

# **CONTINUING EDUCATION PROGRAM, POLICY, AND PROCEDURES**

**VERSION 1.0  
JUNE 2025**

The BCSLA offices are located on unceded Coast Salish territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔt (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.

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## ABBREVIATIONS AND DEFINED TERMS

| ABBREVIATION | DEFINITION  |
|--------------|---|
| <b>BC</b>    | British Columbia  |
| <b>BCSLA</b> | British Columbia Society of Landscape Architects        |
| <b>CE</b>    | Continuing Education                                    |
| <b>CEC</b>   | Continuing Education Committee                          |
| <b>PGA</b>   | Professional Governance Act                             |
| <b>OSPG</b>  | Office of the Superintendent of Professional Governance |

| TERM   | DEFINITION  |
|--|---|
| “Act”  | Refers to the <i>Professional Governance Act</i> [SBC 2018], Chapter 47 and the <i>Architects (Landscape) Act</i> [RSBC 1996] Chapter 18 of the Province of British Columbia. |
| “Annual Reporting”   | The process of accruing and reporting acceptable Continuing Education activities during the Reporting Year.   |
| “Associate”  | Those individuals authorized to be Associate members of the Society. For further clarity, this policy also applies to BCSLA Intern members.                                   |
| “BCSLA CE Program - Policy and Procedures” or “Continuing Education Program” or “CE Program” | The framework that establishes the requirements, policy and procedures for Continuing Education within the Society.   |
| “Board of Directors” or “Board”  | Refers to the Board of Directors of the BCSLA.  |
| “British Columbia Society of Landscape Architects”, “BCSLA” or “Society”                     | The governing body of the landscape architecture profession in British Columbia.  |
| “Bylaws”   | Refers to the latest version of the bylaws of the Society.  |

|   |   |
|---|---|
| “CE Credit Deficient”   | Status of an individual who has not completed the required number of Continuing Education Credits within the Reporting Period, or who fails a Continuing Education Audit.   |
| “Climate Adaptation Training”                                 | Continuing Education activities related to further professional preparedness to adapt to climate change.  |
| “Continuing Education” or ‘CE’                                | Continuing Education is the pursuit of further education for all members of the BCSLA to assist in maintaining competency.  |
| “Continuing Education Committee”                              | The committee in charge of overseeing the Continuing Education Program.   |
| “Continuing Education Credit”, “CE Credit”, “Credit” or “Cr”. | The value assigned to any given acceptable Continuing Education activity for reporting purposes.  |
| “Continuing Education Program”, “CE Program” or “Program”.    | The framework that establishes the requirements, policy and procedures for Continuing Education within the Society.   |
| “Good Standing”   | The status of Members who are compliant with the Act, other applicable legislation and regulations, and the Bylaws, Principles, Standards and Policies of the BCSLA.  |
| “Grace Period”  | Designated timeframe after the official Reporting Year ends, during which individuals can complete and submit their outstanding Continuing Education Credits.   |
| “Inactive Member”   | For the purposes of this policy, an “Inactive Member” is a Registered Landscape Architect, Landscape Architect, or Intern, that has been approved to become inactive for a given period.  |
| “Indigenous Reconciliation Learning”                          | Continuing Education Activities related to reconciliation with Indigenous Peoples.  |
| “Landscape Architect”   | a person admitted into membership of the Society in accordance with the requirements of the Bylaws and the Act who is not permitted to use a professional stamp or seal; also referred to as a “non-stamp” Landscape Architect. |
| “Member”  | For the purposes of this policy, “Member” includes Registered Landscape Architects, Landscape Architects, Retired Landscape Architects, and Interns.  |
| “Not In Good Standing”  | A member who is no longer in Good Standing with the Society. For clarity, failure to comply with Continuing Education requirements is one reason a Member may lose their Good Standing status.                                  |

|  |  |
|--|--|
| “Registered Landscape Architect”       | A person admitted into membership of the Society in accordance with the requirements of the Bylaws and the Act who is permitted to use a professional stamp or seal. |
| “Registrar”                            | The Executive Officer in charge of general management and administration of the affairs of the Society, and as further defined in the Society’s Bylaws.              |
| “Reporting Year” or “Reporting Period” | The time frame during which individuals are required to complete and report their Continuing Education Credits   |
| “Staff”                                | The personnel of the BCSLA.  |

## VERSION HISTORY

| VERSION | PUBLISHED DATE                   | SUMMARY OF CHANGES  |
|---------|----------------------------------|---|
| 0.1     | February 1 <sup>st</sup> , 2024  | First draft consolidating existing documents and outline of new structure of the program under PGA. |
| 0.2     | February 21 <sup>st</sup> , 2024 | Updated content and format.   |
| 0.3     | February 25 <sup>th</sup> , 2024 | Title change and PGA Transition section added.  |
| 0.4     | March 07, 2024                   | CEC work session.   |
| 0.5     | May 17, 2024                     | Board First Reading.  |
| 0.6     | June 25, 2024                    | Board Second Reading.   |
| 0.7     | July 23, 2024                    | Board Third Reading.  |
| 0.8     | November 27, 2024                | Document updates.   |
| 0.9     | April 22, 2025                   | Revised with the Board's feedback.  |
| 1.0     | June 24, 2025                    | Revised with the Board's and CEC's feedback   |

