



Continuing Education Transcript Audit Process

The ALBNL Continuing Education Program has undergone changes to better align itself with a National framework for Continuing Education Programs offered by the architectural licensing authorities across the country. Among the changes made immediately, all learning activities, both CORE/STRUCTURED and SELF-DIRECTED/UNSTRUCTURED, as well as ALBNL/NLAA Conference sessions, will be uploaded by individual ALBNL members to their transcript. The ALBNL will no longer be recording any hours on member's transcripts. The ALBNL will audit each member's record of all their learning activities.

In order to ensure accuracy of reporting as well as relevance of reported activities the ALBNL has implemented a Transcript Audit. The Transcript Audit will be in effect at the close of **Cycle Seven**.

The following will outline the Transcript Audit Process:

1. The ALBNL will randomly select the members' Continuing Education transcripts for review.
2. A review of each selected transcript will be conducted to identify any reporting anomalies or inconsistencies with the parameters of the ALBNL's Continuing Education Program.
3. If it is determined that there are inconsistencies in the transcript, a Request for Supporting Documentation will be forwarded to the architect who will be required to submit his/her documentation for review to the ALBNL. The CORE/STRUCTURED Learning Supporting Documentation Form can be found under the Con Ed website section.
4. Supporting documentation will be reviewed to ensure consistency with entries listed on the member's transcript and compliance with the CORE/STRUCTURED and SELF-DIRECTED/UNSTRUCTURED categories of learning stipulated under the program. Supporting Documentation for CORE/STRUCTURED learning will also be evaluated based on the "CORE/STRUCTURED" learning content.
5. Where inconsistencies have been identified, transcripts and supporting documentation will be forwarded to the ALBNL's Continuing Education Committee for its consideration. Further action will be at the discretion of the Continuing Education Committee.
6. Carry-over learning hours will only be considered at the audit following the June 30th deadline at the end of each cycle. Licensed members deficient in mandatory hours for CORE/STRUCTURED and SELF-DIRECTED/UNSTRUCTURED categories can use the six month grace period to complete any deficiencies, however carryover learning hours will not be considered after the audit.