

CSLA MODEL CONTINUING EDUCATION PROGRAM GUIDE



Prepared by the CSLA's Continuing
Education Committee

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CSLA | AAPC

Canadian Society of Landscape Architects
Association des architectes paysagistes du Canada

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Continuing Education for CSLA Members

1.0 Objective of the CSLA's Model CE Program

The CSLA is committed to promoting, improving and advancing the profession of landscape architecture and maintain standards of professional practice and conduct consistent with the need to serve and to protect the public interest. As Members of a professional body, landscape architects accept a responsibility for the continued maintenance of their professional competence:

The CSLA's Model Continuing Education (CE) Program was designed to streamline Continuing Education across Canada. The long-term vision for continuing education in Canada is to have:

- a national credit recording system, and
- CE administered by the provincial component associations.

The CSLA's Model CE Program is intended to address CE-administered programs in the various components.

This program has therefore been designed as a template or a starting point. Component associations may choose to implement the program as presented, or tailor the program according to the requirements of their organization, their membership, operational capacity or geographic location. The information and suggestions contained within this document are based on common practice; however, the program, if adopted by the component association, should be modified to reflect its unique situation. Flexibility in any CE program is an important key to its success.

That said, it is the long-term goal of the CSLA that component CE programs have continuity to facilitate reciprocity across components. Components that do not have a mandatory CE program policy should encourage their members to record their CE activities and add them to the eventual national credit recording system. This has the two advantages of easing any future transition to a mandatory component-administered CE program and accessing CE data should a member decide to practice in another jurisdiction.

1.1 The Role of the CSLA

Once per year (or as required), the CSLA will facilitate a check-in meeting for all component association representatives responsible for continuing education in their associations. The purpose of this meeting is to:

- share best practices
- update the model program as required
- address issues related to the administration of CE programs.

1.2 Adopting a Mandatory Continuing Education Program in Phases

Component association may choose to adopt a CE program in phases. As such, the first year of the program could be dubbed "trial", where members are encouraged to comply, but the program itself is non-mandatory. This "trial" year could provide valuable information on members' use of the system and refinements it may require. The second year of the program would impose mandatory compliance.

1.3 Overview of the Model CE Program

It is the intent of the program that every activity reported by Members for credit gain will be either directly relevant to landscape architecture, or contribute to an increased ability for the Member to practice as a Landscape Architect, including for specialized and non-traditional focus-areas of the profession.

In jurisdictions where CE is mandatory, the first three years will be a phase-in period of program development and refinement. The first full reporting period will culminate with reporting at time of dues collection (end of year) in the third year (for example: 2017 for the years 2015, 2016 and 2017).

Every three years thereafter, Members will be required to report on all completed, relevant continuing education activity prior to the time of dues collection for the preceding three year period. Relevant educational activities completed by members within each three year period must meet the minimum requirements of the program as outlined within this document.

2.0 Requirements

2.1 Who Does the Program Apply to?

The CE program will apply to all Component Full Members (as defined by the component). It is the discretion of each component whether the continuing education program will apply to other membership types such as Associate Members, Inactive Members and Interns.

2.2 Minimum Requirements

Membership Type	Minimum CE Credits/ Reporting Period
<i>Full Member</i>	<i>30 (refer to section 6.0)</i>

2.3 Newly Accepted Members

New Members will be required to obtain a pro-rated number of CE credits for remaining year(s) of the current reporting period

Note: Self-Directed study and education programs not approved by the CSLA or its components can be submitted to the committee for approval of credits. The Continuing Education Committee will review CE Annual Reporting Forms to prepare a statistical analysis and review at random, a number of Reporting Forms to verify the CE Credits Claimed.

3.0 Reporting

To maintain the criteria for Membership within the Society, Members are required to obtain a minimum of **30 credits** per **3 year** reporting period. Credits may be obtained at any point over the three year period (potentially all 30 credits could be obtained in year one of a reporting period). Members may complete the CE Annual Reporting Form through the online process (refer to the *CE Input Guide* for instructions). The CE Annual Reporting Form will be reviewed for CE Policy Compliance. Refer to *Section 5.2* for details of procedure and penalty structure for individuals who are found to be CE Non-Compliant.

Additional credits earned beyond 30 credits may not be carried forward to the next reporting period, as the 30 credits have been established as the minimum requirement.

The Individual Component Registrar manages the CE Program. A Member may complete credit reporting at any time throughout the duration of the three-year period. Credit accumulation and reporting will culminate at the end of each designated three year cycle in conjunction with dues collection timing.

It is the responsibility of the Member to maintain supporting documentation of having completed each reported CE activity for a minimum of 3 years following the end of the reporting period to which those activities were claimed for credit.

