute, in accordance with the rules for mandatory continuing education established by Council."

Bylaws 9.0 and 30.1 referenced in Bylaw 30.2 state:

Bylaw 9.0

"Each member upon notice of registration shall make and subscribe to the following declaration: Solemnly do I declare that having read and understood the *Act* of the Architectural Institute of British Columbia, its Bylaws and Code of Conduct, and having passed the examinations, I am eligible for membership. Further do I announce that I will uphold professional aims, and the art, and the science, of architecture and thereby improve the environment. **I also accept with obligation the need to further my education as an architect** (*emphasis added*). I promise now that my professional conduct as it concerns the community, my work, and my fellow architects will be governed by the ethics and the tradition of this honorable and learned profession."

Bylaw 30.1

"In practising architecture, an architect shall act with reasonable care and competence, and shall apply the knowledge, skill and judgment, which are ordinarily applied by architects currently practising in the province of British Columbia."

- 1.4 The primary objective of the CES bylaw is to require the professional development of all CES Participants. The AIBC is committed to the success of CES Participants in completing their educational requirements through provision of regular offerings: the AIBC Annual Conference, the Recognized Educational Providers Program, and access to other available learning activities.

2.0 To Whom do the CES Bylaws and Rules Apply?

2.1 CES Participants

- 2.1.1 CES Participants are defined as architects and architectural technologists registered with the AIBC. All CES Participants must satisfy the requirements of the mandatory CES as per Bylaw 30.2. **Rule 1**
- 2.1.2 Retired architects, honorary members, intern architects, and temporary licensees are exempt from mandatory participation in the CES. **Rule 2**
- 2.1.3 Previously registered CES Participants do not need to comply during their absence from membership. **Rule 3**

2.2 CES Participants Seeking Reinstatement or Re-Application

- 2.2.1 As a condition of reinstatement or re-application, any CES Participant who has resigned or been removed from the Register, at any point in a reporting period, must complete all CES requirements for the reporting period in which they left. **Rule 4**
- 2.2.2 If a previously registered CES Participant is reinstated, the Professional Services Department will determine the reporting periods in which the CES Participant must report.
- 2.2.3 Previously registered CES Participants who may seek reinstatement, are strongly encouraged to earn and keep record of Learning Units during their absence as a means of maintaining and demonstrating currency when they reapply.
- 2.2.4 Requirements for reinstatement with the institute can be found in Bulletin 2: Reinstatement of Registration.

2.3 CES Exemptions and Extensions

- 2.3.1 **Medical or Extraordinary Circumstances:**
Applications for exemptions or extensions for medical and extraordinary circumstances will be reviewed on an individual basis.
- 2.3.2 **Parental or Family Leave:**
An individual on parental or family leave will be required to fulfill their continuing education requirements. Being on parental or family leave does not inherently warrant an exemption or extension from the CES requirements and their compliance. An individual may apply for an exemption or extension on medical grounds under extraordinary circumstances in the case of parental or family leave.

- 2.3.3 Exemptions and extensions to the CES requirements must be applied for in writing to the Department of Professional Services by the CES Participant before the end of the reporting period, otherwise they will not be accepted for review, and must normally include a health professional's letter and supporting documentation for the entire reporting period at the satisfaction of the Professional Services Department. **Rule 5**
- 2.3.4 An exemption of a CES Participant's obligations is normally provided for only one reporting period. Requests for consecutive exemptions is not permitted. With an exemption for a reporting period in place, no LUs can be carried forward into the next reporting period.

3.0 Learning Units, Classification, Formats, Periods and Obligations

3.1 Learning Units

- 3.1.1 Learning Units (LUs) are the means by which CES credits are measured and recorded. One LU is one hour (60 minutes) of eligible educational activity (i.e. a three-hour session earns 3 LUs). The minimum allowable portion of an LU that can be reported is one-half (0.5) LU. **Rule 6**
- 3.1.2 To be eligible for credit, educational activities must have defined learning objectives. They must be planned, educational, yield new knowledge for the CES Participant and be relevant to the field of architecture. **Rule 7**
- 3.1.3 Registration, travel, receptions, networking, promotional and marketing activities or meals are not eligible for LUs. If an educational presentation is being offered simultaneously during a meal, then LUs are available only for the presentation time. Product demonstrations that are focused on the marketing and promotion of merchandise or services are not eligible for LUs.
- 3.1.4 Activities carried out during the normal practice of one's work or profession by CES Participants do not qualify for LUs. **Rule 8**
- 3.1.5 Components of post-graduate programs, including coursework, research, and thesis writing may be eligible for LUs. CES Participants are encouraged to review these activities for eligibility with the Professional Services Department prior to self-reporting. Each eligible component must be reported as a separate educational activity and will be evaluated on an individual basis, subject to criteria found in section 3.2 and 3.3.
- 3.1.6 LUs will be credited to a current reporting period. In cases where a CES Participant was LU deficient for a past reporting period, LUs will be credited to that reporting period first, until compliance in the past reporting period is achieved.

