

## 2017-2018-2019 MANDATORY CONTINUING EDUCATION POLICY

### Revised November 23, 2018

#### Introduction

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:

#### **The Architects (Landscape) Act, Section 11, RSBC 1996**

Revised 1996, Section 11, Objects a, b, c and d. –

- 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 per the BCSLA Bylaws, the Continuing Education Committee will refer individuals who do not meet the minimum Continuing Education requirements for review by the Board of Directors who will make a recommendation.

It is important for the BCSLA to maintain a cumulative record of these CE initiatives that will support its ongoing public visibility and advocacy campaigns. CE Credits for each year are recommended to be reported on the BCSLA online system as they are acquired or by December 31 of each year.

#### Requirements

BCSLA Registered Landscape Architects, Landscape Architects, and Interns are required to report a minimum of 30 CE Credits over a three-year reporting period. New Members will be required to submit credits on a pro-rated basis. Inactive Landscape Architects are required to report a minimum 15 CE Credits over a three-year reporting period. Retired Landscape Architects are excused from the CE Program. Special consideration to waive the CE requirement is reviewed on a case by case basis.

**Note:** Each Member is obligated to exercise their judgment to determine what constitutes as landscape architecture and landscape architecture-related activities. At the end of each three-year reporting period, the Continuing Education Committee will review CE Annual Reporting Forms to prepare a statistical analysis and review at random, a number of Reporting Forms to verify the CE Credits claimed.

#### Reporting, Monitoring and Compliance

To maintain the criteria for Membership within the Society, all Members must regularly monitor and report their Continuing Education activities using the CE Annual Reporting Form through the online process; refer to the **CE Input Guide** for instructions. The CE Annual Reporting Form will be reviewed for CE Policy compliance. Refer to **Schedule A** for details of procedure and penalty structure for individuals who are found to be CE Non-Compliant. Special consideration for Members will be reviewed on a case-by-case basis; please contact the BCSLA office.

## Credit Categories

### 1. Work Experience Credits

BCSLA Members receive credit for employment in the field of landscape architecture or a closely related field which may include: management; policy; administrative or coordinating roles; consulting; research; or teaching. **A maximum of 1.5 CE Credits can be reported for this category annually.**

<i>Credits</i>	<i>Activity</i>
0.25	Per 300 hours employment <sup>1</sup> where typically 300 hours = 2 months of full time, or 35 to 40 hours per week. Maximum credit for annual work experience = 1.5 credits

### 2. Education Courses and Training Programs

Members may claim credits for successful completion of substantive courses in landscape architecture and landscape architecture-related fields and programs which upgrade their skills. Courses and programs offered by any landscape architectural organization (e.g. BCSLA, CSLA, CELA, ASLA, CLARB, IFLA, and/or other relevant professional societies or private sector delivery agencies) are eligible for CE Credits. **A maximum of 20 credits can be reported for this category.**

<i>Credits</i>	<i>Activity</i>
4	Full attendance at the BCSLA Conference and Annual General Meeting (2 per each day of attendance).
1	Attendance at BCSLA Annual General Meeting including preparation and participation.
2	Per 6 contact hours or full day attendance at CSLA, ASLA, and IFLA congresses or conferences, seminars, or workshops offered by an allied association or organization
0.5	Per summary of presentation or lecture for other BCSLA Members (who were unable to attend) in a comprehensive review, in addition to CE credit claimed for attendance.
Varies by Contact Hours	Lectures offered by the BCSLA CE Committee or other allied associations on a landscape architecture-related topic to a maximum of 5 credits based on 0.5 credits per hour of activity
Varies by Contact Hours	Self-directed study (e.g. reading a book/article on landscape architecture, webinars, taking an on-line tutorial, lunch and learns, etc.), to a maximum of 4 credits based on 0.25 credits per hour of activity
Varies by Contact Hours	Visioning projects (e.g. design or planning workshops, charrettes) varying by project. 1 credit per day (4 hours minimum attendance), to a maximum of 6 credits. Please consult with the CE Committee Chair if unsure.
Varies by Contact Hours	University Courses for full credit or audit (including MOOC courses), to a maximum of 6 credits. <sup>2</sup>

<sup>1</sup> 12-month full-time employment = 1.5 credits OR 12 months part-time (15-20 hours/week) = 0.75 - 1 credit

<sup>2</sup> 12-week course with 3 hours per week = 36 contact hours for 6 credits OR 3-day training program with 6 contact hours each day = 18 contact hours for 3 credits

