



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Recognized Educational Provider (REP) Program

Frequently Asked Questions

What are the benefits of becoming a provider of the REP program?

Providers receive increased visibility within B.C.'s architectural community, while building their positions as trusted industry leaders. Providers are entitled to use the AIBC REP logo for promotion of pre-approved "AIBC-Recognized" activities. Further, providers receive promotional support via a dedicated section in the AIBC monthly newsletter ("Connected") and events calendar. AIBC Registrants who obtain Learning Units (LUs) from pre-approved REP events benefit because they know that the material is educationally sound and falls within the parameters of the AIBC's Continuing Education System (CES) requirements. In addition, they know their attendance at REP events is conveniently reported on their behalf to the AIBC.

I am interested in becoming a provider of the REP program. How do I get started?

The first step is to review the [Recognized Educational Provider \(REP\) Program Guidelines](#). It will provide a complete overview of the program. After that, complete [Form A: Recognized Educational Provider \(REP\) Application](#) and [Form B: REP Activity Information](#) and submit it to EducationalProvider@aibc.ca. Once submitted, the AIBC will follow up to discuss next steps.

How does the AIBC approve my presentation?

Presentations are approved for Learning Units (LUs) based on the [AIBC Bylaws](#), [Schedule P: Board Rules for Continuing Education System \(CES\)](#), and the [Practice Guideline: Continuing Education System \(CES\)](#). A provider submits a [Form B: REP Activity Information](#), clearly stating the description and learning objectives of their learning activity along with a copy of their presentation (i.e. PowerPoint or PDF), a conference program or any other relevant material. The submission is then reviewed against the criteria found in the AIBC Bylaws and Practice Guideline to determine if the presentation is eligible for LUs.

How do I know if my learning activity is eligible for Core or Non-Core LUs?

Examples of Core and Non-Core topic areas can be found in the appendix of the Practice Guideline. The appendix provides a good overview however, each learning activity is reviewed on a case-by-case basis to determine eligibility.

How long does it take to approve a learning activity?

Activities should be submitted at least 10 business days in advance of the event date. If the submission requires multiple learning activities to be reviewed (i.e. for a conference), more lead time will be required. Note that approval forms submitted after an event has taken place will not be accepted.

Do I need to submit a Form B: REP Activity Information each time I am giving a presentation?

If the presentation is already approved and the same presentation is being delivered to different audiences, Form B does not need to be submitted each time. Form B only needs to be submitted when new presentations need review and approval, or if any content in a previously approved presentation has changed. However, AIBC does reserve the right to request a copy of the presentation at any time if we feel a pre-approved presentation is out-of-date or lacking educational content.

I am a current provider, but my presenter is not. Can the presentation be submitted for LU review and approval?

An existing provider can complete Form B with the session information and submit it to the AIBC for approval, on behalf of the presenter. However, if the presentation does get approved, the presenter (who is not a provider) cannot go to other venues/firms and deliver the presentation and advertise it as AIBC-Recognized. The approval in this case belongs to the provider registered with AIBC, not the company/organization delivering the presentation. If that organization would like to claim that their presentation is AIBC-Recognized, they would need to become a provider themselves. In these cases, the attendance report should come from the provider registered with the AIBC.

I am a provider and so is the company that my presenter represents. How does this work and who submits the attendance records?

We recommend that the two parties discuss this in advance and coordinate who will be submitting the attendance record. The AIBC should only receive one attendance record for the event.

How much does it cost to join the REP program?

The REP program billing cycle runs from July 1 to June 30, though new providers can join the program at any time of the year, with the annual fee being prorated on a quarterly basis. Please review the table below for pricing. Prices are not inclusive of GST.

	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

What is the difference between an Annual Provider and a One-time Provider?

An annual provider can submit throughout the year as many educational activities as they like for AIBC recognition. A one-time provider is limited to submit one event, one time. The one-time provider option is useful for a one-off conference or event that is only going to be presented a single time.

Does the AIBC recognize the credit approvals of other architectural institutes and organizations such as AIA, IDCEC and USGBC? Or do we have to become a provider with AIBC in order for attendees to receive credit?

While we acknowledge that other regulators and organizations have credible mandatory continuing education systems, there are differences and variations among their approval process, learning unit classifications and evaluation measures. Keeping all of this in mind, providers would need to become an AIBC REP in order for AIBC Registrants to get credits from attending their presentations.

How do AIBC Registrants receive LUs for attending my session?

One requirement of the REP program is for providers to submit attendance records to AIBC within 14 days after an approved event has taken place. Attendance records should be submitted to EducationalProvider@aibc.ca and Registrant records will be updated with the appropriate LUs by the AIBC. Note that attendance records will only be accepted for pre-approved activities.

What information is required on an attendance record?

The attendance record should include the date of the presentation, the activity title (as approved by the AIBC) and the number of approved LUs, along with the names and AIBC IDs of those in attendance. If attendees arrive late or leave early, it should be marked on the attendance sheet. If the record is handwritten, the names must be legible, to ensure the Registrant receives their credits.

All of my learning content is available online and on-demand. How does this work with the REP program?

The REP program is best suited to events that are hosted live (virtual or in-person). Submissions for on-demand activities will be considered on a case-by-case basis for inclusion in the program. Reach out to EducationalProvider@aibc.ca with more details on your on-demand learning activity(s).

I want to promote an REP event in the AIBC Calendar and in the AIBC newsletter. What should I do?

Please complete and submit [Form C: REP Event Promotion](#) for any approved events that you would like advertised. The event will get added on the AIBC Calendar within a week. The AIBC newsletter is published on the first Thursday of each month; the deadline for content is the last Thursday of each month.

I am a provider and would like to use the AIBC logo on my website. Is this okay?

Providers are entitled to use the AIBC REP logo in conjunction with a specific learning activity that has been pre-approved by the AIBC. Providers cannot use the logo on their website or other any other promotional material to refer to or suggest an AIBC relationship for purposes other than their participation in the REP program. For more detailed information about our logo use, please refer to the 'Logo Usage and Expectations' section of the [Recognized Educational Provider \(REP\) Program Guidelines](#) (PDF).

I was a provider, but I decided not to renew my membership. Are my previously approved courses still considered AIBC-Recognized?

Former providers cannot claim that their presentations are AIBC-Recognized, even if they were pre-approved while they were in the 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.

Who can I contact for more information?

For any and all inquiries related to the REP program, please contact EducationalProvider@aibc.ca.