



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Registrant Portal Quick Guide

Submit a Self-Reported Educational Activity

Before you Begin

Learning Units (LUs) for AIBC-Delivered activities, AIBC-Recognized activities, and volunteer service on AIBC advisory groups or committees, will be reported by the AIBC on your behalf. Therefore, you are **not required** to submit self-reports for these educational activities.

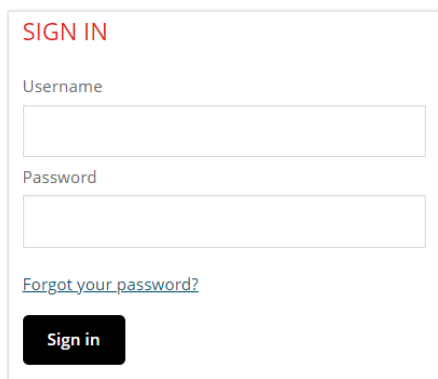
For conferences and multi-session events, a self-report for each session attended must be reported separately.

All self-reported activities are subject to audit. Remember to retain back-up documentation for all self-reports.

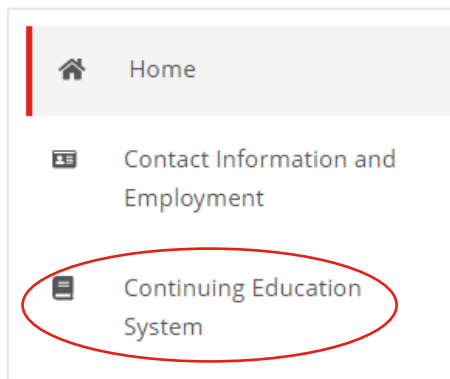
Process Steps

The below outlines the step-by-step process on **how to submit a Self-Reported Educational Activity** in the **AIBC Registrant Portal**. If you have any questions, please email professionaldevelopment@aibc.ca.

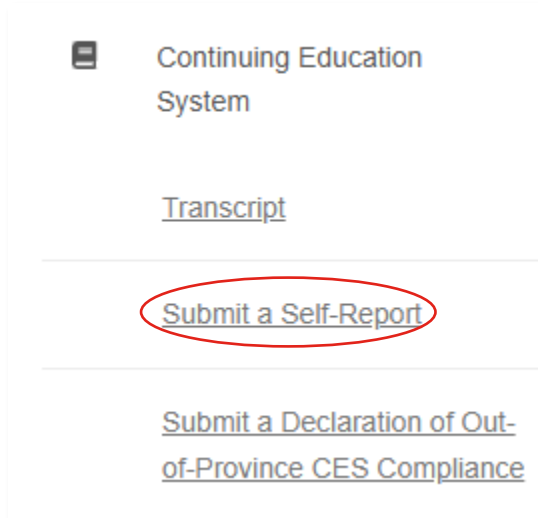
1. Go to the **AIBC Registrant Portal Login Page**: portal.aibc.ca. Login to your account.

A screenshot of the AIBC Registrant Portal login page. It features a 'SIGN IN' heading at the top. Below this are two input fields: 'Username' and 'Password'. A link for 'Forgot your password?' is positioned below the password field. At the bottom of the form is a black 'Sign in' button.

2. Click **Continuing Education System** from the left-hand side menu.



3. Below that, click **Submit a Self-Report**.



The screenshot shows a web interface for the 'Continuing Education System'. It features a sidebar with a hamburger menu icon. The main content area has a header 'Continuing Education System' and a list of links: 'Transcript', 'Submit a Self-Report' (which is circled in red), and 'Submit a Declaration of Out-of-Province CES Compliance'.

4. Complete the entire form as **all fields are mandatory**.

Tips

- Click on the “?” icon  to learn more about what that field requires.
- A minimum of 75 characters (not including spaces) must be entered in the learning objectives field.
- Use a descriptive title – titles such as “Lunch and Learn” or “Presentation” are not appropriate.
- LUs should be reported non-inclusive of breaks.
- To self-report Indigenous Peoples Learning activities, select “Indigenous Peoples Learning” from the Activity Category drop-down menu on the self-report form.
- Ensure you review all the information is correct before submitting as you cannot delete your self-report once it’s submitted. Please reach out to professionaldevelopment@aibc.ca for assistance editing a self-report.

Title of Activity 

Type * Core ☐ Non-core ☒

Activity Category  * Course

Number of LUs  * 0 .00

Date  * YYYY-MM-DD

Provider Name  *

Learning Objectives  * Objectives

Reporting Period 2024-2026

I understand that mandatory continuing education is a professional standard with reporting rules established by the AIBC Board, and I hereby confirm that:

☐ The information provided on this self-report is correct and complete.

Submit

5. A message will appear indicating the self-report has been successfully submitted.

SELF-REPORTED EDUCATIONAL ACTIVITIES

Thank you! Your Self-Report has been submitted.