



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Recognized Educational Provider (REP) Program Guidelines

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Introduction

The Recognized Educational Provider (REP) program allows the AIBC to extend a wide variety of valuable professional development opportunities to its Registrants. Through this program, professional organizations, commercial enterprises, educational institutions, architectural firms and individual professionals have the opportunity to be an active contributor to the important continuing education process.

This document outlines the many benefits associated with the REP program along with the responsibilities and expectations of educational providers and the AIBC alike.

Recognized Educational Provider (REP) Program

Benefits

REPs are a valued part of the AIBC's Continuing Education System (see the *AIBC Continuing Education System (CES)* section of this document for more information). The AIBC offers ongoing service to all its providers, making the process as efficient, effective and mutually beneficial as possible. Program benefits include:

- Increased presence and credibility within B.C.'s architectural and design communities;
- Use of the AIBC's REP logo for promotion of pre-approved, educational activities as per the guidelines outlined in the *Logo Usage and Expectations* section of this document;
- Promotional support of REP events in the AIBC monthly newsletter (Connected);
- Provider presence on the AIBC website, including:
 - Postings of upcoming pre-approved events in the AIBC events calendar;
 - Listing of all current REPs; and
- Increased likelihood of AIBC Registrants attending REP learning activities.

AIBC Continuing Education System (CES)

Background

The AIBC Continuing Education System (CES) was developed in response to the profession's recognition of its own needs and the public's increasing expectation that CES Participants remain current with contemporary technology, business practices, methods and materials. Mandatory Indigenous Peoples Learning is also a required component of the AIBC's CES.

The AIBC defines CES Participants as Architects AIBC, Architectural Technologists AIBC, and Intern Architects AIBC.

Rules governing the CES program are described in the [AIBC Bylaws](#), [Schedule P: Board Rules for Continuing Education System \(CES\)](#), and the [Practice Guideline: Continuing Education System \(CES\)](#).

Learning Units (LUs)

CES Participants are required to obtain a minimum amount of learning credits to demonstrate their commitment to ongoing education and professional development. CES credits are recorded as Learning Units (LUs). A single LU represents one full hour (60 minutes, not including breaks) of approved educational activity. For example, a three-hour session that includes two 15-minute breaks is eligible for 2.5 LUs.

LUs are categorized as either Core or Non-Core, depending on the relevance of the subject matter to the profession of architecture and the presentation delivery method. To qualify for Core LUs, a learning activity must encompass topic areas that relate to the design, construction, use and maintenance of buildings, and professional practice. Core learning activities must also be structured (i.e. include a component that permits learners to interact with the instructor or the learning resources). Non-Core learning activities are supplementary to the practice of architecture and can include both structured or independent activities.

Whether a learning activity qualifies for either Core or Non-Core LUs is determined on an individual basis by the AIBC Professional Services department, applying criteria described in the AIBC Bylaws and [Practice Guideline: Continuing Education System \(CES\)](#). Examples of Core and Non-Core learning topics can be found in the appendix of the [Practice Guideline: Continuing Education System \(CES\)](#).

Becoming a Provider

REP Application

New providers must submit an application, [Form A: Recognized Educational Provider \(REP\) Application](#) to the AIBC at EducationalProvider@aibc.ca. Applications are accepted on an ongoing basis.

All new applications must be accompanied by details of the learning activity for which providers are seeking approval.

Activity Approval

Requests for learning activity approval can be submitted by completing [Form B: REP Activity Information](#), with details of the proposed learning activity at least 10 business days prior to the scheduled activity. For larger events such as conferences, more lead time may be required. This allows the AIBC to provide the necessary evaluation and LU determination, including time to promote the event, if requested.

The following information must be included on Form B:

- A detailed overview of the presentation;
- An accurate, descriptive title (i.e. 'lunch and learn' is not an acceptable title);
- Learning objectives (a minimum of three learning objectives per hour);
- Qualifications and experiences of the presenter(s) including presentation history, professional designations and certifications;
- Length of the learning component of the session; and

A copy of the learning presentation may also be requested by the AIBC. Providers are encouraged to submit presentation materials, such as PowerPoint slides, with the submission of a Form B.

