

## 2014-2015-2016 MANDATORY CONTINUING EDUCATION POLICY

### 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:** The onus is on each Member to exercise his/her judgment to determine what constitutes as landscape architecture and landscape architecture-related activities. The Continuing Education Committee will review CE Annual Reporting Forms<sup>2</sup> 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 3 CE Credits can be reported for this category.**

<i>Credits</i>	<i>Activity</i>
0.25	Per 150 hours employment <sup>3</sup> where typically 150 hours = 1 months of full time 35 to 40 hours per week.

### 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, 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.
1	Attendance at BCSLA Annual General Meeting including preparation and participation.
2	Per 6 contact hours or full contact day where a full contact day of 6 hours attendance at BCSLA, or CSLA or IFLA conference, seminars, or workshop presented by an allied association or organization (assumes 6 contact hours <sup>4</sup> ).
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	Self-directed study (e.g. reading a book/article on landscape architecture, webinars, taking an on-line tutorial, attending lectures, etc.), to a maximum of 4 credits.
Varies by Contact Hours	Visioning projects (e.g. charette) are eligible for CE Credits which varies with project, to a maximum of 4 4 credits. Please consult with the CE Committee Chair.
Varies by Contact Hours	University Courses, to a maximum of 4 credits: Full Credit Audit

### 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, 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.
5	Per year service as a CSLA volunteer.
4	Per year service as committee chair.
4	Per year service on a BCSLA or CSLA Municipal task force, Design Panel, Environmental Group, or similar committee.
0.5	Per meeting attended to a maximum of 4 per year service 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.
2	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).
0.5	Mentoring a BCSLA Intern or Student. 0.5 credit per review. (Varies by contact hours to a maximum of 4 credits).

**4. Personal Development**

Personal development activities undertaken in **non-landscape architecture related fields** consistent with the Bylaws and Standards of the BCSLA such as: public speaking groups, leadership roles, networking clubs, and community service clubs. **A maximum 20 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	Contributing editor.
1	Position paper or opinion/editorial submission.
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.

<sup>3</sup> 12-month full-time employment = 3 credits OR 12 months part-time (15-20 hours/week) = 1.5 credits

<sup>4</sup> 12-week course with 3 hours per week = 36 contact hours OR credits or 3-day training program with 6 contact hours each day = 18 contact hours = 6 credits