



## ALBNL Continuing Education – Frequently Asked Questions

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### **What are my Continuing Education requirements as an ALBNL member?**

The ALBNL Continuing Education Program is operated on a two-year Cycle basis. The reporting period runs from **July 1<sup>st</sup> 2016 to June 30<sup>th</sup> 2018**. The following chart outlines the number of learning hours ALBNL members have to collect during **Cycle Seven**:

- CORE/STRUCTURED: 15 hours
- SELF-DIRECTED/UNSTRUCTURED: 55 hours

### **What is CORE/STRUCTURED Learning?**

CORE/STRUCTURED Learning provides a fundamental level of knowledge relevant to the practice of architecture and addresses current and emerging needs that are essential to maintain the confidence of clients, the government and to serve and protect the public interest. CORE/STRUCTURED Learning

is courses/activities that members choose on their own that are related to their professional practice, and meet the following requirements.

1. Offered by Pre-Approved Providers AND addresses one of the CORE/STRUCTURED topics  
OR
2. Listed as a CORE/STRUCTURED Opportunity on the ALBNL website.

If the activity does not meet the criteria outlined above, members have the option to seek recognition or equivalency for learning activities completed during the Continuing Education Cycle. In order to have a course assessed for CORE/STRUCTURED eligibility, a member must submit the **Member Request for Equivalency Form** to the ALBNL for consideration.

### **What is SELF-DIRECTED/UNSTRUCTURED Learning?**

SELF-DIRECTED/UNSTRUCTURED Learning is courses/activities that members choose on their own that are related to their professional practice which allow architects to develop areas of special expertise, and to learn more about subjects of professional interest. ALBNL approval of SELF-DIRECTED/UNSTRUCTURED Learning is not required. The ALBNL does not undertake to accredit or pre-approve programs offered by public groups or organizations as SELF-DIRECTED/UNSTRUCTURED Learning, and does not permit the use of the ALBNL name or logo.

### **What types of educational activities can be reported as CORE/STRUCTURED Learning?**

The following categories of educational activities are eligible for CORE/STRUCTURED Learning hours under the ALBNL Continuing Education Program in **Cycle Seven**:

- Conferences/Trade Shows - 15 hours maximum per cycle
- Courses/Workshops - 15 hours maximum per cycle
- Distance Education modules - 15 hours maximum per cycle
- Practical Research - 10 hours maximum per cycle
- Presentations & Teaching - 10 hours maximum per cycle
- Professional Writing - 10 hours maximum per cycle
- Scholarly Research - 15 hours maximum per cycle

The content of the activities listed above **must** address one of the CORE/STRUCTURED topics approved for **Cycle Seven**. For individual activity descriptions please visit **CORE/STRUCTURED Learning Activities Allocation Chart**.

### **What types of educational activities can be reported as SELF-DIRECTED/UNSTRUCTURED Learning?**

The following categories of educational activities are eligible for SELF-DIRECTED/UNSTRUCTURED Learning hours under the ALBNL Continuing Education Program in **Cycle Seven**:

- Committee Meetings - 25 hours maximum per cycle
- Conferences/Trade Shows - 15 hours maximum per cycle
- Courses/Workshops - 55 hours maximum per cycle
- Discussion Groups - 25 hours maximum per cycle
- ALBNL Council - 30 hours maximum per cycle
- ALBNL Standing Committees - 30 hours maximum per cycle
- Mentoring - 30 hours maximum per cycle
- Practical Research - 25 hours maximum per cycle

- Presentations & Teaching - 30 hours maximum per cycle
- Professional Tour - 15 hours maximum per cycle
- Professional Writing - 30 hours maximum per cycle
- Reading - 15 hours maximum per cycle
- Scholarly Research - 55 hours maximum per cycle

For individual activity descriptions please visit **[SELF-DIRECTED/UNSTRUCTURED Learning Activities Allocation Chart.](#)**

### **How do I report CORE/STRUCTURED learning activities?**

1. Go to <http://www.raic.org/>
2. Enter your assigned username and password in the Member's Login
3. Scroll to the top of the web page to locate "Transcripts"
4. Scroll down to the left hand side of the web page where it indicates "Add new activity"
5. Enter the following information: Title, Learning Activity, Provider, Hours, Date (mm/dd/yyyy)
6. Save

