Bulletin 80: Mandatory Continuing Education System (CES)

June 2019

1.0 Background and Authority

1.1 The AIBC’s Continuing Education System (CES) was developed in response to both the profession’s recognition of its own needs, and the public’s growing expectation 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.

1.2 This bulletin describes how the ongoing education required by every CES Participant registered with the AIBC is earned, reported and administered.

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.

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. 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.

[emphasis added.]
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 For CES Participants who are associates, AIBC Bylaw 13.4 and Council Rules 6: Designation and Admission Qualifications for Associates, provides additional authority for mandatory CES.

1.5 The primary objective of CES Bylaw 30.2 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 Conference, the Recognized Educational Provider (REP) program, and access to other professional development offerings.

2.0 To Whom do the CES Bylaws and Rules Apply?

CES Participants

2.1 CES Participants are designated as architects and architectural technologists registered with the AIBC. As of July 1, 2020, and thereafter, the CES Participant category includes Intern Architects AIBC. All CES Participants must satisfy the requirements of the mandatory CES as per Bylaw 30.2. Rule 1

2.2 Retired architects, honorary members, and temporary licensees are exempt from mandatory participation in the CES. Rule 2

2.3 Previously registered CES Participants do not need to comply during their absence from registration. Rule 3

2.4 For the purpose of this document, any references to “registration” refer to entering the AIBC Register, and not specifically registration as an architect.

CES Participants Seeking Reinstatement

2.5 As a condition of reinstatement, any CES Participant who has resigned or been removed from the Register must complete all CES requirements for the reporting period determined by the manager of professional services. Rule 4

2.6 As set out in Bulletin 2: Reinstatement of Registration, a condition of reinstatement includes payment of applicable fines that would have been levied for CES non-compliance at the time of resignation, and/or fulfilment of deficit Learning Units. Rule 5

2.7 Previously registered CES Participants considering later 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.

2.8 Requirements for reinstatement can be found in Bulletin 2: Reinstatement of Registration.
CES Exemptions and Extensions

2.9 Applications for exemptions or extensions for medical and extraordinary circumstances will be reviewed on an individual basis at the discretion of the manager of professional services.

2.10 An individual on parental or family leave will generally 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. An individual may apply for an exemption or extension under extraordinary circumstances in the case of parental or family leave.

2.11 To be considered for an exemption or extension to the CES requirements, CES Participants must apply in writing to the professional services department before the end of the reporting period. Applications must include a health professional’s letter and supporting documentation for the entire reporting period to the satisfaction of the professional services department. **Rule 6**

2.12 An exemption of a CES Participant’s obligations is provided for only one reporting period. Requests for consecutive exemptions are only considered under extraordinary conditions.

### 3.0 Learning Units, Classification, Formats, Periods and Obligations

**Learning Units**

3.1 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 three LUs). The minimum allowable portion of an LU that can be reported is one-half (0.5) LU. **Rule 7**

3.2 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 8**

3.3 Time spent for registration, travel, award presentations, 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.

3.4 Activities carried out during the normal practice of one’s work or profession by CES Participants do not qualify for LUs. **Rule 9**

3.5 While pro-bono work is a valuable contribution to the community and the profession, it is considered normal practice of professional work and therefore does not qualify for LUs.

3.6 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 paragraphs 3.8 – 3.15 of this Bulletin.
3.7 LUs will be credited to the current reporting period, except where a CES Participant was LU deficient for a past reporting period. In such case, LUs will be credited to that reporting period first, until compliance in the past reporting period is achieved.

**Core and Non-core Classification of LUs**

3.8 The manager of professional services determines at their sole discretion whether an activity is eligible for credit as an LU and whether that LU will be Core or Non-core. **Rule 10**

3.9 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.

3.10 **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 more examples of Core topic areas.

3.11 **Non-core** learning activities can be applied to the practice of architecture. Independent activities such as reading, research, pre-recorded webinars without a testing component, or other similar activities are eligible for Non-core LUs. See Appendix for more examples of Non-core topic areas.

**Educational Activity Formats**

3.12 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.

3.13 **Structured** educational activities may qualify for Core or Non-core LUs, depending on the topic area. 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.

