



THE MANITOBA ASSOCIATION OF ARCHITECTS
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MANDATORY CONTINUING EDUCATION REQUIREMENT

The Mandatory Continuing Education requirement for all Registered Members of the Manitoba Association of Architects was introduced in 1995. The fundamental aspects were developed prior to implementation of the mandatory requirement and certain policy decisions approved by the MAA Council over the next two to three years.

In accordance with a motion approved at the 1996 AGM, the Mandatory Continuing Education requirement imposed on Registered Members of the Association, became a mandatory requirement for Intern Members of the Association as well, effective 1997.

The annual period for the Mandatory Continuing Education requirement is June 1st of each year to May 31st of the following year (coinciding with the last day for membership renewals each year).

MANDATORY CONTINUING EDUCATION PROGRAMME

There are two aspects to the mandatory continuing education requirement:

- Association courses; and
- self-directed study.

ASSOCIATION COURSES

Courses organized by the Association focus on issues related to the protection of the public, fundamental to all architectural practices, as follows:

- .1 Role of Prime Consultant
- .2 Codes/Acts
- .3 Contract Documents and Engineering Co-Ordination
- .4 Building Envelope
- .5 Contract Administration
- .6 Management (office/client/financial)
- .7 Costing
- .8 Ecology
- .9 Ethics
- .10 Legal Aspects/Insurance

Each Registered Member and Intern Member, resident in the Province of Manitoba, is required to attend two of the three mandatory courses offered by the Association for each annual period.

Members may voluntarily attend all of the courses offered in any given year; however, this would not reduce the requirement for attendance at two of the Association courses in subsequent years.

Equivalencies:

All of the Association courses offered are video-taped. These tapes can be viewed in one of the following manners, in the event that a Member cannot attend a program due to other commitments:

- a) within the MAA offices, at no cost to the member; or
- b) outside the MAA offices, in accordance with the rental policy adopted by Council.

An “evening viewing session” is scheduled in the MAA offices, following the delivery of each programme. Members who are unable to attend the scheduled sessions and wish to view tapes within the MAA offices, are required to make arrangements with the MAA’s Executive Director.

While viewing of the tapes does represent an equivalency to attendance, the MAA does not encourage Registered Members or Intern Members to consider this option as a regular alternative.

SELF-DIRECTED STUDIES

In addition to the mandatory component of core courses offered by the Association, Registered Members and Intern Members are required to complete self-generated studies each year.

For Registered Members, continuing education under the self-directed study component should be in specialized areas of particular interest to the individual member (eg. design, hospitals, education, programming, computers, architectural history, preservation, etc.).

Self-directed studies could include:

- reading books; or
- attendance at lectures or seminars offered by a School of Architecture, other professional architectural associations, industry related, allied professional or technical organizations, both within and outside the province; or
- attendance at an additional Association course (in excess of the two mandatory courses required under that component).

Intern Members are expected to undertake a program of self-study to supplement their academic qualifications and practical experience to prepare for the registration examinations and to attend other seminars, study The Architects Act, the MAA By-Laws, the Canadian Handbook of Practice and any other materials necessary to prepare themselves for registration.

DECLARATION OF STUDIES

A declaration form, to confirm compliance with the mandatory continuing education requirement for the current period, is forwarded to Members each year. The Association relies on these declarations as a certification from Registered Members and will place similar emphasis on declarations submitted by Intern Members.

Enforcement Policy:

During the initial years, the MAA had hoped that all members would comply with the mandatory continuing education requirement. However, it became evident that an enforcement policy would be necessary and the following was adopted in 1997 by the MAA Council:

THAT, compliance with the Mandatory Continuing Education requirements be enforced as a condition of license renewal effective May 31, 1998; and that members not be permitted to be delinquent in fulfilling their Mandatory Continuing Education requirement for more than one year without becoming fully current.

Note: In the case of Intern Members, compliance will be enforced as a condition of “membership” renewal.

REGISTERED MEMBERS AND INTERN MEMBERS RESIDENT OUTSIDE THE PROVINCE OF MANITOBA

In introducing the Mandatory Continuing Education Programme, the Association recognized that, with Registered Members spread worldwide, equivalencies would be necessary and certain exceptions would have to be considered, particularly in the initial years of implementation. It had been intended that the Association would consider various means by which it could build a resource base that would be available to all members; which might be of particular importance for members that currently have limited access to continuing education.

