

PROFESSIONAL DEVELOPMENT (CONTINUING EDUCATION) REPORTING

DATE OF EFFECT: January 1, 2025

The BCSLA Professional Development Reporting (Continuing Education) Program has been mandatory beginning in 2004. BCSLA Registered Landscape Architects, Landscape Architects, and Associates (Interns, pre-interns) are required to participate in the Professional Development Program and report a minimum number of Professional Development Units (formerly CE Credits) during the **Reporting Year**.

Inactive Landscape Architects are also required to engage in Professional Development activities and to report a reduced number of Professional Development Units for the **Reporting Year (January 1 – November 30)**.

Retired Landscape Architects are **EXEMPT** from the Professional Development Reporting Program. There may be circumstances that prevent a member from being able to complete their annual Professional Development Reporting requirements. Members can request an exemption from the Professional Development reporting requirements for the following reasons:

- Parental leave
- Medical leave
- Compassionate care leave
- Other leaves due to extenuating circumstances.

Only members in “**Good Standing**” are eligible to apply for an exemption to the Professional Development requirements.

CREDIT VALUE

The Professional Development Reporting requirements are based on a one-hour learning objective (structured training, professional activity, or personal development and community service activity) in which one hour of learning = one Professional Development Unit.

ANNUAL REQUIREMENTS

| DESIGNATION | MINIMUM ANNUAL REQUIREMENTS |
|---|-----------------------------|
| Registered Landscape Architect | 12 |
| Landscape Architect | 12 |
| Inactive Registered Landscape Architect | 6 |
| Associates (Interns, pre-interns) | 12 |
| Retired | Exempt |

A reminder that Professional Development Reporting is required no later than **November 30th** of the year and must be included as part of the annual dues and fees remission. Members must have completed their annual professional development units in order to submit their annual dues.

The BCSLA offices are located on unceded Coast Salish territories of the x̱w̱məθkʷəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and səliilwətaʔt̚ (Tsleil-Waututh) First Nations. We recognize and respect the history, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our organization, our lives and our country.

REPORTING CATEGORIES

Members are required to earn and report Professional Development Units to fulfill Professional Development Reporting requirements according to the following categories.

| CATEGORY | PROFESSIONAL DEVELOPMENT UNITS PER YEAR |
|---|--|
| Category 1 Structured Education Courses and Training Programs | 8 PDU MINIMUM , including: <ul style="list-style-type: none"> • 2 PDU on Reconciliation with Indigenous Peoples training, and • 2 PDU on Climate Change Adaptation learning |
| Category 2 Professional Activities & Self-directed Learning | UNLIMITED |
| Category 3 Personal Development and Community Service | Maximum 4 PDU |

CATEGORY 1 – STRUCTURED COURSES AND TRAINING PROGRAMS

Members may claim Professional Development Units for the successful completion of **substantive courses in landscape architecture and landscape architecture-related fields** and programs which upgrade their knowledge and skills. Courses and programs offered by a recognized landscape architectural organization (e.g. BCSLA, CSLA, CELA, ASLA, CLARB, IFLA) and/or other relevant professional societies, education institutions, or private sector delivery agencies are in principle eligible for Professional Development Units under **Category 1**.

This category includes minimum, mandatory requirements for **Reconciliation with Indigenous Peoples** and **Climate Emergency Adaptation**. Professional Development in Indigenous Reconciliation is mandatory under the Professional Governance Act. In addition, in response to the global climate emergency, BCSLA members must ensure part of their Professional Development activities are dedicated towards education associated with Climate Emergency Adaptation.

The objective of this Category is to ensure a vigorous and rigorous Professional Development Program. For an activity to be eligible for Professional Development Units under Category 1, it must:

- Be relevant and clear in educational value, with stated learning objectives,
- Include components that permit learners to interact with the instructor through real-time feedback or through learning resources such as Questionnaires, Tests, Questions & Answers, etc.,
- Yield new knowledge to the Member, and
- Produce proof of attendance,

Or,

- Have been vetted and approved by a recognised Professional Development or Continuing Education provider or North American Landscape Architecture regulatory agency, such as ASLA, CSLA or OALA.

CATEGORY 2 – PROFESSIONAL ACTIVITIES & SELF-DIRECTED LEARNING

- Professional Development Units may be claimed for activities undertaken in landscape architecture and landscape architecture-related fields **above and beyond the professional practice of the profession**,

such as conferences, seminars, workshops, presentations, lectures, literary contributions, and volunteer service to the landscape architecture profession as provided by BCSLA, CSLA, CELA, ASLA, CLARB, IFLA etc., educational institutions, design panels or private sector education delivery agencies.

- The objective of this Category is to encourage members to engage in activities that enrich the profession of Landscape Architecture through volunteerism and active participation on landscape architecture related activities.

CATEGORY 3 – PERSONAL DEVELOPMENT AND COMMUNITY SERVICE

- Personal development and community service activities undertaken in **any related field**, consistent with the Bylaws and Standards of the BCSLA, that allow a member to gain personal skills, confidence, and leadership experience such as: public speaking, writing and publishing, media outreach, leadership roles, networking, and volunteering with NGO or community service organizations.
- The objective of this Category is to encourage members to engage on activities that enrich our communities, and to provide a degree of flexibility on how to fulfil the total amount of Professional Development Units required.

REPORTING (HOW TO REPORT)

The BCSLA Professional Development Program is honour-based and Professional Development Units are self-reported; it is up to the participant to determine whether the activity is relevant to Landscape Architecture and under which Category each activity should be reported. The individual must also determine the number of credits assigned to each activity. It is strongly recommended that Professional Development Units are reported as they are acquired.

PROFESSIONAL DEVELOPMENT UNITS INPUT GUIDE

All participants must submit Professional Development Units to the BCSLA office using the online Professional Development Units Reporting form. The steps are:

1. Go to 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 "Professional Development Reporting" Tab
5. Click on the Professional Development Units Reporting form.
6. Select the appropriate Reporting Year in the Annual Monitoring and Recognition dropdown menu.
7. Click "View" or "New" to edit/add a Professional Development activity for your desired Category.

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

ADOPTED: November 29, 2024