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## **Mandatory Continuing Education System Rules and Guidelines**

*(Note: This revision of Bulletin 80 updates its predecessor July 2004 version further to the policies adopted by AIBC Council, and to provide further guidance and clarity regarding the CES, its intent and values arising from experience. Revisions or clarifications of significance are indicated by a side bar.)*

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 licensed professionals, with exclusive statutory rights to practise, remain current with contemporary technology, business practices, methods and materials of their profession.

The Mandatory CES Rules and Guidelines, including periodic updates, describe the protocols for the earning, recording and administration of ongoing education required by every registered architect in British Columbia.

The requirement for all members of the AIBC to participate in and comply with the Continuing Education System 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. The CES itself is approved by Council and is developed under the auspices of the AIBC's Professional Development Board and its CES Committee. It is implemented and operated by AIBC management and staff.

### **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.

The two 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 honourable 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 judgement, which are ordinarily applied by architects currently practising in the province of British Columbia.

## **1.0 To whom do the CES Bylaws and Rules apply?**

### **1.1 Registered Members (MAIBCs)**

All architects (registered members) must, equally, participate and satisfy the requirements. Retired architects, honorary members who are not also MAIBCs, associates and former MAIBCs need not comply during their absence from membership. Upon future reinstatement, the current requirements must then be maintained.

### **1.2 CES Exceptions/Exemptions:**

Applications for exemptions for medical and extraordinary circumstances will be reviewed on an individual basis. Otherwise, all members must participate and satisfy the requirements. (Note: Being on maternal or paternal leave does not inherently warrant an exemption to the CES Rules and their compliance. A member who is on maternal/paternal leave will be required, normally, to fulfill their continuing education requirements. A member may, however, apply for an extension on medical grounds under extraordinary circumstances in the case of maternal/paternal leave accompanied by supporting documentation and a physician's letter.)

### **1.3 Temporary Licensees**

Temporary licensees are not required to comply with the CES.

## **2.0 AIBC CES Timeframes and Learning Unit Requirements**

### **2.1 CES Timeframes:**

The timeframes for CES implementation are as follows:

**2.1.1** Bylaw 30.2 and the CES became effective July 1, 2001, the system's starting date.

**2.1.2** The system's initial thirty-six month reporting period to earn and record Learning Units (LUs) was from January 01, 2000 to December 31, 2002 (eighteen months backward and 18 months forward, from the system's starting date).

**2.1.3** The system's second reporting period was eighteen months long, beginning January 01, 2003 and concluding June 30, 2004.

**2.1.4** The system's third and subsequent reporting periods are twelve months long, beginning July 01, 2004 and concluding 30 June annually thereafter.

### **2.2 Members' CES Learning Unit Requirements**

**2.2.1** The minimum required number of LUs in each reporting period (except the second) is 18 LUs of which at least 8 LUs must be Core-designated educational activities as defined in Section 3.4 of these Rules. (The second reporting period required a minimum of 27 LUs, of which at least 12 LUs needed to be Core).

**\*These 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 backdating and will not be accepted.**

#### **2.2.2 Members Registered prior to July 1, 2001**

All persons who were registered as AIBC members on the system's starting date were required to satisfy the CES requirements for its initial period by December 31, 2002, and for all reporting periods thereafter, while members. Such members were afforded, in the initial reporting period, the opportunity to earn and report LUs backdated to January 1, 2000, while members or Intern Architects.

### **2.2.3 Members newly registered or reinstated between July 1, 2001 and December 31, 2001**

All persons who became, or who were reinstated as AIBC members during this period, had to also satisfy the CES requirements for the system's initial reporting period (minimum 18 LUs of which at least 8 LUs must be Core) by December 31, 2002 and for all reporting periods thereafter, while members.

Intern Architects who became new members during this period were afforded the opportunity to earn and report LUs obtained while they were Intern Architects within the period from January 1, 2000 to December 31, 2001.

### **2.2.4 Members newly registered or reinstated between January 01, 2002 and December 31, 2002**

All persons who became, or who were reinstated as AIBC members during this period, had to satisfy the CES requirements for the system's second reporting period by June 30, 2004 and for all other reporting periods thereafter, while members.

### **2.2.5 Members newly registered or reinstated between January 1, 2003 and June 30, 2003**

All persons who become registered or reinstated as AIBC members during this period had to obtain a minimum of 18 LUs (of which at least 8 LUs must be Core) by June 30, 2004 and annually thereafter, while members.

