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
   - Maximum 20 credits

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
   - Maximum 20 credits

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

**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.

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