

ARCHITECTS' ASSOCIATION OF PRINCE EDWARD ISLAND CONTINUING EDUCATION: ENFORCEMENT PROCESS FOR MANDATORY CONTINUING EDUCATION PROGRAM

Revised April 2017

The mandatory Continuing Education Program (the “**Program**”) for members of the AAPEI was implemented in January of 2002.

For the purposes of this document a Cycle is a period of time during which members are required to obtain continuing education hours.

Cycle:	Two year cycle July 1, 2016 – June 30, 2018 and every two subsequent year periods
Required Hours:	Min. 15 hours Structured Learning Min. 55 hours Unstructured Learning
Program Monitor:	Members are encouraged to update and maintain their transcripts regularly through www.raic.org . At the end of the 2 year cycle period, a three member transcript assessment committee, appointed by Council, will review transcripts for conformance and randomly audit 10% of members.
Relief from Program:	See AAPEI Con Ed: Application for Relief (item 2.0)
Carry-Over:	There is no carry over into subsequent cycles.

1. Enforcement Process

If a member has not complied with the requirements of a Cycle by the end of the Cycle, the following process will be followed:

- .1 AAPEI will not renew the license and/or Certificate of Practice of a Non-Compliant Member until the member is compliant with the Program and with the requirements of this process.
- .2 Names of Non-Compliant members will be brought forward to Council at their July meeting.
- .3 Notice will be forwarded to each Non-Compliant Members advising of his or her non-compliance and when Council will consider their failure to comply.
- .4 Council may refer a Non-Compliant Member to the Discipline Committee for failure to comply with the Continuing Education requirements of the Association.

- .5 If a member completes his or her outstanding Cycle requirements prior to the date of the July Council meeting, the Council will be advised and the member's name withdrawn, and the member's license and/or Certificate of Practice will be renewed if all other requirements for renewal have been satisfied at the next renewal cycle.
- .6 If a Non-Compliant Member's License and/or Certificate of Practice is not renewed, he or she must return his or her License, Certificate of Practice and Seal to AAPEI until he or she has complied with the requirements of the previous Cycle and their membership has been reinstated, and their License and Certificate of Practice has been renewed or reinstated.
- .7 In the event that a member's Certificate of Practice is not renewed, the member shall cease all work and assign his or her work to another holder of a Certificate of practice to prevent or minimize any negative impact on a project or projects and his or her clients.

2. Application for Relief

.1 Due to medical, compassionate or family leave circumstances

Relief from the requirements of a Cycle may be granted, in the discretion of the Council:

- To members on compassionate grounds who are unable to complete the requirements for a Cycle and at the same time are unable to practice; and
- To members responsible for personal supervision and direction of the practice of architecture on compassionate grounds who are unable to complete the requirements for a Cycle and at the same time are unable to practice.

The member must provide a written letter addressed to the Registrar requesting relief from compliance and include the following:

- .1 The reason for non-compliance based upon health, parental or family reasons, or other compassionate grounds.
- .2 Supporting documentation that may include a doctor's certificate or letter confirming the existence of a medical condition that would prevent compliance, or an application for family leave or disability benefits.
- .3 Confirmation of the start date of any disability or incapacity preventing the member from practicing architecture.
- .4 Confirmation that the member is or was unable to practice during the period of disability or incapacity with supporting documentation including confirmation of Employment Insurance or disability benefits.

- .5 Confirmation of the length of time that the member will be unable or was unable to practice during the Cycle and, where possible, the estimated time that the member will be unable to practice.
- .6 Where the member is not practicing during a parental leave period, that leave period is considered to be a one year period consistent with the maximum federal government benefit period. The member should confirm with Council the length of his or her parental leave period.

.2 A Member who holds a Certificate of Practice must:

- .1 Assign another member as a locum to personally supervise and direct his or her practice during the period when the architect responsible for the personal supervision and direction of the practice is incapacitated or unable to practice, or to supervise and direct his or her practice.
- .2 Notify the Registrar of the name of the locum architect.
- .3 File with the Registrar a certificate in which the holder certifies that he or she has not engaged, or will not engage, or will not engage, in the practice of architecture in the Province of PEI, or will not hold or has not held himself or herself out as engaging in the practice of architecture in the Province of PEI , from the date of his or her incapacity or disability.
- .4 Provide evidence to the Registrar that the member has, before the date of disability or incapacity, completed some Continuing Education requirements of the Cycle that meets the requirements of the Program.
- .5 Provide confirmation of the length of time that the member was, or will be, unable to practice during the Cycle.
- .6 Confirm the maximum parental leave period permitted and advise Council of the period of parental leave to be taken by the member. If the member is not practicing during his or her parental leave period, the leave period will be considered to be no longer than the maximum federal government parental leave benefit period, currently one year, (the “maximum parental leave period”).

If the member is unable to establish the medical or compassionate grounds required for relief from the requirements of a Cycle, the following should be communicated to the member in writing that:

- .7 The request for relief from the requirements for the Cycle has been denied.
- .8 The member may voluntarily surrender his or her license and Certificate of Practice, where applicable, until such time that he or she is able to return to practice.
- .9 If the member does not voluntarily surrender his or her license and Certificate of Practice, where applicable, that the member’s license and Certificate of Practice will not be renewed until he or she has complied with the requirements of the Cycle, as the case may be.