### **2.2.6 Members newly registered or reinstated after June 30, 2003**

A member newly registered or reinstated during a current reporting period must become CES compliant by the end of the subsequent reporting period. (e.g.: A Member who became registered on March 30, 2004 was not required to report until the following June 30, 2005 deadline.) All LUs earned in that duration of membership (in the example, 15 months) are eligible.

### **2.2.7 Members Seeking Reinstatement**

Former members who may seek reinstatement are strongly encouraged to earn and to track LUs during their absence as one means of maintaining and demonstrating currency with their re-application. The requirements for reinstatement related to the Continuing Education System can be found in **Bulletin 2, "Reinstatement."**

### **2.2.8 Backdating**

Those members who were AIBC Intern Architects are afforded the opportunity to earn and to report LUs obtained while they were Intern Architects, for up to one year prior to their registration date. New members through other processes or reinstated members are not afforded a backdating opportunity.

## **3.0 Learning Units and Educational Activities**

### **3.1 Learning Units**

Learning Units (LUs) are identified as the means by which Continuing Education credits are measured and recorded. An LU is one full hour (60 minutes), including health breaks, of approved educational activity (e.g. a three-hour session earns 3 LUs).

### **3.2 Educational Activities and Formats**

To be eligible for credit, educational activities must be planned, educational, yield new knowledge for the individual member, and be relevant to the member's practice of architecture.

Some educational opportunities may be in a typical classroom setting, but there are many diverse formats that provide educational activities. The CES is intended to accommodate members' professional interests and available resources to provide flexibility and access for all members. Although the following list is not all-inclusive, it provides examples of the variety of educational activity-types that may qualify for LU credit, as described elsewhere in this Bulletin.

- Committee or task force participation (professional and/or civic)
- Computer software upgrade
- Conferences
- Credit courses (Academic Institute)
- Distance Education
- Facility or site tours
- Internet-based courses
- Journal Articles
- Lectures
- Product / manufacturing presentations
- Publications
- Research
- Risk Management Seminars
- Seminars
- Teaching
- Walking Tours (guided)
- Workshops

### **3.3 Educational Activity Categories**

There are two broad categories of educational activities in which LUs may be obtained:

1. AIBC-Delivered and AIBC-Accredited activities
2. Self-Reported activities

### **3.3.1 AIBC-Delivered and AIBC-Accredited Activities**

AIBC-Delivered and AIBC-Accredited activities include structured courses, conferences, seminars and workshops that are provided by the AIBC's Professional Development (PD) Department or by an AIBC-Accredited External Provider. Members of the AIBC are notified of all AIBC PD program offerings and the number of LUs are indicated on all AIBC documents. All AIBC-Accredited activities and materials should display the AIBC/CES logo with the LUs shown. On completion of an educational activity, the AIBC or the AIBC-Accredited External Provider is required to verify and report their program details and attendees to AIBC/CES Records.

*Note to AIA Members: The AIBC itself is a member of the American Institute of Architects (AIA) Continuing Education System. On completion of an AIBC-Delivered activity, the AIBC will verify and report that activity's details and AIA members' participation to the AIA/CES for their records.*

### **3.3.2 Self-Reported Activities**

Self-reported educational activities are activities that are **not** AIBC-Delivered or AIBC-Accredited.

Members calculate LU hours for self-reported activities by reporting the number of hours spent in an architecture-related educational activity with a minimum of ½ hour or .5 LUs. All submissions will be considered on an individual basis and are subject to review and adjustment of LUs reported. To obtain LU credits for each self-reported activity, members must report their LUs, either online or using the AIBC Self-Report Form.

**To self-report LUs using the AIBC's online reporting system, go to:**

[http://www.aibc.ca/member\\_access/ces/index.html](http://www.aibc.ca/member_access/ces/index.html)

*A member must enter his or her ID number in both the username and password fields in order to gain access to this system.*

To self-report LUs by mail or fax, complete, sign, and submit an AIBC Self-Report Form. Self-Report forms are available at the AIBC office and on the AIBC website:

**Self Report Form A-1:** All Activities Earning Core and/or Non-Core Learning Units

[http://www.aibc.ca/member\\_resources/professional\\_dev/Flyers/2003reportform\\_a-1.pdf](http://www.aibc.ca/member_resources/professional_dev/Flyers/2003reportform_a-1.pdf)

**Self Report Form B-1:** Readings and Videos Earning Non-Core Learning Units

[http://www.aibc.ca/member\\_resources/professional\\_dev/Flyers/2003reportform\\_b-1.pdf](http://www.aibc.ca/member_resources/professional_dev/Flyers/2003reportform_b-1.pdf)

**Self Report Form C-1:** Travel and Guided Architectural Tours Earning Non-Core Learning Units

[http://www.aibc.ca/member\\_resources/professional\\_dev/Flyers/2003reportform\\_c-1.pdf](http://www.aibc.ca/member_resources/professional_dev/Flyers/2003reportform_c-1.pdf)

Self-reported educational activities are grouped into two different types, either *structured* or *independent* activities.

