ALBNL Continuing Education Program (CEP)

Transcript Audit Process

The ALBNL’s CEP has undergone changes to better align itself with a National framework for Continuing Education Programs offered by the architectural licensing authorities across the country. It will be in effect at the close of each CEP two-year Cycle, June 30th.

All learning activities, both CORE and Self-Directed, will be recorded by License Holders to the website https://ces.albnl.com/. The ALBNL no longer records learning activities for License Holders.

The following outline the Audit Process:

1. The ALBNL will randomly select License Holders CEP 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 CEP.

3. If it is determined that there are inconsistencies in the transcript, a Request for Supporting Documentation will be forwarded to the individual who will be required to submit their documentation for review to the ALBNL.
   - CORE Learning Supporting Documentation
   - Self-Directed Learning Supporting Documentation

4. Supporting documentation will be reviewed to ensure consistency with entries listed on the License Holder’s transcript and compliance with the CORE and Self-Directed categories of learning stipulated under the program. Supporting Documentation for CORE learning will also be evaluated based on the “CORE” learning content.

5. Where inconsistencies have been identified, transcripts and supporting documentation will be forwarded to the ALBNL’s CEP Committee for its consideration. Further action will be at the Committee.