.10 Where the member has decided to take, or has decided to extend after written notice to Council, his or her parental leave beyond the maximum federal parental leave, the following options must be communicated to the member in writing:

- .1 The member must comply with the requirements for the Cycle during which the maximum leave period has expired.

Should the member choose to surrender his or her license during his or her parental leave, the requirements for members seeking re-application or re-instatement will apply.

- .2 If the decision to take or extend parental leave beyond the maximum parental leave period is for medical reasons due to the health of the parent or the child, Council, in its discretion and, with appropriate supporting documentation, may waive the requirement for the member to comply with 2.2.10.1 above.

Where the member provides evidence of his or her disability or incapacity and the disability or incapacity overlaps license years, and the member has not surrendered his or her license voluntarily, Council may, in its discretion, declare that the member is incompetent due to a mental or physical disorder to the extent that it is no longer in the public interest to permit the member to continue to practice architecture, and (i) may not renew the member's license and Certificate of Practice, where applicable, or (ii) may accept an undertaking from the member not to practice, or (iii) may impose terms, conditions or limitations on the member or holder of a license or Certificate of Practice with respect to his or her practice of architecture.

Where the member has completed at least half of the requirements of a Cycle and substantiates his or her incapacity for the rest of the period of the Cycle, the requirements for the Cycle will be deemed completed by the member.

Where the member returns to practice within twelve months of the end of a two-year Cycle, he or she must complete at least half of the requirements for Cycle.

Where the member returns to practice in the last three months of a two-year Cycle, he or she will not be required to comply with the requirements for that Cycle but will be subject to the full requirements for the next Cycle.

Any member who surrendered his or her license or whose license was not renewed due to non-compliance with the Program will be subject to the policy on "Continuing Education Requirements for individuals applying for, or for re-instatement of, a License or Certificate of Practice" set out in this document.

Questions related to the relief policy should be directed to the AAPEI Registrar.

Applications for relief under this Policy should be made in writing and addressed to the Registrar, Architects' Association of Prince Edward Island.

3. Continuing Education Requirements for individuals applying for, or for re-instatement of, a License or Certificate of Practice

.1 New Members

- .1 If an individual joins AAPEI *within the first twelve months* of a Cycle, the member must complete the entire Cycle requirements.
- .2 If an individual joins AAPEI *after the first twelve months* of a two year Cycle, the new member must complete half of the Cycle requirements.
- .3 If an individual joins AAPEI *during the last three months* of a Cycle, the member will not be required to complete the requirements for the Cycle but he or she will be subject to the full Cycle requirements for the next Cycle.

.2 Reporting Points Retroactively

- .1 New members who are subject to the Program for the first time may report retroactively twelve learning activities within the twelve month period preceding membership. This does not mean that members can carry points forward from one Cycle to the next. This applies only to first time participants in the Program.

.3 Re-application for Membership

- .1 In order to be eligible to re-apply for, or to apply for re-instatement of, a License or Certificate of Practice, the individual must complete all requirements for the last Cycle during which that individual held a License or Certificate of Practice.

.4 Non-Member for more than three years

- .1 If an individual has not been a member for more than three years and is submitting an application for a License, he or she will be subject to the same Continuing Education requirements as a new member. The applicant, if reinstated, will not have to complete the requirements for any Cycle that concluded prior to the three year period. Council may, however, in its discretion, when considering an application from a former member, direct the applicant to undertake specific activities under the Program in order to ensure that the individual is current in the practice of architecture in Prince Edward Island.

.5 Member under suspension

- .2 Prior to reinstating a member's License or Certificate of Practice that has been suspended, he or she must complete the requirements of the Cycle during which they were suspended, as well as, the outstanding requirements for any previous Cycle, and any additional education requirements as directed by Council.

4. **Structured and Non-Structured Learning Activities**

AAPEI recommends that members keep copies of all reported material for a minimum of 2 years. These material will be required if there is an audit review.

.1 **Structured** (min. 15 hours per 2 year cycle)

.1 Organized educational sessions that provide a fundamental level of knowledge relevant to the practice of Architecture in Canada and focuses on the following subject matter:

- Legal Issues and legislation related to Architectural Practice and the Construction Industry
- Building Technology
- Planning and Design
- The Practice of Architecture and Business Management
- Project Management
- Environment and Energy, Sustainable Design Workshops and Accreditations
- National Building Codes / Standards / Construction Documents
- Risk Management
- Heritage Building Restoration
- AAPEI AGM (2 hours annually)

.2 Activities must be a minimum of 1 hour in length

.3 Activity topics must be non-product specific.

.2 **Non-Structured** (min. 55 hours per 2 year cycle)

.1 Self directed learning activities which are educational opportunities that have been selected by a member which in their professional opinion relates to the practice of architecture or business at either a broad or detailed level and are relevant to the individual member's specific situation.

.2 The following limits apply to Non-Structured activities:

- AAPEI Council (12 hours)
- AAPEI Committee (10 hours)
- Building Industry Group Committee (10 hours)
- Conferences / Courses / Seminars / Workshops (no limit)
- Webinars / On-line courses (no limit)
- Presentations / Teaching (preparation and delivery) (15 hours)
- Reading (15 hours)
- Tours (10 hours)
- Intern architect mentoring (5 hours)
- Research - scholarly / practical research (5 hours)
- Professional writing (for the purpose of educating others) (5 hours)
- Discussion groups (lunch and learns, focus groups, guest speakers) (5 hours)
- Trade Shows / product reviews (5 hours)

.3 Activities must be a minimum of 1 hour in length