3.2 Core and Non-core Classification of LUs

- 3.2.1 All LUs are classified as either Core or Non-core, depending on the topic area and educational activity format.

The Professional Services Department determines at its sole discretion whether an activity is eligible for credit as an LU and whether that LU will be Core or Non-core. **Rule 9**

3.2.2 If a CES Participant disagrees with the classification of an activity they may provide additional information about the activity in question for consideration by the Professional Services Department for further review.

3.2.3 Core Topic Areas:

Core learning activities must encompass topic areas that relate to the design, social and environmental responsibilities, construction, use and maintenance of buildings, professional practice and professional conduct and ethics. See Appendix for examples of Core topic areas.

3.2.4 Non-core Topic Areas:

See Appendix for examples of Non-core topic areas.

3.3 Educational Activity Formats

3.3.1 The CES recognizes many educational activity formats, including workshops, site tours, seminars, conferences and conventions. In addition, courses may be delivered in face-to-face or distance learning formats. The CES is intended to accommodate professional interests and available resources to provide flexibility and access for all CES Participants (see section 5.0: Other Considerations).

3.3.2 Structured Activities:

Structured educational activities may qualify for Core or Non-core LUs, depending on the topic area (see section 3.2: Core and Non-core Classification of LUs). This type of educational activity must include a component that permits learners to interact with the instructor, other learners or the learning resources.

Examples may include:

- Course, lecture, seminar or workshop
- Live webinar
- Pre-recorded webcast with a testing component
- Interactive computer software exercises and quizzes
- Reading an article or publication supported by a certificate upon completion of an online quiz.

3.3.3 Independent Activities:

Independent activities may qualify for Non-core LUs only. This type of educational activity is planned by the individual to develop areas of expertise, and learn more about a subject of professional interest. In addition, this type of activity may also provide support to the profession or community (see section 5.1: Architecturally Related Volunteer Service to the Community and Profession).

3.3.4 Other independent activities, eligible for Non-core LUs, may include research, professional writing, self-guided architectural tours, or the educational component of trade shows. Viewing pre-recorded programs such as a webcast, or reading articles or publications that are not supported by a self-test and pre-determined LUs, is considered to be an independent activity.

3.4 CES Reporting Periods

3.4.1 The reporting periods are as follows:

Since July 1, 2012, all reporting periods are two years long (e.g. July 1, 2012 to June 30, 2014; July 1, 2014 to June 30, 2016, etc.). **Rule 10**

3.5 CES Obligations

3.5.1 The minimum number of LUs that must be earned and reported by the end of each reporting period is 36, of which a minimum of 16 must be Core LUs. **Rule 11**

3.5.2 All LUs must be earned and reported by the deadline of the reporting period in which they are earned. **Rule 12**

3.5.3 CES Participants may choose to obtain all Core LUs.

3.6 Carrying Forward LUs

3.6.1 LUs in excess of the required amount may be carried forward from the reporting period in which they were earned to the following reporting period.

3.6.2 Up to a maximum of 18 Core LUs in total may be carried forward. Non-core LUs are not eligible to be carried forward. **Rule 13**

3.6.3 Any excess LUs must be reported by the deadline of the reporting period in which they are earned. **Rule 14**

3.6.4 LUs in excess of the maximum 18 Core carried forward will be deemed to have “expired.” The intent is to reinforce the value and establish the discipline of ongoing education and the acquisition of current activities. **Rule 15**

3.6.5 Excess learning units are eligible to be carried forward by a previously registered CES Participant who reinstates within one year of the date of resignation or removal from the Register.

3.7 CES Participants Registered During a Reporting Period

3.7.1 CES Participants registered with the AIBC during the first year of a reporting period are required to become CES compliant by earning and reporting a minimum of 18 LUs, of which a minimum of 8 must be Core LUs by the end of that reporting period. **Rule 16**

- 3.7.2 CES Participants registered with the AIBC during the second year of a reporting period are required to become CES compliant by earning and reporting a minimum of 36 LUs, of which a minimum of 16 must be Core LUs by the end of the following reporting period.

