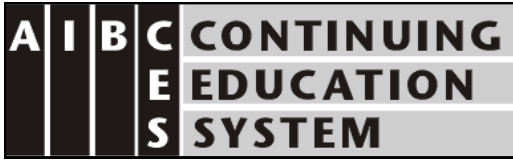




ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

**AIBC/CES
Registered Providers Guide
September 2003**





AIBC/CES Registered Providers Guide

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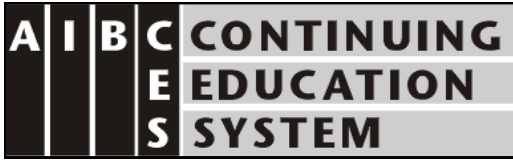
Application Forms for Registered Providers:

- a) Registered Provider Information
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- c) Activity Information
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- e) AIBC Architectural Firm In-House Provider/Additional Office Registration

Sample Self-evaluation Form

Sample Certificate of Attendance Form

Sample Participant Registration Form



AIBC/CES Registered Providers Guide

1 Introduction

The AIBC Continuing Education System (CES) for members was introduced in July 2001 following adoption of By-law 30.2. To enable members to obtain Learning Units (LUs), the AIBC has established a system for professional organisations or their chapters, educational establishments, architectural firms and other associated organisations or commercial enterprises to register activities for AIBC-Accreditation. In order to do this the activity must:

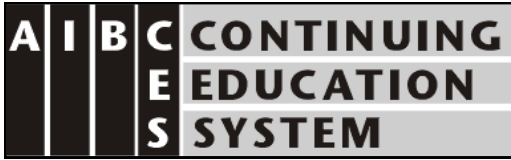
- Be a minimum of 1 hour (60 minutes) in length, excluding breaks
- Have educational purpose and learning objectives
- Be architecturally relevant
- Be structured and designed as a learning activity
- Be planned and presented by instructors who are qualified either by education or experience in the subject matter.

All AIBC-Accredited activities are to be reported by the registered provider to the Professional Development Department within two weeks of completion of the activity. In addition, all registration materials and reporting forms should be kept on file for a period of two years.

2 Benefits of Registration as a Provider

Registration as a provider offers the following benefits:

- Architects recognise the activity's credibility
- Use of AIBC/CES logo
- Receive updated information and system feedback from AIBC
- Increased opportunities for cross-promotion and marketing:
 - AIBC website
 - Professional Development Catalogue
 - E-news
 - Annual Conference
- Architects preference to choose to attend an activity with recognised LUs
- Registered provider's affiliates (architectural firms, AIBC chapters) have easier access to LUs and will not need to self-report
- Opportunity to attract members to attend activities outside BC
- Will enable attendees to self-report learning units to the AIA and other provincial organisations, if applicable.



3 Registration of an Activity

The AIBC/CES Mandatory Continuing Education Rules: Bulletin 80

http://www.aibc.ca/bulletins/2003mar_bulletin80.pdf

outlines to members of the AIBC the criteria for Learning Units and Educational Activities. To register an activity with the AIBC, the registered provider needs to design activities, which follow the criteria.

The registered provider should complete the application forms attached and forward these, together with a copy of the program/s for accreditation and the appropriate fee, to the Professional Development Department of the AIBC not less than three weeks and preferably two months before the event. A member of the Professional Development Department will notify the applicant of the outcome of their application. Should the application be successful Learning Units will be assigned to the activity. Each individual educational activity must be registered with the AIBC. Organisations such as academic institutions will be able to assign Learning Units to the program of offerings.

The following information must be submitted when applying for AIBC-Accreditation:

- An outline of the activity to be offered for accreditation
- The learning aims, objectives and outcomes of the activity
- Details of qualifications and experience of the faculty/presenters
- The length and number of learning hours that are to be assigned to the activity and whether it is Core or Non-Core.

