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## ALBNL CONTINUING EDUCATION PROGRAM (CEP)

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### Transcript Audit Process for Cycle 10

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All learning activities, both CORE and Self-Directed, will be recorded by License Holders and Intern Architects to the website <https://ces.albnl.com/>. The ALBNL do not record Learning Hour activities on the CEP Website on behalf of License Holders or Intern Architects.

To be audited, License Holders and Intern Architects 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 Continuing Education audit will commence at the close of Cycle 10 - June 30, 2024. For audit purposes, supporting documentation must be maintained 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.

#### The following items outline the Audit Process

1. The ALBNL will randomly select 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 the 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 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's discretion.