Acceptable documentation is to include a record of attendance at the activity prepared by the activity provider or facilitator, including the time spent participating directly in the educational activity and activity description. Other proof of attendance should be approved by the review committee; it is the responsibility of the member to verify their documentation is acceptable. (Examples of other proof/documentation include but are not limited to: a “selfie” photo attending the event, an attendance badge, registration receipt, etc.)

Cross accounting is permitted, where activities that have been claimed for credits under another professional continuing education program may also be claimed for credit under the CSLA CE Program, provided that the activity meets CE Program criteria for acceptable activities.

3.1 Grace Period

Individuals have until March 31 following the end of a three-year CE reporting cycle to submit their CE Credits, (E.g. January 1 to March 31, 2014 grace period to submit CE Credits for 2011-2012-2013 CE reporting period.)

Note: Grace periods should be adjusted according to the yearly dues collection calendar of each component.

4.0 Exemption Option

Only in certain exceptional circumstances may Members have the requirements waived by Council. These include Members with certain Membership status or within certain Membership categories, as designated by Council (including but not limited to Student, Affiliate, Honorary, Retired / Emeritus, Associate and Leave of Absence –are currently exempt from the requirements of the program).

Members who are admitted as new Component Full Members, or who transfer in from another association part way through a reporting period are exempt from the requirements for a 12 month period of time, but must meet program requirements at a prorated number of credits for remaining time within that reporting period.

(Ex: member gains full membership in September 2015. New full member is exempt from 12 months of credit requirements to August 2016. 16 months remain to the end of the reporting period in December 2017. 16 credits are required for completion by this member for the 2015 through 2017 reporting period.)

Members who apply for, and are granted written exemptions based on special circumstances are exempt from the requirements for a 12-month period of time. Such exemptions may include compassionate, parental and medical leave, and other similar extraordinary circumstances, reviewed on an individual basis by the Examining Board who will in turn make a recommendation to Council. Requests for exemptions must be made in writing to the Registrar, in advance of the reporting deadline for the applicable reporting period.

(Ex: Member is granted exemption from September 2015 through September 2016 (12 months). 24 months remain within the reporting period of January 2015 through December 2017. 20 credits are required for completion by this member for the 2015 through 2017 reporting period.)

Retired Landscape Architects are excused from the CE Program.

5.0 Program Management

5.1 Auditing

In addition to Component Staff following up with Members who have not reported the required number and allocation of CE credits, the CE program quality and rate of participation will be monitored through a random auditing process managed by the Association during the 3 years following the completion of each 3 year reporting period. Auditing will be completed by Component Staff members at a rate of 10% of the Membership to whom the CE Program applies per 3 year reporting period.

If a Member is audited, the Member will be responsible to provide the Component Association with documentation of each reported activity completed. If a Member is found through the audit process not to have properly met the requirements of the program, the Member will be provided one year to complete the requirements for the previous reporting period, which will not detract from the requirement for the Member to achieve the 30 CE credit minimum Page 2 the subsequent three-year cycle.

5.2 Procedure and Penalties for Non-Compliance

Following the end of a three-year CE reporting period, the Continuing Education Committee (CEC) and Board of Directors review member files for minimum CE requirement compliance. The following outlines the procedure and penalties for CE non-compliance.

1. **Credit Deficient at March 31st:** Those members found to be CE Credit deficient will be notified in writing, and given until April 30th to submit an updated CE report indicating compliance.
2. **Credit Deficient after April 30th:** Those members found to be CE Credit deficient after April 30th will be notified in writing by the Component that their membership status will be suspended until a compliant CE report is filed.

Make-up credits for activities after the original reporting period deadline cannot be used for the new reporting period.

Suggested Actions for a Member who is Credit Deficient After March 31st

1. **Board Vote:** The Board of Directors votes to move the member with “CE Non-Compliant” status to “Member Not in Good Standing” or “Suspended” status
2. **Member’s Appeal:** The member may appeal the suspension in writing. The Board of Directors will review appeals and notify the member of its decision.
The member will remain suspended until such time as they satisfy the requirements for CE credits for the applicable reporting period.
3. **Suspension of Membership:** the member who fails to provide compliant CE credit reports by the following annual dues invoice date will be struck from the membership. Members struck from membership may re-apply after submitting a compliant CE credit report for the deficient period (according to Component procedures for re-admitting lapsed members.)

6.0 Earning Credits

6.1 Credit Weighting

Continuing education activities are eligible for 1 credit per 1 hour (minimum 50 minutes) of direct participation time of a relevant activity unless otherwise noted within a category description. Credits may be claimed to the nearest 0.5 credit or half-hour of direct contact in an activity. Activities outlined within the section 6.4 category descriptions have been provided as suggestions for earning credits and suggested credit allotments.