This current version supersedes all previous versions of the BCSLA CE Program, and consolidates and replaces all the versions of the following documents:

- 2023 Mandatory Continuing Education Policy,
- 2024 Policy for Continuing Education Annual Non-Compliant Members,
- 2024 Continuing Education Input and Credit Guide,
- BCSLA Continuing Education (CE) procedure and penalties,
- CE 151 Ways, and
- 101 [free or low-cost] ways to get BCSLA CE Credits.

## INTRODUCTION

Since 1964, the British Columbia Society of Landscape Architects (BCSLA) has been the regulatory body for landscape architecture in British Columbia under the *Architects (Landscape) Act*. The BCSLA is dedicated to upholding public health, safety and welfare as it relates to the professional practice of landscape architecture. BCSLA members are leaders in the planning, design, development, preservation, protection, restoration, reclamation, rehabilitation, enhancement and management of both natural and built environments in education and public and private practice.

In professional practice management, the landscape architect shall use due skill, care and diligence, measured by current standards to provide conscientious reliable and efficient services, which includes continuing responsibility to improve professional knowledge, and personal and professional skills, through continuing education in advances in the laws, materials, sciences, management skills, techniques, and technology of professional practice, and to promote the same in colleagues, associates, consultants and staff.

The landscape architect owes a duty to the public to uphold the public trust in the expertise and judgment of professionals, through continuing education in the art, science and skills of landscape architecture, the thoughtful consideration of the social, environmental and economic impact of their professional activities, and the exercise of learned and uncompromised professional judgment.

The landscape architect has an obligation to use duty of care as a leader in environmental design through due diligence in continuing education including the assessment of emerging technologies and research.

This document provides the details of the Continuing Education Program (CE Program), as defined in the Bylaws of the BCSLA. Included are the amount and types of continuing education activities that Members must undertake to maintain Good Standing, and the requirements for documentation Members must submit to the BCSLA to show their compliance with the CE Program.

The CE Program has been designed to provide flexibility and acknowledge the diversity among Members of the BCSLA. Nevertheless, compliance with the CE Program is mandatory; Members who do not meet these requirements may be subject to disciplinary action.



## PURPOSE

Prior to admission into the British Columbia Society of Landscape Architects, Members and Interns are required to provide evidence of their high standard of education and training. As members of a professional body, landscape architects accept a responsibility for the continued maintenance of their professional competence as outlined in the PGA and BCSLA Bylaws.

### **The Architects (Landscape) Act [RSBC 1996], Section 11 (Objects):**

The objects of the society are the following:

- 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 (CE) Program accommodates these diverse needs while promoting excellence in practice, skills, and knowledge, as well as to demonstrate our Society's social responsibility, commitment to community betterment and environmental stewardship.

## OVERARCHING CONTINUING EDUCATION PRINCIPLES

1. Prioritize addressing the climate emergency, ensuring the Society remains dedicated to environmental stewardship and to promoting human welfare. This will be achieved through mandatory Continuing Education focused on Climate Resiliency and Sustainability.
2. Ensure the Society supports reconciliation with Indigenous Peoples through mandatory Continuing Education specifically related to Indigenous culture, history and relationships.
3. Maintain high Continuing Education standards by requiring Members to complete structured training through recognized organizations or sanctioned content.
4. Continue to allow for flexibility by awarding credits for other unstructured training or activities, with emphasis on community contributions.
5. Promote vitality in the professional associations by recognizing members participation and volunteerism.

## BACKGROUND

The Continuing Education requirement became mandatory at the beginning of 2004 after a three-year voluntary program. The first CE Policy was implemented in 2004 and required Members to file a total of 30 credits on a three-year reporting period, following an honour-based system and with each credit equivalent to approximately 3 hours of Continuing Education activities.

In 2020, the BCSLA CE Policy shifted from a three-year 30-credit reporting cycle to a one-year 10-credit reporting cycle.

Requirements for the 2020 reporting period were waived in recognition of the challenges endured during the global COVID-19 pandemic.

Until implementation of the new BCSLA CE Program under the PGA, the CE Policy followed a ratio of 3:1 by which 3 hours of training equaled 1 Credit. This metric has now changed to a 1:1 industry standard ratio, and the minimum number of CE Credits required annually has been adjusted as per the Requirements section found in this document.