3.14 **Independent** educational activities may qualify for Non-core LUs only. This type of 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 paragraph 5.1.)

3.15 Other independent educational 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.

CES Reporting Periods

3.16 A reporting period is two years long and runs from July 1 to June 30, on the even years. Rule 11

CES Obligations

3.17 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 12

3.18 All LUs must be earned and reported by the deadline of the reporting period in which they are earned. Rule 13

Carrying Forward LUs

3.19 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, in accordance with the rules.

3.20 The intent is to reinforce the value and establish the discipline of ongoing education and the acquisition of current activities. Up to a maximum of eight Core LUs in total may be carried forward. Non-core LUs are not eligible to be carried forward. Rule 14

3.21 Any excess LUs must be reported by the deadline of the reporting period in which they are earned. Rule 15

3.22 LUs in excess of the maximum eight Core carried forward will be deemed to have “expired.” Rule 16

CES Participants Registered During a Reporting Period

3.23 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 eight must be Core LUs by the end of current reporting period. Rule 17

3.24 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 18

<table>
<thead>
<tr>
<th>Date of Registration</th>
<th>Total Minimum LUs</th>
<th>Minimum Core LUs</th>
<th>Reporting Period Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first year of a reporting period</td>
<td>18</td>
<td>8</td>
<td>June 30 of the current reporting period</td>
</tr>
<tr>
<td>During the second year of a reporting period</td>
<td>36</td>
<td>16</td>
<td>June 30 of the following reporting period</td>
</tr>
</tbody>
</table>
Architects – Canadian Reciprocity Option

3.25 Architects AIBC who are registered in multiple Canadian jurisdictions can elect to report compliance with the AIBC’s CES by means of reciprocity. Bulletin 81: Mandatory Continuing Education System (CES) Canadian Reciprocity Option outlines this process.

3.26 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. Following the end of the reporting period, the AIBC will verify the CES Participant’s compliance with the declared jurisdiction, as defined in Bulletin 81. Rule 19

4.0 Obtaining and Reporting LUs

AIBC Delivered and AIBC Recognized Activities

4.1 AIBC Delivered activities are those organized and hosted by the AIBC. AIBC Recognized activities are those submitted to and reviewed by the AIBC for LU approval, which include activities presented by Recognized Educational Providers (REPs). These activities are structured and approved in advance as either Core or Non-core with an assigned number of LUs.

4.2 LUs earned through AIBC Delivered or AIBC Recognized activities will be reported on the CES Participant’s behalf by the professional services department. CES Participants should not self-report these educational activities.

Self-reported Educational Activities

4.3 Self-reported educational activities are those not delivered or recognized by the AIBC. These activities may be either structured or independent, as defined in paragraph 3.13 and 3.14.

4.4 For instructions on self-reporting educational activities, please see the CES Guidelines. If reporting in another language, please supply a translation to English.

4.5 In order for a self-reported activity to be evaluated for LUs, CES Participants must complete all fields on the self-report form by indicating the specific activity’s title, the provider’s name, and detailed learning objectives as required by the professional services department, by the reporting period deadline. Rule 20

4.6 All self-reported activities are subject to review and approval by the professional services department. At any time, upon review, LUs may be removed from a CES Participant’s transcript due to insufficient information or be recategorized due to improper classification. CES Participants will be promptly notified by the professional services department in the event of removal or re-classification of LUs and be given an opportunity to respond. The CES Participant may be asked to provide additional information and/or supporting documentation in order for the professional services department to verify the learning activity.
4.7 CES Participants must retain documentation to support self-reported activities for one year after the closing of a reporting period in which the LUs were earned. **Rule 21**

4.8 In addition to the ongoing review of self-reports, within six months of the close of a reporting period, the professional services department will conduct a CES audit of self-reported activities.

