

GUIDE TO SAA

CONTINUING EDUCATION PROGRAM

July 1, 2018 – June 30, 2020



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1.0 Overview of the SAA Con Ed Program

Continuing Education is an important aspect of maintaining the Saskatchewan Association of Architects' (SAA) status as a self-governing professional association. The SAA's Continuing Education (Con Ed) Program enables architects to stay 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 Cycle is harmonized with Canadian Architectural Licensing Authority (CALA) provinces and jurisdictions across Canada.

Members earn hours by participating in approved Core learning activities, or through Self-Directed learning activities.

CONTINUING EDUCATION REQUIREMENTS (CON ED) AT A GLANCE

CON ED HOURS REQUIRED: Minimum of 70 learning hours within the 24-month cycle, of which a minimum of 16 Core learning hours is required; remaining 54 hours can be Self-Directed or Core.

CURRENT CYCLE: 24 months; starting July 1, 2018 to June 30, 2020.

(Previous cycle July 1, 2016 to June 30, 2018).

CARRY FORWARD OF EXCESS HOURS: Maximum of 8 excess hours of Core learning activity and 27 excess hours of Self-Directed can be contributed to the next cycle (see Section 3.6).

REPORTING: All continuing education hours, including carry-forward, must be self-reported on the RAIC Transcript of Continuing Education Credits website, at <http://raic.org/transcripts> (see also Section 4.0).

2.0 Why Mandatory Continuing Education?

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

BYLAW NO. 31 – CONTINUING EDUCATION

- 31.01 *Participation in a manner, and to the extent prescribed by Council, in a continuing education program shall be a requirement to maintain active registration status for the following categories of membership in the Association:*
- .1 *registered architect;*
 - .2 *individuals who are licensed to practice architecture under Bylaw 26.01.*
- 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.*

3.0 SAA Continuing Education Program

3.1 CORE LEARNING ACTIVITIES (CORE)

Core learning activities have a structured format. They must be approved by the SAA and can be in the form of conference sessions, courses, workshops, lectures, or distance education modules (webinars and online courses).

To be considered a Core learning opportunity the learning must fit into one of the following categories:

- Architectural Practice and Business
- Project Planning, Design, and Construction
- Regulations
- Building Science and Environment
- Core Carry-Forward

Refer to Appendix A for further details

Listing of SAA Approved Core Learning

A listing of SAA reviewed and approved core learning activities is available on the Continuing Education page of the SAA website (<http://www.saskarchitects.com>). The list includes only those opportunities where Core approval has been requested.

Core Approvals from Other Jurisdictions

The SAA accepts all approved Core learning activities from other Canadian provincial and territorial associations and the 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 other national associations to determine if they are applicable and relevant to the needs of SAA members.

Requesting Approval for Core Learning

Education providers can download and submit the Core Learning Approval documents from the SAA website.

SAA members may send information on learning activities that may potentially be considered Core to the SAA for review and potential approval prior to the activity taking place. If deemed to be Core, the opportunity will be identified to all members via the SAA newsletter and website.

Verification

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 for potential audit purposes. The SAA does not enter hours into member records.

3.2 SELF-DIRECTED LEARNING ACTIVITIES (SELF-DIRECTED)

Self-Directed continuing education learning opportunities are ones which are undertaken by the individual for personal/professional interest; participation in these activities is voluntary and sought out by the member.

To be considered a Self-Directed learning opportunity, the learning must fit into one of the following categories:

- Professional and Community Services
- Organized Learning Activities
- Academic
- Practical Self-Learning
- Self-Directed Carry-Forward

Refer to Appendix B for further details

Maximum Category Hours for Self-Directed Learning

The categories in Self-Directed learning have a maximum number of hours accepted for each category to encourage diversity of engagement and activities. Refer to Appendix B for further details.

Listing of Self-Directed Learning

A listing of SAA reviewed Self-Directed learning activities is available on the continuing education page of the SAA website (<http://www.saskarchitects.com>). The list includes only those opportunities where the education provider has requested review of their offering from the SAA (these offerings do not meet the requirements to be approved for Core).