In 2023, the Continuing Education Committee was tasked with reviewing the current CE Policy and preparing a new CE Program aligned with PGA requirements, in anticipation of the BCSLA becoming one of the professions governed by the PGA. This new CE Program has been developed by the Continuing Education Committee in collaboration with the PGA-Working Group, and a first draft was presented to the BCSLA Board of Directors on February 20, 2024.

The BCSLA Board of Directors passed the final version of the recommendations on July 23, 2024, establishing the framework of the new CE Program.

## PGA TRANSITION & CONTINUING EDUCATION

The BCSLA is actively pursuing transition from the *Architects (Landscape) Act* to the *Professional Governance Act* (PGA). The PGA requires that the BCSLA establishes and maintains a mandatory continuing education program for its registered members.

There are specific additional requirements under the PGA related to continuing education, including, for example, mandatory annual indigenous reconciliation training requirements for all registered members.

This version of the BCSLA CE Program Policy and Procedures document is a first step in adopting these changes, modernizing the continuing education framework and moving towards PGA compliance. The new CE Program aligns our existing CE Policy with the new PGA regulations. However, Members and Interns should anticipate potential further changes to Continuing Education requirements as the BCSLA works with the Office of the Superintendent of Professional Governance (OSPG) to ensure our programs are fully compliant with the PGA.

## APPLICABILITY

### WHO IS REQUIRED TO PARTICIPATE?

BCSLA Registered Landscape Architects, Landscape Architects, and Interns are required to adhere to the CE Program and report a minimum number of CE Credits during the Reporting Year.

Inactive Members are also required to engage in Continuing Education activities and to report a reduced number of CE Credits for the Reporting Year.

Retired Landscape Architects are exempt from the requirements of the CE Program.

For clarity, Members who have been granted the designation “Life Member” and who are not a Retired Landscape Architect are required to adhere to the CE Program and report the minimum number of CE Credits applicable to their membership category during the Reporting Year.

### EXEMPTIONS

Beyond those specific categories of Members who are not required to fully participate in the CE Program, there may be circumstances that prevent a Member from being able to complete annual CE Program requirements.

Members can request an exemption from the CE Program requirements for the following reasons:

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

Only practicing Members in Good-Standing are eligible to apply for an exemption to the CE Program.

All exemption requests will be reviewed by the Continuing Education Committee, who will provide recommendations to the Board to determine the eligibility for an exemption. Additional information or documentation may be requested. If granted, Members will be notified of how their CE Program requirements will change for the time period requested. If an exemption is not granted, Members will be provided with the reason why the exemption was refused.

**IMPORTANT NOTE:** Exemption requests must be received by the BCSLA office before the end of the current reporting period.

Exemption requests can be made by filling out the form in **Appendix C – Exemption Request Form** and should be submitted electronically to the BCSLA office at [memberservices@bcsla.org](mailto:memberservices@bcsla.org). Members must provide as much detail as possible to outline the duration and reason for a leave.

## REQUIREMENTS

### CREDIT VALUE

Members are advised to first consult **Appendix B – Pre-Assigned Activities**, which outlines Continuing Education (CE) activities with **pre-assigned maximum reportable credit values**. These assigned values take precedence over the general credit calculation method. Only if a CE activity is **not listed in Appendix B** should the standard **1 Hour = 1 Credit** metric be applied.

One CE Credit represents one hour of Structured Training (Category 1), Professional Activities (Category 2), or Personal Development and Community Service (Category 3) that supports the Member's professional competency and personal growth. The minimum reportable credit is 0.25 (15 minutes). For example, a 75-minute CE activity not listed in Appendix B would be recorded as 1.25 credits.

### ANNUAL REQUIREMENTS

Members are required to report the following number of credits on any Reporting Year, according to the categories described in the Reporting Categories section. Credit requirements will be pro-rated for new participants and for those requesting temporary exemptions.

For clarity, Members who have been granted the designation "Life Member" and who are not a Retired Landscape Architect are required to adhere to the CE Program and report the minimum number of CE Credits applicable to their membership category during the Reporting Year.

| MEMBERSHIP CATEGORY                                  | MINIMUM ANNUAL REQUIREMENTS         |
|--|-------------------------------------|
| Registered Landscape Architects (RLAs)               | <b>12 CE Credits</b>                |
| Landscape Architects (LAs)                           | <b>12 CE Credits</b>                |
| Interns  | <b>12 CE Credits</b>                |
| Inactive Members<br>(includes RLA, LAs, and Interns) | <b>6 CE Credits in any Category</b> |
| Retired Landscape Architects                         | Exempt                              |

A reminder to report Continuing Education activities and fulfill the CE Program requirements will be included in the annual Professional Dues invoice.

## REPORTING CATEGORIES

Members are required to earn and report CE Credits to fulfil CE requirements according to the following categories, the purpose of which is to ensure continuous training of Members is aligned with the overarching Continuing Education principles of the BCSLA.

