

Policy for Continuing Education Annual Non-Compliant Members

The Continuing Education Committee (CEC) will bring forward to the Board of Directors (BOD) a list of names of those that are CE Credit Deficient at the March Board meeting following the end of the reporting period. This will allow Board members and BCSLA staff to personally contact individuals on that list to encourage them to comply with the mandatory Continuing Education Policy. Registered letters and emails will be sent to those individuals on the list advising them of the fine owing and need to comply with the Continuing Education (CE) Policy.

Staff will document on a tracking chart all contact dates of letter, emails and phone calls for easy reference. BOD members who contact CE Non-Compliant individuals shall copy the BCSLA office on all contacts so these points can also be documented

In June of that year, those remaining CE Credit Deficient will have their names published in the Friday File as CE Non-Compliant members.

At the August meeting of the BOD, the CEC will bring forward a list of remaining CE non-compliant members with a recommendation that those non-compliant members be declared Members Not in Good Standing. At this point they are also subject to a \$250 fine.

Once the Continuing Education Non-Compliant members have been declared Members Not in Good Standing a Registered letter and email will be sent to those members the following day identifying the decision of the Board of Directors and highlighting that the following Friday their names will be published in the Friday File.

Any errors or omissions identified by the delinquent members will be promptly investigated and corrected by staff prior to the names being published in the Friday File.

The updated list of names will be published in the Friday File identifying that a 30 day appeal period started at the date of the BOD decision to declare those members Not in Good Standing.

As per section 1.61 of the Bylaws, a member declared to be Not in Good Standing, is not entitled to use the title, stamp, or other benefits of Membership in the Society until fully complying with all conditions, or a formal appeal has been filed, or the Board orders otherwise.

The members Not in Good Standing will be directed to provide a written letter of appeal addressed to the Registrar identifying why they should be reinstated, a commitment to comply with the mandatory Continuing Education Policy, a commitment to pay whatever fines are owing, and the identification of those 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, in the delinquent reporting period and the proposed credits to be claimed for those items.

The Registrar will assemble the various letters of appeal and forward to the Credentials Committee for review and recommendation to the Board of Directors who will consider the appropriate response for each member Not in Good Standing.