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## MANITOBA ASSOCIATION OF ARCHITECTS MANDATORY CONTINUING EDUCATION REQUIREMENTS

In an effort to achieve greater harmonization at the national level, the Manitoba Association of Architects implemented certain changes to the mandatory continuing education requirement in 2012. Based on the results of audited transcripts conducted on the 2014/2016 records, further adjustments have been made, in an effort to bring a greater level of clarity.

### Cycle:

In 2012, a two-year cycle running from July 1 to June 30 of the second year following was introduced. The initial cycle ran from July 1, 2012 through June 30, 2014 and continued on that basis for all subsequent cycles.

### Hours:

Since July 1, 2012, members have been required to obtain a minimum of 70 Hours each cycle, comprised of:

- at least 25 Hours of Structured Learning required; and
- an additional 45 Hours of either Unstructured or Structured Learning required; during each two-year period.

Activities may be completed through individual or group learning, but must be a minimum length or duration of one (1) hour, relative to both categories of learning.

### Content

While acceptable activities are outlined on the attached chart, content must relate to the following subject matter:

- Legal Issues and Legislation related to Architectural Practice & the Construction Industry
- Building Technology
- Planning and Design
- Practice of Architecture and Business Management
- Project Management
- Environment and Energy
- Architectural Culture

### Structured Learning

These activities are organized educational sessions that deal with a specific matter related to architecture, the business of architecture and/or business management, are a minimum of one (1) hour in length and must include an inter-active component of some form (Q+A for participants). Such activities must provide some form of evidence of participation (to be maintained by the member and able to be produced, in the event of an audit).

These activities are both self-determined and self-reported by individual members (unlike “core” activities, which are screened and determined as such by an architectural organization in Canada and continue to remain a requirement in some jurisdictions).

### **Unstructured Learning**

These activities are a combination of various types of activities, are a minimum of one (1) hour in length and likely do not provide evidence of participation. Acceptable activities are outlined on the attached chart (which details the maximum number of hours that may be credited for each type during each two-year cycle). Activities are both self-determined and self-reported by individual members.

### **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).

Between 2008 and 2018, the MAA participated in the National Continuing Education Transcript Website which had been hosted by the RAIC for a number of jurisdictions in Canada. Regrettably, variations in certain requirements (including categories, maximum allowances, etc.) amongst those jurisdictions, led to a good deal of confusion for MAA members who failed to reference the MAA’s specific requirements, when logging activities.

The MAA undertook an initiative during the latter part of the 2016/2018 cycle, to develop an on-line transcript that would be hosted on its own website, with built-in features that would automatically incorporate MAA’s requirements. The MAA’s on-line transcript was launched on July 1, 2018, to coincide with the start of the 2018/2020 cycle, and members access their individual transcript through the login page of the MAA’s website: <https://www.mbarchitects.org/login.php>

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

The deadline for compliance with the requirements is the final day of each two-year cycle, which will always be June 30 of the even years.

A revised enforcement policy came into effect on January 1, 2017 and is outlined in Subsection 12.5 of the MAA By-Laws. In accordance with the policy established, members who fail to demonstrate compliance by the deadline (June 30), or potentially remain non-compliant for more than 90 days thereafter, will be subject to the following penalties/action:

- .1 pay an initial penalty of \$100+GST and demonstrate compliance within 45 days following the deadline;
- .2 pay an additional penalty of \$200+GST and demonstrate compliance within 45 days following (being 90 days after the deadline); and
- .3 referral to the Investigation Committee thereafter, for disciplinary action.

### **Audit:**

It should be noted that although members both self-determine and self-report any and all activities, the MAA may audit a certain number of records during each period. In such cases, members could be required to provide evidence of Structured Learning activities (so this information should be maintained for at least one year following the close of each reporting period).

### **Carry-Forward Hours:**

The MAA had previously established a policy and will continue to permit members to carry forward any and all extra hours that have been accumulated during a particular reporting period, which fall within the parameter outlined.

For clarification, note that:

- .1 All Structured Hours may be logged for credit.
- .2 During each two-year cycle, there is a maximum provision for each type of Unstructured learning (ie. reading, discussion groups, etc.) as outlined in the Continuing Education Activities Allocation Chart (see final page of this document).
3. No credit (or carry-over) is available for Unstructured Hours which exceed the maximum of a specific type for that two-year cycle. For example, no more than 15 hours credit is available for reading in each two-year period, and any additional hours that might be logged under that type will be disqualified.

Also note that, under the current requirements, carry forward hours can only be utilized once the member has completed at least 50% of the activities required during each two-year cycle, by obtaining a **minimum** of 35 Hours overall, comprised of at least 12.5 Hours of Structured Learning, with the remaining 22.5 Hours in either Unstructured or Structured Learning.

The MAA's on-line transcript that is now hosted on its own website has built-in features that will automatically apply the above-noted provisions and/or limitations.

#### **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.

#### **Equivalencies:**

The MAA was the first jurisdiction in Canada to introduce an equivalency option (initially with OAA), which was based on consistent requirements in place, for members licensed in both jurisdictions. A number of other Canadian jurisdictions have since introduced similar requirements (with respect to required hours and reporting periods) and are prepared to look at arrangements for equivalency options.