Refer to **Appendix B – Pre-Assigned Activities** for a list of CE activities that have pre-assigned maximum reportable credit values.

| CATEGORY  | CE CREDITS PER YEAR  |
|---|--|
| <b>Category 1</b><br>Structured Education Courses and Training Programs | 8 CE Credits <u>MINIMUM</u> , including: <ul style="list-style-type: none"> <li>• 2 CE Credits <u>MINIMUM</u> on Reconciliation with Indigenous Peoples training, and</li> <li>• 2 CE Credits <u>MINIMUM</u> on Climate Change Adaptation learning.</li> </ul> |
| <b>Category 2</b><br>Professional Activities & Self-directed Learning   | <b>UNLIMITED*</b>  |
| <b>Category 3</b><br>Personal Development and Community Service         | Up to 4 CE Credits <u>MAXIMUM</u>  |

### CATEGORY 1 – STRUCTURED EDUCATION COURSES & TRAINING PROGRAMS

Members may claim CE Credits for the successful completion of **substantive activities in landscape architecture and landscape architecture-related fields** which upgrade their skills. Courses, conferences, seminars, workshops, presentations, lectures 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 eligible for CE Credits under Category 1.

This category includes minimum, mandatory requirements for **Reconciliation with Indigenous Peoples** and **Climate Emergency Adaptation**. Continuing Education 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 CE activities are dedicated towards education associated with Climate Emergency Adaptation. The CE Committee recommends members to also engage in CE activities that address other non-mandatory but important issues such as Accessibility, Equity, Inclusivity or Universal Design.

For an activity to be eligible for CE Credits 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
- The Member can produce proof of attendance,

Or,

- Have been vetted and approved in advance by the BCSLA

Examples:

- University Courses
- Landscape Architect Registration Examination (L.A.R.E.)
- Attendance at the BCSLA Conference
- Structured Lunch & Learn that meet any of the Category 1 Criteria

## **CATEGORY 2 – PROFESSIONAL ACTIVITIES & SELF-DIRECTED LEARNING**

Credits may be claimed for activities undertaken in landscape architecture and landscape architecture-related fields **above and beyond the regular practice of the profession (i.e. salaried)**, such as giving presentations, lectures, the publication of articles, journals or books, literary contributions, and volunteer service to the landscape architecture profession as provided by the 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 on activities that enrich the profession of Landscape Architecture through volunteerism and active participation on landscape architecture related activities.

Examples:

- Volunteering on the BCSLA's Board or a Committee
- Publishing an article related to Landscape Architecture
- Giving a presentation at the BCSLA Conference
- Non-structured Lunch & Learns that do not meet any of the Category 1 Criteria

## **CATEGORY 3 – PERSONAL DEVELOPMENT & COMMUNITY SERVICE**

Personal development and community service activities undertaken in **any related field**, 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 non-governmental organizations (NGOs) 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 CE Credits required.

Examples:

- Volunteer with an NGO
- Coaching
- Community service

## REPORTING (HOW TO REPORT)

The BCSLA Continuing Education Program is honour-based and CE Credits 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 CE Credits are reported as they are acquired.

### CREDIT INPUT GUIDE

All participants 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 hand 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 Reporting Year in the Annual Monitoring and Recognition dropdown menu.
7. Click "View" or "New" to edit/add a CE activity for your desired Category.

Contact the BCSLA office if you need assistance through the reporting process or have any questions or visit <https://www.bcsla.org/>.

### 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 year?***

CE Credits from a previous year can only be edited until March 31 of the following year. You can view your CE Credits from any year at any time.

#### ***Why did the CE system automatically log out?***

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

## MONITORING

Every year the Continuing Education Committee (CEC) will randomly select a number of Members who will be audited. An Audit Form will be distributed to the selected participants, and the form will need to be completed, attached with the appropriate supporting documentation, and returned to the CEC for review within the time specified.

Refer to **Appendix D – Audit Form** for a sample of the form.

Participants who fail a CE audit will be subject to the Compliance procedure defined in the Compliance section of this document.

## WHAT DOCUMENTATION TO KEEP AND PRESENT

Supporting documentation for continuing education activities must be kept by each Member or Intern but does not need to be submitted except if requested during a compliance audit.