3.3 LEARNING ACTIVITY EXAMPLES

Examples of the types of learning activities that may be considered for Core and Self-Directed learning are included in Appendices A and B.

3.4 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 have varying delivery methods.

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.

3.5 CREDIT FOR TEACHING

Teaching a class, program, or delivering a presentation that is 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. These activities qualify for Self-Directed credits.

3.6 CARRY-FORWARD

CORE: Maximum of 8 hours of Core learning activity can be carried into the next cycle.

SELF-DIRECTED: 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.

Carry forward hours must be entered by the member on their RAIC transcript (these hours will not appear automatically). Enter Core carry forward hours in the “Core Carry-Forward” category and Self-Directed carry forward hours in the “Self-

Directed Carry-Forward” category. Date these hours under the first day of the following reporting cycle (i.e. July 1, 2018 for the 2018-2020 cycle).

4.0 Reporting

4.1 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.

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

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).

Members are reminded that they are solely responsible for entering continuing education hours into their record. SAA administration will not enter any hours for members.

Maintenance of Con Ed Transcript Records and Reports

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).

4.2 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 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 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 in the province/territory of their choice.

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.

4.3 REPORTING FOR MEMBERS REGISTERING FOR THE FIRST TIME IN CANADA

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

Registration during year 1 (July 1 to June 30)	50% of Con Ed hours required (35 hours)
Registration during year 2 (July 1 to June 30)	No Con Ed required

4.4 REPORTING FOR RETIRED, NON-PRACTICING LIFE, ASSOCIATE, HONORARY, STUDENT, AND INTERN MEMBERS

Retired, non-practicing life, associate, honorary, student, and intern members 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.

4.5 REPORTING FOR REGISTERED ARCHITECTS ON LEAVE OF ABSENCE

For SAA members who take a leave of absence during the Con Ed cycle, continuing education requirements will be prorated for the time during which they were not on leave. Contact the SAA for assistance in determining reporting requirements.

4.6 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 in-person 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 5.0). Members are encouraged to attend the SAA Annual General Meeting.

4.7 PRORATING

Prorated continuing education requirements will be calculated based on the following formula:

$$\frac{\# \text{ of weeks not on leave}}{104 \text{ weeks/cycle}} \times 70 \text{ hours} = \text{Con Ed hours required for cycle}$$

5.0 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 their 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 process 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.
4. Where inconsistencies are identified, those transcripts and supporting documentation will be forwarded to the Audit Committee for its consideration. Further action will be recommended to SAA Council by the Audit and/or Education Committee.
5. 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.

6. For the purposes of an SAA transcript audit, SAA members shall maintain documentation that demonstrates proof of reported learning for a period of four (4) years after completing the learning activity and shall submit such documentation to the SAA upon request.
7. For Core learning not reviewed and approved by the SAA (approved by other recognized jurisdictions) documentation must be obtained for possible audit purposes.

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.

6.0 Failure to Comply

6.1 FAILURE TO COMPLY BY CYCLE COMPLETION DATE

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, the SAA Council and Administration will take the following actions:

- A formal warning of non-compliance will be issued within 10 business days of the close of the cycle, requiring the member to comply by July 31 of that year
- If the member is compliant as of August 1 of that year - no fine will be issued
- If the member is still non-compliant as of August 1 of that year – a \$750 fine will be issued and they must come into compliance by September 30 of that year
- If the member is compliant as of October 1 of that year - no further action
- If the member is still non-compliant as of October 1 of that year and/or the fine is unpaid, then the member will be notified that they have been struck from the SAA Register as of October 1 of that year. As a result, they will not be allowed to practice or solicit architecture in the province of Saskatchewan until they meet the requirements for reinstatement

When entering learning hours before the close of the current Con Ed cycle, the member should enter the number of Con Ed hours and the specific date on which the learning occurred. Following the cycle close, should a member be requested or required to enter new Con Ed hours to achieve compliance, those learning hours are to be entered with the date of “June 30” (cycle close date).

