



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

DRAFT Schedule T: Board Rules for Firm Continuing Education Requirements

Updated: October 29, 2024

1.0 Background and Authority

- 1.1 These Board Rules, required under Bylaw 5.25, specify the requirements for Firm Continuing Education.
- 1.2 As set out in Bylaw 5.26, these Rules may differ across different Firm Registrant categories.
- 1.3 ‘Firm Registrant’ is a defined term in the AIBC Bylaws and “means a Firm that is registered with the AIBC and includes Architectural Firm, Sole Proprietorship, General Partnership, Limited Partnership, Limited Liability Partnership, Architectural Corporation, Architectural-Engineering Corporation, and Inactive Architectural Firm”.

2.0 AIBC-Specified Course (“Firm Course”) General Rules

- 2.1 Firm Registrants, through Individual Registrants who are owners, partners, or directors described in these Rules, must complete the Firm Course designated by the Registrar.
- 2.2 The AIBC must Publish information about the Firm Course, including the name of the course designated by the Registrar, when and how it is offered, the cost, and whether Learning Units are available for CES Participants under the Continuing Education System. The Firm Course will be available for all AIBC Registrants, whether they are required under these Rules to complete it or not.
- 2.3 While certain Individual Registrants must complete the Firm Course, Firm Registrants are responsible for compliance with these Rules. The Rules include provision for addressing circumstances in which, despite reasonable efforts, a Firm is unable to ensure completion of the Firm Course by Individual Registrants.

3.0 Completion of Firm Course for New (2025-) Certificates of Practice

- 3.1 Effective January 1, 2025, in order to obtain a new Certificate of Practice, applicants must confirm completion of the Firm Course, in accordance with these Rules, as part of their application.
- 3.2 The following Individual Registrants are required to complete the Firm Course prior to Certificate of Practice application, depending upon the Firm Registrant category below:
 - 3.2.1 Sole Proprietors: The Firm Representative (owner).

- 3.2.2 Partnerships: All partners who are Architects.
- 3.2.3 Architectural Corporations, including Architectural-Engineering Corporations: All Individual Registrants who are directors and/or owners (shareholders of voting shares) as described in the Firm ownership structure in the application Form.
- 3.2.4 Inactive Architectural Firms that are, as Firms, partners or owners of a Firm Registrant issued a Certificate of Practice: All Individual Registrants who are directors, partners and/or owners (sole proprietors or shareholders of voting shares) as described in the Firm ownership structure in the application Form.

4.0 Changes in Firm Ownership, Partnership and Directorship

- 4.1 Any Individual Registrant who joins a Firm Registrant as an owner, partner, or director is required to complete the Firm Course within 90 days of taking an ownership, partnership, or directorship position. For the purposes of determining the 90-day deadline, the starting date of ownership/partnership/directorship will be the date of submission of the Form “Application for Architectural Firm Changes” in which the owner, partner, and/or director change is submitted.
- 4.2 If an Individual Registrant in Paragraph 4.1 leaves a Firm Registrant as, or changes status from, owner, partner, or director prior to completing the Firm Course and prior to expiry of the 90-day deadline, and subsequently returns to that status (one or more of owner, partner or director) at either the same or any other Firm requiring them to complete the course:
 - 4.2.1 that person must complete the Firm Course within 60 days of becoming an owner, partner, or director again.
- 4.3 An Individual Registrant required to take the Firm Course under these Rules is only required to take the course once for the purposes of Firm CES compliance. For clarity, Individual Registrants who complete the course for any reason (such as to satisfy Mandatory CES requirements) are deemed to have completed the course for Firm CES purposes. Registrants who have completed the Firm Course and who are owners, partners, or directors of more than one Firm Registrant, whether at the same time or over time, are considered to have completed the course for all applicable Firm Registrants.
- 4.4 The Board may amend these Rules to require owners, partners, and directors to complete an updated or additional course as may be deemed appropriate.

5.0 Consequences for Non-Compliance with Rules

Firm Registrants

- 5.1 **First Non-Compliance**: A Firm Registrant that is not compliant with a deadline for Firm Course completion by a new owner, partner, or director in these Rules will be fined \$250.00 and given 60 days to make payment and come into compliance.

- 5.2 Second Non-Compliance: A Firm Registrant that remains non-compliant with a deadline for Firm Course completion under Paragraph 5.1 will be fined \$500.00
- 5.3 A Firm Registrant that fails to make payment and/or fails to come into compliance by the date required will be deemed not in Good Standing.
- 5.4 As set out in AIBC Bylaw 4.66, the Registrar must cancel the registration of any Registrant, including a Firm Registrant, for failure to pay any Fee due and owing after March 1 of each calendar year.

Individual Registrants: Extension, Waiver and Non-Compliance

- 5.5 While Firm Registrants are responsible for ensuring compliance with these Rules, including determining who is required to take the Firm Course and ensuring course completion, compliance is contingent on completion of the course by designated Individual Registrants who are owners, partners, and/or directors. The following Rules address circumstances that may arise in relation to completion of the Firm Course.

Extension and Waiver Requests

- 5.6 A Firm Registrant that is unable to complete the Firm Course by the deadline required may apply for an extension or waiver by submitting the completed Form required by the Registrar at least 30 days prior to the deadline.
- 5.7 The Registrar or delegate has sole authority to consider the circumstances of an extension or waiver request and will notify the applicant in writing of the decision, from which there is no review or appeal. In the event an extension is granted but not complied with, the Firm Registrant and Individual Registrant are deemed not in compliance for the purposes of these Rules.

Non-Compliance by Individual Registrants

- 5.8 In the event that one or more Individual Registrants required to complete the Firm Course refuses to do so by the designated deadline, a Firm Registrant may request confirmation of completion from the Registrar or delegate if:
 - 5.8.1 The Firm Registrant provides the AIBC with written evidence of one or more requests or instructions to the Individual Registrant(s) from the Firm to complete the Firm Course, and any other evidence of having made reasonable efforts to require compliance; and
 - 5.8.2 The Firm Registrant provides the AIBC with any other relevant information related to the non-compliance upon request.
- 5.9 The Registrar or delegate has sole authority to consider the circumstances related to a request for confirmation of completion, including any information provided by the Individual Registrant, and will notify the Firm Registrant in writing of the decision, from which there is no review or appeal.

- 5.10 In the event that the Registrar or delegate determines that a Firm Registrant has completed the Firm Course despite non-completion by one or more Individual Registrants, the Registrar or delegate may submit a Complaint to the AIBC in relation to the Individual Registrant's conduct.

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