Members must keep documentation for a minimum of five years after the end of the Reporting Year in which the activity took place. This documentation must meet a level of detail that demonstrates that the Member or Intern completed the activity they have claimed. These come in a variety of forms, depending on the CE Category.

| Category  | Documentation Examples   |
|---|--|
| <b>Category 1</b><br>Structured Education Courses and Training Programs | <ul style="list-style-type: none"> <li>Receipts and certificates provided by the instructor. E.g., signed attendance receipts, payment receipts, or certificates of completion.</li> <li>Copies of lecture/conference materials, course outlines, agendas, handouts, book covers, articles, or content outlines. For multi-session events, highlight the sessions you attended on the agenda or schedule.</li> <li>If the content of the activity is not apparent by the title, describe how the activity is related to landscape architecture.</li> <li>Exam results</li> </ul> |
| <b>Category 2</b><br>Professional Activities & Self-directed Learning   | <ul style="list-style-type: none"> <li>Supporting documentation of the activity undertaken. E.g., notes from a structured discussion with a colleague, notes from self-study, etc.</li> <li>Meeting minutes from Committee, Design Panels and other Volunteering activities</li> </ul>   |
| <b>Category 3</b><br>Personal Development and Community Service         | <ul style="list-style-type: none"> <li>Supporting documentation of the activity undertaken.</li> <li>Brief description of the activity and its outcome.</li> </ul>   |



## NON-COMPLIANCE

Under the PGA, non-compliance with the CE Program is addressed as an administrative matter. This means that after an appropriate number of notices and reminders, the suspension and/or cancellation of a Member's registration can take place for those who fail to complete CE requirements. This approach to mandatory professional continuing education is a pre-requisite to continued registration and is standard in modern professional regulation. The following outlines the procedure and penalties for CE non-compliance under the BCSLA CE Program, Policy and Procedures.

Members who are required to report CE credits must complete their reporting by December 31st each year. Following the conclusion of the annual reporting period, Staff will provide the Registrar with a summary report of Members' CE Credit Records for review and analysis.

Before the January meeting of the BCSLA Board of Directors, Staff will have:

1. Issued one email reminder, and
2. Issued one phone call to the contact information on file,

For a total of two points of attempted contact with every member who is **CE Deficient**, outlining they have until January 31st to accrue and report CE Credits towards the previous reporting period.

Staff will document on a tracking chart contact dates of all attempted and successful correspondence with CE Deficient Members.

Members are responsible for ensuring that their contact information on file with the BCSLA is current and can update their information anytime by contacting the BCSLA office.

Staff will bring forward to the Board the list of names of those that are **CE Credit Deficient** at the January Board meeting following the end of the reporting period.

As of February 1st, Members remaining credit deficient will be automatically assessed an initial fine of \$500 for Registered Landscape Architects and Landscape Architects, or \$250 for Interns, and will have their names published in the BCSLA e-newsletter and on the BCSLA website as **CE Non-Compliant Members and Interns**.

At the March meeting of the Board, Staff will bring forward a list of remaining CE Non-Compliant Members and Interns with a recommendation that those non-compliant Members and Interns be declared **Not in Good Standing**. At this point they are also subject to a fine equal to a full year of dues at the current annual rate.

Once the CE Non-Compliant Members and Interns have been declared Not in Good Standing a Registered letter and email will be sent to them announcing the decision of the Board. This letter will outline their option to appeal and notify them that their names will be published in the next issue of the e-newsletter.

The updated list of names will be published in the e-newsletter identifying that a 30-day appeal period started at the date of the Board decision to declare those Members and Interns Not in Good Standing.

