Continuing Education System (CES) Guidelines

June 2019
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Introduction

The Continuing Education System (CES) Guidelines were developed to provide procedural and administrative information, and are supplementary to the regulatory information in Bulletin 80: Mandatory Continuing Education System (CES), which outlines the mandatory requirements for all CES Participants registered with the AIBC, and Bulletin 81: Mandatory Continuing Education System (CES) Canadian Reciprocity Option, which outlines the reciprocity option available to Architects AIBC. As such, a thorough understanding of Bulletin 80 and Bulletin 81 is recommended.

The Guidelines were first published in 2019 after receiving feedback from the annual CES Survey which identified areas requiring clarification. This document replaces the former CES FAQs and provides practical examples and step-by-step procedures for the administrative functions of CES.

Background

CES was developed in response to both the profession’s recognition of its own needs, and the public’s growing expectation that CES Participants remain current with contemporary technology, business practices, methods and materials.

CES Participants include:

- Architects AIBC
- Architectural Technologists AIBC
- Intern Architects AIBC (effective July 1, 2020)

All abovementioned CES Participants have the professional obligation to comply with mandatory CES requirements.

Regulatory Authority

There are several documents that govern the CES program. The following is a list of regulatory documents in order of precedence with their corresponding timeline:

1. Architects Act – established in 1920
2. AIBC Bylaw 30.2 – adopted by member vote at the 2001 AIBC annual meeting; establishing ongoing professional development of CES Participants
5. Bulletin 80: Mandatory Continuing Education System (CES) – first published in 2002; expands on CES Rules and provides further clarity on the CES program; current edition 2019
7. CES Guidelines – first published in 2019; acts as a supplementary resource to Bulletin 80 and Bulletin 81, contains procedural information regarding the CES program
CES Requirements

Reporting Periods
Each reporting period is two years, beginning July 1 and ending June 30 on even years.

The current reporting period is July 1, 2018 – June 30, 2020.

Learning Units
CES Participants are required to demonstrate their commitment to ongoing education and professional development by earning and reporting credits. 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 an activity to be eligible for LUs, it must be:

- At least one half-hour long excluding breaks;
- Architecturally relevant and clear in educational value with stated learning objectives; and,
- Planned and yield new knowledge for the CES Participant.

Core and Non-core
The AIBC categorizes all eligible educational activities into either Core or Non-core LUs.

- Core: A learning activity that relates to the design, construction, use and maintenance of buildings, professional practice or professional conduct and ethics
- Non-core: A learning activity that is supplementary to architectural practice (e.g. leadership courses, courses related to allied professions such as engineering or planning)

Specific examples of Core and Non-core learning topics can be found in the appendix of Bulletin 80: Mandatory Continuing Education System (CES).

In each reporting period CES Participants are required to earn a total of 36 LUs, of which 16 must be Core.

Learning Unit Increments
The minimum number of LUs that can be reported is 0.5 (one-half). Beyond this, LUs may be reported in increments of 0.25. LUs should be reported non-inclusive of breaks.

Examples:

- 1.3 LUs is not an eligible number. This should be recorded as 1.25 LUs.
- A three-hour session that includes two 15-minute breaks is eligible for 2.5 LUs.

New Registrants CES Requirements
CES requirements for newly registered CES Participants are modified depending on when they become registered in the current reporting period. Requirements specific to each new CES Participant are communicated in the New Registrant Information Package which is provided at the time of registration.
These modified requirements are determined by the chart below:

<table>
<thead>
<tr>
<th>Date of Registration</th>
<th>Total Min. LUs</th>
<th>Min. 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>

Examples:

- John is registered as an Architectural Technologist AIBC in November 2018. He would need to earn and report a total of 18 LUs out of which eight must be Core LUs. His first CES reporting period deadline would be on June 30, 2020.
- Jane is registered as an Architect AIBC in August 2019. She would need to earn and report a total of 36 LUs out of which 16 must be Core LUs. Her first CES reporting period deadline would be on June 30, 2022.