Rule 17

Date of Registration	Total Minimum LUs	Minimum Core LUs	Reporting Period Deadline
During the first year of a reporting period	18	8	June 30 of the current reporting period
During the second year of a reporting period	36	16	June 30 of the following reporting period

3.8 Architects – Canadian Reciprocity Option

3.8.1 Out-of-province B.C. registered architects can elect to report compliance with the AIBC’s CES by means of reciprocity. Bulletin 81: Mandatory Continuing Education System Canadian Reciprocity Option describes the protocols by which an out-of-province B.C. architect, who resides outside B.C. and is registered in another Canadian licensing jurisdiction, has the option of complying with the AIBC’s mandatory CES reporting via reciprocity.

3.8.2 An eligible architect must submit a Declaration of Out-of-Province CES Compliance before the end of *each* AIBC reporting period deadline of June 30. The declaration is available online at the AIBC website, www.aibc.ca in the membership log-in area. Following the end of the reporting period, the AIBC will verify the CES Participant’s compliance with their declared jurisdiction, as defined in AIBC Bulletin 81. **Rule 18**

4.0 Obtaining and Reporting LUs

4.1 AIBC-Delivered (AIBC) and AIBC-Recognized Educational Provider (REP) Activities

4.1.1 AIBC and REP activities are structured and approved in advance as either Core or Non-core with assigned LUs. AIBC and REP approved activities and materials must display the current AIBC REP logo with the number and classification of LUs (Core or Non-core) shown.

4.1.2 CES participants *should not* self-report educational activities delivered by the AIBC or an REP. On completion of an educational activity, the AIBC or an REP will verify and report attendance records to the AIBC Professional Services Department.

4.1.3 When signing into an REP event, CES Participants should include their AIBC License or ID Number for verification and to ensure proper credit is recorded.

4.2 Self-reported Educational Activities

4.2.1 Self-reported educational activities are those not delivered by the AIBC, or by an REP. This type of activity may be offered by an organized, external party without AIBC pre-approved learning activity status. Self-reported activities may be either structured or independent, as defined in section 3.3.2 and 3.3.3.

4.2.2 Self-reporting:

To self-report an educational activity, go to the AIBC website and logon to your membership profile using your personal AIBC logon ID and password. Select My Courses to access the CES Self Report Form. Refer to the CES Frequently Asked Questions for more information. If reporting in another language, please supply a translation to English.

4.2.3 In order for a self-reported activity to be reviewed for LUs, CES Participants must complete all fields on the self-report form by writing the specific activity's title, the provider's name, and details of learning objectives as required by the Professional Services Department, by the reporting period deadline. **Rule 19**

4.2.4 AIBC Verification of Self-reported LUs:

Self-reported submissions are automatically reported to a CES Participant's transcript. All are considered on an individual basis and subject to review and approval by the AIBC's Professional Services Department. Self-reports which do not provide sufficient information to adequately evaluate the learning activity for LUs may be removed from a CES Participant's transcript. The CES Participant will be required to provide additional information and/or supporting documentation in order for the Professional Services Department to verify the learning activity.

4.3 Record Retention and Audit

4.3.1 The AIBC does not require submission, nor does it maintain records of supporting documentation of self-reported activities. However, CES Participants must retain documentation to support self-reported activities for a period of one year beyond the end of the reporting period in which the learning activities were earned. **Rule 20**

4.3.2 Within 6 months of the close of a reporting period, up to 5 per cent of CES Participants will be subject to an audit of their self-reported LUs. Upon receiving an audit notice, CES

Participants will have 30 days to provide supporting documentation for review by AIBC's Professional Services Department. LUs will be removed from CES Participants transcripts if supporting documentation is not provided and approved. **Rule 21**

4.3.3 If a CES Participant becomes non-compliant as a consequence of the audit process, the participant will be granted a grace period of three (3) months to become compliant; however, administrative fines may be applied.

4.3.4 Consequences for Non-Compliance will apply to any CES Participant who remains non-compliant following the above audit process. Refer to section 6.0.

