



## CONTINUING EDUCATION CHEAT SHEET

If filing your Continuing Education Credits has you baffled, here's a quick guide to get you through in no time. Once you've logged in to BCSLA Members Services (if you've forgotten your password, the computer will e-mail it to you) go to the Continuing Education Annual Monitoring and Recognition Form. Here are the categories and some suggestions:

1. **Work Experience:** Anyone working full time can claim 6 credits, if you are working part time, adjust accordingly. Easy credits! **Maximum 6 credits**

2. **Education Courses and Training Program:** Here are some examples with credits attached:

Full (2 day) attendance at BCSLA Conference	4 credits
AGM only (free afternoon session)	1 credit
One full day attendance at AGM	2 credits
Full day conference (6 hour min.)	2 credits
Evening Lecture	1 credit
Self-Directed Study	up to 4 credits/year
University Courses	up to 4 credits/year
	<b>Maximum 20 credits</b>

3. **Professional Activities:** Activities relating to Landscape Architecture are applicable Board Service on boards such as:

BCSLA, CSLA	5 credits
CSLA Volunteer	5 credits
Committee Chair	4 credits
Design Panel or similar committee	4 credits
Representative to a Government Agency	up to 2 credits/year
	<b>Maximum 20 credits</b>

4. **Personal Development:** Activities outside the field of Landscape Architecture such as networking clubs and community service clubs.

Book published	10 credits
Article published	2 credits
Present a Lecture	1 credit
Write a paper	1 credit
	<b>Maximum 20 credits</b>

**Remember:** When in doubt as to how many credits you can assign for an activity:  
3 hours = 1 credit, 6 hours = 2 credits and observe the Maximums in each category.

NOTE: In each 3 year reporting cycle most Members will need 30 credits.

**IT'S EASY AND FUN .... Most members already have more credits than they realize.**