Educational Activities and Eligibility

Eligible educational activities can include courses, conferences, workshops, lectures, panel discussions, tours and webinars.

Regardless of format, in order for an event to be eligible for LUs, the activity must be:

- At least one half-hour long (30 minutes), excluding breaks;
- Clear in educational value with stated learning objectives;
- Architecturally relevant, or eligible under the Indigenous Peoples Learning topic;
- Structured and designed as a learning activity; and
- Planned and presented by instructors who are qualified in the subject matter, either by education or experience.

Once reviewed, the AIBC will notify the provider as to the number of Core or Non-Core LUs the activity has been approved for. After an activity is approved by the AIBC, it may be classified as “AIBC-Recognized.”

The REP program is best-suited for educational activities that are live (either in-person or virtual). Submissions for on-demand activities will be considered on a case-by-case basis for inclusion in the program. For an on-demand activity to be considered it must include a component that permits learners to interact with the learning resources and receive informative feedback, such as a testing component (quiz). The provider must also demonstrate that they are able to track completion of on-demand activities by AIBC Registrants for attendance tracking purposes.

Product or Service Presentations

All activities offered as part of the REP program must be educational. The content of presentations cannot be focused on the marketing of merchandise or services. While this may take place before or after the presentation/event (formally or informally), LUs are only given for the educational component of the session. Company logos should not be visible during the presentation and may only appear on the first and/or last slide of the presentation.

Product demonstrations can be an effective way to achieve a better understanding of the use of a particular product, service, or methodology, however, these demonstrations must educate the participants on appropriate material applications, design solutions or professional skills.

If proprietary products are involved, it must be ensured that:

- The presentation is educational in nature (i.e. a problem-solving approach to solutions for architectural and/or construction challenges);
- Proprietary names of products are removed from the educational presentation;

- Company logos are removed from any presentation materials of the educational portion of the presentation (such as PowerPoint slides); and,
- Time used as a selling or promotional opportunity by the presenter is excluded from LU recognition.

Activity Renewal

The AIBC does not require learning activities be re-submitted for approval unless the activity summary, learning objectives, title, qualifications of the presenter, or duration have changed. If this information has changed, the REP is required to submit a new Form B for approval.

Membership Categories and Fees

The following is a breakdown of the AIBC REP membership categories. All membership categories follow the same rules and guidelines, as outlined in this document.

- **Commercial or Business Entities:** The most common provider is an external (private sector) business or organization that has identified the architectural community as a relevant, influential target audience;
- **Not-for-profit Organizations and Educational Institutions:** This includes related professional and industry organizations as well as post-secondary institutions;
- **AIBC Registrants:** This includes any Registrant of the AIBC.

Two options are available for each membership category: annual provider and a one-time provider. Annual providers can deliver as many learning activities as they like throughout year whereas the one-time provider option is limited to a single learning activity that is delivered just the one time.

	Annual Provider	One-time Provider
Commercial or Business Entity	\$950	\$475
Not-for-profit Organization and Educational Institution	\$530	\$265
AIBC Registrants (including firms)	\$420	\$220

GST will be charged on all fees. All payments must be made in Canadian dollars within 30 days of the invoice date. Provider fees are payable by cheque, credit card, or electronic funds transfer. After 30 days of invoice non-payment, provider accounts are deemed as expired.

Please note that providers can only begin scheduling and delivering their learning activities after payment has been received by the AIBC.

Invoicing

Annual membership and renewal for the REP program runs on a July 1 – June 30 billing cycle.

New applications are processed throughout the year, with the annual fee being prorated quarterly, based on the July 1 – June 30 billing cycle. One-time providers are invoiced after approval of the submitted learning activity.

Tracking Attendance

After each educational activity, the provider is required to submit copies of **attendance records/sign-in sheets within 14 days** of the activity's completion. Providers are asked to notify the AIBC if there will be a delay in report submission.

The attendance record should include the activity title (as approved by the AIBC), date of activity, number of approved LUs, the full name, and AIBC ID (format AIBC-R000000) or AIBC License number (format L0000) of AIBC Registrants who attended the activity. If a provider holds a conference where multiple sessions are attended, they must create a record of which session each person attended and submit it to the AIBC. If handwritten, the names must be legible. Only AIBC CES Participants should be instructed to fill in the attendance record.

