

Core learning activities are educational opportunities that provide a fundamental level of knowledge relevant to the practice of architecture throughout Canada.

Before offering a core learning activity, a program provider sends a program description to the SAA for evaluation.

The following criteria is eligible and accepted:

- Educational opportunities that provide fundamental level of knowledge relevant to the practice of architecture in Canada
- Structured with clear learning objectives
- Minimum of one hour

## Qualifications of Providers

All instructors and course developers shall be professionals within their sphere of instruction with an appropriate license or membership in a professional association, or recognized in their field of expertise. The following are considered appropriate backgrounds:

- independent expert or consultant
- in-house expert
- industry representative
- practitioner in the field
- university faculty member

## Currency of Content for Core Learning Activities

All time sensitive material shall be identified (such as codes, standards, regulations, etc.) with a date. All material and information contained in the core learning activities shall be current and the latest published or available.

## Interactive Learning Component

All core learning activities shall include an interactive component. This permits learners to interact with one or all of the following:

- the instructor
- other learners, or
- the learning resources

The following are examples of interactive learning:

- case studies
- discussions with instructor or other learners
- group exercises or “break-out” discussion groups, round tables or focus groups
- hands on activity or interactive computer software or workbook exercise
- problem-solving exercises
- simulation or role playing

## Review of Content and Dispute Resolution

The SAA Education Committee will thoroughly review any core learning activity in its entirety to ensure that it qualified as a core learning activity. Members of the Committee or their designated representatives will conduct the review.

## Upon Completion of the Learning Activity

Once an activity has been approved as a core learning activity for SAA continuing education purposes, providers will be required to present SAA member, or members of any other Canadian provincial or territorial association in attendance with a session evaluation form (to be provided by the SAA) to complete.

Attendance at core learning activities must be reported by the provider and to the SAA within fourteen (14) calendar days of the program’s conclusion.

- Provide a Certificate of Completion with participant’s name
- Course name
- Course approved hours

Event/programs not supported by proof of attendance qualify for self-directed learning.

Any completed evaluation forms are to be forwarded to the SAA with an attendance list (to be provided by the SAA) in order for the core learning unit allotment to apply.

**Failure to provide the SAA with an attendance list will result in the core learning unit allotment not being eligible for recording by SAA members for continuing education purposes.**