6.2 Requirement for Diversity of Learning

Members are required to complete activities from a minimum of two of the six available ways to earn CE credits categories during each three-year reporting period. The maximum attainable number of credits in any one of the 6 categories is determined by category.

6.3 The 6 ways to earn CE credits - Categories

Continuing education (CE) credits can be earned within a minimum of 2 of any of the following 6 categories to the maximum defined for the category.

- 1) Education Courses and Training Programs
- 2) Accredited Courses
- 3) Professional Activities
- 4) Teaching/ Writing
- 5) Personal Development
- 6) Examination

6.4 Credit Categories

1. Education Courses and Training Programs

Members may claim credits for successful completion of substantive courses in landscape architecture and landscape architecture-related fields and programs which upgrade their skills. Courses and programs offered by any landscape architectural organization (e.g. CSLA, CELA, ASLA, CLARB, and/or other relevant professional societies of private sector delivery agencies) are eligible for CE Credits. **A maximum of 20 credits** can be reported for this category.

<i>Credits</i>	<i>Activity</i>
4	Full attendance at Component Conference and Annual General Meeting
2	Per 6 contact hours or full contact day where a full contact day of 6 hours attendance at CSLA, Component or IFLA conference, seminar, or workshop presented by an allied association or organization (assumes 6 contact hours)
0.5	Per summary of presentation or lecture for other CSLA Members (who were unable to attend) in a comprehensive review, in addition to CE credits claimed for attendance
Varies by Contact Hours	Self-directed study (e.g. reading a book/ article on landscape architecture, webinars, taking an on-line tutorial, attending lectures, etc.) to a maximum of 4 credits.
Varies by Contact Hours	Visioning projects (e.g. charette) are eligible for CE Credits, which varies with projects, to a maximum of 4 credits. Please consult with the CE Committee Chair
Varies by Contact Hours	University Courses, to a maximum of 4 credits: 1) Full Credit 2) Audit

Landscape Architecture Educational Programs

Educational programs approved by the CSLA, ASLA (or any chapter of either the CSLA or ASLA), IFLA or recognized by the Landscape Architecture Continuing Education System (LACES) program.

Exception activities for Category 1:

- Attendance at **Component run social activities** where the primary purpose of the activity is social networking or recreation is eligible for 1 credit per activity, regardless of activity duration.
- Where a Component run social activity has a clear but undefined educational component associated with it, Members may claim educational credits at the standard rate of 1 credit per 1 hour of time involved in the **educational portion** of the activity under Category 3, Self-Directed Study.

Technical Skills Development

Examples: software program training, business management and growth course, public participation facilitation training course, worksite safety training, permeable paver installation and specification seminar, concrete industry tour, lighting industry tour and seminar.

Relevant Educational Programs

Educational programs not approved by the above noted organizations, must be either directly relevant to landscape architecture, or contribute to an increased ability for the Member to practice as a Landscape Architect, including specialized and non-traditional focus-areas of the profession.

Example Activities: GIS course provided by the OPPI, tree identification course provided by ISA.

Self-Directed Study

Activities must be either directly relevant to landscape architecture, or contributing to an increased ability for the Member to practice as a Landscape Architect, including for specialized and non-traditional focus-areas of the profession.

Example Activities: Reading a book on designing for microclimatic conditions, touring the Royal Botanical Gardens, field wildflower identification walk with a native shrub identification guidebook.

Original informally published writing such as a blog article directly related to landscape architecture, research on a particular subject for the purposes of future publication.

Members are required to complete and maintain a record of having completed each Category 3 activity in the form of clearly stated learning objectives and study notes or comparable alternative for a minimum of three years following the end of the three year cycle that the activity is reported in. The Member may be required to submit these records to the component office for review during an audit review.

2. Accredited Courses

Credits in this category are earned for completion of courses where licenses, certificates or degrees are earned.

College and University Courses

College and university courses with an academic institution either accredited with the Association of Canadian Community Colleges (ACCC) or the Association of Universities and Colleges of Canada (AUCC) (or a national equivalent). Courses must be either directly relevant to landscape architecture, or contributing to an increased ability for the Member to practice as a landscape architect, including for specialized and non-traditional focus-areas of the profession.

Certificates, Licenses and Credentials

Certificate, license and credential earning, including for the initial completion of a certificate, license or credential relevant to the practice of landscape architecture, or which will contribute to an increase in ability for the Member to practice as a landscape architect.

Examples: Sitting of the Certified Arborist exam, resulting in the Certified Arborist designation with ISA Ontario., sitting of the 4th LARE exam resulting in acquired professional seal to accompany already acquired certificate. Successful completion of a LARE exam (see section 2.1.1 Newly Accepted Members).