Registered Members and Intern Members who are resident outside the province are requested to comply with *the intent of the mandatory continuing education requirement, to the best of their ability*. As a guideline, Registered Members and Intern Members are requested to complete a minimum of 20 hours, in the following areas, or combination of areas.

COURSES DEALING WITH ISSUES RELATED TO THE PROTECTION OF THE PUBLIC

Relevant to the following areas:

1. Role and Responsibilities of Prime Consultant
2. Codes/Acts
3. Contract Documents and Engineering Co-Ordination
4. Building Envelope
5. Management (office/client/financial)
6. Contract Administration
7. Costing
8. Ecology
9. Ethics
10. Legal Aspects/Insurance

- attendance at organized seminars or courses, offered or sponsored by an architectural, allied professional or technical organization; and/or
- review of video tapes of mandatory Association courses conducted by the MAA, offered for loan as they become available; and/or
- review of video tapes of courses conducted and made available by any other architectural organization.

SELF-DIRECTED STUDIES

For Registered Members, continuing education under the self-directed study component should be in specialized areas of particular interest to the individual member (eg. design, hospitals, education, programming, computers, architectural history, preservation, etc.).

Self-directed studies could include:

- reading books; or
- attendance at lectures or seminars, offered locally or elsewhere, by a School of Architecture, professional architectural association, industry related, allied professional or technical organization.

Intern Members are expected to undertake a program of self-study to supplement their academic qualifications and practical experience to prepare for the registration examinations and to attend other seminars, study The Architects Act, the MAA By-Laws, the Canadian Handbook of Practice and any other materials necessary to prepare themselves for registration.

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Note: In the case of non-resident Registered Members, it is compliance with the “intent of the Mandatory Continuing Education requirements” that will be enforced as a condition of license renewal.

In the case of non-resident Intern Members, it is compliance with the “intent of the Mandatory Continuing Education requirement” that will be enforced as a condition of “membership” renewal.

RENTAL POLICY FOR MANDATORY CONTINUING EDUCATION VIDEO-TAPES

Registered Members and Intern Members resident in Manitoba are required to attend two of three mandatory courses offered by the Association during each annual period of the Mandatory Continuing Education Programme (from June 1st of each year to May 31st of the following year).

Members unable to attend two of the three courses, were initially required to view the video-tapes within the MAA offices. This had been the only alternative recognized as an equivalency to attendance.

The MAA Council subsequently implemented the following rental policy (providing another alternative to those members who are unable to attend two of the mandatory Association courses in a given period):

RENTAL POLICY

1. Members who are resident in the Province may rent a set of video-tapes from any Association course that has been offered, to view outside the MAA office.
2. Video-tapes are made available for a one week rental period, for viewing by a specific member.
3. The rental cost for tapes from any one of the Association courses is \$25.00 per set, per member (plus GST).
4. The rental cost cannot be discounted in any way. For example:
 - a) The rate is not pro-rated for the viewing of only a portion of any session (ie. if a member was able to attend Part 1, but missed Part 2).
 - b) "Group viewings" outside the MAA office, cannot be utilized to reduce the cost of rental for viewings outside the MAA office (ie. the rate for viewing outside the MAA office is *\$25.00 per member* for each session).
5. Members are required to make their own arrangements to both pick-up and to return the series of tapes to the MAA office.
6. Members who fail to return the series of tapes within 7 days time, will be charged an additional week's rental of \$25.00.
7. Members who fail to return the series of tapes within 14 days time, will be charged a replacement fee of \$50.00, regardless of the actual number of individual tapes (above and beyond the \$50.00 rental fee that would have already been applied).

Note: GST will be applied to all rental and replacement fees.

The revenue that is derived from the rental of tapes to resident members is credited to the Continuing Education Reserve and utilized, together with the annual continuing education assessments, for future mandatory continuing education programmes.

For information:

- a) Members may continue to view tapes within the MAA office at no charge;
- b) This rental policy applies to resident members only (the MAA continues to make tapes available to non-resident members at no cost).