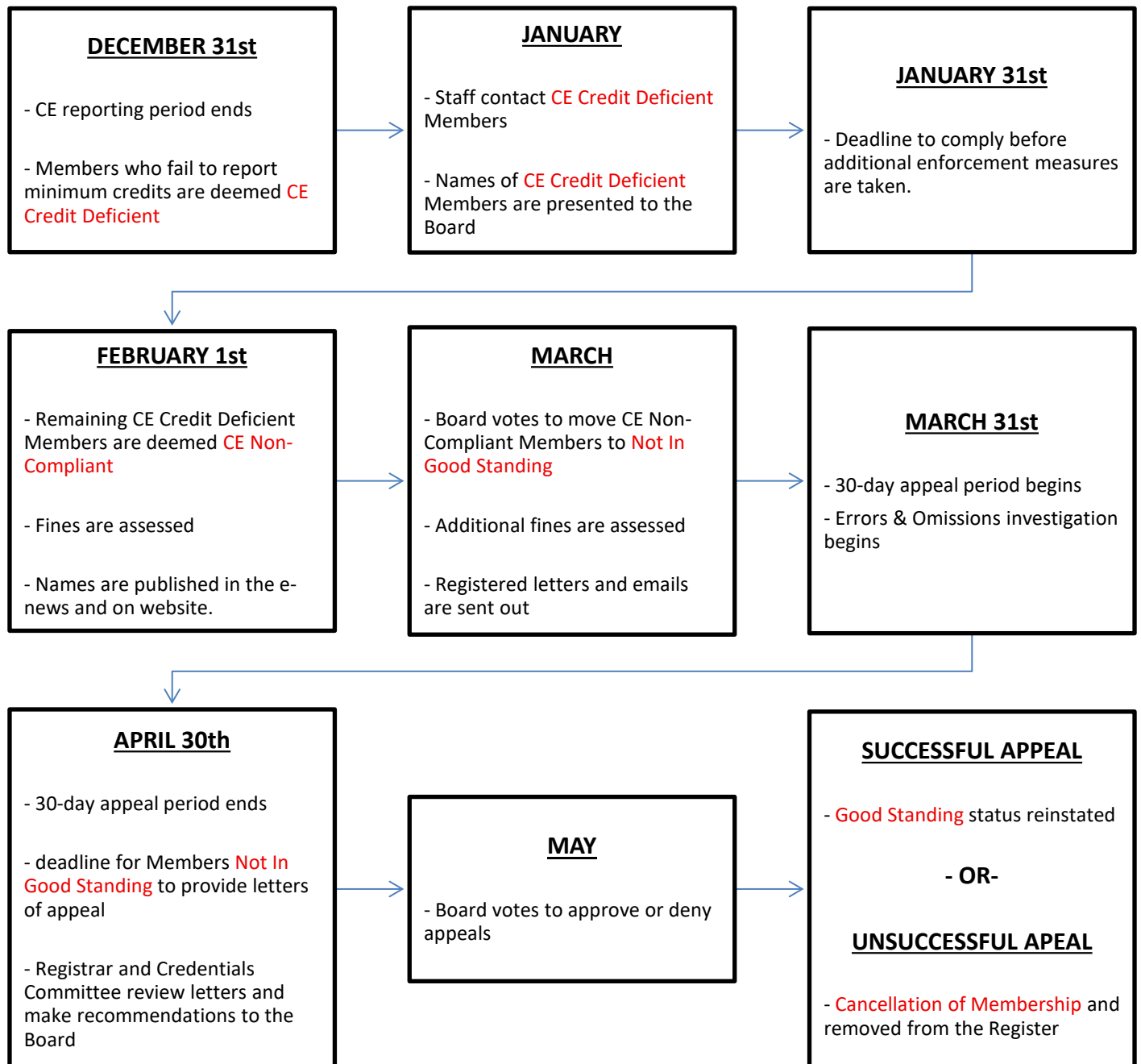
As per the Bylaws, a member declared to be Not in Good Standing, is not entitled to use any applicable professional titles, stamp/seal, or other benefits of Membership in the Society until fully compliant with all conditions, or a formal appeal has been filed, or the Board orders otherwise.

Members Not in Good Standing will be directed to provide a letter of appeal to Staff, addressed to the Registrar and inclusive of the following;

- A case for support as to why they should be reinstated,
- Their commitment to comply with the mandatory Continuing Education Policy,
- Their commitment to pay all fines are owing,
- Any education courses, training programs, professional activities, personal development, community service, examinations, special projects or other items that they participated in, but failed to input for Continuing Education credits for, in the delinquent reporting period, and
- Proposed credits to be claimed for those items.

Staff will forward the letters of appeal to the Registrar for the purpose of review by the Credentials Committee. Following this review, the Credentials Committee will make a recommendation to the Board, who will consider the appropriate response for each member Not in Good Standing.

## OVERVIEW OF NON-COMPLIANCE TIMELINES



## APPENDIX A – FREQUENTLY ASKED QUESTIONS

### ***How many credits am I required to file in one calendar year?***

Active Registered Landscape Architects, Landscape Architects and Interns need to report a minimum of 12 CE Credits, or 6 CE credits if Inactive. Retired Landscape Architects are exempt and not required to report CE activities. Refer to the Annual Requirements section of this document for more information.

### ***When do I need to report my credits?***

All participants must report their credits by the end of the Reporting Year (December 31). Members are advised to report credits as they are accrued rather than wait until the end of the year to file them all at once.

### ***What happens if I don't file my credits on time?***

You will be subject to a fine and deemed non-compliant. Non-compliant Members will have a grace period to accrue and report outstanding credits. Refer to the Non-Compliance section of this document for more information.

### ***How many credits is worth an hour of content?***

The CE Program assigns pre-determined maximum credit values to specific activities listed in Appendix B – Pre-Assigned Activities. For all other activities not included in Appendix B, the CE Program follows a standard calculation of 1 Hour = 1 Credit.

### ***Why are there pre-assigned credit values for activities listed in Appendix B?***

The pre-assigned values are to encourage Members to complete a variety of CE activities in the Reporting Year, rather than fulfill all their requirements by completing just one CE activity.

### ***How many credits can I claim for ADP, BCSLA Committees, LARE exams, etc.?***

The credit values eligible to claim vary depending on the specific activity. Refer to Appendix B – Pre-Assigned Activities for more information.

### ***What are my options while on Parental Leave as a BCSLA Member?***

Participants have the option to request a temporary exemption from the CE Program for parental leaves, or other extenuating circumstances. Refer to the Exemptions section of this document for further information.

### ***Do I need to report CE Credits while on Parental Leave?***

Yes, unless an Exemption was officially requested and approved. Refer to the Exemptions section of this document for further information.

