



BCSLA CONTINUING EDUCATION (CE) MONITORING AND REPORTING

All BCSLA Registered Landscape Architects, Inactive Landscape Architects, Landscape Architects, and Interns must report CE credits to the BCSLA office using the online system (CE Annual Reporting Form CE01) within any given three-year CE reporting cycle. As per BCSLA Policy CE-11P:

- All Members and Interns are required to collect and report a total of thirty (30) Continuing Education (CE) credits in a given period of three consecutive years.
- Inactive Landscape Architects must collect a total of fifteen (15) credits in a given period of three consecutive years.

There is a three-month grace period following any three-year reporting cycle in which back-credits may be reported online (January 1 to March 31 following the reporting period). This constitutes the Mandatory Continuing Education program for the BCSLA. Regardless of any notifications from the BCSLA, it is up to the individual to ensure that their CE Credits are up to date. The CE Policy and online CE reporting system is available at www.bcsla.org.

NON-COMPLIANCE PROCEDURES AND PENALTIES

1. CE Credit Deficient

Those who have not submitted the required CE Credits for any given three-year reporting period, and/or has not demonstrated 100% compliance with the policy credit requirements, will have their name recorded on the "CE Credit Deficient List", which will be forwarded to both the CE Committee and the BCSLA Board of Directors on March 31 following the three-year CE reporting period.

Those who are identified as "**Credit Deficient**" will receive written notification from the BCSLA identifying the details of the deficiency on March 31 following the CE reporting period.

- A copy of this "Credit Deficient" notification will be placed on their file.
- A fine of \$100 will be assessed and payable immediately to "BCSLA" upon receipt. (No HST is payable as this is a recovery cost and not an administration fee for service.)
- "Credit Deficient" individuals must report their deficient CE Credits using the CE Credit Deficient Report Form and submit the report to the BCSLA office by December 31 following the "CE Credit Deficient" period.
- CE credit requirements in the new three-year reporting period must also be met. (Credits may be used towards one reporting period only).

2. CE Non-Compliant

The BCSLA CE Committee will review CE Credit Deficient Reports at the end of the year following the credit deficient three-year reporting period and those who are still "credit deficient" will be deemed as "**CE Non-Compliant**".

Written notification from the BCSLA will be sent to those who are "CE Non-Compliant" on December 31 following the deficient three-year reporting period.

- A copy of this "CE Non-Compliant" notification will be placed on their file.
- A further fine of \$250 will be assessed and payable immediately to "BCSLA" upon receipt. (No HST is payable as this is a recovery cost and not an administration fee for service.)
- In addition to being notified of "CE Non-Compliant" status and fine, advisement that further disciplinary action may be taken after December 31 following the "credit deficient" three-year reporting period, which may lead to "**Member Not In Good Standing**" status as per Bylaw 1.18

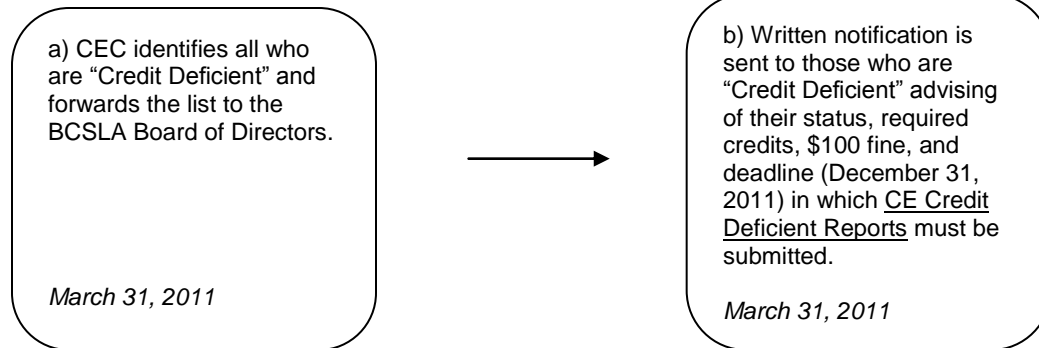
3. Member Not in Good Standing

- The BCSLA Board of Directors, at their sole discretion, may make a decision to proceed with the process to revoke any BCSLA status. Cancellation will come into effect immediately with no reimbursement of fines or fees as per BCSLA Bylaw 2.49.

NON-COMPLIANCE PROCEDURES AND PENALTIES

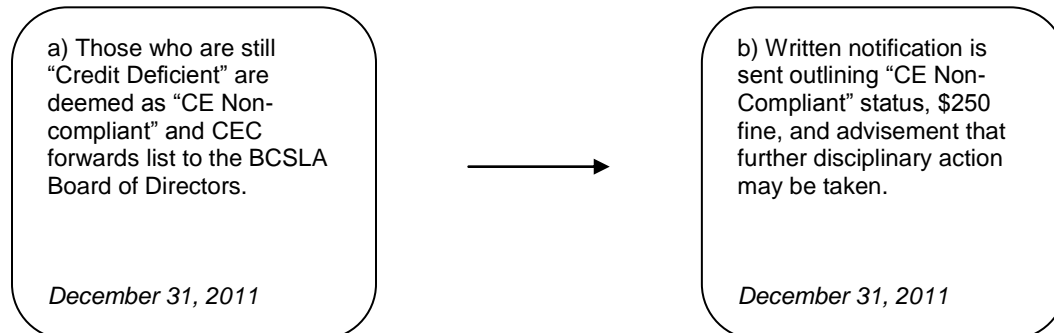
At the end of each three-year reporting period, the total number of CE credits is reviewed by the Continuing Education Committee (CEC) for compliance. The following outlines the procedure to be followed if a Member or Intern is found to be "credit deficient":

1. "Credit Deficient"



"Credit Deficient" individuals must report their deficient CE Credits using the CE Credit Deficient Report Form and submit the report to the BCSLA office by December 31 following the "CE Credit Deficient" period. CE credit requirements in the new three-year reporting period must also be met.

2. "CE Non-Compliant"



Those who are "Non-compliant" will be advised of further disciplinary action, which may lead to becoming a "Member Not in Good Standing".

3. "Member Not in Good Standing", Appeals, Cancellation of Membership