4.9 During each audit, approximately five per cent of CES Participants will receive an audit notice and will have 30 days to provide supporting documentation for review. LUs will be removed from CES Participants’ transcripts if supporting documentation is not provided to or approved by the professional services department. **Rule 22**

4.10 In accordance with Bylaw 34.5(f), all CES Participants have an obligation to fully and promptly comply with a CES audit. **Rule 23**

4.11 Consistent with CES Rule 27, if a CES Participant is found non-compliant as a result of the audit process, consequences will apply requiring the payment of an AIBC Council-mandated fine, and earning and reporting the deficient LUs. **Rule 24**

4.12 The AIBC will allow for a three-month period for audited, non-compliant CES Participants to become compliant. Should a CES Participant remain non-compliant beyond the three-month period, a complaint of unprofessional conduct against the CES Participant will be made to the director of professional conduct. This may result in disciplinary action, to and including suspension and/or removal from the register. **Rule 25**

**Backdating**

4.13 LUs earned prior to a CES Participant’s date of registration are not eligible to be reported. For instances of reinstatement, see paragraphs -2.5 to 2.8.

4.14 LUs must be reported in the reporting period in which they are earned. Reporting of LUs which were earned in prior reporting periods is not accepted. **Rule 26**

4.15 The only exception of backdating is the reporting of deficient LUs for non-complaint CES Participants.

**5.0 Other Considerations**

**Architecturally Related Voluntary Service to the Community and Profession**

5.1 Voluntary service is not continuing education. However, the AIBC does acknowledge contributions of architecturally related voluntary service to the community and profession. Non-core LUs for such activities are available for the following:
<table>
<thead>
<tr>
<th>Activity</th>
<th>LU Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular, active participation in an architectural civic/professional</td>
<td>One Non-core LU, per committee, per 12-month period</td>
<td></td>
</tr>
<tr>
<td>service committee, municipal design panels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active AIBC Council, board, committee, task force, or working group*</td>
<td>One Non-core LU, per committee, per 12-month period</td>
<td></td>
</tr>
<tr>
<td>Active AIBC Oral Reviewers/Assessors*</td>
<td>One Non-core LU, per round</td>
<td></td>
</tr>
<tr>
<td>Active mentor in the AIBC Internship in Architecture Program, Syllabus</td>
<td>One Non-core LU, per intern/student, per 12-month</td>
<td></td>
</tr>
<tr>
<td>Program, or a recognized school of architecture</td>
<td>period</td>
<td></td>
</tr>
<tr>
<td>Guest critic at a recognized school of architecture, or architectural</td>
<td>One Non-core LU, per term or competition</td>
<td></td>
</tr>
<tr>
<td>design jury member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.

5.2 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 paragraph 3.14.

5.3 CES Participants who report mentor hours must include names of interns or students mentored and the associated school and program.

Teaching

5.4 Teaching of AIBC courses may be eligible for LUs. These LUs will be determined based on content and reported on behalf of AIBC course presenters.

5.5 Teaching of non-AIBC courses for the first occasion that an educational activity is delivered in a reporting period may earn LUs. These LUs are available only for instruction time, not preparation time.

5.6 On subsequent occasions, instruction time will not earn LUs unless the presentation has been significantly revised. LUs can be reported again on that occasion only after approval is received from the professional services department.

5.7 Research time for the development of an educational activity may earn Non-core LUs (see paragraph 3.14) and can be self-reported. Preparation time (i.e., assembling a PowerPoint or other instructional materials) is not eligible for LUs.

Tours

5.8 Structured architectural tours guided by architects, engineers, or AIBC associates, may be eligible for Core LUs at the discretion of the professional services department.
5.9 Other architectural tours may be eligible for Non-core LUs at the discretion of the professional services department. For example: self-guided tours, audio tours, or those delivered by travel guides.

5.10 Courses repeated in the same reporting period will not be eligible for LUs.

5.11 Learning activities completed in other architectural jurisdictions can be self-reported as per paragraphs 4.3 to 4.6.

5.12 For architects registered in multiple Canadian jurisdictions, see paragraphs 3.25 and 3.26.

5.13 While completing a course may be eligible for LUs, any associated study time or time spent writing an exam is not eligible for LUs.

5.14 For occasions where an exam is not preceded by a corresponding course, CES Participants may self-report LUs for independent study time, however the time spent writing the exam remains not eligible for LUs.

5.15 Formal exam preparation courses will be evaluated on an individual basis, with the same criteria as a structured course. In this instance, further independent study time is not eligible for LUs.