3. Service Activities

Credits may be claimed for activities undertaken in **landscape architecture and landscape architecture-related fields** such as conferences, seminars, workshops, presentations, lectures, literary contributions, and services to the landscape architecture profession provided by CSLA, CELA, Component, ASLA, CLARB, etc., educational institutions, or private sector delivery agencies. **Maximum of 5 credits can be reported for this category.**

<i>Credits</i>	<i>Activity</i>
5	Per year service on a board such as Component Association, CSLA, as a Component representative
5	Per year service as a CSLA volunteer
4	Per year service as committee chair
4	Per year service on a Component or CSLA Municipal task force, Design Panel, Environmental Group, or similar committee
0.5	Per meeting attended to a maximum of 4 per year service as a representative to a government or other association or agency; advisory group or committee; or to another professional association

Service

Committee and volunteer work including service on Component Council, service on Component committees and task forces, and non-association volunteer work, which contributes to the overall betterment of the Landscape Architecture profession.

Examples: Component task force participant, attendance at Component AGM, participation as a judge on a community design panel, conference or guest speaker, volunteered design of a community garden (pro- bono and also outside of work hours).

Exception activities for Service:

- **Long-term commitment volunteerism** is eligible to be claimed at a rate of 1 credit per 1 hour of time volunteered, to a maximum of 1 credit per engagement to the category maximum. Examples of a single engagement include: in-person meetings, conference calls, presentations and attendance at related events. Ex: half hour committee conference call (0.5 credits) vs. 3-hour committee conference call (max. 1.0 credits).
- **Single volunteer events** that are unrelated to a long-term volunteerism commitment are eligible for credit earning at a rate of 1 credit per 1 hour of time volunteered, to a maximum of 2 credits per individual event/activity. Ex: Helping to facilitate an OALA full-day social event (2.0 Credits), 1 hour design critique at a University program (1.0 Credits).

4. Teaching/ Writing

These professional activities are over and above responsibilities to employment and contribute to the body of knowledge and appreciation for the art and science of landscape architecture. Research reports and papers prepared in the course of employment are eligible for CE credits when modified and published in another forum. **Maximum of 20 credits can be reported for this category.**

<i>Credits</i>	<i>Activity</i>
10	Book published
5	Contributing author or editor
4	Technical or research article as sole author
2	Per day guest critic at a landscape architecture school, or related college
2	Per presentation or lecture to fellow professionals, colleagues, or students, and to the public
2	Position paper or opinion/ editorial submission
1	Written review (independent of employment)
0.5	Mentoring an Intern or Student 0.5 credit per review (Varies by contact hours to a maximum of 4 credits)

Authorship

Authorship of published work related to landscape architecture.

- Magazine Article or Online Formally Published Article (3 Credits each)
- Published (professional) Journal Article (10 Credits each)
- Peer-Reviewed Publication (22.5 Credits/Category Maximum each)
- Published Book or Chapter in a Published Book (22.5 Credits/Category Maximum)

Note: It is acceptable to claim credit for background research work related to authorship within Category 3, Self-Directed Study if appropriate documentation has been maintained.

5. Personal Development

Personal development activities undertaken in **non-landscape architecture related fields** consistent with the Bylaws and Standards of the Organization relating to topics such as management, business, finance or leadership training. **A maximum 20 credits can be reported for this category.**

6. Examination

For any section of the LARE passed during the reporting period. **A maximum 10 credits can be reported for this category.**

<i>Credits</i>	<i>Activity</i>
5	Section 1- Project Construction and Administration
5	Section 2- Inventory and Analysis
5	Section 3- Design
5	Section 4- Construction Documentation
5	Leading a LARE Workshop
0.5	Intern participation in a LARE Workshop

Note: All 4 LARE exams qualify individually under this section. However, the 4th LARE exam may qualify under either this section, or section 2.0 – Accredited Courses.

Appendix A

CSLA Continuing Education Activity Record of Participation/Attendance

To be completed by the Member and signed by the Association Activity Facilitator

Date of Continuing Education Activity:

Time duration directly involved (to 0.5 hour increment):

Title of activity:

Short description of activity (location & purpose):

Member Name (print):

Association Activity Facilitator Name (print):

Member Signature:

Association Activity Facilitator Signature:

Phone Number:

Phone Number:

E-mail address:

E-mail address:

Date:

Date:

Note: The purpose of this participation form is to provide a record of attendance at Component run events, where attendance is not otherwise recorded by the Association. It is the responsibility of the Member to maintain supporting documentation of having completed each reported CE activity for a minimum of 3 years following the end of the reporting period to which those activities were claimed for credit. Please keep a careful record of this form in your files in case of audit by the CE Program.