**2017-208-2019 BCSLA Continuing Education Policy  
Credit Categories (continued)**

**3. Professional Activities**

Credits may be claimed for activities undertaken in **landscape architecture and landscape architecture-related fields** (see Architects (Landscape) Act, Section 11, RSBC 1996, Objects b and c) such as conferences, seminars, workshops, presentations, lectures, literary contributions, and service to the landscape architecture profession provided by BCSLA, CSLA, CELA, ASLA, CLARB, IFLA etc., educational institutions, or private sector delivery agencies. **Maximum of 20 credits can be reported for this category.**

Service

<i>Credits</i>	<i>Activity</i>
5	Per year service on a board such as BCSLA, or CSLA, as a BCSLA representative.
4	Per year service as BCSLA or CSLA committee chair.
2	Per year service as BCSLA or CSLA committee member.
2	Per year service on a working group, task force, panel, committee (e.g. CELA, ASLA, CLARB, IFLA).
4	Per year service on a BCSLA or CSLA Municipal task force, Design Panel, Environmental Group, or similar committee.
0.5	Per event (i.e. Conference, Social Events, CE Events, etc.) as a BCSLA or CSLA volunteer.
0.5	Per meeting attended to a maximum of 4 credits per year as a representative to a government or other association or agency; advisory group or committee; or to another professional association.

Teaching / Writing

These professional activities are over and above responsibilities to employment and contribute to the body of knowledge and appreciation for the art and science of landscape architecture. Research reports and papers prepared in the course of employment are eligible for CE credits when modified and published in another forum.

<i>Credits</i>	<i>Activity</i>
10	Book published.
5	Contributing author or editor.
4	Technical or research article as sole author.
1	Per day guest critic at a landscape architecture school, or related college.
2	Per presentation or lecture to fellow professionals, colleagues, or students, and to the public.
2	Position paper or opinion/editorial submission.
1	Written review (independent of employment).
1	Mentoring a BCSLA Intern or Student. 1 credit per review (to a maximum of 5 credits).

**2017-2018-2019 BCSLA Continuing Education Policy**  
**Credit Categories continued**

**4. Personal Development and Community Service**

Personal development activities undertaken in **any related field**, consistent with the Bylaws and Standards of the BCSLA, that allows a member to gain personal skills, confidence, and leadership experience such as: public speaking, writing and publishing, media outreach, leadership roles, networking clubs, and volunteering with NGO or community service clubs. **A maximum 10 credits can be reported for this category.**

<i>Credits</i>	<i>Activity</i>
5	Book published.
2	Contributing author or editor.
2	Technical or research article as sole author.
1	Per day guest critic at a school or related college.
1	Per presentation or lecture to fellow professionals, colleagues, students, and to the public.
1	Position paper or opinion/editorial submission.
0.5	Per meeting attended to a maximum of 4 credits per year as a representative to a community working group, NGO, or other community volunteer initiatives.
0.5	Written review.

**5. Examination**

For any section of the LARE passed during the reporting period.

<i>Credits</i>	<i>Activity</i>
5	Section 1 – Project Construction and Administration.
5	Section 2 – Inventory and Analysis.
5	Section 3 – Design.
5	Section 4 – Construction Documentation.
5	Leading a LARE Workshop.
0.5	Intern participation in a LARE Workshop.

**Continuing Education Program Agreement**

The AALA, BCSLA and OALA have agreed in principle to collaborate to reduce member friction related to Continuing Education (CE) Program requirements.

**File Once Get up to Three**

Starting with 2018 submissions, Members that hold membership in multiple provinces (currently AB, BC and ON only) will only be required to file their CE credits in the province that they pay CSLA Dues through. Each Component receiving CE credits will advise the others when submissions are received and approved and that will suffice for the alternate jurisdictions.

**NOTE:** For BCSLA Members choosing to file in AB or ON you will be required to update your account annually with BC/ON to maintain good standing in AB.

*For example:* If you pay your CSLA dues when you renew in Alberta, you will be **REQUIRED** to file CE in AB. Once AALA have received and approved the submission, AALA will confirm by e-mail to BCSLA so that we can mark you in good standing.

**Audits:** As always, any Component may request an audit of your submission and you will be required to comply with an Audit request from any Component.

*For example:* If you file CE in BC and are a member in Alberta, and Alberta requests that BCSLA Audit your CE submission, the BCSLA will undertake an audit and advise AALA whether or not you are compliant within program guidelines.