### 3.3.2.1 **Structured Self-Reported Activities**

(a) These are educational activities offered by an organized, external third party. They are not pre-accredited by the AIBC. They are educational activities, including teaching\*, that are generally offered in a classroom, conference, lecture or seminar format, or through distance education programs. Familiar examples are seminars or online courses given by construction trade associations, commercial educators or institutes of learning.

**\*Note: Teaching time for the first occasion that an educational activity is run will earn corresponding LUs for its faculty. On subsequent occasions, the activity will not attract LUs for faculty unless the presentation has to be revised to present for a different audience or to update content. LUs can then be claimed again on that occasion only. No LUs are available for teaching time if this is the member's normal line of work.**

*(These LUs are available for teaching contact hours, not preparation time.)*

(b) Reading articles and publications such as 'Architectural Record' or similar with self-tests and pre-determined LUs is deemed to be a structured, self-reported educational activity.

(c) *Structured* self-reported educational activities may qualify for Core or Non-Core LUs.

### 3.3.2.2 Independent Self-Reported Activities

(a) These are educational activities in which members engage independently. Educational activities often provide support to the profession or society, as well as providing education to members. Examples are architecturally relevant civic and professional committees (including Advisory Design Panels and AIBC Council, boards, committees or task forces). Other such activities may include self-designed learning experiences, such as applicable travel, investigation and research.

(b) Reading articles and publications, which are not supported with self-tests and pre-determined learning units, may qualify for Non-Core LUs only.

(c) *Independent* self-reported activities may qualify for Non-Core LUs only.

(d) Regular, active volunteer participation in an architecturally relevant civic/professional service committee may earn an architect one Non-Core LU per committee, per year, to a collective maximum of 4 LUs, in a typical reporting period. (This limit was extended to 6 LUs {Non-Core} in the second reporting period concluding June 30, 2004.) Some examples of qualifying participation are noted below:

- (i) 1 Non-Core LU per reporting period is available to an 'active mentor' in the AIBC Intern Architect program, criteria to be determined by the Registration Board.
- (ii) 1 Non-Core LU per reporting period is available to an 'active examiner/reviewer', criteria to be determined by the Registration Board. (Separate LUs are earned for attendance at the AIBC's Oral Reviewers Training Course).
- (iii) 1 Non-Core LU per reporting period is available to an active AIBC Council, board, committee, task force, working group or portfolio member or municipal design panel member. (No separate LUs are available for attending Advisory Service Committee sessions on Saturday mornings).

***(Note: No carry forward is available for such LUs. LUs for such activities are only given in the current reporting period in which they are earned.)***

### 3.4 Core & Non-Core Educational Topic Areas

ALL LUs are categorized as either **Core** LUs or **Non-Core** LUs depending on the educational activity topic area. (See the appendices to this Bulletin for examples)

AIBC-Delivered and AIBC-Accredited activities are designated in advance as Core or Non-Core with assigned LUs. Those members who self-report will need to judge and indicate their reasonable belief as to Core or Non-Core designation and LU allocation for each self-reported educational activity.

LUs required per reporting periods as applicable:

(a) Typical Reporting Period		(b) Second Reporting Period	
8	Core minimum	12	Core minimum
10	<u>Non-Core maximum</u>	15	<u>Non-Core maximum</u>
18	<u>TOTAL minimum</u>	27	<u>TOTAL minimum</u>

All LUs in any reporting period may be obtained in the Core category.

#### 3.4.1 Core Topic Areas

To qualify for Core LUs, the educational activity must encompass topic areas that relate to the design, construction, use, and maintenance of buildings, social and environmental responsibility, and professional conduct. (See Appendix I for a list of some subjects that qualify for Core LUs.)

#### 3.4.2 Non-Core Topic Areas

To qualify for Non-Core LUs, the educational activity must be relevant to the member's practice of architecture. (See Appendix II for a list of some subjects that qualify for Non-Core LUs.)