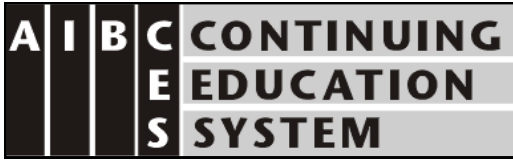
If the activity is being offered as a distance education opportunity via video or through the Internet, then evidence of learning will be required from participants through completion of a structured quiz or test. These must be completed before Learning Units are given to the participant.

The AIBC/CES logo will be provided by AIBC to the registered provider and is required to be shown on all promotional materials by the registered provider. This will ensure that members of the AIBC know that the activity has been accredited by the AIBC. This will also promote architects' selection of the activity within that market.

The registered provider must agree to:

- Notify the AIBC of participants who attend and complete the course
- Notify the AIBC of the number of Learning Units given to participants for each activity completed and whether they are Core or Non-Core
- Forward copies of completed sign-in sheets and evaluation forms (sample enclosed) to the AIBC.

The AIBC reserves the right to have a representative attend and audit the activity to assess the content and quality of the program at any time during the year (with prior notice to the registered provider).



4 Learning Units

Continuing Education credits are recorded as Learning Units. A Learning Unit is one full hour (60-minutes, not including breaks) of approved educational activity (e.g. a three-hour session which includes two 15-minute breaks earns 2.5 LUs).

Registered providers must state clearly whether the activity that they are offering is Core or Non-Core. Registered Providers must indicate the number of LUs (Core or Non-Core) and use the AIBC/CES logo on advertisements.

5 Learning Unit Requirements

The minimum required number of LUs in each reporting period (except the second) is 18 LUs including a minimum of 8 LUs of CORE designated educational activities. The second reporting period requires a minimum of 27 LUs, including a minimum of 12 Core LUs.

6 Reporting Dates

The first reporting period ran from January 1, 2000 – December 31, 2002. The second reporting period runs from January 1, 2003 – June 30, 2004. Thereafter the reporting period will run annually from July 1 to 30 June.

7 Core and Non-Core Learning Units

Core & Non-Core Educational Topic Areas

ALL Learning Units are categorized as either **CORE LUs** or **NON-CORE LUs** depending on the educational topic area.

LUs required per reporting period as applicable:

First and third onwards		Second	
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.



CORE Topic Areas

To qualify for **CORE Learning Units**, the learning activity must encompass topic areas that relate to the design, construction, use, and maintenance of buildings, social and environmental responsibility, and professional conduct.

CORE Topic Areas:

The following alphabetical list is a compilation of some subjects that qualify for AIBC

Accessibility

Acoustics

Architectural Drawing (Archi-CAD)

Building Design

Building Envelope

Building Science

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

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

*Interior 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 basis.***



NON-CORE Topic Areas:

The following is a brief list of some NON-CORE topic areas as categorized by the AIBC.

Business Practices

CAD Management

Computer Software

Equity

Finance

Firm Marketing

Human Resources

Industrial Relations

Information Technology

*Interior 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 basis.***

8 Categories of Provider

One Time Provider

This category is for providers who wish to register a one time event such as an Annual Conference (complete forms A to D).

AIBC Chapter or Architectural Firm

AIBC Chapters or Architectural firms can apply to register as a provider for Chapter educational offerings or firm lunch 'n' learn sessions (complete forms D and E). In addition, firms who have other offices in Canada, can register those offices as providers for their lunch 'n' learn sessions.

Annual Provider

Organisations including those such as government agencies, industry, educational and commercial can apply to become annual registered providers (complete forms A to D). This category includes educational sessions, which have been accredited and will be offered more than once during the year, as well as courses or programs which have been accredited and will be offered annually.

Annual Event

This category is for providers who wish to register a special event such as a Trade Show or Exhibition where educational offerings will be held. Trade Shows or Exhibitions in themselves do not qualify for LUs.



9 Courses and Programs

This category of activity covers such educational offerings such as lectures, workshops, seminars, field trips, presentations, panel discussions and the like.

