



THE MANITOBA ASSOCIATION OF ARCHITECTS  
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July, 2008

## MANITOBA ASSOCIATION OF ARCHITECTS MANDATORY CONTINUING EDUCATION REQUIREMENTS

Certain changes to the mandatory continuing education requirement were implemented for the 2008/2009 period (most in recognition of harmonization efforts).

Effective January 1, 2008, members must obtain a minimum of:

- 15 Core Hours; and
  - 70 Hours in total (of which up to 55 hours may be self-directed studies);
- to satisfy the requirement for each two year continuing education period.

### **Core Activities:**

During each reporting period, the MAA will identify a variety of programs as "Core" activities (which may be offered by the MAA and/or other organizations, in certain cases). The programs are focused on a fundamental level of knowledge relating to the practice of architecture and are consistent with the national standards for quality assurance.

In addition, effective January 1, 2008, the MAA will automatically recognize core activities that have been defined as such by the other provincial/territorial associations in Canada and by the RAIC (and all other provincial/territorial associations in Canada, except for the Alberta Association of Architects, will similarly recognize the "core" programs offered in Manitoba).

\*Note: We have been advised that the AAA has not adopted the fundamental principles of the national harmonization efforts and that it must review each and every program to determine eligibility for "core" status in that jurisdiction. Members who are required to comply with mandatory continuing education requirements in Alberta are encouraged to contact the AAA for further information and clarification.

### **Self-Directed Activities:**

Members remain solely responsible for self-determining much (80%) of their own continuing education activities during the two year period, based on the parameters that have been established for self-directed activities. This is intended to ensure that a significant level of the continuing education that is completed by an individual member, is in fact relevant at an individual level.

The current parameters (which include some minor modifications from the previous criteria) are attached as Appendix A.

### **Continuing Education Transcript:**

Since 2004, MAA members have been required to submit a more detailed report of their continuing education activities (an approach that was implemented to establish more consistency with the other jurisdictions in Canada).

Effective 2008, the MAA has agreed to participate in the National Continuing Education Transcript Website, which is located at: <https://www.raic.org/transcripts/default.htm> Transcripts shall now be maintained directly online by MAA members (replacing the former paper and pencil reporting form) and can be monitored by the MAA office, relative to compliance with the requirements.

#### **Deadlines and Enforcement Policy:**

The deadline for compliance with the requirements for the 2008/2009 continuing education period (which runs from January 1, 2008 to December 31, 2009) is **December 31, 2009**.

Members who have not complied by that date, may satisfy the requirements following. It should be noted however that, in accordance with the enforcement policy which has been in place for the past decade, members will be unable to renew their membership in the MAA in 2010, without satisfactory compliance of the 2008/2009 requirements on file.

#### **Carry-Forward Points:**

The MAA had previously established a policy and will continue to permit members to carry forward any and all excess credit that has been accumulated during a particular reporting period (provided that it is consistent with the criteria).

Members are however required to satisfy at least 50% of the requirement during each reporting period, by obtaining a **minimum** of 35 Hours overall, including a minimum of 7.5 Core Hours, within the two year period.

#### **Pro-Rated Requirements:**

The MAA had previously established a policy, which will continue, wherein:

- a) 50% of the two year requirement is waived, for new members who are admitted at any time during the course of the first year of a two year continuing education period; and
- b) the entire two year requirement is waived, for new members who are admitted at any time during the course of the second year of a two year continuing education period.

It should be noted that there are other policies that have been established and which are set out within the MAA By-Laws, with respect to members on leave of absence and those reinstated to membership in the Association.

#### **OAA Equivalency:**

The MAA will continue to offer the OAA equivalency option, for the time being, as a service to its members who are registered in both jurisdictions. The OAA's mandatory requirements are virtually identical to the MAA's, as are the actual reporting periods, but the OAA is not yet participating in the National Continuing Education Transcript Website (that is being made available through the RAIC). The benefit of this option to MAA members is that continuing education activities need to be entered on the OAA's website only; and the need for members to duplicate those entries on the National Transcript Website (provided they are not also licenced in the SAA, AANB, NSAA, AAPEI or NAA, which now also subscribe to the National Transcript Website) is eliminated.

To activate this option, MAA members who are also members of the OAA, are required to file an Application and Release of Information form with the MAA office, if they have not already done so. There is no further reporting to the MAA of any kind on the part of the member. At the end of each reporting period, the MAA will contact the OAA directly, for verification of each individual member's compliance with the OAA's requirements (which will automatically confirm compliance with the MAA's requirements).

**APPENDIX A: SELF-DIRECTED ACTIVITIES ALLOCATION CHART  
(As of January 1, 2008)**

The following guide (which was developed by the OAA) was adopted by the MAA Council and may be amended from time to time.

Self-Directed Categories	Description	Maximum Hours per 2-Yr. Cycle
** Committee Meetings	Attendance at meetings as a member of an organized group the mandate/activities of which relate to the conduct of business or the practice of architecture. May Include: MAA Task Force/Group, Professional Organization, Community Committee. Does not include Service Clubs	25
** MAA Council	Elected as a member of MAA Council.	30
** MAA Standing Committees	A Committee which is appointed by MAA Council by virtue of The Architects Act and MAA By-laws and which has an ongoing and sustained mandate established by Council. Includes: Education Committee, Executive Committee, Inquiry Committee, Investigation Committee, Practice Committee, Public Affairs Committee and Registration Board.	30
Conferences/ Trade Shows	An organized and structured event attended by an individual dealing with a specific topic related to architecture.	55
Course/ Workshop	An organized and structured session dealing with a specific matter or topic related to business or architecture. May include: Workshop, Lecture, Seminar, Session, College or University Course – including distance learning, 'partnering sessions' and 'risk management sessions'.	No max.
Discussion Groups	An organized group of individuals who have gathered to discuss a specific topic, matter or issue which is intended to support or advance the practice of architecture by the participants. May include: Lunch and Learn, Focus Group, Guest Speakers, Facilitated Discussion	25
Mentoring	Syllabus Program Mentoring and IAP program mentoring	30
Practical Research	Research that is conducted by the individual for the purpose of expanding the individual's own knowledge of a specific matter related to business or architecture and which is expected to support or advance the practice of architecture by that individual.	25
Presentations & Teaching	Preparation and formal delivery of information, instruction and/or training which represents a learning opportunity for the audience and is related to business or architecture.	30
Professional Tour	An organized and guided tour which will support or advance the practice of architecture by participants.	15
Professional Writing	A body of writing that has been prepared by the individual which is connected to the practice of architecture and which is shared with others through publication for the purpose of educating or informing others.	30
Reading	Reading of books, periodicals and/or journals related to business or architecture.	15
Scholarly Research	Research that is conducted by the individual for the purpose of advancing information and knowledge generally of a specific matter related to business or architecture and which will be used to educate or inform others, for example, through publication.	55

\*\*Note: A maximum of 30 hours per two year cycle may be credited for any combination of participation in Committee meetings, and/or MAA Council and/or MAA Standing Committees.

Activities which are less than 1 hour in duration do not qualify for credit.