



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Registrant Portal Quick Guide

Submit a Declaration of Out-of-Province CES Compliance

Before you Begin

The CES reciprocity option is only available to Architects AIBC who are registered in multiple Canadian licensing jurisdictions. Submitting a declaration informs the AIBC that you intend to complete your CES requirements via the reciprocity option outlined in [Schedule P: Board Rules for the Continuing Education System](#) of the AIBC Bylaws. The AIBC will verify CES compliance with your declared jurisdiction after the close of the reporting period.

Important: A new declaration is required to be submitted each two-year reporting period. In addition to submitting a declaration, the mandatory Indigenous Peoples Learning requirement must also be reported directly to the AIBC via the Registrant Portal each two-year reporting period.

Process Steps

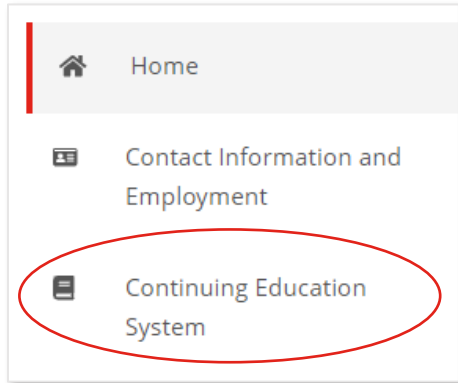
The below outlines the step-by-step process for **how to submit a Declaration of Out-of-Province CES Compliance** in the **AIBC Registrant Portal** and **confirm if the mandatory Indigenous Peoples Learning requirement has been met**. If you have any questions, please email professionaldevelopment@aibc.ca.

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

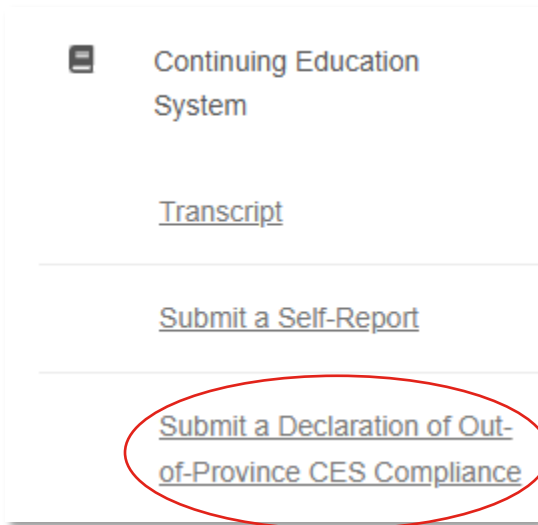
The screenshot shows a 'SIGN IN' form with the following elements:

- SIGN IN** (in red text)
- Username** label above a text input field.
- Password** label above a text input field.
- [Forgot your password?](#) (in blue text)
- Sign in** button (in white text on a black background)

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



3. Below that, click **Submit a Declaration of Out-of-Province CES Compliance**.



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

Declared Jurisdiction

Reporting period

I declare the following:

- ☐ I have read AIBC's Continuing Education System Bylaws and Schedule F: Board Rules for the Continuing Education System, understand and agree to abide by the requirements listed within;
- ☐ I understand and will have earned and reported to the AIBC the mandatory Indigenous Peoples Learning requirement by the end of the current reporting period;
- ☐ I understand and will have met my declared jurisdiction's mandatory continuing education requirements by the end of the current reporting period;
- ☐ I have not received any exemption from my declared jurisdiction's mandatory continuing education requirements; and
- ☐ The information given on this declaration is correct and complete.

5. A message will appear indicating the declaration has been successfully submitted.



6. To confirm if a declaration has already been submitted, select **Transcript** from the **Continuing Education System** menu. A blue **Reciprocity** tag indicates that a declaration has been submitted for that reporting period.



7. A red **Incomplete** tag beside the blue **Reciprocity** tag means that the mandatory Indigenous Peoples Learning requirement has not yet been met.



8. A green **Completed** tag beside the blue **Reciprocity** tag means that the mandatory Indigenous Peoples Learning requirement has been completed.

