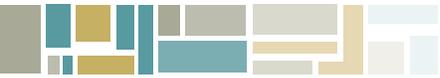


SASKATCHEWAN
ASSOCIATION OF ARCHITECTS

Guide to Continuing Education

JULY 1, 2016 – JUNE 30, 2018



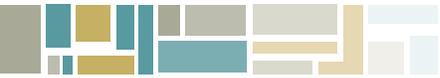


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Updated July 2016

Date of Ratification to be Updated Based on Council Approval



1.0 Continuing Education (Con Ed) At a Glance

HOURS: Minimum 16 core learning hours and 54 self-directed learning hours for a total of 70 hours.

- Members are encouraged to report all learning activity but will only receive credit for the amounts indicated in each learning category (see Section 3.0 and Appendices A and B).

CURRENT CYCLE: 24 months; the current cycle began July 1, 2016 and will end June 30, 2018 (sharp). (The previous cycle began July 1, 2014 and ended June 30, 2016.)

CARRY FORWARD: Maximum of 8 hours of core learning activity and 27 hours of self-directed learning activity into the next cycle (see Section 3.5).

1.1 Reporting

All continuing education progress must be self-reported on the RAIC Transcript of Continuing Education Credits website, at <http://raic.org/transcripts>.

Tip: Enter the dates of the current reporting cycle once logged onto the website to filter learning activities to the current reporting cycle.

2.0 Why Mandatory Continuing Education (MCE)?

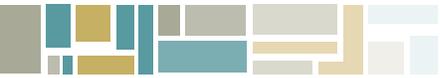
Continuing education is a mandatory requirement for all registered architects practicing in the province of Saskatchewan and is provided for in Bylaw 31 – Continuing Education.

BYLAW No. 31 — CONTINUING EDUCATION

31.01 Participation in a manner, and to the extent prescribed by Council, continuing education program shall be a requirement to maintain active registration status or the following categories of membership in the Association:

- .1 registered architect;
- .2 individuals who are licensed to practice architecture under Bylaw 26.01.

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BYLAW No. 31 — CONTINUING EDUCATION (...Continued)

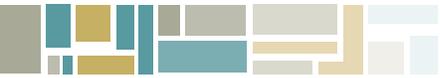
- 31.02** In order to maintain eligibility for annual licence renewal, an architect must demonstrate, to the satisfaction of the Association, that the mandatory continuing education requirements have been satisfied. Failure to demonstrate completion of these requirements will result in the licence not being renewed, or being renewed on such terms and conditions deemed appropriate by the Association.
- 31.03** The continuing education program is not a requirement to maintain the following categories of membership in the Association:
- .1 non-practicing life member;
 - .2 registered architect on leave of absence;
 - .3 student member;
 - .4 syllabus student member;
 - .5 retired member;
 - .6 associated member;
 - .7 honorary member.

Continuing Education is an important aspect of maintaining the Saskatchewan Association of Architect's status as a self-regulated profession. The Saskatchewan Association of Architects (SAA) Continuing Education (Con Ed) Program enables architects to keep current, master new knowledge and skills, plan for the future, and responsibly meet the role society entrusts to our professionals. The SAA Con Ed Program is harmonized with Canadian Architectural Licensing Authority (CALA) provinces and jurisdictions across Canada.

3.0 Overview of the SAA Con Ed Program

Members earn hours by participating in approved core learning activities, or through self-directed learning activities.

The SAA suggests that members keep copies of their reported materials for four (4) years. These materials will be useful to the member if there is an audit review conducted by the SAA (see [Section 6.0](#)).



3.1 Core Learning Activities (CLA)

A listing of SAA approved core learning activities is available on the Continuing Education page of the website (<http://www.saskarchitects.com>).

The SAA accepts all approved core learning activities from other Canadian provincial and territorial associations and the Architecture Canada | Royal Architectural Institute of Canada (RAIC) without additional review.

The SAA also accepts the American Institute of Architects' (AIA) approved courses as core learning activities. The SAA Education Committee may also review core learning activities that have been approved by another national association to determine if they are applicable and relevant to the needs of SAA members.

