



Continuing Education Credits

The BCSLA informs everyone upon acceptance of their Membership of the Continuing Education 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 on-line, please feel free to call the office as I would be happy to walk you through the process. I have been doing a lot of that too!

In order to file your credits on-line, go to the [BCSLA webpage](http://www.bcsla.org/) and follow the steps listed below:

<http://www.bcsla.org/>

- 1) Click on "Member Services" on the right hand side of the page
- 2) Under "BCSLA Member Services" click on the "Password Secured Link"
- 3) Click "Continuing Education"
- 4) Enter your UserName and your Password. If you've forgotten your password, I will re-send it to you. It should arrive within ten minutes
- 5) On the Continuing Education page click on 'CE Form'

You can easily claim your back credits by clicking on the drop down box.

- a) 2006 will show 2006 and 2007
- b) 2005 will show 2005 and 2006

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

The first mandatory CE three-year cycle was 2005, 2006 and 2007. We are currently in the three-year recording period that includes 2008, 2009 and 2010. Credits for the first year of the three-year cycle can be reported at any time throughout the year, but should be reported by December 31st of each year.



To summarize credit assignment:

If you are working full-time, you automatically receive 6 credits per year. Since the requirement is a total of 30 credits over a three-year period, this averages out to 10 credits per year. If you attend the BCSLA Annual Conference and AGM and the programs and lectures available on those dates, you receive 4 credits. Basically by working full-time and attending the Conference and BCSLA Program, you have fulfilled your requirements for one year.

If you do not attend the Conference, you will need to earn 4 credits in addition to your 6 credits earned for working full-time. There are many different ways to earn these credits, all outlined in the *Continuing Education Policy and Form CE-08P*.

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 reminder notice of your credit totals is sent out at the end of each calendar year. At the end of each three-year reporting period (i.e. 2008-09-10), those Members 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 me at (604) 682-5610 and I will be happy to guide you through the process.