



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

## 2018 Review of Continuing Education System (CES) Rules

### Proposed Revisions & Additions

	Current CES Rule	Revised
<b>Rule 1</b>	CES Participants are defined as architects and architectural technologists registered with the AIBC. All CES Participants must satisfy the requirements of the mandatory CES as per Bylaw 30.2.	CES Participants are <del>defined</del> <b>designated</b> as architects and architectural technologists registered with the AIBC. <b>As of July 1, 2020, and thereafter, the CES Participant category includes Intern Architects AIBC.</b> All CES Participants must satisfy the requirements of the mandatory CES as per Bylaw 30.2.
<b>Rule 2</b>	Retired architects, honorary members, intern architects, and temporary licensees are exempt from mandatory participation in the CES.	Retired architects, honorary members, <del>intern architects</del> , and temporary licensees are exempt from mandatory participation in the CES.
<b>Rule 3</b>	Previously registered CES Participants do not need to comply during their absence from membership.	Previously registered CES Participants do not need to comply during their absence from <del>membership</del> <b>registration</b> .
<b>Rule 4</b>	As a condition of reinstatement or re-application, any CES Participant who resigned or has been removed from the Register, at any point in a reporting period, must complete all CES requirements for the reporting period in which they left.	As a condition of reinstatement <del>or re-application</del> , any CES Participant who has resigned or been removed from the Register, <del>at any point in a reporting period</del> , must complete all CES requirements for the reporting period <del>in which they left</del> <b>determined by the manager of professional services</b> .
<b>Rule 5</b>	Exemptions and extensions to CES requirements must be applied for in writing to the Department of Professional Services by the CES Participant before the end of the reporting period, otherwise they will not be accepted for review, and must normally include a health professional's letter and supporting documentation for the entire reporting period at the satisfaction of the Professional Services Department.	<del>Exemptions</del> <b>To be considered for an exemption and or extensions</b> to the CES requirements, CES Participants must <del>be applied for</del> <b>apply</b> in writing to the <del>Department of Professional Services</del> <b>Department</b> before the end of the reporting period. <del>Applications otherwise they will not be accepted for review, and must normally</del> <b>must</b> include a health professional's letter and supporting documentation for the entire reporting period <del>at to</del> <b>at</b> the satisfaction of the <del>P</del> <b>professional</b> <del>S</del> <b>services</b> <del>D</del> <b>department</b> .

<b>Rule 6</b>	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 3 LUs). The minimum allowable portion of an LU that can be reported is one-half (0.5) LU.	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 <del>three 3</del> LUs). The minimum allowable portion of an LU that can be reported is one-half (0.5) LU.
<b>Rule 7</b>	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.	No change.
<b>Rule 8</b>	Activities carried out during the normal practice of one's work or profession by CES Participants do not qualify for LUs.	No change.
<b>Rule 9</b>	All LUs are classified as either Core or Non-core, depending on the topic area and educational activity format. The Professional Services Department determines at its sole discretion whether an activity is eligible for credit as an LU and whether that LU will be Core or Non-core.	All LUs are classified as either Core or Non-core, depending on the topic area and educational activity format. The <del>manager of Professional Services Department</del> determines at its sole discretion whether an activity is eligible for credit as an LU and whether that LU will be Core or Non-core.
<b>Rule 10</b>	Since July 1, 2012, all reporting periods are two years long (i.e. July 1, 2012 to June 30, 2014; July 1, 2014 to June 30, 2016, etc.).	<del>Since July 1, 2012, all A</del> reporting periods <del>s-are</del> is two years long and runs from July 1 to June 30, on the even years. (e.g. July 1, 2012 to June 30, 2014; July 1, 2014 to June 30, 2016, etc.).
<b>Rule 11</b>	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.	No change.
<b>Rule 12</b>	All LUs must be earned and reported by the deadline of the reporting period in which they are earned.	No change.

<b>Rule 13</b>	Up to a maximum of 18 Core LUs in total may be carried forward. Non-core LUs are not eligible to be carried forward.	<del>The intent is to reinforce the value and establish the discipline of ongoing education and the acquisition of current activities.</del> Up to a maximum of <del>18</del> <b>eight</b> Core LUs in total may be carried forward. Non-core LUs are not eligible to be carried forward.
<b>Rule 14</b>	Any excess LUs must be reported by the deadline of the reporting period in which they are earned.	No change.
<b>Rule 15</b>	LUs in excess of the maximum 18 Core carried forward 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.	LUs in excess of the maximum <del>18</del> <b>eight</b> Core carried forward will be deemed to have “expired.” <del>The intent is to reinforce the value and establish the discipline of ongoing education and the acquisition of current activities.</del>
<b>Rule 16</b>	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 (8) must be Core LUs by the end of that reporting period.	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 <del>8</del> <b>eight</b> must be Core LUs by the end of <del>that the current</del> reporting period.
<b>Rule 17</b>	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.	No change.
<b>Rule 18</b>	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. The declaration is available online at the AIBC website, <a href="http://www.aibc.ca">www.aibc.ca</a> in the membership log-in area. Following the end of the reporting period, the AIBC will verify the CES Participant’s compliance with their declared jurisdiction, as defined in AIBC Bulletin 81.	An eligible architect must submit a Declaration of Out-of-Province CES Compliance before the end of <i>each</i> AIBC reporting period deadline of June 30. <del>The declaration is available online at the AIBC website, www.aibc.ca in the membership log in area.</del> Following the end of the reporting period, the AIBC will verify the CES Participant’s compliance with the declared jurisdiction, as defined in <del>AIBC</del> Bulletin 81.