Accreditation for Learning Units for activities may be offered through educational institutions and other organisations if they are approved with the AIBC prior to their commencement. Details of the activities should be forwarded to AIBC for accreditation; together with the completed registration forms a minimum of two months prior to the commencement of the course.

10 Conference or Symposium

This category of activity covers one time events, which are comprised of multiple courses or programs, usually with a common theme or organisational focus.

Accreditation for Learning Units may be offered if the conference or symposium is approved by the AIBC prior to the event. Forms should be submitted a minimum of two months prior to the event.

The conference or symposium should have a structured program that provides valuable learning activities. Attendees cannot earn credits simply for visiting the conference. They must be able to demonstrate that they have gained new knowledge through seminars or workshops offered. The following criteria must be met when applying for AIBC-Accreditation:

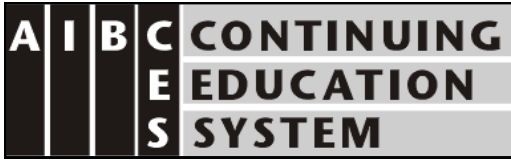
- The Conference sponsor must be an AIBC registered provider
- The Conference sponsor must be able to demonstrate that participants completed the day either through completion of an evaluation form or quiz (note: participants must be informed that they will not receive their learning units if these are not completed and the forms must not be given out at the commencement of the conference)
- All courses or programs (see that category above) offering educational activities for LUs must be a minimum of 30 minutes long
- All seminars or workshops must have a sign in sheet and a mechanism to record that participants actually completed the session either through completion of an evaluation form or a quiz.

11 Trade Shows and Exhibitions

This category is a commercial event offering vendors and suppliers the opportunity to invite architects to meet them and to discuss the exhibitor's products and systems.

Accreditation for Learning Units may be offered if the Trade Show or Exhibition is approved by the AIBC prior to the event. Forms should be submitted a minimum of two months in advance or to the event. Trade show sponsors must ensure that:

- All exhibitors are assigned numbers which must be quoted on all records and materials presented at the Trade Show or Exhibition
- Exhibitors present a program outline to the Trade Show or Exhibition sponsor, which:
 - must be a minimum of 15 minutes long; and
 - participants must attend 4 sessions of 15 minutes to qualify for a LU



- Attendees visit at least four of these educational seminars to gain a LU; thereafter they can report each 15-minute session as .25 hour.

12 Product Use and Demonstrations

Activities offered by the AIBC/CES registered provider must be educational. Whilst product demonstrations are encouraged to enable participants to gain a greater understanding of the use of particular products, the registered provider should not solely be marketing merchandise or services for a company. Product use should educate the participant on appropriate material applications, design solutions or professional skills.

If you use proprietary products, ensure that

- facts, features and information provided are on generic materials or systems and not company-specific; and
- any period of time that is used as a selling or promotional opportunity by the supplier or company is excluded from recognition for LUs.

13 AIBC Quality Assurance

As part of the AIBC's quality assurance standards AIBC reserves the right to audit all activities submitted by AIBC/CES Registered Providers. Auditing is carried out on a continuous review process and activities are deemed to meet the quality assurance standards until such time as proved otherwise.

Registered Providers will be expected to submit copies of the program at registration with AIBC. Following completion of the activity, the registered provider must submit details of participants, their AIBC membership number, and number of LUs credited for each activity completed. Copies of evaluation forms completed by AIBC members must also be forwarded to AIBC by a registered provider. A registered provider may lose or be unable to renew their registration should they fail to report participants attending an activity.

Programs will be audited under the auspices of the Professional Development Department, including members of the Continuing Education Committee or a designated representative, who will review the aims, learning objectives and documentation for the activity. In some cases, the registered provider may be asked to submit further information as supportive evidence. All AIBC-Accredited activities and materials must also have the AIBC logo with the AIBC/CES Learning Units shown. On completion of an educational activity, the registered provider must verify and report the attendance by participants program attendees to AIBC/CES Records.

