

# 2017-2018-2019 CONTINUING EDUCATION (CE) MONITORING AND REPORTING SCHEDULE A

This document provides information on the mandatory BCSLA Continuing Education Program reporting and compliance schedule as per BCSLA Policy CE-17P. Regardless of any notifications from the BCSLA, the individual's responsibility to ensure that their CE Credits are up to date. For further information, please visit <a href="https://www.bcsla.org/links/continuing-education-resources">https://www.bcsla.org/links/continuing-education-resources</a>.

# Reporting Method

All BCSLA Registered Landscape Architects, Landscape Architects, Inactive Landscape Architects, and BCSLA Interns must submit CE credits to the BCSLA office using the online CE Form by logging in at <a href="https://www.bcsla.org">www.bcsla.org</a>.

## **Minimum Requirements**

Membership Type	Minimum CE Credits/Three-Year Reporting Period
<ul><li>Registered Landscape Architect</li><li>Landscape Architect</li></ul>	30
<ul><li>Intern</li></ul>	
Inactive Landscape Architect	15

### **Grace Period**

Individuals have until March 31 following the end of a three-year CE reporting cycle to submit their CE Credits. (E.g. January 1 to March 31, 2014 grace period to submit CE Credits for 2011-2012-2013 CE reporting period.)

#### **Procedure and Penalties for Non-Compliance**

Following the end of a three-year CE reporting period, the Continuing Education Committee (CEC) and Board of Directors review member files for minimum CE requirement compliance. The following outlines the procedure and penalties for CE non-compliance.

## 1. CE Credit Deficient - March 31

a) CEC identifies those
 who have not met the
 minimum CE
 requirement as
 "Credit Deficient" and
 forwards the list to
 the BCSLA Board of
 Directors.

 b) Written notification is sent to those who are CE Credit Deficient outlining:

CE Deficient status

- Number of CE Credits remaining deficient.
- \$100 fine payable immediately.
- <u>CE Credit Deficient Report</u> must be submitted by December 31.\*
- Copy of letter placed in file.

\*CE credit requirements in the new three-year reporting period must also be met. Credits may be used towards one reporting period only.

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## 2. CE Non-Compliant - December 31

 a) CEC identifies those who have not brought their CE Deficient file up to date as "CE Non-Compliant" and forwards list to the BCSLA Board of Directors.

- b) Written notification is sent to those who are CE Non-Compliant outlining:
  - CE Non-Compliant status.
  - \$250 fine payable immediately.
  - Number of CE Credits remaining deficient.
  - Advisement that further disciplinary action may be taken after December 31.\*\*

## 3. Member Not in Good Standing, Appeals, and Cancellation of Membership - After December 31

b) Appeal a) Board of Directors vote to • Successful appeal of "Member move those with "CE Non-Not in Good Standing" status. Compliant" status to • Unsuccessful appeal, see 3c) "Member Not in Good and refer to BCSLA Bylaw 1.18. Standing" status. Board of Directors may make a decision to proceed with the process to revoke any BCSLA status at their sole discretion. c) Cancellation of Membership Procedure as per BCSLA Bylaw 1.18 which may lead to cancellation of BCSLA status. Cancellation of membership will be effective immediately with no reimbursement of fees or fines as per BCSLA Bylaw 2.49.

<sup>\*\*</sup>Further disciplinary action may lead to "Member Not in Good Standing" status as per BCSLA Bylaw 1.18