

# Council Rules 5: Continuing Education System (CES)

November 2018

---

## 1.0 Authority

- 1.1 The AIBC's Continuing Education System (CES) was developed in response to both the profession's recognition of its own needs, and the public's growing need expectation that architects with exclusive statutory rights to practice and architectural technologists registered with the AIBC, remain current with contemporary technology, business practices, methods and materials.
- 1.2 The requirement to comply with the CES was adopted as AIBC Bylaw 30.2, set out below, by member vote at the 2001 AIBC Annual Meeting.

## 1.3 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."

- 1.4 Bylaws 9.0 and 30.1 referenced in Bylaw 30.2 state:

- 1.4.1 **Bylaw 9.0** "Each member upon notice of registration shall make and subscribe to the following declaration:

Solemnly do I declare that having read and understood the *Act* of the Architectural Institute of British Columbia, its Bylaws and Code of Conduct, and having passed the examinations, I am eligible for membership. Further do I announce that I will uphold professional aims, and the art, and the science, of architecture and thereby improve the environment. **I also accept with obligation the need to further my education as an architect.** I promise now that my professional conduct as it concerns the community, my work, and my fellow architects will be governed by the ethics and the tradition of this honorable and learned profession.

*[emphasis added]*

- 1.4.2 **Bylaw 30.1**

In practising architecture, an architect shall act with reasonable care and competence, and shall apply the knowledge, skill and judgment, which are ordinarily applied by architects currently practising in the province of British Columbia.

- 1.5 The primary objective of the CES bylaw is to require the professional development of all CES Participants. The AIBC is committed to the success of CES Participants in completing their educational requirements, through provision of regular offerings; the AIBC Conference; AIBC Confab; the Recognized Educational Providers Program; and access to other available learning activities.
- 1.6 Architectural Technologists AIBC and Intern Architects AIBC are CES Participants as designated by Rule 1 of Council Rules 5: Continuing Education System (CES).

## **2.0 Rules**

- Rule 1** CES Participants are designated as architects and architectural technologists registered with the AIBC. As of July 1, 2020, and thereafter, the CES Participant category includes Intern Architects AIBC. All CES Participants must satisfy the requirements of the mandatory CES as per Bylaw 30.2.
- Rule 2** Retired architects, honorary members, and temporary licensees are exempt from mandatory participation in the CES.
- Rule 3** Previously registered CES Participants do not need to comply during their absence from registration.
- Rule 4** As a condition of reinstatement, any CES Participant who has resigned or been removed from the Register must complete all CES requirements for the reporting period determined by the manager of professional services.
- Rule 5** To be considered for an exemption or extension to the CES requirements, CES Participants must apply in writing to the professional services department before the end of the reporting period. Applications must include a health professional's letter and supporting documentation for the entire reporting period to the satisfaction of the professional services department.
- Rule 6** Learning Units (LUs) are the means by which CES credits are measured and recorded. One LU is one hour (60 minutes) of eligible educational activity (i.e. a three-hour session earns three LUs). The minimum allowable portion of an LU that can be reported is one-half (0.5) LU.
- Rule 7** To be eligible for credit, educational activities must have defined learning objectives. They must be planned, educational, yield new knowledge for the CES Participant and be relevant to the field of architecture.
- Rule 8** Activities carried out during the normal practice of one's work or profession by CES Participants do not qualify for LUs.
- Rule 9** 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.

- Rule 10** A reporting period is two years long and runs from July 1 to June 30, on the even years.
- Rule 11** The minimum number of LUs that must be earned and reported by the end of each reporting period is 36, of which a minimum of 16 must be Core LUs.
- Rule 12** All LUs must be earned and reported by the deadline of the reporting period in which they are earned.
- Rule 13** The intent is to reinforce the value and establish the discipline of ongoing education and the acquisition of current activities. Up to a maximum of eight Core LUs in total may be carried forward. Non-core LUs are not eligible to be carried forward.
- Rule 14** Any excess LUs must be reported by the deadline of the reporting period in which they are earned.
- Rule 15** LUs in excess of the maximum eight Core carried forward will be deemed to have “expired.”
- Rule 16** CES Participants registered with the AIBC during the first year of a reporting period are required to become CES compliant by earning and reporting a minimum of 18 LUs, of which a minimum of eight must be Core LUs by the end of the current reporting period.
- Rule 17** CES Participants registered with the AIBC during the second year of a reporting period are required to become CES compliant by earning and reporting a minimum of 36 LUs, of which a minimum of 16 must be Core LUs by the end of the following reporting period.
- Rule 18** An eligible architect must submit a Declaration of Out-of-Province CES Compliance before the end of *each* AIBC reporting period deadline of June 30. Following the end of the reporting period, the AIBC will verify the CES Participant’s compliance with the declared jurisdiction, as defined in Bulletin 81.
- Rule 19** In order for a self-reported activity to be evaluated for LUs, CES Participants must complete all fields on the self-report form by indicating the specific activity’s title, the provider’s name, and detailed learning objectives as required by the professional services department, by the reporting period deadline.
- Rule 20** CES Participants must retain documentation to support self-reported activities for one year after the closing of a reporting period in which the LUs were earned.
- Rule 21** During each audit, approximately five per cent of CES Participants will receive an audit notice and will have 30 days to provide supporting documentation for review. LUs will be removed from CES Participants’ transcripts if supporting documentation is not provided to or approved by the professional services department.
- Rule 22** LUs must be reported in the reporting period in which they are earned. Reporting of LUs which were earned in prior reporting periods is not accepted.

- Rule 25** A non-compliant CES Participant will be required to pay an AIBC Council-mandated fine, as set out in Bulletin 1, *and* to earn and report the deficient LUs no later than September 30 after the end of the reporting period.
- Rule 26** Should a CES Participant remain non-compliant beyond September 30, a complaint of unprofessional conduct against the member will be made to the director of professional conduct. This may result in disciplinary action, to and including suspension and/or removal from the register.
- Rule 27** AIBC Council delegates the manager of professional services the authority to apply Bulletin 80: Mandatory Continuing Education System (CES) and the CES Rules embedded within.
- Rule A** As set out in Bulletin 2: Reinstatement of Registration, a condition of reinstatement includes payment of applicable fines that would have been levied for CES non-compliance at the time of resignation, and/or fulfilment of deficit learning units.
- Rule B** In accordance with Bylaw 34.5(f), all CES Participants have an obligation to fully and promptly comply with a CES audit.
- Rule C** 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, *and* earning and reporting the deficient LUs.
- Rule D** 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.

### **3.0 Supporting Documentation**

#### **3.1 [Bulletin 80: Mandatory Continuing Education System \(CES\)](#)**

#### **Rules Amendment History (2002 – 2018):**

First Approved: October 28, 2002

Last Reviewed: November 30, 2018

Last Revised: November 30, 2018