

# Continuing Education Professional Development Requirements

**The NWTAA's Continuing Education Mandatory Learning was developed in response to the profession's recognition of its own needs and to give the public the assurance that licensed professionals, with exclusive statutory rights to practice, remain current with contemporary technology, business practices, methods and materials of their profession.**

## WHO MUST COMPLY

All Architects/Restricted Practitioners (registered members) must participate and satisfy the Continuing Education requirements. Each member must accept the obligation and the need to further their education as an architect/restricted practitioner in order to maintain active registration status.

## LEARNING HOURS

Learning Hours are the means by which Continuing Education credits are measured and recorded. A Learning Hour (credit) is one full hour (60 minutes), including health breaks, of approved educational activity (e.g. a three-hour session earns 3 Learning Hours).

## CONTINUING EDUCATION REPORTING CYCLE

The reporting periods are twenty four months long, beginning July 1<sup>st</sup> of even numbered years and concluding June 30<sup>th</sup> of the second year. The national harmonization two year cycle began July 1, 2012.

Learning Hours must be reported in the reporting period in which they are earned. Therefore, Learning Hours earned in prior reporting periods but reported in a current reporting period will be deemed backdating and will not be accepted.

## LEARNING HOUR CATEGORIES AND REQUIREMENTS

All Learning Hours are categorized as either *Structured Learning Hours* or *Unstructured Learning Hours*, depending on the educational category. Activities may be completed through individual or group learning. Normal business/practice activities carried out on a day to day basis by members of the NWTAA do not qualify as Learning Hours.

Members designating the NWTAA as the primary reporting jurisdiction must satisfy the requirement for each two year continuing education period by obtaining a minimum of:

- 70 Hours in total (minimum 25 Hours of *Structured Learning*, while the other 45 hours may be earned in the *Structured Learning* or the *Unstructured Learning Categories*).

All Learning Hours in any reporting period may be obtained in the *Structured Categories*.

Members designating an alternative jurisdiction for primary reporting of Continuing Education requirements must only comply with their primary jurisdiction hours.

### Structured Learning

*Structured Categories* are organized educational sessions that deal with a specific matter related to architecture or the business of architecture. All *Structured* activities require some form of evidence of participation that must be maintained by the member in case of a Continuing Education audit (such as a certificate or letter of participation from the provider). The acceptable activities are listed on the attached *Continuing Education Activities Allocation Chart* and must relate to at least one of the following subject matters:

- Architectural Culture
- Building Technology
- Environment and Energy
- Legal Issues and Legislation related to Architectural Practice and the Construction Industry
- Planning and Design
- Practice of architecture and Business Management
- Project Management

### Unstructured categories

*Unstructured Categories* are activities that a member may perform in a professional capacity outside of the professional *Structured Categories*. Proof of completion is not required when reporting the *Unstructured Categories*. The acceptable categories, with descriptors, are listed on the attached *Continuing Education Activities Allocation Chart* (page 5) with the maximum hours (credits) allowed under each category.

All learning activities must be a minimum of one hour in length (for both categories of learning).

## REPORTING LEARNING HOURS

### Spreadsheet Reporting System

Members designating the NWTAA as the primary reporting jurisdiction must self-report their *Structured and Unstructured* directly to the NWTAA Executive Director using the spreadsheet provided. For assistance contact the NWTAA.

### Equivalency

The NWTAA will grant equivalency to Members who have designated an alternative jurisdiction for primary reporting of Continuing Education, no matter whether that jurisdiction has the same requirements or different requirements. At the end of each reporting period, the NWTAA Administrator will contact the relevant jurisdiction directly, for verification of the member's compliance with the requirements of the primary jurisdiction they identified.

Non-compliance in the reporting jurisdiction will automatically transfer to non-compliance with the NWTAA and consequences for non-compliance will apply.

## HOURS EARNED IN OTHER ARCHITECTURAL JURISDICTIONS

Members may report Learning Hours for educational activities acquired and accepted in other recognized architectural jurisdictions. The NWTAA supports inter-jurisdictional continuing education reciprocity and will normally accept the Learning Hours.

Since there may be differences between systems (e.g. regarding what are Structured/Core and Unstructured/Self-directed Learning Hours, assigning amount of credit, reporting periods) it is the responsibility of the NWTAA member to report the Learning Hours in accordance with their primary jurisdiction.

## PRO-RATED LEARNING HOUR REQUIREMENTS

For new members who are admitted at any time during the course of the first year of a two year continuing education period 50% of the two year requirement is waived.

For new members who are admitted at any time during the course of the second year of a two year continuing education period the entire two year requirement is waived.

## VERIFICATION OF LEARNING HOURS

For Members designating the NWTAA as the primary reporting jurisdiction, the Learning Hour submissions using the Continuing Education Report and assigned OneDrive Folder will typically be accepted in good faith with occasional audits and evaluations performed by the Continuing Education Committee members. Any NWTAA Continuing Education audit will be conducted no later than the year following the close of the cycle being audited.

Members designating an alternative jurisdiction for primary reporting of Continuing Education requirements must only comply with their primary jurisdiction.

## CONTINUING EDUCATION RECORD RETENTION

Members designating the NWTAA as the primary reporting jurisdiction must retain records for a period of two years after the cycle is closed. The member could be required to provide evidence of structured learning activities.

Members designating an alternative jurisdiction for primary reporting of Continuing Education requirements must only comply with their primary jurisdiction.