### **How do I report SELF-DIRECTED/UNSTRUCTURED learning activities?**

1. Go to <http://www.raic.org/>
2. Enter your assigned username and password in the Member's Login
3. Scroll up to the top of the web page to locate "Transcripts"
4. Scroll down to the left hand side of the web page where it indicates "Add new activity"
5. Enter the following information: Title, Learning Activity, Provider, Hours, Date (mm/dd/yyyy)
6. Save

All activities, both CORE/STRUCTURED and SELF-DIRECTED/UNSTRUCTURED, should be uploaded by ALBNL members to their web-based transcript. The ALBNL will no longer be recording any hours on ALBNL members' transcripts.

### **Reporting hours retroactively?**

In accordance with the ALBNL's Continuing Education policy, newly licensed members who are subject to the Continuing Education Program for the first time may report retroactively up to 12 months of learning activities on their individual transcript for the current cycle.

### **How many learning hours can be carried over to the next Cycle?**

The following number of learning hours ALBNL members can carry over to the next reporting Continuing Education Cycle are:

- CORE/STRUCTURED: 8 hours
- SELF-DIRECTED/UNSTRUCTURED: 8 hours

### **How many learning hours can be transferred from CORE/STRUCTURED Learning to SELF-DIRECTED/UNSTRUCTURED learning?**

Unlimited number of CORE/STRUCTURED Learning hours can be transferred to the SELF-DIRECTED/UNSTRUCTURED portion of your transcript. If you are deficient in the SELF-DIRECTED/UNSTRUCTURED category you can report CORE/STRUCTURED activities as SELF-DIRECTED/UNSTRUCTURED Learning.

### **How many learning hours can be transferred from SELF-DIRECTED/UNSTRUCTURED to CORE/STRUCTURED Learning?**

None. SELF-DIRECTED/UNSTRUCTURED learning hours cannot be transferred to the CORE/STRUCTURED portion of your transcript. SELF-DIRECTED/UNSTRUCTURED Learning activities cannot be reported as CORE/STRUCTURED learning.

### **How do I collect CORE/STRUCTURED Learning hours if I reside outside Newfoundland and Labrador?**

You may report the following as CORE/STRUCTURED learning:

- Learning activities approved as CORE/STRUCTURED by other Provincial Architectural Associations
- Learning activities approved as CORE/STRUCTURED by the Royal Architectural Institute of Canada (RAIC)
- Learning activities approved as CORE/STRUCTURED by the American Institute of Architects (AIA)

CORE/STRUCTURED learning can be gained completely via distance education modules and therefore there is no requirement for a member to travel to attend a CORE/STRUCTURED learning session.

Please note as well that ALBNL members have the option to seek recognition or equivalency for learning activities completed during the Continuing Education Cycle. In order to have a course assessed for CORE/STRUCTURED hour's eligibility, a member must submit a **Member Request for Equivalency Form** to the ALBNL for consideration.

### **What if I do not complete the requirements for the Continuing Education Cycle?**

Please refer to the ALBNL Complaints and Discipline Process arising out of Non-Compliance with the ALBNL Continuing Education Program.

### **What if I complete the requirements for the Continuing Education Cycle after the Cycle deadline?**

If an ALBNL member completes his/her Continuing Education requirements late (**after the June 30<sup>th</sup> deadline**) the member will be considered non-compliant with the requirements of the Continuing Education Program. Please refer to the Compliance and Discipline process. If there are some exceptional circumstances which have prevented ALBNL member from completing the Continuing Education requirements those circumstances should be made known to the ALBNL immediately.

### **What if I am unable to fulfill my Continuing Education requirements due to illness or exceptional circumstances?**

If there are some exceptional circumstances which have prevented an ALBNL member from completing the Continuing Education requirements those circumstances should be made known to the ALBNL. ALBNL members can avail themselves to the ALBNL Leave Policy which may allow relief of some portion of their Continuing Education.

### **What is Transcript Audit?**

In order to ensure accuracy of reporting Continuing Education activities as well as relevance of reported activities ALBNL has implemented a Transcript Audit. It will be in effect at the close of **Cycle Seven (June 30<sup>th</sup> 2018)**.