14 Obligations of a Registered Provider

Registered Providers must submit a list of participants attending an activity within two weeks of completion of the activity. Details must include:

- Members and Intern architects' name, address and AIBC member registration number
- architectural firm with whom they are associated (if applicable)
- activity attended, including number of hours



- number of LUs (Core or Non-Core) given to participant for attendance
- feedback from evaluation forms.

15 Documentation and Record Keeping

The following documentation should be retained by the registered provider for a minimum of two years:

- CES program application forms for all activities
- CES program forms submitted for recording purposes
- Brochures, pre-course material, advertisements
- Learning aims, objectives and lesson plans for all activities
- Copies of materials (including speaker materials), handouts, test/exam papers, evaluation forms
- Copies of speaker contracts, cooperative agreements and arrangements, conflict of interest disclosure
- List of participants to the activity.

16 Advertising and Use of AIBC/CES Logo

Promotion of activities offered by the AIBC/CES registered provider should be accurate and clear. The AIBC/CES logo may be used on promotional materials together with the following statement:

(Company Name) is an AIBC/CES registered provider offering an AIBC-Accredited activity for (applicable number of*) learning units. Please contact (Name/Number/email) for more information.

*Should insert number of Learning Units, Core or Non-Core, if they have been determined and agreed with the AIBC.

The AIBC will assist in promoting the registered activity through a short advertisement (maximum of 100 words) in AIBC eNews, up to four times a year for annual membership. Notification of the annual providers registered activities will also be placed on the AIBC's website.

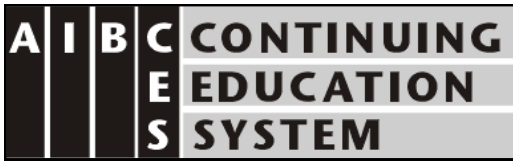
Registered providers should not use the AIBC/CES logo on business cards or business materials which are not used in the promotion of an activity. Neither should business cards or personal business materials advertise involvement with AIBC as a registered provider.

17 Scale Of Fees

The scale of fees for registering as a provider is set out in Form D. Please note that all fees should be paid in Canadian funds.

18 Renewal Of Annual Registered Provider Status

Invoices for renewal of annual subscriptions will be forwarded by AIBC to registered providers as they become due. Payment should be made to AIBC within 30 days of receipt to ensure renewal, otherwise the provider will be removed from the register.



The AIBC may remove a provider from the register (forfeiting any fees paid) should the provider be non-compliant within the Registered Providers Guide. The AIBC reserves the right, at its own discretion, to decide whether to renew, or not, the annual registered provider status.

The provider signs the following statement within the contract as confirmation of their understanding of the terms and conditions as laid out in the Registered Providers Guide:

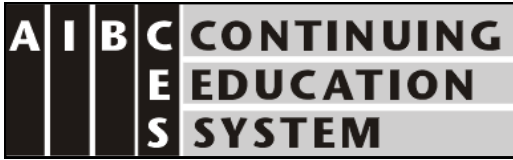
We agree to read and abide by the AIBC/CES policies and procedures outlined in the AIBC/CES Registered Providers Guide. We understand it is our responsibility to read, understand and disseminate all information regarding our participation with members of our organization involved with the AIBC/CES program. We also understand that other companies or organizations may not use the AIBC/CES Registered Provider number without prior approval from AIBC/CES. We understand that our organization is responsible for the quality assurance of any educational program/s reported under our assigned Registered Provider number, that our programs are subjected to quality audit. We understand that we may be removed from the system (forfeiting any fees paid) if we are non-compliant or have acted inappropriately at any time. We further understand there is no automatic right to renewal and that the AIBC may decline to renew our registered provider status.