The benefit of an equivalency option to MAA members is that continuing education activities need not be entered or reported to more than one jurisdiction; and compliance in the other jurisdiction will automatically provide compliance in Manitoba (and vice versa, as and where applicable).

- a) Equivalency Granted by MAA (For Recognition of Activities Reported Elsewhere):

As of July 1, 2016, the following jurisdictions have standards which are equivalent to the MAA's requirements, with respect to the total number of hours, the reporting period and Structured/Unstructured Learning hours:

- OAA
- AANB
- NLAA
- NWTAA
- AAA

MAA members who are licenced/registered in any of these jurisdictions and wish to report their activities in that other jurisdiction, for recognition in Manitoba, are required to file an Equivalency Request form with the MAA office, if they have not already done so.

There is then 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 relevant jurisdiction directly, for verification of each individual member's compliance with the requirements of the jurisdiction identified (which will automatically confirm compliance with the MAA's requirements).

The Equivalency Request form is available on the Mandatory Continuing Education page of the MAA's website at:

[https://www.mbarchitects.org/mandatory\\_continuing\\_education.php](https://www.mbarchitects.org/mandatory_continuing_education.php)

b) Equivalency for Activities Reported to MAA

The MAA understands that most, if not all, other architectural associations in Canada are prepared to recognize equivalencies for out of province members (including those that may not have similar requirements in place). The MAA would encourage its members who are presently reporting their activities in Manitoba and are:

- located in Manitoba (or outside the country); and
  - licenced/registered in one or more other jurisdictions in Canada;
- to make the necessary inquiries with that other jurisdiction(s).

If it is determined that the other jurisdiction in Canada is prepared to recognize compliance with the MAA's requirement, the member is required to file a Release to Designate MAA as Primary Jurisdiction form with the MAA office – in addition to whatever forms the other jurisdiction might have them complete, to exercise an equivalency option in that jurisdiction.

The release form that is filed with the MAA office, will assure this Association that it has the ability to provide information, on an ongoing basis, to a particular jurisdiction(s), unless and until that member ceases to be registered/licenced in that other jurisdiction and/or the authorization filed with the MAA office is revoked.

The Release to Designate MAA as Primary Jurisdiction form is available on the Mandatory Continuing Education page of the MAA's website at:

[https://www.mbarchitects.org/mandatory\\_continuing\\_education.php](https://www.mbarchitects.org/mandatory_continuing_education.php)

**\*\*Note:** Members should be aware that:

- as and where an equivalency option has been exercised, non-compliance in the reporting jurisdiction will automatically transfer to the other jurisdiction (in the same manner that compliance with the requirement automatically transfers); and/or
- despite the timelines and enforcement policy which are in place in Manitoba for compliance and reporting, members who have requested equivalencies elsewhere must also respect any and all relevant deadlines, penalties, etc. which apply in the other jurisdictions as well.

**Additional Guidance:**

Members are responsible for self-determining whether a particular activity qualifies for credit and if so, under what category and type. Based on various findings from the audit process, the following information is being shared, in an effort to provide some additional guidance and clarity:

- Lunch and Learn sessions may qualify under Structured Learning, if evidence of participation is available (otherwise such sessions may qualify in the Unstructured Learning category);
- The Presentations and Teaching type within the Unstructured Learning category is intended for those members who personally prepare and present information or teach **others** (and not a presentation that a member attends which is offered by someone else);
- The Scholarly Research type within the Unstructured Learning category is intended to capture a level of research that is intended to be made available to a broad audience, likely through publication (and not practical research that might be conducted for a specific project or client);

- A sufficient level of information should be provided within the transcript to demonstrate that an activity meets the requirements for that category or type (or such activity could be questioned, during an audit process); and
- Ensure that you familiarize yourself with the requirements before completing your transcript. For example, the 10x20x20 event in MB does not qualify as Structured Learning, in that the minimum one hour length relating to architecture is not met, nor is evidence of participation available.

## Continuing Education Activities Allocation Chart

<b>STRUCTURED LEARNING</b>	Organized educational sessions that deal with a specific matter related to architecture, the business of architecture and /or business management.  All learning activities recorded in the “Structured Learning” category require some form of evidence of participation.	A minimum of 25 hours per two year Cycle
Workshops Lectures Seminars College or university courses Conference breakdown sessions Distance Education modules (i.e. on-line courses and webinars)		
<b>UNSTRUCTURED LEARNING</b>	Up to 45 hours in two year ConEd cycle and in accordance with the maximum numbers noted below	
Committee Meeting	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: Task Forces/Groups, Professional Organization, Community Committee, Sub-committees. Does not include Service Clubs.	Max. 25
Council	A governing Council or Board of an architectural organization (MAA or other provincial/territorial associations, RAIC, etc.)	Max. 30
Discussion Group	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: Focus Group, Guest Speakers, Facilitated Discussion	Max. 25
Mentoring	Syllabus Program Mentoring and IAP program mentoring	Max. 10
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.	Max. 25
Professional Tour	An organized and guided tour which will support or advance the practice of architecture by participants.	Max. 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.	Max. 25
Reading	Reading of books, periodicals and /or journals related to architecture, the business of architecture and /or business management.	Max. 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.	Max. 45

### Note to above Table:

1. All learning activities must be a minimum of one hour in length (for both categories of learning).