After engaging in a core learning activity approved by another jurisdiction, verification of attendance, with the name of the SAA member and number of core learning hours stated, must be obtained from the provider. SAA members are to then enter the learning credits on the RAIC Transcript of Continuing Education Credits website in the appropriate category and to retain the verification from the provider on file for potential audit purposes. The SAA does not enter the hours into the member's record.

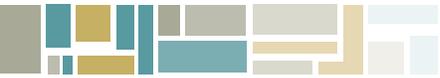
3.1.1 Core Learning Categories

HOURS: Minimum 16 core learning hours are required during the 24-month cycle.

CARRY FORWARD: Maximum of 8 hours of core learning activity can be carried into the next cycle (see [Section 3.5](#)).

To encourage members to participate in a variety of educational programs and opportunities, the following categories have been prescribed on the RAIC Transcript of Continuing Education Credits website. See Appendix A for number of hours in each category that will be credited. Members are encouraged to log ALL learning activities even if the number of hours completed exceeds the number of hours credited. Should an audit take place (see [Section 6.0](#)), and some credits are rejected, a member will have extra to compensate for the shortfall.

(Continued next page...)



Core learning categories as they appear on the <http://raic.org/transcripts> website:

- Conference Sessions
- Course
- Distance Education Modules
- Lectures
- Other
- Seminars – *Not used by SAA but appears on reporting website.*
See [Appendix A](#).
- Workshops

3.1.2 Core Learning – Excess Hours

Core hours beyond the minimum of 16 hours and maximum carry-forward of 8 hours (see [Section 3.5](#)) can be entered as self-directed hours in the “other” category. Self-directed hours cannot be entered as core hours.

3.2 Self-Directed Learning Activities

HOURS: Minimum 54 self-directed learning hours are required during the 24-month cycle.

CARRY FORWARD: Maximum of 27 hours of self-directed learning activity can be carried into the next cycle (see [Section 3.5](#)).

Self-directed learning activities include structured and/or self-designed learning activities, as follows:

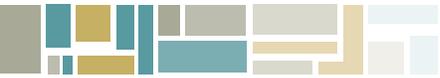
3.2.1 Structured Activity

A structured learning activity is a program offered by an organized third party without SAA Core Learning Activity review. Supplementary documentation of attendance/participation may be required when reporting this type of activity.

To qualify for credit, ask yourself:

- Is this activity intended to be educational or operational?
- Is this new knowledge for you or are you sharing your knowledge with others?
- How will you apply this new knowledge to your practice of architecture?

To be eligible for credit, the activity must be planned, educational, and new knowledge for you. (Recommended minimum of one hour in duration.)



3.2.2 Self-Designed Learning Activity

A self-designed learning activity is organized by the member specifically to meet individual needs and interests. A self-designed activity may involve more than one type of medium or method, including research, reading, interviewing subject experts, and/or viewing videos.

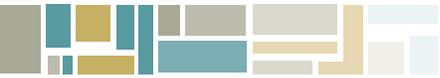
3.2.3 Self-Directed Learning Categories

Self-directed activities must demonstrate that they are planned as educational activities; that learning is not just a by-product.

To encourage members to participate in a variety of educational programs and opportunities, the following categories have been prescribed on the RAIC Transcript of Continuing Education Credits website. See [Appendix B](#) for number of hours in each category that will be credited. Members are encouraged to log ALL learning activities even if the number of hours completed exceeds the number of hours credited. Should an audit take place, and some credits are rejected, a member will have extra to compensate for the shortfall (see [Section 6.0](#)).

Self-directed learning categories as they appear on the <http://raic.org/transcripts> website:

- Committee Meetings
- Council
- Discussion Groups
- Mentoring
- Other
- Practical Research – *Not used by SAA but appears on the reporting website. See [Appendix B](#).*
- Presentations and Teaching
- Professional and Community Services
- Professional Tour
- Professional Writing
- Reading
- Scholarly/Practical Research



3.3 Reporting Progress

All continuing education progress must be reported on the RAIC Transcript of Continuing Education Credits website, at <http://raic.org/transcripts>. Login procedures require provision of a valid username and password. Initially, usernames are established as your first and last name (all combined and all in lower case i.e., johndoe). Initial passwords are the same as your username. Once you log on to your individual profile, you will be able to update/modify any of your information, including choosing a new password. Members are reminded that they are solely responsible for the entry of continuing education hours into their record.