**Carry-forward of Learning Units**

AIBC recognizes CES Participants who have earned and reported a higher amount of LUs than that required in one reporting period. Up to a maximum of eight Core LUs earned in excess of the required number may be carried forward to the following reporting period. Non-core LUs are not eligible to be carried forward.

The process of carrying LUs forward is administered by the AIBC and individual CES Participants do not need to declare or submit documentation for the carry-forward process to take place. The carry forward status is detailed in the CES Participant's transcript.

**AIBC-Delivered & AIBC-Recognized Activities**

The AIBC provides CES Participants with various opportunities to complete their educational requirements, through both AIBC-Delivered and AIBC-Recognized activities. Attendance at AIBC-Delivered and AIBC-Recognized events is recorded on behalf of CES Participants after the completion of the activity.

**AIBC-Delivered**

The professional services department ensures that each event or activity delivered or hosted by the AIBC meets the LU requirements.

Examples:

- **AIBC Courses (through the AIBC Internship in Architecture Program)**
  As part of the registration process, Intern Architects AIBC and Broadly Experienced Applicant (BEA) candidates are required to attend, in full, professional development courses. The following courses are mandatory: Architect & the Law I, BC Building Code, Construction Administration and Ethics, Act & Bylaws. Architects and Architectural Technologists are welcome to attend these courses. They are recommended for architects registering in BC through reciprocity.
• **AIBC Conference**
  The AIBC’s conference brings together architects, intern architects, architectural technologists, faculty, students and other members of the design community to learn about new industry trends, technological advances and best practices. The conference, held during even numbered years, runs over three days and includes a keynote presentation, plenary sessions, seminars, workshops, panel discussions and an industry exhibitor show.

• **AIBC Confab**
  This one-day professional development event offers interactive workshops, panel discussions, and seminars; all with the common goal of promoting conversation and a shared learning experience. The first biennial AIBC Confab took place in 2019 and is held in odd numbered years.

• **Certified Professional (CP) Course**
  Engineers and Geoscientists BC and AIBC have been offering the Certified Professional (CP) Course since 2015. The CP Program is an alternative to the conventional building permit and inspection process utilized by the City of Vancouver and the City of Surrey, as well as several other municipalities. Through the program, participating municipalities issue building permits with some of the city functions normally provided by the authority delegated to a recognized registered professional (engineer or architect) – the CP. The CP Course focuses on Part 3 of the BC Building Code and the Vancouver Building By-law, and topics closely related to CP practice.

• **Professional Development (PD) Opportunities**
  The AIBC supports CES Participants in completing their educational requirements by providing regular educational opportunities, through regularly-held PD Series and other individual sessions throughout the year. Generally, these are presented in a convenient lunch and learn format, and explore key topics of interest in architecture – from industry developments to sustainability initiatives.

**AIBC-Recognized**
In addition to delivering educational events at the AIBC, the professional services department regularly reviews external educational offerings and vets the content for LU eligibility. This is done primarily through the Recognized Educational Provider program.

**Recognized Educational Provider (REP)**
Through the REP Program, the AIBC liaises with professional organizations, educational institutions, architectural firms, commercial enterprises and individual professionals to extend a wide variety of professional development opportunities to CES Participants. A complete list of current REPs can be found on the AIBC [website](#).

All AIBC-Delivered events can be found in the AIBC Calendar of events and AIBC-Recognized events have the option to be featured in the Calendar upon request. The Calendar can be filtered by the title, location and date of the educational opportunity for ease of reference for the CES Participant.
Self-Reporting Requirements

Aside from AIBC-Delivered and AIBC-Recognized activities, the AIBC recognizes many other learning opportunities that may assist a CES Participant in meeting their CES requirements. These learning activities may be self-reported. For instructions on reporting these activities to CES Participants’ transcripts via the online membership account, see the “Administrative Functions” section below.

