ALBNL Continuing Education Program (CEP)

What’s New in CEP Cycle Eight?

- Effective March 29, 2019, the following chart outlines the number of learning hours ALBNL License holders must collect during the current cycle:
  - 25 CORE Learning Hours and
  - 45 Self-Directed Learning Hours
- Due to the increased 10 CORE Learning Hours from 15 to 25, the Board granted, for a one-time only in Cycle Eight, 10 free CORE Learning Hours. The learning hours have been posted to your transcript by the website administrator.
- Reporting Period for current Cycle Eight is July 1st, 2018 to June 30th, 2020. Originally the Continuing Education Program was comprised of two components namely, Professional Renewal learning and Self-Directed Learning. In 2005 the Provincial and Territorial Associations of Architects and the Royal Architectural Institute of Canada adopted a series of principles regarding Continuing Education. As a result, the ALBNL CEP has undergone changes to better align itself with other Continuing Education programs across the country. The new Program includes two levels of continuing education activities which will now be known as CORE Learning and Self-Directed Learning.
- License Holders are required to report all activities, both Core and Self-Directed, to their web-based CEP Transcript at https://ces.albnl.com/. The ALBNL is no longer recording educational activities on ALBNL License Holders’ transcripts.
- The following chart outlines the number of learning hours ALBNL License Holders can carry over to the next reporting CEP Cycle.
  - 8 CORE Learning Hours and
  - 8 Self-directed Learning Hours
Carry over learning hours will only be considered at the audit following the June 30th deadline at the end of each two-year cycle. License Holders deficient in mandatory hours for CORE and Self-Directed categories can use the six-month grace period to complete any deficiencies, however, carryover learning hours will not be considered after the audit.
• In October 2017, the ALBNL adopted a new fee structure for implementing surcharges to License Holders who are deemed in non-compliance at the end of a CEP Cycle. The fee structure is effective on the first day of each CEP Cycle (July 1st) and is as follows:
  - Immediate fee of 25% of the full license fee;
  - After 45 days, additional 25% of the full license fee;
  - Subsequent non-compliances (i.e. deemed non-compliant on any cycle after the initial non-compliance cycle) immediately assessed a $500 fine in addition to the previous fees above.

• In order to be audited, License Holders are required to report individual entries for each individual learning activity, including identification of the actual date the activity occurred (not the date of the entry), title, provider, and type. Multiple activities shall not be grouped into a single activity entry or type, or any other grouping.

• The CEP audit will commence at the close of Cycle Eight - June 30, 2020. For audit purposes, the License Holder shall maintain the supporting documentation for all educational activities completed during the Cycle for a period of 2 years after the Cycle end and shall submit such documentation to the ALBNL only upon request.

• License Holders have the option to seek recognition or equivalency for learning activities completed during the Continuing Educational Cycle. If the learning activity focuses on one of the CORE topics established by the ALBNL and a License Holder would like to assess it for CORE eligibility, the Member Request for Equivalency Form should be submitted to the ALBNL for consideration.