

## Continuing Education Input and Credit Guide

The BCSLA informs everyone upon acceptance of their membership of the mandatory Continuing Education (CE) Requirements as per **BCSLA CE Policy** and circulates a summary of CE Credit totals along with annual professional dues invoices. Per three-year reporting period, BCSLA Registered Landscape Architects, Landscape Architects and Interns must report a minimum of 30 CE Credits and Inactive Landscape Architects must report a minimum of 15 CE Credits. Those who are deemed CE-Non Compliant can expect disciplinary action as per **CE Schedule A**.

As the BCSLA Continuing Education requirements are self-reporting, it is up to the individual to determine whether or not the activity is relevant to Landscape Architecture. The individual must also determine the number of credits to assign to each activity. CE Credits can be reported at any time throughout the three-year reporting period, but it is recommended that they be reported as they are required or by December 31 of each year.

If you need assistance, please contact the BCSLA office and we would be happy to guide you through the process, or visit [www.bcsla.org/education/continuing-education-ce](http://www.bcsla.org/education/continuing-education-ce).

### Credit Input Guide

All BCSLA Registered Landscape Architects, Landscape Architects, Inactive Landscape Architects, and BCSLA Interns must submit CE credits to the BCSLA office using the online CE Form. The steps are:

- 1) Go to [www.bcsla.org](http://www.bcsla.org).
- 2) Click the "MEMBER LOG-IN" button at the upper right had corner.
- 3) Enter your Username and your Password.
- 4) Click "CE Reporting" Tab
- 5) Click on the Continuing Education "CE Form".
- 6) Select the appropriate year in the Annual Monitoring and Recognition dropdown menu.
- 7) Click "View" or "New" to edit/add a CE activity for your desired category.

### Frequently Asked Questions

*How do I select a different year?*

Click on the year at the top of your CE Reporting form. A dropdown menu will appear and you can select a different year.

*Why can't I edit CE Credits from a previous three-year reporting period?*

CE Credits from a previous three-year reporting period can only be edited until March 31 after the last day of the reporting period. You can view your CE Credits from any year at any time.

*Why did the CE system automatically logout?*

The system is programed to automatically logout after 45 minutes; however, your individual server may automatically logout after 15 minutes. Save your work often!

## Credit Guide

Below is a quick CE Credit guide to help you allocate your CE Credits. Once you've logged in to BCSLA Members Services (see previous section, Credit Input Guide for instructions). Here are the categories and some suggestions for CE Credits which can be earned per year.

- 1. Work Experience.** Anyone working full time can claim 3 credits, if you are working part time, adjust accordingly. Easy credits!

**Maximum 3 credits per year**

- 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
University Courses	up to 4 credits

**Maximum 20 credits per year**

- 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

**Maximum 20 credits per year**

- 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

**Maximum 20 credits per year**

- 5. Examination.** Any section of the LARE completed during the reporting period:

Per section passed	5 credits
Lead a LARE workshop	5 credits
Attend a LARE workshop	0.5 credits

**When in doubt: 3 hours = 1 credit, 6 hours = 2 credits and note the maximums in each category.**

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

For further information visit <http://www.bcsla.org/education/continuing-education-ce>.