4.4 Backdating

4.4.1 LUs earned prior to a CES Participant's date of registration are not eligible. For instances of reinstatement, see section 2.2

4.4.2 CES Participants' LUs must be reported in the reporting period in which they are earned. LUs earned in prior reporting periods but reported in a current reporting period will be deemed backdated and will not be accepted. **Rule 22**

5.0 Other Considerations

5.1 Architecturally Related Voluntary Service to the Community and Profession

5.1.1 Voluntary service is not continuing education.

5.1.2 Notwithstanding 5.1.1, the AIBC acknowledges the contribution of architecturally related voluntary service to the community and profession. Non-core LUs for such activities are available for the following:

Activity	Maximum LU
Regular, active participation in an architectural civic/professional service committee, municipal design panels	1 Non-core LU, per committee, per 12-month period
Active AIBC Council, board, committee, task force, or working group*	1 Non-core LU, per committee, per 12-month period
Active AIBC Oral Reviewers/Assessors/CACB Assessors*	1 Non-core LU, per round
Active mentor in the AIBC Internship in Architecture Program, Syllabus Program, or a recognized school of architecture	1 Non-core LU, per intern/student, per 12-month period
Examiner/reviewer, guest critic at a recognized school of architecture, or architectural design jury member	1 Non-core LU, per term or competition

* NOTE: The Professional Services Department will record these LUs on behalf of AIBC volunteers. All other volunteer service must be self-reported by the CES Participant.

5.1.3 Specific learning experiences during volunteer service may qualify as educational activities and earn separate Non-core LUs which can be self-reported as an independent activity, see section 3.3.3.

- 5.1.4 The total maximum volunteer service LUs that can be earned is eight (8) Non-core LUs. For CES Participants registered with the AIBC in the first year of a reporting period, the total maximum volunteer service LUs that can be earned is four (4) Non-core LUs. **Rule 23**
- 5.1.5 LUs for volunteer activities are only given for the reporting period during which they were earned and are not available to carry forward to a subsequent reporting period. **Rule 24**
- 5.1.6 CES Participants who report mentor hours must include names of interns or students mentored and the associated school and program.

5.2 Teaching

- 5.2.1 Teaching of non-AIBC courses for the first occasion that an educational activity is delivered in a reporting period may earn LUs. Teaching LUs are available only for teaching contact hours, not preparation time.
- 5.2.2 On subsequent occasions, teaching time will not earn LUs unless the presentation has been significantly revised. LUs can be claimed again on that occasion only after approval is received from the Professional Services Department.
- 5.2.3 Teaching of AIBC courses may earn LUs. Teaching LUs will be determined and reported on behalf of AIBC Course Presenters.
- 5.2.4 Research time for the development of an educational activity may earn Non-core LUs (see section 3.3.3: Independent Activities) and can be self-reported. Preparation time will not be accepted for LUs.

5.3 Tours

- 5.3.1 Structured architectural tours guided by architects, engineers, or AIBC associates, may be eligible for Core LUs at the discretion of the AIBC Professional Services Department.
- 5.3.2 Other architectural tours may be eligible for Non-core LUs at the discretion of the AIBC Professional Services Department. For example: self-guided tours, audio tours, or those delivered by travel guides.

5.4 Repetition of Courses

- 5.4.1 CES Participants will be given full LU credit for successfully completing a course taken previously, as long as the course has not been repeated within the same reporting period.

5.5 LUs Earned in Other Architectural Jurisdictions

- 5.5.1 The AIBC CES will accept most learning activities approved as *Core* by other Canadian architectural associations and by the American Institute of Architects (AIA).

For architects registered in multiple Canadian jurisdictions, see section 3.8: Architects – Canadian Reciprocity Option.

5.6 Examinations and Independent Examination Study

- 5.6.1 An exam associated with a learning activity is not eligible for LUs.
- 5.6.2 CES Participants may qualify for LUs by self-reporting independent study time for an exam in lieu of the corresponding course. The number of LUs allowed for such independent study will normally be less than the number of LUs available for the corresponding course. LUs will not be accepted for *both* the independent study *and* the corresponding course.
- 5.6.3 Formal exam preparation courses will be evaluated on an individual basis, with the same criteria as a structured course.