6.0 Consequences for CES Bylaw Non-Compliance and Authority

6.1 CES Participants will be deemed non-compliant should they fail to meet their CES obligations, as set out in these rules, namely CES Rule 12 and 13.

6.2 A non-compliant CES Participant will be required to pay an AIBC Council-mandated fine, as set out in Bulletin 1, and to earn and report the deficient LUs no later than September 30 after the end of the reporting period. Rule 27

6.3 Should a CES Participant remain non-compliant beyond September 30, a complaint of unprofessional conduct against the member will be made to the director of professional conduct. This may result in disciplinary action, to and including suspension and/or removal from the register Rule 28

6.4 AIBC Council delegates to the manager of professional services the authority to apply Bulletin 80: Mandatory Continuing Education System (CES) and the CES Rules embedded within. Rule 29

2019: June. Seventh Edition. Minor revision to reflect the terminology change from “AIBC Accredited” to “AIBC Recognized.”

2019: March. Sixth Edition. Major updates include the introduction of Intern Architects AIBC as CES Participants (as of July 1, 2020) and the reduction of allowable Core LUs for carry forward from 18 to eight. Incorporated additional updated CES Rules to clarify the audit process and any associated consequences. A thorough review was done to ensure only regulatory information is contained in the Bulletin and any administrative information was removed. A CES Guidelines document is supplementary to the Bulletin and captures that procedural information to ensure it is presented in a more appropriate format for readers. Other updates include additional 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, and to update the bulletin’s organization and format. CES Rules are noted as they appear.

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

| Accessiblity in the Built Environment | Ergonomics – as it relates to the design of building and building components |
| Acoustics | Fire Safety Systems – detection and alarm standards |
| Architectural Firm Marketing | Insurance – professional and public liability |
| Architectural Presentation techniques, Illustration, Model Making | Industrial Design – as it relates to the design of buildings and components |
| Building Commissioning | Interior Design – as it relates to the design of buildings and components |
| Building Design, Principles | Landscape Design – as it relates to the design or siting of buildings |
| Building Envelope Design, Remediation and energy issues | Management of Architectural Projects |
| Building and Fire Codes | Mechanical, Plumbing, Electrical – system concepts, materials and methods |
| Building Performance, Monitoring, Maintenance Protocols | Natural Hazards (earthquake, hurricane, flood) – as it relates to building design |
| Business Practice (learning business practice and management specific to architectural firms) | Preservation (heritage), Renovation, Restoration, and Adaptive Re-use |
| Building Safety and Security Systems, design of | Procurement – quality based services, RFPs |
| Building Science | Risk management, in relation to architectural practice |
| CAD, BIM and Energy Modeling Software Training & Applications | Site and Soils Analysis |
| Codes, Acts, Bylaws, Code of Ethics and Regulations governing the practice of architecture | Site Design |
| Construction Administration | Specification Writing |
| Construction – legal aspects of Contract Law | Structural Issues |
| Construction Documents and Services | Surveying Methods and Techniques |
| Construction Processes, Materials, Methods, and Systems | Sustainability and resilience, in the design of buildings |
| Deconstruction and Salvage Materials | Urban Planning and Design – as it relates to the design and siting of buildings |
| Environmental – hazardous materials, toxic emissions, air and water quality | |
| Environmental Analysis and issues of building materials and systems | |

#### Non-core Topics as Applied to Architecture

| Biomimicry Studies | Interior Design (decoration, furnishing) |
| Business practice, general (employment standards, accounting) | Human Resources (labour relations, staff management, leadership training) |
| Communications, Media Relations, Public Relations | Landscape Design |
| Computer Software for architectural practice – e.g. Photoshop, Adobe Illustrator, Microsoft Office | Negotiation |
| Construction Safety | Property Development- Pro-Forma Studies |
| Economic, Development and Real Estate - trends, market outlook | Quality Management |
| Ergonomics – as it relates to workplace health and safety | Technical Writing |
| Firm Marketing, general techniques | Urban Planning and Design – as it relates to transportation, community development, etc. |
| Graphic Design | |