



Continuing Education Credits

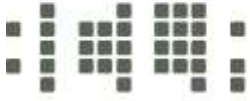
The BCSLA informs everyone upon acceptance of their membership of the Continuing Education (CE) Requirements, and sends frequent reminders in the Friday e-mail and our bi-monthly newsletter *Sitelines*. Please note that **the site only allows 225 characters at one time for each category**. Additional information may be added by clicking on "*Update*". If you are in need of assistance in filing your CE credits online, please contact the BCSLA office and we would be happy to guide you through the process.

You must file your credits using the online system. Please log on to www.bcsla.org and follow the steps listed below:

- 1) Click on "Member Services" on the lower portion of the page
- 2) Under "BCSLA Member Services" click on "Login"
- 3) Click "Continuing Education"
- 4) Enter your Username and your Password. If you've forgotten your password please contact the BCSLA office.
- 5) On the Continuing Education page click on 'CE Form'
- 6) Please note that the online system is programmed to automatically log out after 45 minutes; however, your individual server may automatically log out after 15 minutes. To ensure that your work is not lost, please save your work often.

As the BCSLA Continuing Education requirements are self-reporting, it is up to the individual to determine whether or not the activity/event is relevant to Landscape Architecture. The individual must also determine the number of credits to assign to each activity/event.

The first mandatory CE three-year cycle was 2005-2006-2007. We are currently in the three-year recording period, 2011-2012-2013. Credits for the first two years of each three-year cycle can be reported at any time throughout the cycle, but it is recommended that they be reported by December 31 of each year.



To summarize credit assignment:

If you are working full-time, you automatically receive six credits per year. In accordance with BCSLA Bylaws and Policies the minimum requirement is a total of thirty credits over a given three-year period for Registered Landscape Architects, Landscape Architects, and Interns. This averages out to ten credits per year. If you attend the BCSLA Annual Conference and AGM and the programs and lectures available on those dates, you will receive four credits. By working full-time and attending the Annual Conference or other CE events, you can fulfill your requirements for one year. Inactive Members are required to complete fifteen credits over each three-year reporting period. If members can provide reasonable cause, the CE Credit requirement can be reduced or waived on a case-by-case basis.

If you do not attend the Conference, you will need to earn four credits in addition to your six credits earned for working full-time each year. There are many different ways to earn these credits, all outlined in the *Continuing Education Policy, CE-11P*, which is available at <http://www.bcsla.org/education/ce.asp>.

Check out item "D" *Credit Opportunities and Categories*:

- 1) Work Experience
- 2) Education and Training Programs
- 3) Professional Activities
- 4) Personal Development
- 5) Examination

An evening lecture or half-day seminar = 1 credit
Full-day conference or seminar = 2 credits

Most members who are working full or part-time have no difficulty fulfilling the current credit requirements. With your list of workshops, conferences, and courses completed, you will more than likely have accumulated surplus credits.

A summary of your credit totals is circulated with your annual dues invoice. At the end of each three-year reporting period (i.e. 2011-2012-2013), those who are deemed non-compliant with the requirements of this program can expect disciplinary action in accordance with BCSLA policy.

If you experience any problems while filing your credits on-line, please call the BCSLA offices at (604) 682-5610 and we will be happy to guide you through the process.