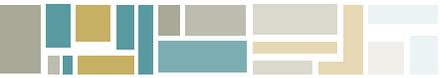
3.4 Reporting for Members Registered/Licensed in More Than One Canadian Jurisdiction

In accordance with an agreement with the other architectural regulators, effective July 1, 2012 SAA members who are registered/licensed in more than one jurisdiction also have the option to report Continuing Education in only one jurisdiction.

In order to ensure architects who are licensed in multiple jurisdictions in Canada do not record their Continuing Education (Con Ed) activities on multiple transcripts (unless they prefer to do so), the SAA has developed a declaration form to allow SAA members outside Saskatchewan the opportunity to record their Con Ed activities on a transcript in a Province/Territory of their choice other than Saskatchewan or their home jurisdiction.

Upon receipt of the completed declaration form, the SAA will communicate directly with the selected jurisdiction to ensure Con Ed compliance.

Please note that, due to some variation in Con Ed requirements, SAA members who are registered extra-provincially are encouraged to enquire with each applicable jurisdiction for any specific reporting requirements.



3.5 Carry Forward

CORE: Minimum 16 core learning hours are required during the 24-month cycle. Maximum of 8 hours of core learning activity can be carried into the next cycle.

SELF-DIRECTED: Minimum 54 self-directed learning hours are required during the 24-month cycle. Maximum of 27 hours of self-directed learning activity can be carried into the next cycle.

Members of the SAA are encouraged to complete and report all completed education activities, even if the minimum standards have already been satisfied. The SAA will permit members to carry forward excess credit that has been accumulated during a particular reporting period when it meets the criteria.

A member who exceeds the requirement in a given cycle may carry forward a maximum of 8 hours of core learning activity and 27 hours of self-directed learning activity into the next cycle.

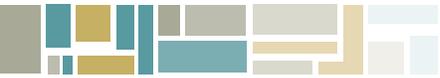
Carry forward hours must be entered by the member on the website (these hours will not appear automatically). Enter core carry forward hours in the “other” category and self-directed carry forward hours in the “other” category. Date these hours under the first day of the reporting cycle.

4.0 Failure to Comply

For all members who fail to meet the minimum cycle requirements by the deadline of June 30 of the final year of the reporting cycle, a formal warning of non-compliance shall be issued within the 31 days following. A member who does not complete and report the required hours to the SAA in a reporting period, in accordance with these rules, will be required to pay a fine of \$750 to the SAA, and to complete and report the required hours by no later than September 30 of that year.

Members entering hours in an effort to become compliant shall enter the hours for Con Ed taken during the cycle ending on June 30th on the exact date of the course. Members needing to enter new Con Ed hours for dates after the June 30 cycle close, shall date the entries at June 30 of the cycle close year. Members must keep documentation for all Con Ed activity.

Should a member’s hours remain incomplete, unreported, and the fine unpaid, beyond September 30, the member will be required to pay a further \$750 fine and receive notification that they will be ineligible to renew their license on December 31 of that calendar year (see [Bylaw 31.02](#) on page 3).



Council of the SAA will typically recognize three sets of circumstances for extra-ordinary extensions:

1. Severe medical difficulties for at least the last three (3) months of the non-compliant year.
2. Unexpected/non-permanent overseas assignment for more than six (6) months or the last three (3) months of the non-compliant year.
3. Severe financial hardship.

The above exceptions and other unusual circumstances must be individually reviewed and approved by Council. **Special circumstance requests must be received at the SAA by March 30 of the final reporting cycle year. Requests received after closing of the reporting cycle will be automatically denied.**

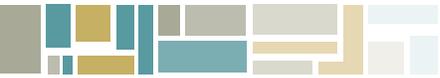
4.1 SAA Con Ed Reinstatement Policy

When membership lapses, the former member's RAIC Transcript of Continuing Education Credits website profile is locked and no longer accessible. Members struck due to failure to satisfy the SAA Con Ed requirements will not be eligible for reinstatement until the Con Ed requirement is completed.