AIBC Registered Provider Number:

FORM A - REGISTERED PROVIDER INFORMATION:

Organisation Name:		
Contact Name:	Contact Title:	
Address:		
City:	Province:	Postal Code:
Tel #:	Fax #:	E-mail address:
Website address:		
Product/Service you offer:		
Contact Information:		
1 _____ _____ _____ _____ _____ Relationship to Provider: _____	2 _____ _____ _____ _____ _____ Relationship to Provider: _____	
<p>New applicants must provide contact information who will verify that the programs offered are educational and appropriate for design and building professionals. You may attach one letter of reference or provide two individual contacts. Exemptions: Architectural firms accredited academic institutions and non-profit trade associations with certified training programs are not required to provide references. CES Providers are responsible for reporting the attendance of AIBC members for activities registered under their Registered Provider number regardless of arrangements made with other providers.</p>		



AIBC Registered Provider Number:

FORM B - LOCATION INFORMATION:

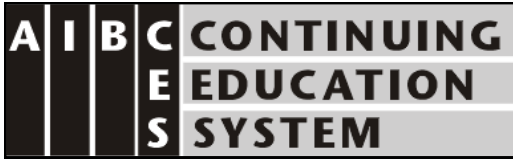
Please indicate by jurisdiction where you intend to, or do offer educational activities:

- | | |
|--|--|
| <input type="checkbox"/> Alberta | <input type="checkbox"/> British Columbia |
| <input type="checkbox"/> Manitoba | <input type="checkbox"/> Newfoundland |
| <input type="checkbox"/> New Brunswick | <input type="checkbox"/> Northwest Territories |
| <input type="checkbox"/> Nova Scotia | <input type="checkbox"/> Nunavut |
| <input type="checkbox"/> Ontario | <input type="checkbox"/> Prince Edward Island |
| <input type="checkbox"/> Quebec | <input type="checkbox"/> Saskatchewan |
| <input type="checkbox"/> Yukon Territory | |
| <input type="checkbox"/> USA (please indicate State/s) _____ | |

Are you an accredited provider with the AIA? Yes No

CES Providers are responsible for reporting the attendance of AIBC members for activities registered under their Registered Provider number regardless of arrangements made with other providers.

A certificate of attendance should be given to members of other jurisdictions in order that they may self-report the activity



AIBC Registered Provider Number:

FORM C - ACTIVITY INFORMATION:

Please prepare and submit a summary of the activity/ies you intend to offer

Provider Name:
Activity Title:
Length of Activity:
Learning Units:
Core/ Non-Core:
Learning Objectives: At the end of this activity the participants will be able to (at least three per one hour activity):
Faculty Presenters Qualifications:
Method of Delivery:
CES Providers are responsible for reporting the attendance of AIBC members for activities registered under their Registered Provider number regardless of arrangements made with other providers.

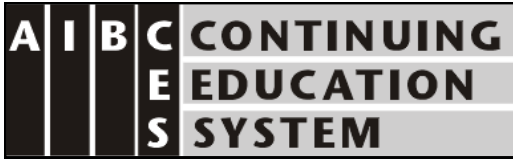
Attach separate sheets if necessary



AIBC Registered Provider Number:

FORM D - SCALE OF FEES & UNDERTAKING

One Time Provider <input type="checkbox"/> Course or program <input type="checkbox"/> Annual Conference or Symposium	\$250 + GST per annum
<input type="checkbox"/> AIBC Chapter <input type="checkbox"/> AIBC Architectural Firm Additional offices as Separate Providers	\$200 + GST per annum \$200 + GST per annum _____ @ \$45 + GST = \$
Annual Provider (Organisation): <input type="checkbox"/> Non-Profit Association <input type="checkbox"/> Accredited College/University <input type="checkbox"/> Government Agency <input type="checkbox"/> Related Professions <input type="checkbox"/> Industry Association <input type="checkbox"/> Commercial	\$700 + GST per annum
Annual Event: Date: _____ <input type="checkbox"/> Trade Show <input type="checkbox"/> Exhibition <input type="checkbox"/> Other: _____	\$500 + GST per annum
Statement: We agree to read and abide by the AIBC/CES policies and procedures outlined in the AIBC/CES Registered Providers Guide. We understand it is our responsibility to read, understand and disseminate all information regarding our participation with members of our organization involved with the AIBC/CES program. We also understand that other companies or organizations may not use the AIBC/CES Registered Provider number without prior approval from AIBC/CES. We understand that our organization is responsible for the quality assurance of any educational program/s reported under our assigned Registered Provider number, that our programs are subjected to quality audit. We understand that we may be removed from the system (forfeiting any fees paid) if we are non-compliant or have acted inappropriately at any time. We further understand there is no automatic right to renewal and that the AIBC may decline to renew our registered provider status	
Signature _____ Date _____ Print Name _____	
<input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard Cheque # _____ payable to AIBC/CES Card Number: _____ Expiry Date: _____ Name on Card: _____ Authorized Signature: _____	
Return application & payment to: AIBC, 100-440 Cambie Street, Vancouver, BC, V6B 2N5 Fax: 604 683 8568 Tel: 604 683 8588 x312	