### ***Do Lunch-and-Learns qualify for CE Credits?***

Yes, Lunch and Learns are excellent ways to maintain and advance one's professional expertise. Landscape Architecture-related Lunch-and-Learns that have been vetted by the BCSLA, the CSLA, or an equivalent organization would qualify for Category 1. Lunch-and-Learns that have not been vetted by any equivalent organization would only qualify for Category 2 or Category 3, depending on the topic.

### ***Do I need to report CE Credits as a Life Member?***

Yes, Life Members are required to file the minimum number of CE Credits per year applicable to their membership category. Retired Life Members are exempt from filing CE credits. Refer to the Applicability section of this document for more information.

***Do I need to file my CE Credits before paying my annual professional dues?***

Participants must be compliant at the end of the Reporting Year. As an assurance measure, you are also required to acknowledge your compliance with CE requirements as part of your invoice. Payment can not be processed unless the participant acknowledges compliance. Refer to the Compliance section of this document for further information.

## APPENDIX B – PRE-ASSIGNED ACTIVITIES

This Appendix lists activities for which maximum credit values have been pre-assigned. Members are ineligible to report credits that exceed the maximum pre-assigned value for the activity.

| Activity  | Category | Credits                                       |
|---|----------|---|
| Attendance at the BCSLA, CSLA, ASLA, IFLA or other allied professional association's conferences.                                 | 1        | 2 per full day                                |
| Landscape Architecture Registration Exam (L.A.R.E.)   | 1        | 4 per Section passed,<br>2 per workshop led   |
| University and other post-secondary institutions of higher learning (Programs, Professional Accreditation and Certificates).      | 1        | 4 per course/credential                       |
| Lunch-and-Learns pre-approved by the BCSLA or CSLA  | 1        | 1 per event                                   |
| Lunch-and-Learns not pre-approved by the BCSLA or CSLA<br>(* = category depends on the specifics of the topic)                    | 2 or 3 * | 1 per event                                   |
| Attendance at BCSLA and/or CSLA Annual General Meeting including preparation and participation.                                   | 2        | 1 Maximum per year                            |
| Book published relevant to Landscape Architecture   | 2        | 4 per year, up to<br>8 total per book         |
| Book published relevant to Landscape Architecture - Contributing author or editor.  | 2        | 4 per book                                    |
| Event attendance as a representative to a government or agency; advisory group or committee; or another professional association. | 2        | 1 per event attendance                        |
| Guest critic at a school or related college.  | 2        | 1 per session                                 |
| Lecture presentation as speaker at any of the above conferences.  | 2        | 4 per lecture                                 |
| Reading a book/article on landscape architecture.   | 2        | 2 per book<br>1 per article                   |
| Service on a BCSLA or CSLA committee, task force, working group, panel, etc.  | 2        | Chair – 4 per year<br>Member – 2 per year     |
| Service on a BCSLA or CSLA Municipal task force, Design Panel, or similar committee.  | 2        | Chair – 4 per year<br>Member – 2 per year     |
| Service on a Board such as the BCSLA, CSLA, IFLA or other affiliated professional associations.                                   | 2        | Executive – 4 per year<br>Member – 2 per year |
| Summary presentation to peers and colleagues on Landscape Architecture topics.  | 2        | 1 per event                                   |
| Technical or research articles, position papers, editorials, reviews, etc. as sole author.  | 2        | 2 as the sole author<br>1 as co-author        |
| Volunteer participation in Landscape Architecture visioning projects, planning workshops, design charrettes, etc.                 | 2        | 1 per event                                   |

| Activity  | Category | Credits                |
|---|----------|------------------------|
| Event attendance as a representative to a community working group, NGO, or other community volunteer initiatives. | 3        | 1 per event attendance |

## APPENDIX C – EXEMPTION REQUEST FORM

### MEMBER INFORMATION

Full Name: \_\_\_\_\_  
BCSLA Member #: \_\_\_\_\_  
Registration Category: \_\_\_\_\_  
Occupational Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

### EXEMPTION INFORMATION

1) Reason for Absence from Practice (choose one):

Parental Leave

Medical Leave

Compassionate Care Leave

Other; please describe the reason below:

\_\_\_\_\_

2) Will you be doing any professional landscape architecture work in BC while you are on leave? Yes No

If you will be working while on leave, please describe how many hours you will be working and the type of work you will be undertaking: \_\_\_\_\_  
\_\_\_\_\_

3) How long will you be absent from practice?

6-12 Months

13-18 Months

19-24 Months

More than 2 Years

Start Date of Leave: \_\_\_\_\_ End Date of Leave: \_\_\_\_\_

4) Which CE period are you requesting an exemption from the reporting requirements? (choose one):

This current reporting period ending Dec 31st

The next reporting period starting Jan 1st

5) Have you previously applied for an exemption within the last three years?

