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## ALBNL CONTINUING EDUCATION PROGRAM (CEP)

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### Frequently Asked Questions

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#### 1. What are my Continuing Education Requirements as a License Holder and Intern Architect?

- The ALBNL CEP reporting period for Cycle 11 runs from July 1<sup>st</sup> 2024 to June 30<sup>th</sup> 2026.
- The number of Learning Hours that must be collected:
  - a. License Holders: 25 for CORE and 45 for Self-Directed
  - b. Intern Architects: 12.5 for CORE and 22.5 for Self-Directed.

#### 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 a course/activity that individuals choose on their own that is related to their professional practice and meets one of 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 Continuing Education Program (CEP) website or
3. Is an activity that has been assessed by the CEP Committee in writing as being approved as CORE.

If the activity does not meet the criteria outlined above, License Holders and Intern Architects 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 or Intern Architect must submit the form titled [“CORE Request for Assessment of CEP Activity”](#).

#### 3. CORE Learning Course/Activity Certificate of Completion

An approved CORE learning course/activity must be substantiated with a **Certificate of Completion** and include the following criteria:

- Approved Provider Name
- Name of Participant
- Title of approved course/activity
- Date, time, and duration of the event

#### **4. What is Self-Directed learning?**

Self-Directed learning is course/activity that License Holders and Intern Architects choose on their own that are related to their professional practice which allow License Holders and Intern 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 License Holder and Intern Architect to determine the appropriateness of a program and its applicability as Self-Directed learning.

#### **5. What types of educational activities can be reported as CORE learning?**

Categories of educational activities eligible for CORE Learning Hours under the ALBNL CEP Cycle 11 can be found on the [CORE Topics and Allocation Chart](#).

#### **6. What types of educational activities can be reported as Self-Directed learning?**

Categories of educational activities eligible for Self-Directed Learning Hours under the ALBNL CEP Cycle 11 can be found on the [Self-Directed Activities and Allocation Chart](#).

#### **7. Posting Learning Hour activities over the maximum amount**

Posting Learning Hour activities allowed over the maximum amount in both CORE and Self-Directed categories will be capped at the maximum for each category; anything posted after the maximum cannot be used.

#### **8. 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
6. To edit an entry, click the ... icon at the right of the entry.

#### **9. 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 the License Holder and Intern Architect to their web-based transcript with accompanying ***Certificate of Completion***. The ALBNL do not record learning activities for individuals, unless instructed by the CEP Committee.

## **10. Reporting points retroactively**

In accordance with the ALBNL's Continuing Education policy, *a newly licensed Architect* 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.

## **11. Reporting AIA learning credits under the ALBNL Continuing Education program**

CEP Modules offered/approved through the American Institute of Architects (AIA) that are within the streams of Health, Safety and Welfare (HSW) and Sustainable Design (SD) can be reported as CORE or others as approved by the ALBNL Audit Committee. If the course is approved by AIA but not designated as HSW or SD, please report it as Self-Directed learning. The ALBNL accepts only AIA courses that are supported by a certificate of completion. Please note that an AIA transcript is not considered a legitimate proof of attendance.

## **12. How many Learning Hours can be carried over to the next cycle?**

Cycle 11 maximum Carry Over Learning Hours into Cycle 12:

- License Holders: 8.0 CORE and 8.0 Self-Directed.
- Intern Architects: 4.0 CORE and 4.0 Self-Directed.

## **13. How many Learning Hours can be transferred from CORE learning to Self-Directed learning?**

CORE Learning Hours can be transferred to the Self-Directed portion of your transcript up to the maximum amount allotted. If you are deficient in Self-Directed category, you can report CORE activities as Self-Directed learning up to the maximum amount allotted.

## **14. 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.

## **15. 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.
- Learning activities approved as CORE by the Education Provider Program (EPP). This program is a platform for professional organizations, businesses, and educational providers to liaise with the ALBNL, AANB & NSAA to offer a wide range of approved Learning Hour activities.

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

**16. What if I do not complete the requirements for the Continuing Education Cycle?**

Please refer to the ALBNL Mandatory Continuing Education Program (CEP) Enforcement Process document posted on the ALBNL Website:

<https://www.albnl.com/documents/the-board/policies-and-guidelines-adopted-by-the-board/continuing-education-requirements/>

**17. What if I complete the requirements of the Continuing Education Cycle after the deadline?**

If an ALBNL License Holder or Intern Architect completes his/her Continuing Education requirements late (after the June 30<sup>th</sup> deadline) they will be considered deficient with the requirements of the Continuing Education Program until such time the requirements are complete. If there are some exceptional circumstances which have prevented an individual from completing the CEP requirements, please refer to the ALBNL Mandatory Continuing Education Program (CEP) Enforcement Process document and follow up with the ALBNL.

**18. 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 License Holder and/or Intern Architect from completing the CEP requirements, those circumstances should be made known to the ALBNL. License Holders and Intern Architects can avail themselves to the ALBNL Leave Policy which may allow relief of some portion of their Continuing Education.

**19. What is a Transcript Audit?**

To ensure accuracy of reporting Continuing Education activities as well as relevance of reported activities ALBNL has implemented a Transcript Audit. It is in effect at the close of each CEP Cycle.