AIBC Registered Provider Number:

FORM E - AIBC ARCHITECTURAL FIRM IN-HOUSE PROVIDER/ADDITIONAL OFFICE REGISTRATION

The annual fee for a CES In-house firm provider can cover all employees of an AIBC firm, regardless of their location. If additional office locations of the firm wish to have their own Registered Provider number, point of contact and Provider Guide, there is an additional \$45 charge per office. Please complete this sheet for each additional office.

Organisation Name:		
Contact Name:	Contact Title:	
Address:		
City:	Province:	Postal Code:
Tel #:	Fax #:	E-mail address:
<p>Statement:</p> <p>We agree to read and abide by the AIBC/CES policies and procedures outlined in the AIBC/CES Registered Providers Guide. We understand it is our responsibility to read, understand and disseminate all information regarding our participation with members of our organization involved with the AIBC/CES program. We also understand that other companies or organizations may not use the AIBC/CES Registered Provider number without prior approval from AIBC/CES. We understand that our organization is responsible for the quality assurance of any educational program/s reported under our assigned Registered Provider number, that our programs are subjected to quality audit. We understand that we may be removed from the system (forfeiting any fees paid) if we are non-compliant or have acted inappropriately at any time. We further understand there is no automatic right to renewal and that the AIBC may decline to renew our registered provider status</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p> <p>CES Providers are responsible for reporting the attendance of AIBC members for activities registered under their Registered Provider number regardless of arrangements made with other providers.</p>		



Title of Course/Module
BEFORE YOU LEAVE TODAY ...

In an effort to know how the [Title of Course/Module) can best serve your needs, we ask that you share your observation and comments with us by taking a few moments to fill out this assessment. Please return the form to the staff member. You can also mail, or fax it to us. Thank you for registering for this course and taking the time to answer these questions.

I am an architect registered in (year)_____ or, I am an Intern-Architect _____

Other (please specify) _____. If registered, are you in practice as:

an employee; a principal; or, are you employed in: government industry other?

Please complete the following seven questions by checking ✓ the box on the right hand side that best corresponds with your opinion.

		Fully Satisfactory	Satisfactory	Average	Below Average	Unsatisfactory
1.	The course objectives to be realised were clearly stated? Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning results you expected were realised by this course? Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	The content was organised in a manner which allowed you to learn comfortably? Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The facilities, AV elements, refreshments and time organisation was supportive to your learning? Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Title of Course/Module

2

		Fully Satisfactory	Satisfactory	Average	Below Average	Unsatisfactory
5.	The scope and relevance of the materials was at the appropriate level for you? Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The instructors were knowledgeable and promoted active learning? Enter Name of Instructor: _____ Enter Name of Instructor: _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7.	My input was encouraged and respected? Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Your topic suggestions for future conferences (feel free to suggest potential speakers). _____					
9.	How did you find out about the course? <input type="checkbox"/> AIBC Newsletter Professional Development Insert <input type="checkbox"/> AIBC Just the Fax <input type="checkbox"/> Other Publication: _____ <input type="checkbox"/> Word of mouth					

Further comments?
Call Sally Clifford, Professional Development Co-ordinator, AIBC
at 604/683/8588 or toll free in BC 1/800/667-0753 or return form by fax at 604/683/8568.

