



**THE MANITOBA ASSOCIATION OF ARCHITECTS**  
 Second Floor, 137 Bannatyne Avenue, Winnipeg, Manitoba, R3B 0R3  
 Phone: (204) 925-4620 Fax: (204) 925-4624 Email: info@mbarchitects.org

**MANDATORY CONTINUING EDUCATION REPORTING FORM  
 FOR THE PERIOD OF:**

BOTH THE ASSOCIATION-DIRECTED AND SELF-DIRECTED REQUIREMENTS FOR THE APPLICABLE MANDATORY CONTINUING EDUCATION PERIOD SHOULD BE SATISFIED BY DECEMBER 31<sup>ST</sup> OF THE FINAL YEAR.

**ASSOCIATION-DIRECTED ACTIVITIES:**

Program	Date	# of Hrs.	Points
<b>TOTAL</b>			

**SELF-DIRECTED ACTIVITIES:**

Program	Type	Date	# of Hrs.	Points
<b>TOTAL</b>				

**DECLARATION**

In accordance with the mandatory Continuing Education Requirement stipulated for the \_\_\_\_\_ period, as a Registered or Intern Member of the Manitoba Association of Architects:

I, \_\_\_\_\_ DO SOLEMNLY DECLARE THAT:  
 (Member's Name)

- I have fulfilled the requirement for the above-noted period by:
- acquiring at least 20 points for Association-directed activities, as recorded on the MAA's website or outlined above; and
  - acquiring at least 80 points for self-directed studies, as outlined above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**SELF-DIRECTED ACTIVITIES:**

Self-Directed Categories	Description	Maximum Points per 2-Yr. Cycle
Course	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	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 & Learn, Focus Group, Guest Speakers, Facilitated Discussion	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.	50
** MAA Council	Elected as a member of MAA Council.	50
** 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	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.	30
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. Includes: Syllabus Program Mentoring	50
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 who is connected to the practice of architecture and is shared with others through publication for the purpose of educating or informing others.	40
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.	80

**\*\* NOTE: A maximum of 50 points per two year cycle may be credited for any combination of participation in MAA Standing Committees and/or MAA Council and/or Committee meetings.**

The following chart must be used to determine the hour-to-point ratio for Self-Directed Activities:

- |              |   |            |            |   |           |
|--------------|---|------------|------------|---|-----------|
| ▪ 1.25 hours | = | 1.5 points | ▪ 2.5 days | = | 25 points |
| ▪ 1.5 hours  | = | 2 points   | ▪ 3 days   | = | 30 points |
| ▪ 2 hours    | = | 3 points   | ▪ 3.5 days | = | 35 points |
| ▪ 3-4 hours  | = | 5 points   | ▪ 4 days   | = | 40 points |
| ▪ 6-8 hours  | = | 10 points  | ▪ 4.5 days | = | 45 points |
| ▪ 1.5 days   | = | 15 points  | ▪ 5 days   | = | 50 points |
| ▪ 2 days     | = | 20 points  |            |   |           |

Activities that do not count as Self-Directed Activities are:

- Mentoring
- Seminars that are product knowledge only; must be skill based
- Courses that are not related to business or architecture
- Activities that are less than 1 hour