6.0 Consequences for CES Bylaw Non-Compliance and Authority

- 6.1 There are consequences (which may include fines and/or such penalties as are determined by Council under the AIBC's disciplinary process) for failure of a CES Participant to earn *and* report such LUs as are required within a reporting period.
- 6.2 A CES Participant who does not earn *and* report the required LUs to the AIBC in a reporting period, in accordance with these Rules, will be required to pay a Council-mandated fine to the AIBC, and to earn *and* report the required LUs by no later than September 30 after the end of the reporting period. ***Rule 25***
- 6.3 Should a CES Participant's LUs remain incomplete and unreported, or the Council-mandated fine unpaid, beyond September 30, a complaint of unprofessional conduct against the member will be placed with the Director of Professional Conduct. ***Rule 26***
- 6.4 AIBC Council delegates the Professional Services Department the authority to apply Bulletin 80: Mandatory Continuing Education System (CES) Rules and Guidelines and the CES Rules embedded within. ***Rule 27***

Bulletin Amendment History (2002 – 2017)

- 2017: December. Fifth Edition. Minor revisions to provide further clarity and guidance on CES processes.
- 2017: January. Fourth Edition. To incorporate updated CES Rules adopted by AIBC Council, and to provide further guidance and clarity from experience regarding the intent and values of the CES. Adjustments have been made to reflect updated protocols, to improve syntax, remove obsolete provisions, such as reference to past one-year reporting periods, and update the bulletin's organization and format. CES Rules are noted as they appear.
- 2012: June. Third Edition. To incorporate updated policies adopted by AIBC Council, to provide further guidance and clarity from experience regarding the intent and values of the CES, and to implement the two-year reporting period which harmonizes with the national continuing education program effective July 1, 2012. Adjustments have been made to improve syntax, remove obsolete provisions and update the bulletin's organization. Revisions or clarifications of significance are indicated by a sidebar. CES Rules are noted as they appear.
- 2006: February. Revised to incorporate updated policies adopted by AIBC Council, and to provide further guidance and clarity regarding the CES, its intent and values arising from experience.
- 2004: July. Second Edition
- 2002: October. First Edition

The AIBC does not provide legal, accounting or insurance advice and expressly disclaims any responsibility for any errors or omissions with respect to legal, accounting or insurance matters that may be contained herein. Readers of AIBC documents are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards.

Appendix – Examples of Core and Non-core Learning Topics

Core Topics in Architecturally Related Learning

Acoustics
Architectural Firm Marketing
Architectural Presentation techniques, Illustration, Model Making
Building Commissioning
Building Design, Principles
Building Envelope Design, Remediation and energy issues
Building and Fire Codes
Building Performance, Monitoring, Maintenance Protocols
Business Practice (learning business practice and management specific to architectural firms)
Building Safety and Security Systems, design of
Building Science
CAD, BIM and Energy Modeling Software Training & Applications
Codes, Acts, Bylaws, Code of Ethics and Regulations governing the practice of architecture
Construction Administration
Construction – legal aspects of Contract Law
Construction Documents and Services
Construction Processes, Materials, Methods, and Systems
Deconstruction and Salvage Materials
Energy Efficiency, Energy Modeling
Environmental – hazardous materials, toxic emissions, air and water quality
Environmental Analysis and issues of building materials and systems

Ergonomics – as it relates to the design of building and building components
Fire Safety Systems – detection and alarm standards
Insurance – professional and public liability
Industrial Design – as it relates to the design of buildings and components
Interior Design – as it relates to the design of buildings and components
Landscape Design – as it relates to the design or siting of buildings
Management of Architectural Projects
Mechanical, Plumbing, Electrical – system concepts, materials and methods
Natural Hazards (earthquake, hurricane, flood) – as it relates to building design
Preservation (heritage), Renovation, Restoration, and Adaptive Re-use
Procurement – quality based services, RFPs
Risk management, in relation to architectural practice
Site and Soils Analysis
Site Design
Specification Writing
Structural Issues
Surveying Methods and Techniques
Sustainability and resilience, in the design of buildings
Urban Planning and Design – as it relates to the design and siting of buildings
Waste Management – construction, environmental

Non-core Topics as Applied to Architecture

Biomimicry Studies
Business practice, general (employment standards, accounting)
Communications, Media Relations, Public Relations
Computer Software for architectural practice – e.g. Photoshop, Adobe Illustrator, Microsoft Office
Construction Safety
Economic, Development and Real Estate - trends, market outlook
Ergonomics – as it relates to workplace health and safety
Firm Marketing, general techniques
Graphic Design

Interior Design (decoration, furnishing)
Human Resources (labour relations, staff management, leadership training)
Landscape Design
Negotiation
Property Development- Pro-Forma Studies
Quality Management
Technical Writing
Urban Planning and Design – as it relates to transportation, community development, etc.