The following fields and details are required when self reporting:

**Date**
Enter the date the activity was completed, not the date the self-report is submitted.

**Activity**
Self-reported entries can be categorized under the following activity types:

- Course
- Seminar/Lecture/Workshop
- Live Webinar
- Reading – Article with Quiz
- Reading – Book; Periodical; Manual
- Recorded Podcast/Webcast
- Recorded Webcast with Quiz
- Research/Professional Writing
- Tour – Professional-Guided
- Tour – Self-Guided
- Teacher/Presenter
- Volunteer/Juror/Critic

Please review the categories carefully when self-reporting to ensure correct categorization of each self-report. Incorrect categorization may result in delay or non-acceptance of self-reports.

**Examples:**

- The category of “Teacher/Presenter” should only be used if the CES Participant was the instructor for a particular course or lecture.

- If the CES Participant simply attended a session, that report should be classified under “Seminar/Lecture/Workshop.”
Title of Activity

All self-reported activities must provide a detailed title that clearly describes the activity content. Titles such as “Lunch and Learn” or “Presentation” do not provide sufficient information and as such the LUs may be removed from the CES Participant’s record until appropriate and complete titles are provided.

Provider Name

Stating the name of the company/organization that delivered the activity is important as it is taken into consideration when evaluating educational activities for Core or Non-core LUs. Acronyms of provider names should be avoided – the complete name is required.

Examples:

- A business development session may qualify for Non-core LUs. However, if the provider is a consultant who works primarily with architectural firms and the session is tailored to focus on architectural firm development, this session may be eligible for Core LUs. The specialization of the provider is the distinguishing factor in this case.

- A lunch and learn about ‘roofing’ delivered by a manufacturer should list the name of the company, not only the name of the presenter.

Learning Objectives

For every self-reported entry, detailed learning objectives are required. A learning objective is an explicit statement that clearly expresses the goal of a course, lesson or activity. It is an observable and measurable outcome statement. A learning objective should identify the behaviour(s), such as skills or knowledge, acquired after the completion of an activity. This information is often available in event programs or on provider websites.

If acceptable learning objectives are not provided, the CES Participant will be contacted to provide more details and/or the LUs may be removed from the CES Participant’s record.

Multiple-Session Events

When self-reporting conferences or other events where multiple sessions are attended on the same day or over multiple days, each session attended must be reported as a separate entry. Do not report the entire event as one entry, as each session has different learning objectives and covers a distinct topic. Providing separate entries also allows for separation of sessions, as some may qualify for Core LUs while others may be Non-core.

Unique Educational Activities

The following categories of unique educational activities are provided to assist CES Participants in classifying those less common activities, where classification and the required supporting information may not be clear. Examples are provided for guidance and for further clarification.
Volunteering

Voluntary service in and of itself is not continuing education as it generally involves the application of existing knowledge. The intent of the AIBC CES is to reinforce the value of continuing education and the acquisition of new knowledge.

That said, the AIBC acknowledges contributions of architecturally related volunteer service to the community and profession. CES Participants may earn limited Non-core LUs for such activities.

The following chart indicates how many LUs can be earned:

<table>
<thead>
<tr>
<th>Activity</th>
<th>LU Credits</th>
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<tbody>
<tr>
<td>Regular, active participation in an architectural civic/professional service committee, municipal design panels</td>
<td>1 Non-core LU, per committee, per 12-month period</td>
</tr>
<tr>
<td>Active AIBC Council, board, committee, task force, or working group*</td>
<td>1 Non-core LU, per committee, per 12-month period</td>
</tr>
<tr>
<td>Active AIBC Oral Reviewers/Assessors*</td>
<td>1 Non-core LU, per round</td>
</tr>
<tr>
<td>Active mentor in the AIBC Internship in Architecture Program, Syllabus Program, or a recognized school of architecture</td>
<td>1 Non-core LU, per intern/student, per 12-month period</td>
</tr>
<tr>
<td>Guest critic at a recognized school of architecture, or architectural design jury member</td>
<td>1 Non-core LU, per term or competition</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.

The AIBC also recognizes the amount of work that can go into architecturally-related volunteer service. If CES Participants are spending additional time outside of committee meetings researching specific topics, they are eligible to self-report this research time for additional Non-core LUs under the category of “Research/Professional Writing.”