#### 3.4.3 Distance Education Programs

Distance education is defined as any a method of instruction where there is a separation of place and/or time between the instructor and learner, between fellow learners, and/or the learners and the learning resources. It is a valid educational tool for all members whether they live in remote locations or in more urban areas. Distance education programs (e.g. CD ROMs, web-based modules, video-conferences) may use multiple delivery methods and, depending on the topic area and their being structured and/or accredited, may qualify for Core or Non-Core LUs

### 3.5 Other Considerations

#### 3.5.1 Inter-Jurisdictional Continuing Education Reciprocity

The AIBC's CES will typically award LUs for educational activities acquired and accepted in other recognized architectural jurisdictions.

### **3.5.2 LUs Earned in other Architectural Jurisdictions**

Transcripts from Canadian jurisdictions, the AIA, or other recognized regulatory organizations for the profession are acceptable, but must be submitted by the member, along with a completed AIBC Self-Report form, signed by the member.

(Note: When filing a transcript submission, a single AIBC self-report form is sufficient per transcript –a self-report form for each activity on the transcript is not needed).

[http://www.aibc.ca/member\\_resources/professional\\_dev/Flyers/2003reportform\\_a-1.pdf](http://www.aibc.ca/member_resources/professional_dev/Flyers/2003reportform_a-1.pdf) Since there are some differences between systems (e.g. regarding what are Core and Non-Core LUs, assigning amount of credit, reporting periods) it is the responsibility of the AIBC member to work out any conversion of the transcript to AIBC LUs within the applicable reporting period and report accordingly on the AIBC self-report form.

### **3.5.3 Repetition of Courses**

Members will be given full LU credit for again completing a course taken previously, so long as the course has not been repeated within the same reporting period.

### **3.5.4 Normal Business / Practice Activities for LUs**

Normal business/practice activities carried out on a day-to-day basis by members of the AIBC do not qualify for LUs.

### **3.5.5 In-house Seminars for LUs**

In-house seminars including those given by 'outside' consultants or industry representatives brought in by a business or practice, or information sessions organized from within the firm's resources may qualify to receive LUs.

Architectural firms and other organized entities are encouraged to become providers of AIBC-Accredited activities. See External Registered Provider Application and Guide at:

[http://www.aibc.ca/member\\_resources/professional\\_dev/Flyers/2003oct30providerguideline.pdf](http://www.aibc.ca/member_resources/professional_dev/Flyers/2003oct30providerguideline.pdf)

### **3.5.6 Examinations**

Members may qualify for LUs by successfully taking an exam associated with an AIBC-Accredited learning activity. The number of LUs available will match the number of exam hours.

### **3.5.7 Independent Examination Study**

Members may qualify for LUs by self-reporting independent study for an exam, successfully taken, but only if they have not taken the associated, accredited learning activity, and then, to a maximum of the LUs available for that learning activity.

## **4.0 Reporting LUs**

### **4.1 AIBC-Delivered and Accredited Activities**

The AIBC takes responsibility to receive and manage individual members' LUs for AIBC-Delivered or AIBC-Accredited activities in their Institute records. No self-reporting by members is required.

*It is, however, strongly recommended that all members retain accurate documentation of all courses attended to help ensure that there is no discrepancy in the recording process.*

### **4.2 Self-Reported Activities**

For any self-reported activities the member must file a completed AIBC Self-Report form to AIBC for Institute staff to manage the information into the member's transcript.

### **4.3 Member LU Verification**

The members' self-reported LU submissions to the CES will typically be accepted in good faith, and will be entered in the members' records accordingly. Please note, however, that AIBC Council mandates that, within 6 months of the close of a compliance period, up to 5% of registered members will be randomly selected to conduct an audit of their self-reported learning units.

### **4.4 CES Record Retention**

The AIBC does not require nor does it maintain records of supporting documentation for self-report forms. Members are responsible for retaining such supporting documentation for a period of one year beyond the end of the reporting period in which the learning activities were earned.

### **4.5 Annual Learning Units – Excess**

**4.5.1** Members were permitted to carry forward a maximum of 13.5 LUs in total (all of which could be Core and with a maximum of 7.5 Non-Core LUs) into the second reporting period concluding June 30, 2004, only.

**4.5.2** Members are typically otherwise permitted to carry forward a maximum of 9 LUs in total (all of which could be Core and with a maximum of 5 Non-Core) from the reporting period in which they were earned to the following reporting period, only.

**4.5.3** Learning Units in excess of those limits noted in 4.5.1 and 4.5.2 cannot

be carried forward and 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.