The AIBC has templates for tracking attendance which are provided to REPs upon joining the program.

Submitting attendance records is a requirement of the REP program. Providers are not permitted to charge AIBC Registrants additional fees to collect and report their attendance to AIBC. Such actions will result in the revocation of that organization's REP status. See the *Quality Assurance and Non-Compliance* section for more information.

Attendance records will not be accepted for an activity that was not pre-approved by the AIBC.

Promotional Support

The AIBC promotes REP activities through the AIBC website as well as its monthly electronic newsletter (Connected). To have an activity promoted on the AIBC website, the provider will be asked to provide the activity details by completing and submitting [Form C: REP Event Promotion](#) to EducationalProvider@aibc.ca.

Any activities seeking promotional support will be advertised in the online [events calendar](#) as well as [AIBC Connected](#).

AIBC Connected is sent out on the first Thursday of every month. If providers wish to have their activities promoted in this newsletter, they must submit Form C by the last Thursday of each month.

Providers are also welcome to promote their pre-approved "AIBC-Recognized" activities on their social media channels and may tag the AIBC:

- Facebook: [@AIBC1920](#)
- LinkedIn: [Architectural Institute of B.C.](#)

AIBC Logo Usage and Expectations

All providers are able to make use of the AIBC's REP logo, in keeping with the guidelines below, to reflect AIBC's review and approval while promoting their learning activities.

The AIBC REP logo, which will be provided by the AIBC in digital format, may be used only in conjunction with the specific promotion of a provider's pre-approved learning activities. In place of the logo, an REP can use the phrase "<REP Name> is an AIBC Recognized Educational Provider."

Providers are not permitted to use the AIBC REP logo, or otherwise refer to or suggest an AIBC relationship, for purposes other than their participation in the REP program and in keeping with these guidelines. This includes logo use on websites, business cards or other promotional materials. Wording such as "sponsor" or "presenting partner" is not permitted.

When promoting a learning activity, providers must also state clearly whether the activity being offered has been approved for Core or Non-Core LUs, as well as how many LUs have been approved.

Lapsed or expired providers must remove REP logos and reference to the REP program from all promotional material, as quickly as possible.

AIBC | REP LOGO

Standard

Can be scaled up as needed.
Can be scaled down to a minimum width of 2.5"
For widths <2.5" use the vertical logo as below.



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Recognized Educational Provider



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Recognized Educational Provider

AIBC | REP LOGO

Vertical

To protect the legibility of the logo, it must never be reproduced in sizes smaller than 1.5" in width (as shown here)



ARCHITECTURAL INSTITUTE
OF BRITISH COLUMBIA

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Expired REP Membership

From time to time, providers choose not to renew their participation in the REP program. Understanding that AIBC Registrants may still look to these sources for educational materials, expired providers may add the following language to their promotional materials: “*AIBC CES Participants may self-report this learning activity for AIBC Learning Unit consideration.*” Expired providers cannot state that their learning activity is AIBC-Recognized. In these cases, the AIBC REP logo may not be used and must immediately be removed from any website or promotional material.

Past providers who are returning to the REP program will be required to submit a new application form. They must also resubmit all learning activities (including previously approved content) for review.

Quality Assurance and Non-Compliance

As part of the AIBC’s commitment to professional development in the public interest, the AIBC reserves the right to have a representative access, attend and audit (at no cost) any provider activity to assess its content and quality.

At any time, the AIBC may request a previously approved presentation to be resubmitted if there are concerns that the information is out-of-date or lacking educational content.

The AIBC also reserves the right to refuse entry to the REP program if, as is determined by the Professional Services Department, in its sole discretion, the applicant's educational activities and operations do not satisfy the requirements or needs of the REP program, or if concerns exist about the suitability of the applicant for entry into the program. Such concerns may include, but are not limited to, misrepresentations by the applicant as to architectural registration or status.

The AIBC may, at any time, revoke REP membership of any provider due to non-compliance with the program requirements and conditions as outlined in this document. In such instance, any fees previously paid are then forfeited.

Contact

For more information about the REP program, please email EducationalProvider@aibc.ca.

Answers to specific REP questions can be found in the [REP FAQs](#).