## EXCESS AND CARRY FORWARD LEARNING HOURS

Members designating the NWTAA as the primary reporting jurisdiction are permitted to carry forward a maximum of 10 *Structured* Hours and a maximum of 20 *Unstructured* Hours that are in excess of the required credits needed in a given reporting period. Provided that the excess hours comply with all criteria. Learning Hours beyond those permitted cannot be carried forward and will be deemed to have 'expired'. The intent is to reinforce the value and establish the discipline of ongoing education and the acquisition of current activities.

Members designating an alternative jurisdiction for primary reporting of Continuing Education requirements must only comply with their primary jurisdiction.

## CONTINUING EDUCATION REGARDING REAPPLICATION AND REINSTATEMENT FOR MEMBERSHIP

In order to be eligible for reapplication, the individual must first complete any outstanding continuing education requirements for the last Continuing Education Cycle in which they were a registered architect.

- If a member left a cycle between July 1 and December 31 of the given cycle, the member is not required to complete any requirements for that particular cycle prior to being eligible for reapplication or reinstatement. (0 hours).
- If a member left a cycle between January 1 and December 31 of the odd year of a given cycle, the member must complete half of the requirements for that cycle prior to being eligible for reapplication or reinstatement (35 hours).

- If a member left a cycle between January 1 and June 30 of the final year of a given cycle, the member must complete all of the requirements for that cycle before being eligible for reapplication or reinstatement (70 hours) and will be subject to the full cycle requirements (70 hours) on July 1, at the start of a new cycle.

## MEMBER UNDER SUSPENSION

Any individual whose licence is suspended will be subject to the full Continuing Education Requirements for the cycle(s) in which the suspension is in effect.

## CONTINUING EDUCATION EXCEPTIONS/EXEMPTIONS

Applications for exemptions for medical and extraordinary circumstances will be reviewed on an individual basis. Otherwise, all members must participate and satisfy the requirements. (Note: being on maternal or paternal leave does not inherently warrant an exemption to the Continuing Education Rules and their compliance. A member may, however, apply for an extension on medical grounds under extraordinary circumstances in the case of maternal or paternal leave accompanied by supporting documentation and a physician's letter.)

## CONSEQUENCES FOR NON-COMPLIANCE

The NWTAA Council has determined the penalties for non-compliance of General Bylaws Part 17 as follows:

- Members who do not complete and/or report the required number of 70 total Learning Hours (including a minimum of 25 Structured Hours) to the National RAIC Database by June 30<sup>th</sup> of the end of the two year reporting period, in accordance with these rules, will be required to pay a fine of \$250.00 to the NWTAA and complete and report the required Learning Hours by August 15<sup>th</sup> of that same year.
- Should the member's Learning Hours remain incomplete and/or unreported by the August 15<sup>th</sup> date, the member will be required to pay a further fine of \$500.00 to the NWTAA and complete and report the required Learning Hours by September 30<sup>th</sup>.
- Should the member's Learning Hours remain incomplete and unreported at September 30<sup>th</sup> a complaint of unprofessional conduct against the member will be placed with the NWTAA chair of the Registration and Licensing Review Committee which may result in a suspension of licence.

## ALLOCATION OF ACTIVITIES

### **Structured Learning**

A minimum of 25 hours per two-year cycle from organized educational sessions that deal with a specific matter related to architecture or the business of architecture. This includes workshops, lectures, seminars, college or university courses, conference sessions, and distance education modules (i.e., on-line courses and webinars).

All learning activities recorded in this category require some form of evidence of participation.

## Unstructured Learning Categories

Up to 45 hours per two-year cycle and in accordance with the maximum numbers noted below:

		<b>MAXIMUM HOURS ALLOWED</b>
<b>Committee Meeting</b>	Attendance at meetings as a member of an organized group the mandate/activities of which relate to the conduct of business or the practice of architecture. May include Task Forces/Groups, Professional Organization, Community Committee, Sub-committees. Does not include Service Clubs.	<b>25</b>
<b>Council Activity</b>		<b>30</b>
<b>Discussion Group</b>	An organized group of individuals who have gathered to discuss a specific topic, matter or issue which is intended to support or advance the practice of architecture by the participants. May include Focus Group, Guest Speakers, Facilitated Discussion	<b>25</b>
<b>Mentoring</b>	Syllabus Program Mentoring and IAP program mentoring	<b>10</b>
<b>Presentations &amp; Teaching</b>	Preparation and formal delivery of information, instruction and/or training which represents a learning opportunity for the audience and is related to business or architecture.	<b>25</b>
<b>Professional Tour</b>	An organized and guided tour which will support or advance the practice of architecture by participants.	<b>15</b>
<b>Professional Writing</b>	A body of writing that has been prepared by the individual which is connected to the practice of architecture, and which is shared with others through publication for the purpose of educating or informing others.	<b>25</b>
<b>Reading</b>	Reading of books, periodicals and/or journals related to architecture or business of architecture.	<b>15</b>
<b>Scholarly Research</b>	Research that is conducted by the individual for the purpose of advancing information and knowledge generally of a specific matter related to business or architecture and which will be used to educate or inform others, for example, through publication.	<b>45</b>

The Northwest Territories Association of Architects' Council issues Practice Bulletins to be used as general interpretations, clarifications and/or elaborations of the requirements set in the *Architects Act* and NWTAA Bylaws. NWTAA does not provide legal, accounting or insurance advice and is not responsible for any errors or omissions with respect to such matters that may be contained herein. Readers are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards. Inquiries regarding the contents of this Practice Bulletin can be directed to the NWTAA office by email at [ed@nwtaa.ca](mailto:ed@nwtaa.ca). Further information relating to the registration of NWTAA members, the *Architects Act* and the NWTAA Bylaws can be accessed online at [www.nwtaa.ca](http://www.nwtaa.ca).