Yes

No

### DECLARATION

I hereby declare that the information presented above is true to the best of my knowledge and that I have not withheld any information that may have a bearing upon the consideration of this application. I understand that an approved exemption only impacts my requirements under the Continuing Education Program and will not be extended to other regulatory requirements such as annual billing.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Once complete, please submit the exemption request form to [memberservices@bcsla.org](mailto:memberservices@bcsla.org) or by mail to #450, 355 Burrard Street, Vancouver, BC, V6C 2G8.

Additional documentation supporting your exemption request can be included as an attachment to this form.



## APPENDIX D – AUDIT FORM

This form has been circulated to you because you are being audited for your CE activities for the reporting year of 2015. Please submit this form to the BCSLA office by December 31 to verify your CE activities along with any details (use multiple forms and separate sheet of paper for details if necessary). For more information, please visit <https://www.bcsla.org/> or contact the BCSLA office.

### MEMBER INFORMATION

Full Name: \_\_\_\_\_  
 BCSLA Member #: \_\_\_\_\_  
 Registration Category: \_\_\_\_\_  
 Occupational Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

### CONTINUING EDUCATION ACTIVITIES

| DATE | TITLE OF ACTIVITY | ORGANIZER OF ACTIVITY | CATEGORY | CREDITS |
|------|-------------------|-----------------------|----------|---------|
|      |                   |                       |          |         |
|      |                   |                       |          |         |
|      |                   |                       |          |         |
|      |                   |                       |          |         |
|      |                   |                       |          |         |
|      |                   |                       |          |         |

I verify that the information provided on this form and in any supporting document(s) is accurate and true and that the activities outlined were undertaken during the Reporting Period or Grace Period.

\_\_\_\_\_  
 Name (please print):

\_\_\_\_\_  
 Date:

Signature: \_\_\_\_\_

Please return completed form along with any necessary documents to the BCSLA office by email to [office@bcsla.org](mailto:office@bcsla.org) or by mail to #450, 355 Burrard Street, Vancouver, BC, V6C 2G8. You may use additional forms if necessary. Keep a copy of the completed form for your own records.

## APPENDIX C – EXEMPTION REQUEST FORM

### MEMBER INFORMATION

Full Name: \_\_\_\_\_  
BCSLA Member #: \_\_\_\_\_  
Registration Category: \_\_\_\_\_  
Occupational Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

### EXEMPTION INFORMATION

1) Reason for Absence from Practice (choose one):

Parental Leave

Medical Leave

Compassionate Care Leave

Other; please describe the reason below:

\_\_\_\_\_

2) Will you be doing any professional landscape architecture work in BC while you are on leave? Yes No

If you will be working while on leave, please describe how many hours you will be working and the type of work you will be undertaking: \_\_\_\_\_  
\_\_\_\_\_

3) How long will you be absent from practice?

6-12 Months

13-18 Months

19-24 Months

More than 2 Years

Start Date of Leave: \_\_\_\_\_ End Date of Leave: \_\_\_\_\_

4) Which CE period are you requesting an exemption from the reporting requirements? (choose one):

This current reporting period ending Dec 31st

The next reporting period starting Jan 1st

5) Have you previously applied for an exemption within the last three years?

Yes

No

### DECLARATION

I hereby declare that the information presented above is true to the best of my knowledge and that I have not withheld any information that may have a bearing upon the consideration of this application. I understand that an approved exemption only impacts my requirements under the Continuing Education Program and will not be extended to other regulatory requirements such as annual billing.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Once complete, please submit the exemption request form to [memberservices@bcsla.org](mailto:memberservices@bcsla.org) or by mail to #450, 355 Burrard Street, Vancouver, BC, V6C 2G8.

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### MEMBER INFORMATION

Full Name: \_\_\_\_\_  
 BCSLA Member #: \_\_\_\_\_  
 Registration Category: \_\_\_\_\_  
 Occupational Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

### CONTINUING EDUCATION ACTIVITIES

| DATE | TITLE OF ACTIVITY | ORGANIZER OF ACTIVITY | CATEGORY | CREDITS |
|------|-------------------|-----------------------|----------|---------|
|      |                   |                       |          |         |
|      |                   |                       |          |         |
|      |                   |                       |          |         |
|      |                   |                       |          |         |
|      |                   |                       |          |         |
|      |                   |                       |          |         |

I verify that the information provided on this form and in any supporting document(s) is accurate and true and that the activities outlined were undertaken during the Reporting Period or Grace Period.

\_\_\_\_\_  
 Name (please print):

\_\_\_\_\_  
 Date:

Signature: \_\_\_\_\_

Please return completed form along with any necessary documents to the BCSLA office by email to [office@bcsla.org](mailto:office@bcsla.org) or by mail to #450, 355 Burrard Street, Vancouver, BC, V6C 2G8. You may use additional forms if necessary. Keep a copy of the completed form for your own records.