## **5.0 CES Bylaw Non-Compliance**

### **5.1 Objective**

The primary objective of the bylaw is to encourage and ensure all members' professional development. The AIBC is committed to helping members to be successful in completing their CES requirements, through provision of regular offerings; the annual conference; the advance accreditation of external providers and access to information.

There will be consequences (which may include fines and/or such penalties as are determined under the AIBC's disciplinary process) for failure of a member to earn and report such LUs which as are required within a reporting period.

### **5.2 Consequences for Non-Compliance**

Consequences for non-compliance will not initially be large or punitive but in the event of ongoing failure to comply with CES requirements, or with the consequences of failure, will grow in their impact on the member.

**5.2.1** With regard to the system's first reporting period, which concluded December 31<sup>st</sup> 2002, the consequences for non-compliance were determined by AIBC Council as follows:

- (a) Members who did not earn and report the required number of 18 total LUs (including a minimum of 8 Core LUs) to the AIBC by December 31<sup>st</sup> 2002, in accordance with these Rules, were required to pay a fine of \$250.00 to the AIBC, and to earn and report the required LUs by February 15<sup>th</sup> 2003.
- (b) If the member's LUs remained incomplete and unreported by February 15<sup>th</sup> 2003, the member was required to pay a further fine of \$500.00 to the AIBC, and to earn and report the required LUs by March 31<sup>st</sup> 2003.
- (c) If the member's LUs remained incomplete and unreported at March 31<sup>st</sup> 2003, a complaint of unprofessional conduct against the member was placed with the AIBC Director of Professional Conduct.

**5.2.2** With regard to the system's second and subsequent reporting periods ending annually on June 30<sup>th</sup>, the consequences of non-compliance have been determined by AIBC Council as follows:

(a) A member 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 fine of \$750.00 to the AIBC, and to earn and report the required LUs by no later than September 30<sup>th</sup> of that year; and

(b) Should a member's LUs remain incomplete and unreported, or the fine unpaid, beyond September 30<sup>th</sup>, a complaint of unprofessional conduct against the member will be placed with the Director of Professional Conduct.

*(Note: It is one of the many intentions of the AIBC/CES to support the profession and membership through receiving and tracking the feedback of the Professional Development Program. We encourage members to contact the Professional Development Department with any comments or suggestions through Aleta Cho [acho@aibc.ca](mailto:acho@aibc.ca) or Catherine Bolter [cbolter@aibc.ca](mailto:cbolter@aibc.ca))*

## APPENDIX I

*The following sample list is a compilation of some of the subjects that qualify for AIBC Core LUs:*

Accessibility  
Acoustics  
Architectural presentation, illustration, model making  
Building Design  
Building Envelope  
Building Science  
CAD Training & Applications  
Code of Ethics  
Codes, Acts, Bylaws, and regulations governing the practice of architecture  
Construction Administration  
Construction contract laws, legal aspects of  
Construction documents and services  
Construction functions, materials, methods, and systems  
Energy efficiency  
Environmental - asbestos, lead-base paint, toxic emissions  
Environmental analysis and issues of building materials and systems  
Ergonomics\*  
Fire: Building Fire codes – flame spread, smoke contribution, explosives  
Fire safety systems – detection and alarm standards  
Insurance to protect the owners of property and injured parties  
Industrial design\*  
Interior design\*  
Landscape Design\*  
Life safety codes  
Management of Architectural Projects  
Management of Architectural Firms  
Materials and systems – roofing/waterproofing, wall systems  
Material use, function, and features  
Mechanical, plumbing, electrical - system concepts, materials and methods  
Natural hazards – earthquake hurricane, flood – related to building design  
Preservation (Heritage), renovation, restoration, and adaptive re-use  
Security of buildings, design of  
Site and soils analysis  
Site design  
Specification writing  
Structural issues  
Surveying methods and techniques  
Sustainable design  
Urban Design\*

*\* These topics may qualify for either Core or Non-Core LUs, to be determined on an individual learning activity basis.*

## **APPENDIX II**

***The following sample list is a compilation of some of the subjects that qualify for AIBC Non-Core LUs:***

Business Practices  
CAD Management  
Computer Software  
Equity  
Finance  
Firm Marketing  
Graphic Design  
Human Resources  
Industrial Design\*  
Industrial Relations  
Information Technology  
Interior Design\*  
Landscape Design\*  
Marketing Communications  
Media Relations  
Negotiation  
Promotion  
Public Relations  
Quality Control  
Technical Writing  
Urban Design\*

***\* These topics may qualify for either Core or Non-Core LUs, to be determined on an individual learning activity basis.***