With the application for reinstatement, the member must provide proof of the learning shortfall. The learning must be submitted in the form of a personal learning log combined with documentation that learning has been completed. The reinstated member must also satisfy the prescribed Con-Ed requirements for the membership year at reinstatement.

4.2 Requirements for Former SAA Members Wishing to Reapply for Membership

Former SAA members who were in good standing when they were last active, and who wish to reapply for membership, will be required to satisfy the standard seventy (70) hours/sixteen (16) core learning hours (54 self-directed learning hours, pro-rated biannually based on the month of reinstatement acknowledged by the SAA to the completion of the two-year reporting cycle in which they reapply [see [Section 5.0](#)]).



5.0 Requirements for New SAA Members

Fifty-percent (50%) of the two year reporting requirement is waived, for new SAA members who are registered at any time during the course of the first year of a two year Continuing Education cycle. The entire two year requirement is waived for new members who are registered at any time during the course of the second year of a two year continuing education cycle.

5.1 Requirements for Other Members

Associated, honorary, retired, student, non-practicing life members, and registered architects on leave of absence are exempt from SAA Con Ed requirements. These individuals are encouraged to participate in the educational activities for their own benefit and that of the profession.

For members who are on leave of absence, their continuing education requirement will be pro-rated biannually for the time during the cycle which they were not on a leave of absence.

5.2 Requirements for Individuals Living and Working Outside of Canada

Out of country SAA members can attend and report out of country professional association education activities. It is recognized that due to the lack of access to approved core learning hours, members are to use good judgment in relation to the learning that is logged as core and also to maintain documentation in case of an audit (see [Section 6.o](#)).

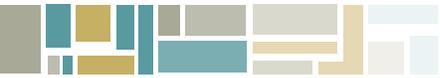
Members are encouraged to access approved core distance education opportunities posted on the SAA website and ideally attend the SAA Annual General Meeting.

5.3 Distance Education Programs

Distance education is defined as a method of instruction where there is a separation of place and/or time between the instructor and learner, between fellow learners, and/or between the learners and the learning resources. These programs may use a multiple set of delivery methods alone or in combination.

Real-time programs are those where the instructor and learners are engaging in the learning activity at the same time (regardless of location or method).

Asynchronous programs are ones in which the learner(s) and instructor are separated by time and are not engaging in the learning activity simultaneously (i.e., learning “anytime, anyplace”).



Upon request, the SAA will review distance education opportunities for core hours and post any approved opportunities on the SAA website. Those not reviewed for core hours should be considered self-directed hours and reported as such.

5.4 Credit for Teaching

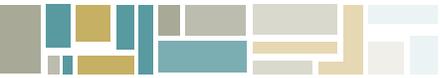
Teaching a program, a class or delivering a presentation one hour or longer, can be reported as a learning activity. This policy applies to all individuals except those who teach the same program on a full-time basis, such as a full-time post-secondary education professor. SAA members can self-report the research and preparation time for programs they teach. The activity qualifies for self-directed credits.

6.0 SAA Con Ed Audit

All learning activities, both core and self-directed, will be recorded by individual SAA members on the RAIC Transcript of Continuing Education Credits website at <http://raic.org/transcripts>. It is the responsibility of each member to record all of his or her learning activities. The SAA Suggests that members keep copies of their reported materials for four (4) years in case of audit.

In order to ensure accuracy of reporting, as well as relevance of reported activities, SAA Council has implemented a Con Ed Audit as follows:

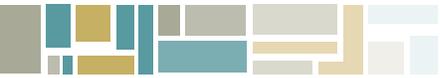
1. Members declaring the SAA as their primary continuing education reporting jurisdiction will be subject to a transcript audit. Up to 3% (rounded up to the nearest whole number) of members will be audited at the end of the cycle. A review of each selected member's transcript will be conducted to identify any reporting anomalies or inconsistencies with the parameters of the SAA's Con Ed program.
2. If it is determined that there are inconsistencies in the transcript, a request for supporting documentation will be forwarded to the member who will be required to submit their documentation for review to the SAA.
3. Supporting documentation will be reviewed to ensure consistency with entries listed on the member's transcript and compliance with the core and self-directed categories of learning stipulated under the program.