<b>Rule 19</b>	In order for a self-reported activity to be reviewed for LUs, CES Participants must complete all fields on the self-report form by writing the specific activity's title, the provider's name, and details of learning objectives as required by the Professional Services Department, by the reporting period deadline.	In order for a self-reported activity to be <del>reviewed</del> <b>evaluated</b> for LUs, CES Participants must complete all fields on the self-report form by <del>writing</del> <b>indicating</b> the specific activity's title, the provider's name, and <del>details of detailed</del> learning objectives as required by the <del>P</del> professional <del>S</del> services <del>D</del> department, by the reporting period deadline.
<b>Rule 20</b>	The AIBC does not require submission, nor does it maintain records of supporting documentation of self-reported activities. However, CES Participants must retain documentation to support self-reported activities for a period of one year beyond the end of the reporting period in which the learning activities were earned.	<del>The AIBC does not require submission, nor does it maintain records of supporting documentation of self-reported activities. However, CES Participants must retain documentation to support self-reported activities for a period of one year beyond the end of the after the closing of a reporting period in which the learning activities LUs were earned.</del>
<b>Rule 21</b>	<p>Within six (6) months of the close of a reporting period, up to 5 per cent of CES Participants will be subject to an audit of their self-reported learning units. Upon receiving an audit notice, CES Participants will have 30 days to provide supporting documentation for review by AIBC's Professional Services Department.</p> <p>Learning units will be removed from CES Participants transcripts if supporting documentation is not provided and approved.</p>	<p>[separate paragraph prior to rule]  <del>Within 6</del> 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.</p> <p>[Amended Rule 21]  During each audit, <del>up to</del> approximately <del>5</del> five per cent of CES Participants <del>will be subject to an audit of their self-reported LUs. Upon receiving</del> will receive an audit notice, <del>CES Participants and</del> will have 30 days to provide supporting documentation for review <del>by AIBC's Professional Services Department.</del> LUs will be removed from CES Participants' transcripts if supporting documentation is not provided <del>and to or</del> approved <del>by the professional services department.</del></p>

<b>Rule 22</b>	CES Participants' 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 backdated and will not be accepted.	<del>CES Participants'</del> LUs must be reported in the reporting period in which they are earned. <del>Reporting of LUs which were</del> earned in prior reporting periods <del>will not be is not accepted. but reported in a current reporting period will be deemed backdated and will not be accepted.</del>
<b>Rule 23</b>	The total maximum volunteer service LUs that can be earned is eight (8) Non-core LUs. For CES Participants registered with the AIBC in the first year of a reporting period, the total maximum volunteer service LUs that can be earned is four (4) Non-core LUs.	Repealed.
<b>Rule 24</b>	LUs for volunteer activities are only given for the reporting period during which they were earned and are not available to carry forward to a subsequent reporting period.	Repealed due to redundancy. Rule 12 and 13 already say this.
<b>Rule 25</b>	A CES Participant who does not earn <i>and</i> report the required LUs to the AIBC in a reporting period, in accordance with these Rules, will be required to pay a Council-mandated fine to the AIBC, and to earn <i>and</i> report the required LUs by no later than September 30 after the end of the reporting period.	A non-compliant CES Participant <del>who does not earn and report the required LUs to the AIBC in a reporting period, in accordance with these Rules,</del> will be required to pay an AIBC Council-mandated fine <del>to the AIBC,</del> as set out in Bulletin 1, <i>and</i> to earn and report the <del>required</del> deficient LUs <del>by</del> no later than September 30 after the end of the reporting period.
<b>Rule 26</b>	Should a CES Participant's LUs remain incomplete and unreported, or the Council-mandated fine unpaid, beyond September 30, a complaint of unprofessional conduct against the member will be placed with the Director of Professional Conduct.	Should a <del>CES Participant's LUs remain incomplete and unreported, or the Council-mandated fine unpaid,</del> CES Participant remain non-compliant beyond September 30, a complaint of unprofessional conduct against the member will be <del>place with</del> made to the <del>D</del> director of <del>P</del> professional <del>C</del> conduct. This may result in disciplinary action, to and including suspension and/or removal from the register.
<b>Rule 27</b>	AIBC Council delegates the Professional Services Department the authority to apply Bulletin 80: Mandatory Continuing Education	AIBC Council delegates the <del>Professional Services Department</del> manager of professional services the authority to apply Bulletin 80:

	System (CES) Rules and Guidelines and the CES Rules embedded within.	Mandatory Continuing Education System (CES) <del>Rules and Guidelines</del> and the CES Rules embedded within.
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## New Proposed Rules

**\*Should the following Rules be adopted, a number will be assigned to each to match the order of appearance in Bulletin 80, causing renumbering of existing Rules.**

	Proposed Text
<b>*NEW Rule A</b>	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.
<b>*NEW Rule B</b>	In accordance with Bylaw 34.5(f), all CES Participants have an obligation to fully and promptly comply with a CES audit.
<b>*NEW Rule C</b>	Consistent with CES Rule 25, 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, <i>and</i> earning and reporting the deficient LUs.
<b>*NEW Rule D</b>	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.