



CORE/STRUCTURED LEARNING ACTIVITIES SUPPORTING DOCUMENTATION

For the purpose of a Transcript Audit, the ALBNL member shall maintain the following documentation for a period of two years after completion of the learning activity and shall submit such documentation to the ALBNL upon request.

CORE/STRUCTURED Categories	Maximum CORE/STRUCTURED Hours per 2-Year Cycle	Supporting Documentation
Courses And Workshops	15	A certificate of completion or attendance confirmation letter form the provider, including the name of the participant, the title of the course/workshop; location, date, time and duration of the course/workshop.
Practical Research	10	A report, including the topic and duration of the practical research; the project the research was conducted for; the list of literature used for gathering the data; results and practical applications.
Presentations And Teaching	10	Documentation, including a copy of the curriculum or course outline (for one day course); location, date and time of course, duration of course by hour, and letter from provider confirming that the licensed architect developed or taught the course or program.
Professional Writing	10	The published item, including the date of publication.
Distance Education Modules	15	All CORE/STRUCTURED Distance modules MUST include an interactive component as defined in the national quality assurance document. Documentation may include a certificate of completion and/or answers to a questionnaire (if applicable).
Scholarly Research	15	Documentation, including a copy of the written materials regarding the project which lists the primary or co-investigators (should include the contact information); the name of the school where research is taking place.

Conferences And Trade Shows	15	Documentation, including the Conference / Trade Show registration confirmation; the list of course/ workshops attended (if applicable); location and date(s) of the Conference/Trade Show.
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