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4. Where inconsistencies are identified, those transcripts and supporting documentation will be forwarded to the SAA's Education Committee for its consideration. Further action will be recommended by the SAA Education Committee to SAA Council.

Members are reminded that Con-Ed compliance is a regulatory requirement and a professional responsibility. Members found to be non-compliant may be subject to discipline.



Appendix A: Core Learning Activities – Supporting Documentation

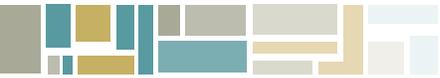
For the purposes of an SAA MCE Transcript Audit, the SAA member shall maintain the following documentation for a period of four (4) years after completing the learning activity and shall submit such documentation to the SAA upon request. Members are encouraged to report all learning activity but will only receive credit for the amounts indicated in each learning category (see Section 3.5 and Appendix A chart below).

For core learning not reviewed and approved by the SAA (approved by other recognized jurisdictions) documentation must be obtained for possible audit purposes (see Section 6.o).

HOURS: Minimum 16 core learning hours are required during the 24-month cycle.

CARRY FORWARD: Maximum of 8 hours of core learning activity (see Section 3.4).

Core Categories	Credit in Hours <i>Maximum accepted per 24-month cycle</i>	Supporting Documentation <i>For other than SAA approved core learning activities, see Section 3.1</i>
Conference Sessions	16	Example: SAA Annual AGM
Course	10	A course is generally an on-going training activity that continues beyond one session and usually results in a certificate. The learning is “in person”, usually in a lecture situation and not distance education.
Distance Education Modules	10	Online videos or webinars approved by the AIA or another provincial jurisdiction do not require further review to be accepted for core learning activities. Other distance education modules must be reviewed by the SAA for core learning approval. Examples: Web based videos, webinars and traditional correspondence education.
Lectures	10	A one-time lecture event.
Other	10	Core Carry-Forward hours can be entered here.
Workshops	10	



Appendix B: Self-Directed Learning Activities – Supporting Documentation

For the purposes of a SAA MCE Transcript Audit, the SAA member shall maintain the following documentation for a period of four (4) years after completing the learning activity and shall submit such documentation to the SAA upon request.

HOURS: Minimum 54 self-directed learning hours are required during the 24-month reporting cycle.

CARRY FORWARD: Maximum of 27 hours of self-directed learning activity (see [Section 3.5](#)).

Self-Directed Learning Categories	Credit in Hours <i>Maximum accepted per 24-month cycle</i>	Supporting Documentation <i>For other than SAA approved core learning activities, see Section 3.1</i>
Committee Meetings	10	No documentation is required. Must be part of an SAA standing committee.
Council	10	No documentation is required. Must be a member of SAA Council.
Discussion Groups	10	Lunch & Learns could contain aspects of discussion groups.
Mentoring	10	A description including the mentoring program (Syllabus, IAP, or ITP); names of the protégés (should include the contact information); duration of the mentorship during the cycle.
Other	50	Non-core distance education modules can be entered here. A record of the course name and learning hours must be retained on file for audit purposes. Lunch & Learn events can be entered here. Excess Core and Self-Directed Carry Forward hours can be entered here.
Presentations and Teaching	10	Confirmation from the institution or organization that the presentations or teaching have been delivered. Dates of the sessions should be recorded.
Professional and Community Services	10	Documentation, including the name of the committee chair (should include the contact information), locations, dates, time and duration of each committee meeting.
Professional Tour	8	Documentation, including the tour registration confirmation; locations, dates, time and duration of each professional tour.
Professional Writing	15	The published item, including the date of publication.
Reading	10	A list of the names of the articles, books, webpages, etc.
Scholarly/Practical Research	10	A description of the research project.