



## **REPORTING, MONITORING and COMPLIANCE**

As per BCSLA Policy CE-08P, all Members are required to collect a total of thirty Continuing Education (CE) credits (Inactive Members must collect a total of fifteen credits) in a given three-year cycle, and must summarize credits accumulated to the BCSLA Administrator using the CE Annual Reporting Form (Form CE01) within three months of the end of any given cycle. This constitutes the Mandatory Continuing Education program for all BCSLA Members. The Policy and Monitoring Forms are available at [www.bcsla.org](http://www.bcsla.org).

A Member who has not submitted the required Form CE01 within the three-month reporting allowance period outlining, and/or has not demonstrated 100% compliance with the policy credit requirements, will have their name recorded on a CE Credit List which will be forwarded to both the CE Committee and the BCSLA Board of Directors for information. We recommend that you submit your credits on a regular basis using the online option.

The Member will be identified as "Credit Deficient" and will receive written notification from the BCSLA identifying the nature and details of the deficiency; a copy of this notification will be placed on their file. Furthermore, the Member will be immediately assessed a fine of \$100 which will become due and payable upon receipt of notification and invoice. The Member will be given one year (Make-Up Year) from the end of their three-year reporting cycle to accumulate the missing credits and to provide satisfactory evidence thereof to the BCSLA CE Committee by submitting an updated Form CE01 to the BCSLA Office. The Member must meet the CE credit requirements in the new three-year reporting cycle as well as making up their credit deficiency (credits may only be reported in one cycle). It is the Member's complete responsibility to keep the BCSLA informed of progress towards addressing their identified deficiency.

The BCSLA CE Committee will review the Member's file at the end of the make-up year, and if the Member is still in a "Credit Deficient" situation, the BCSLA CE Committee in conjunction with the Board of Directors will deem the Member to be "CE Non-Compliant". The Member will receive written notification from the BCSLA of their status as "CE Non-Compliant," indicating a deadline date by which "CE Compliant" status must be demonstrated. A copy of this notification will be placed on their file. A further fine of \$250 will be immediately assessed and will become due and payable upon receipt of notification and invoice.

In addition to being notified of this CE non-compliant status and fine, the Member will be advised that further disciplinary action may be taken, leading to the Member becoming a "Member Not In Good Standing." The Member may apply in writing to the BCSLA Board of Directors at any time up to one month prior to the final deadline date for reinstatement of "CE Compliant" status, provided that all fees, dues, and fines have been paid and CE credit requirements satisfactorily addressed as determined by the BCSLA.

The BCSLA Board of Directors will, at their sole discretion, make the decision to proceed with the process to cancel the Member's participation and Membership in the BCSLA. The cancellation shall be processed with no reimbursement of fines or fees made to date. The cancellation of Membership will come into effect immediately and BCSLA Bylaw 2.49 will apply to the BCSLA Membership.

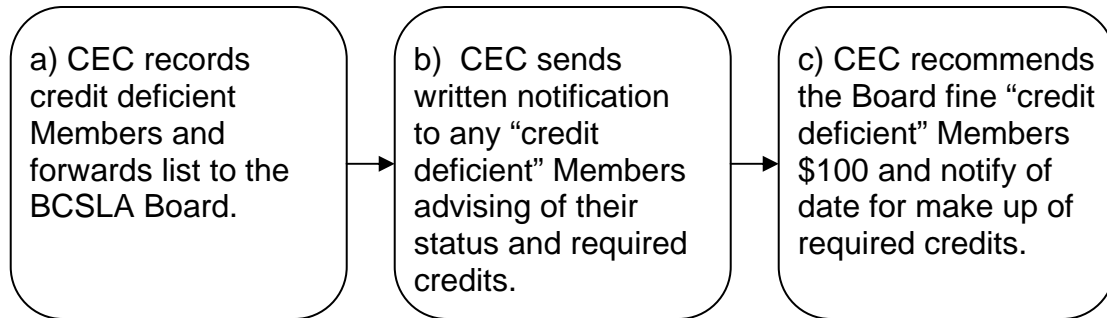
The decision as to whether a "Member Not In Good Standing" will be reinstated as "CE Compliant" will rest with the BCSLA Board of Directors under advisement from the BCSLA CE Committee, and will be considered on an individual basis.

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The Three-Year Reporting Period cycle and credit requirement is established.

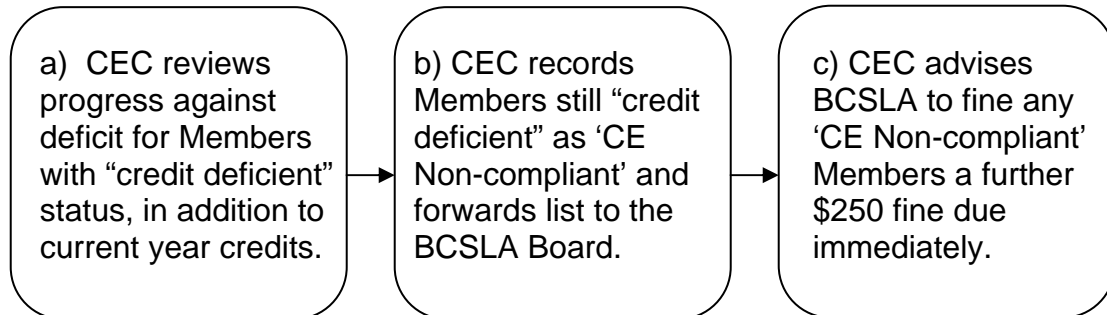
At the end of each three-year reporting period total credits will be reviewed by the Continuing Education Committee (CEC) for compliance. If a Member is found to be 'credit deficient' by falling short of the minimum CE credits required the following outlines the procedure to be followed:

**STEP ONE:**



During the make up year, a credit deficient member is also required to remain current in the next 3-year cycle (credits will count towards one year only).

**STEP TWO:**



The Non-compliant' Members will be advised of further disciplinary action, which may lead to becoming a "Member Not in Good Standing.

**STEP THREE:**

