



## A. INTRODUCTION

At admission into the British Columbia Society of Landscape Architects, Members<sup>1</sup> provided evidence of their high standard of education and training. As Members of a professional body, landscape architects accept a professional responsibility for the continued maintenance of their professional competence:

### **The Architects (Landscape) Act, Section 11, RSBC 1996**

Revised 1996, Section 11, Objects a, b, c and d. –

- a to uphold public health, safety and welfare as it relates to the professional practice of landscape architecture in British Columbia;
- b to nurture and further the professional application of landscape architectural knowledge and technique as it relates to the planning, design, development, preservation, protection, restoration, reclamation, rehabilitation, enhancement and management of the environment;
- c to advance landscape architectural knowledge and technique;
- d to further and maintain proper standards of professional landscape architectural practice in British Columbia.

Landscape architecture is a broad-based profession requiring many skills and diverse knowledge. The continuing education program has been created to accommodate these diverse needs while promoting excellence in practice, skills and knowledge. As per the BCSLA Bylaws, the Continuing Education Committee will refer Members who fail to complete their continuing education requirements for review by the Board of Directors who will make a recommendation.

## B. PROGRAM CREDIT REQUIREMENTS

Members in the Registered Landscape Architect, Landscape Architect, and Intern Landscape Architect categories are required to meet a minimum standard of thirty (30) credits over a three-year period. New Members will be required to submit credits on a pro-rated basis. Members in the Inactive Landscape Architect category are required to continue their education and to meet a minimum standard of fifteen (15) credits over a three-year period.

**Note:** The onus is on each Member to exercise his/her judgment in determining for themselves what constitutes landscape architecture and landscape architecture-related activities. The Continuing Education Committee will review Continuing Education Annual Reporting Forms to prepare a statistical analysis and review at random a number of Reporting Forms to verify the CE Credits claimed.

## C. REPORTING, MONITORING AND COMPLIANCE

To maintain the criteria for Membership within the Society, all Members must regularly monitor their Continuing Education activities and credits and report using the BCSLA Continuing Education Annual Reporting Form.<sup>2</sup> The CE Annual Reporting Form will be reviewed for compliance with the CE Policy. Refer to **Schedule A** of this policy for details of procedure and penalty structure for those Members who are found to be not compliant with the requirements of this program.

<sup>1</sup> CE-07P\November 27, 2007- For the purposes of this Policy, "Members" are: registered landscape architects, landscape architects, inactive landscape architects, and intern landscape architects as defined by the BCSLA Bylaws (adopted March 5, 2005).

<sup>2</sup> CE Annual Reporting Form – Form CE01 is available from the BCSLA office or online at [www.bcsla.org](http://www.bcsla.org) in the Members-only password-secured website.



**D. CREDIT OPPORTUNITIES AND CATEGORIES**

**1. Work Experience Credits**

BCSLA Members receive credit for employment in the field of landscape architecture or a closely related field which may include: management; policy; administrative or coordinating roles; consulting; research; or teaching. This is deemed to be the most common way of keeping current with the profession.

<i>Credits:</i>	<i>Activity</i>
.5	Per 150 hours employment <sup>2</sup> where typically 150 hours = 1 month of full time 35-40 hours per week

**2. Education Courses and Training Programs**

Members may claim credits for successful completion of substantive courses in landscape architecture and landscape architecture-related fields and programs that upgrade skills. Courses and programs offered by any landscape architectural organization (e.g. BCSLA; CSLA; CELA; ASLA; CLARB and/or other relevant professional societies or private sector delivery agencies) are eligible for continuing education credit.

<i>Credits:</i>	<i>Activity</i>
4	Full attendance at the BCSLA Program and Annual General Meeting
2	Per day attendance of BCSLA Program
2	Per day attendance BCSLA or CSLA conference, seminar or workshop
1	Attendance at BCSLA Annual General Meeting including preparation and participation
2	Per six (6) contact hours or full contact day where a full contact day of six (6) hours attendance at conference, seminars, or workshop presented by an allied association or organization (assumes six (6) contact hours <sup>3</sup> )
.5	Per summary of presentation or lecture to other BCSLA Members (who were unable to attend) in a comprehensive review, in addition to CE credit claimed for attendance.
Varies by Contact Hours	Self-Directed Study (e.g.- reading a book/article on Landscape Architecture, taking an on-line tutorial, attending lectures, etc.).
Varies by Contact Hours	Visioning Projects are eligible for CE Credits which varies with project, consult with Continuing Ed. Chair and Visioning Project Coordinator.
Varies by Contact Hours	University Courses: 1) Full Credit 2) Audit

<sup>3</sup> eg. 12-month full-time employment = 6 credits OR 12 months part-time (15-20 hours/week) = 3 credits

<sup>4</sup> eg. 12-week course with 3 hours per week = 36 contact hours OR credits or 3-day training program with 6 contact hours each day = 18 contact hours = 6 credits



### 3. Professional Activities

Credits may be claimed for activities undertaken in landscape architecture and landscape architecture-related fields (see Architects (Landscape) Act, Section 11, RSBC 1996, Objects b and c) such as conferences, seminars, workshops, presentations, lectures, literary contributions and service to the landscape architecture profession provided by BCSLA, CSLA, CELA, ASLA, CLARB, etc., educational institutions, or private sector delivery agencies.

