ALBNL Continuing Education Program (CEP) – Frequently Asked Questions

1. What are my Continuing Education Requirements as an ALBNL License Holder?

The ALBNL CEP is operated on a two-year Cycle basis. The reporting period runs from July 1st to June 30th biennially. **Effective March 29, 2019** the following chart outlines the number of learning hours ALBNL License holders must collect during the current cycle:

- **CORE hours:** 25 hours
- **Self-directed hours:** 45 hours

2. What is CORE learning?

CORE 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 learning is courses/activities that License Holders 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 topics, or
2. Listed as a CORE Opportunity on the ALBNL website.

If the activity does not meet the criteria outlined above, License Holders 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 eligibility, a License Holder must submit the **License Holder Request for Equivalency Form to the ALBNL** for consideration.

3. What is Self-Directed learning?

Self-Directed learning is courses/activities that License Holders 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 learning is not required. The ALBNL does not undertake to accredit or pre-approve programs offered by public groups or organizations as Self-Directed learning, and does not permit the use of the ALBNL name or logo. It is the responsibility of the ALBNL License Holder to determine the appropriateness of a program and its applicability as Self-Directed learning.

4. What types of educational activities can be reported as CORE learning?

The following categories of educational activities are eligible for CORE learning hours under the ALBNL CEP in Cycle Eight:
• Conferences/Trade Shows – 25 hours maximum per cycle
• Courses/Workshops – 25 hours maximum per cycle
• Distance Education modules – 25 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 – 25 hours maximum per cycle
• Other topics as approved at the discretion of the ALBNL

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

5. What types of educational activities can be reported as Self-Directed learning?

The following categories of educational activities are eligible for Self-Directed learning hours under the ALBNL CEP in Cycle Eight:

• Committee Meetings – 25 hours maximum per cycle
• Conferences/Trade Shows – 45 hours maximum per cycle
• Courses/Workshops – 45 hours maximum per cycle
• Discussion Groups – 25 hours maximum per cycle
• Board – Council – 30 hours maximum per cycle
• Major - Minor 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 – 45 hours maximum per cycle

For individual activity descriptions please visit Self-Directed Activities Allocation Chart.

6. How do I report CORE learning activities?

1. Go to https://ces.albnl.com/
2. Login with your assigned username and password
3. Go to Record Hours
4. Enter the following information: date, time of activity, duration (hours), title, type, provider, related file (if applicable), related image (if applicable)
5. Create

7. How do I report Self-Directed learning activities?

1. Go to https://ces.albnl.com/
2. Login with your assigned username and password
3. Go to Record Hours
4. Enter the following information: date, time of activity, duration (hours), title, type, provider, related file (if applicable), related image (if applicable)
5. Create

All activities, both CORE and Self-Directed, should be uploaded by ALBNL License Holder to their web-based transcript. *The ALBNL will no longer be recording any hours on ALBNL License Holders’ transcripts.*

8. Reporting points retroactively.

In accordance with the ALBNL’s Continuing Education policy, a newly licensed License Holder who is 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.

9. Reporting AIA learning credits under the ALBNL Continuing Education program?

Continuing Education programs approved by American Institute of Architects under the categories of Health, Safety and Welfare (HSW) and Sustainable Design (SD) can be reported as CORE learning under the ALBNL Continuing Education Program. If the course is approved by AIA but not designated as HSW or SD please report it as Self-Directed learning.

10. How many learning hours can be carried over to the next cycle?

The following chart outlines the number of learning hours ALBNL License Holders can carry over to the next reporting CEP Cycle.
- CORE: 8 Learning Hours
- Self-directed: 8 Learning Hours

11. How many learning hours can be transferred from CORE learning to Self-Directed learning?

Unlimited number of CORE learning hours can be transferred to the Self-Directed portion of your transcript. If you are deficient in Self-Directed category, you can report CORE activities as Self-Directed learning.

12. How many learning hours can be transferred from Self-Directed learning to CORE learning?

None. Self-Directed learning hours cannot be transferred to the CORE portion of your transcript. Self-Directed learning activities cannot be reported as CORE learning.

13. How do I collect CORE learning hours if I reside outside Newfoundland and Labrador?

You may report the following as CORE learning:
- Learning activities approved as CORE by other Provincial Architectural Associations
- Learning activities approved as CORE by the Royal Architectural Institute of Canada (RAIC)
- AIA learning credits which fall under the Health, Safety and Welfare category (HSW) and Sustainable Design (SD) category.

CORE learning can be gained complete via distance education modules and therefore there is no requirement for a License Holder to travel to attend a CORE learning session.

Please note, ALBNL License Holders 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 hours eligibility, a License Holder must submit a License Holder Request for Equivalency Form to the ALBNL for consideration.

14. 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’s CEP.

15. What if I complete the requirements of the Continuing Education cycle after the deadline?

If an ALBNL License Holder completes his/her Continuing Education requirements late (after the June 30th deadline) they 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 License Holder from completing the CEP requirements, those circumstances should be made known immediately to the ALBNL.

16. What if I am unable to fulfill the Con-Ed requirements due to illness or exceptional circumstances?

If there are some exceptional circumstances which have prevented a ALBNL License Holder from completing the CEP requirements, those circumstances should be made known to the ALBNL. License Holders can avail themselves to the ALBNL Leave Policy which may allow relief of some portion of their Continuing Education.

17. What is a 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 each CEP two-year Cycle, June 30th.