Detailed learning objectives are still required in accordance with CES Rule 20.

Examples:

- A CES Participant volunteering on a Municipal Advisory Design Panel (ADP) cannot claim LUs for every hour they spend at ADP meetings.

- During an ADP meeting a topic came up that required further research into development bylaws in order to provide relevant commentary. The research time dedicated to that may be self-reported for Non-core LUs.
Teaching
Teaching of courses may be eligible for Core or Non-core LUs, depending on the topic, which is determined by the criteria outlined in Bulletin 80, paragraphs 3.10 and 3.11.

LUs are only available for instruction time for the first occasion. Time spent for preparation (i.e. preparing a PowerPoint or speaking notes) is not eligible for continuing education credit.

Any time spent researching material for a presentation may earn separate Non-core LUs. This may be self-reported under the category of “Research/Professional Writing.” It must not be included in the time reported for teaching.

Design Studio Critiques
Providing critiques (“crits”) to architectural students or other architects can be of great value to the individual presenting the work and is a fundamental part of architectural education. However, it is not an activity that necessarily yields new knowledge to the critic.

Examples:
- Preparation for crits requiring research may be self-reported under the category of “Research/Professional Writing.”
- A formal presentation in advance of the crit may be self-reported under the category of “Teacher/Presenter.”

Tours
When reporting Non-core LUs for self-guided tours, it is important to provide the architectural context of the tour. Simply stating “self-guided tour of building” under learning objectives is not sufficient. All relevant details as to what architectural elements were the focus of the self-guided tour must be provided.

Tours that are guided by travel guides, museum volunteers, etc. are only eligible for Non-core LUs and must be architecturally relevant to be eligible to receive credit.

Core LUs for tours are only given if a tour is led by an architect, engineer or other related building professional. This is at the sole discretion of the professional services department and as such, providing as much information as possible in each self-report is critical.

Post-Graduate Studies
The AIBC recognizes the amount of learning that can take place while pursuing post-graduate studies. Some of this may be eligible for learning units. To be eligible, each component must be reported separately, based on the type of activity.

Examples:
- Attending classes on a regular basis with an instructor, can be categorized as a “Course” and may earn Core or Non-core LUs, depending on the topic and content. A course that relates to the design, construction, use and maintenance of buildings, professional practice or professional conduct and ethics will be eligible for Core LUs.
• Time spent researching a specific aspect of a thesis, may qualify for Non-core LUs under “Research/Professional Writing.”

• Reading related articles or books as part of post-graduate studies may earn Non-core LUs under “Reading – Book; Periodical; Manual.” All self-reports must provide the title of the article or book, a synopsis and detailed learning objectives.

Audit of Self-Reported Activities

Within six months of the close of each reporting period, the professional services department conducts a CES audit of self-reported activities. AIBC-Delivered and AIBC-Recognized activities are exempt from the audit.

It is the responsibility of each CES Participant to retain any back-up documentation that supports self-reported activities for one year after the closing of a reporting period (CES Rule 21). During each audit, approximately five per cent of CES Participants will receive an audit notice and will have 30 days to provide all supporting documentation for review (CES Rule 22).

Some examples of supporting documentation include:

• confirmation emails;
• registration receipts;
• event programs;
• hand-written notes, and
• photographs (from tours).

Any self-reports not supported by, or inconsistent with the submitted documentation will be removed or adjusted on the CES Participant’s transcript. This may result in non-compliance for the reporting period.

Should a CES Participant be found non-compliant as a result of the audit, the consequences of non-compliance will apply. See the “CES Non-Compliance” section below for more information.

CES Reciprocity Option

The AIBC recognizes that all Canadian jurisdictions currently have credible, mandatory continuing education systems. As such, the AIBC offers a reciprocity option for architects registered in multiple Canadian jurisdictions to avoid repetitive reporting or duplicative CES requirements. As each jurisdiction has unique reciprocity requirements, all architects considering this option are encouraged to fully understand the requirements of each jurisdiction in which they are registered.