#### Service

<i>Credits:</i>	<i>Activity</i>
5	Per year service on a board such as BCSLA, CSLA, AAPQ, etc. as a BCSLA representative
5	Per year service as a CSLA volunteer
4	Per year service as committee chair
3	Per year service on a BCSLA or CSLA Municipal task force, Design Panel, Environmental Group or similar committee
.5	Per meeting attended to a maximum of four (4) per year service as a representative to a government or other association or agency; advisory group or committee or to another professional association
Varies	Visioning Projects are eligible for CE Credit which varies with project, consult with Continuing Education Chair and Visioning Project Coordinator.

#### Teaching / Writing

These professional activities are over and above responsibilities to employment and contribute to the body of knowledge and appreciation for the art and science of landscape architecture. Research, reports and papers prepared in the course of employment are eligible for CE credits when modified and published in another forum.

<i>Credits:</i>	<i>Activity</i>
10	Book published
5	Contributing author or editor
4	Technical or research article as sole author
2	Per day guest critic at a landscape architecture school or related college
2	Per presentation or lecture to fellow professionals, colleagues, or students and to lay public
2	Position paper
1	Abstract or book review (independent of employment)



**4. Personal Development** (minimum 0 credit per year)

Personal development activities undertaken in **non-landscape architecture related fields** consistent with the Bylaws and Standards of the BCSLA: such as public speaking groups, leadership roles, networking clubs and community service clubs.

<i>Credits:</i>	<i>Activity</i>
5	Book published
2	Contributing author or editor
2	Technical or research article as sole author
1	Per day guest critic at a school or related college
1	Per presentation or lecture to fellow professionals, colleagues, students and to lay public
1	Contributing editor
1	Position paper
.5	Abstract or book review

**5. Examination**

For LARE and C/LARE taken and successfully completed *during the monitoring period*.

<i>Credits</i>	<i>Activity</i>
10	A - Legal and Administrative Aspects of Practice
15	B - Analytical Aspects of Practice
35	C - Planning and Site Design
20	D - Structural Considerations & Materials & Methods of Construction
25	E - Grading, Drainage and Stormwater Management
4	Leading a LARE Workshop
.5	Intern participation in a LARE Workshop



**BRITISH COLUMBIA SOCIETY OF LANDSCAPE ARCHITECTS  
MANDATORY CONTINUING EDUCATION**

**ANNUAL  
REPORTING  
FORM CE01**

All BCSLA Registered Landscape Architect, Landscape Architect, Inactive Landscape Architect and Intern Landscape Architect Members are required to annually monitor their Continuing Education (CE) activities. It is important for the BCSLA to maintain a cumulative record of these CE initiatives that will support its ongoing public visibility and advocacy campaigns. Please submit a copy of this report or enter your credits online in conjunction with your annual dues by December 31 of each year.

The activities outlined below were undertaken in the calendar year \_\_\_\_\_.

Monitoring Period \_\_\_\_\_ to \_\_\_\_\_

<b>Name:</b> <b>Address:</b>  Tel: Fax: Email:	<b>Member Category:</b> <input type="checkbox"/> Registered Landscape Architect <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Inactive Landscape Architect Membership Number: _____ <input type="checkbox"/> Intern Landscape Architect
<b>1. Work Experience Credits</b> 6 credits (minimum 0 credits, maximum 6 credits - at .5/full-time month of work experience) State employer, job title, dates of employment (hours if part-time) and credits claimed.	
<b>CREDITS CLAIMED: _____</b>	
<b>2. Education Courses and Training Program</b> Course or program name: 20 credits (Total credits exceed maximum required) (minimum 0 credits, maximum 20 credits) List course or program name, sponsor, date taken number of contact hours or contact days, and credits claimed.	
<b>CREDITS CLAIMED: _____</b>	
<b>3. Professional Activities</b> 8 credits (minimum 0 credits, maximum 20 credits) List each individual activity, subject matter, date, and credits claimed.	
<b>CREDITS CLAIMED: _____</b>	
<b>4. Personal Development</b> 5 credits (minimum 0 credits, maximum 20 credits) List each individual activity, subject matter, date, and credits claimed.	
<b>CREDITS CLAIMED: _____</b>	
<b>5. LARE and C/LARE</b> 0 credits (minimum 0 credits, maximum 105 credits) List LARE section(s) passed, date, and credits claimed.	
<b>CREDITS CLAIMED: _____</b>	

**TOTAL CREDITS: \_\_\_\_\_**

I attest that the above information is correct.

\_\_\_\_\_  
 Member Signature  
 CEMF-07  
 Adopted: November 27, 2007

\_\_\_\_\_  
 Date