Canadian Jurisdictions

Currently, only Architects AIBC are eligible for AIBC CES reciprocity. Any architect who is both registered in another Canadian licensing jurisdiction and compliant with their mandatory continuing education system is deemed to be compliant with the AIBC’s CES requirements in the relevant reporting period, provided that a declaration of out-of-province CES compliance is submitted before the end of each reporting period. A declaration can be submitted at any time during a reporting period.
Following the end of the reporting period, the AIBC will verify the CES Participant’s compliance with their declared Canadian jurisdiction. For details on submitting a declaration, please see the “Administrative Functions” section below.

**International Jurisdictions**

Currently, there is no international CES reciprocity available to Architects AIBC. Architects registered with the American Institute of Architects (AIA) or an international jurisdiction, must record their AIBC continuing education using the self-report form. For details on completing self-reports, please see the “Administrative Functions” section below.

**CES Non-Compliance**

Mandatory CES requires compliance by all CES Participants. Should a CES Participant fail to earn and report the required number of LUs by the reporting period deadline, they will be deemed non-compliant for that reporting period. The “CES Requirements” section outlines the required number of LUs and deadline details.

Non-compliance can occur after the close of a regular reporting period or after the findings of the CES audit. Although the timing of the processes is slightly different, the consequences in both scenarios are the same.

Leading up to a reporting period deadline and following the audit, the professional services department maintains regular communication to ensure that each CES Participant is informed of the deadlines and any changes to their account and/or status.

The following sequence of events occurs when a CES Participant is found to be non-compliant:

1) A letter of non-compliance is sent notifying the CES Participant of their status.

2) Council-mandated CES fines are applied to the CES Participant’s account.

   *Note: The fine is equal to the annual fee amount of each registrant class. See Bulletin 1: Fees and Fines*

3) There is an allowable time frame during which any non-compliant CES Participant can become compliant by doing both:

   i. Paying the fine; AND

   ii. Earning and reporting the deficit LUs.

4) Should the CES Participant not become compliant by the established deadline, a complaint of unprofessional conduct against the CES Participant will be made to the AIBC Director of Professional Conduct.

During the stage where a non-compliant CES Participant is paying the fine and earning and reporting the deficit LUs (see item 3 above), the professional services department encourages CES Participants to stay in contact with the AIBC to ensure that the AIBC is well-informed of any unique circumstances and is able to support the CES Participant in attaining CES compliance.
Administrative Functions

Login Instructions
To view transcripts or course history, self-report activities, or to submit a declaration of out-of-province CES compliance, CES Participants can log in to their account following these steps:

1) Go to https://aibc.memberpro.net/
2) Select the “Log-in” tab, and enter the logon ID and password
3) Select “My Courses”

If login details are lost or forgotten, follow the instructions on the login screen, or contact: support@aibc.memberpro.net

Entering Self-Reports
Learning activities can be self-reported to the AIBC using the self-report form available through individual online membership accounts. To access the form, see the login instructions above. To be considered complete, a self-report must contain the details of each learning activity including:

- Activity title;
- Provider name (complete name of organization, and that of the presenter);
- Activity length; and,
- Detailed learning objectives.

All self-reports are reviewed individually. This review is ongoing to ensure that all self-reported learning activities adhere to Bulletin 80 requirements. CES Participants may be contacted to provide additional information, such as detailed learning objectives, provider information, clear titles, etc., to support the validity of a self-reported learning activity. If this additional information is not provided, the LUs may be removed until further information is received.

Editing of Self-Reports
Once a self-report is submitted, it cannot be edited by the CES Participant. To request changes, an email can be sent to professionaldevelopment@aibc.ca.

Submitting a Declaration of Out-of-Province CES Compliance
For those that wish to submit a declaration form, may do so by following these steps:

1) Go to https://aibc.memberpro.net/
2) Select the “Log-in” tab and enter the logon ID and associated password
3) Select “My Courses”
4) Select “Declaration of Out-of-Province CES Compliance for Architects AIBC” on the left hand-side menu
5) Complete the required information