Members must keep documentation for all Con Ed activity (see Section 4.1).

6.2 EXTENSION OF COMPLETION DATE FOR EXTRAORDINARY CIRCUMSTANCES

SAA Council will typically recognize three sets of extraordinary circumstances for 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 SAA Council. Special circumstance requests must be received at the SAA by May 30 of the final reporting cycle year. Requests received after the closing of the reporting cycle will be automatically denied.

6.3 SAA CON ED REINSTATEMENT POLICY

When SAA membership lapses, the former member's RAIC Transcript of Continuing Education Credits website profile is locked and is 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 Con Ed requirements for the current Con Ed cycle at reinstatement.

6.4 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/minimum sixteen (16) core learning hours, prorated based on the month of reinstatement acknowledged by the SAA (see Section 4.0).

Appendix A: Core Learning Activities and Examples

Core continuing education learning opportunities are ones which have a structured format and meet the requirements outlined in section 3.1. To be considered a Core learning opportunity the learning must fit into one of the following categories:

- Architectural Practice and Business
- Project Planning, Design, and Construction
- Regulations
- Building Science and Environment
- Core Carry-Forward

HOURS: Minimum 16 Core learning hours are required during the 24-month cycle. Maximum of 70 hours can be counted for the 24-month cycle (the member could choose to complete all Con Ed with Core if they choose).

CARRY FORWARD: Maximum of 8 hours of Core learning activity (see Section 3.6) can be carried forward into the next cycle. These categories are prescribed on the RAIC Transcript of Continuing Education Credits website (<http://raic.org/transcripts>).

Core Categories	Credit in Hours <i>Maximum accepted per 24-month cycle</i>	Example of type of learning
Architectural Practice and Business	No Max	Practice of architecture, business management, Annual General Meeting, marketing, risk assessment, insurance and liability, contracts, procurement methodology, etc.
Project Planning, Design, and Construction	No Max	Project management, planning and design, computer technology, construction contract administration, etc.
Regulations	No Max	Building codes, standards and regulations (health, safety, accessibility, fire protection, energy codes) zoning bylaws, legislation, legal issues, etc.
Building Science and Environment	No Max	Building technology, heritage building, energy efficiency, environmental, sustainability, etc.
Core Carry-Forward	8	Excess credits from previous cycle

Appendix B: Self-Directed Learning Activities and Examples

Self-Directed continuing education learning opportunities are ones which are undertaken by the individual for personal/professional interest; participation in these activities is voluntary and sought out by the member. To be considered a Self-Directed learning opportunity, the learning must fit into one of the following categories listed below.

- Professional and Community Services
- Organized Learning Activities
- Academic
- Practical Self-Learning
- Self-Directed Carry-Forward

HOURS: No minimum except as noted by category; up to 54 Self-Directed learning hours can be recorded to meet the minimum requirements for 70 total hours (Core and Self-Directed) for the 24-month reporting cycle.

CARRY FORWARD: Maximum of 27 hours of Self-Directed learning activity can be carried into the next cycle (see Section 3.6).

Self-Directed Learning Categories	Credit in Hours <i>Maximum accepted per 24-month cycle</i>	Example of type of learning
Professional and Community Services	25	SAA Council, SAA committees, mentoring (IAP or Syllabus), Committee or Board participation in other professional associations associated with architecture (RAIC, CALA, CACB, A4LE, CAGBC, etc.) Community service (professional or competency-based) <i>Examples: library board, school career days, etc.</i>
Organized Learning Activities	25	Discussion groups, professional tours, lunch and learns, lectures and films, advocacy <i>Examples: RAD and OPEN design film series, 1:1 sessions, guided building/site tours.</i>
Academic	25	Delivering presentations, teaching a class or session, professional writing (published works) <i>Examples: newspaper and magazine building reviews, sessional lecturer, conference presenter.</i>
Practical Self-Learning	25	Reading, research, webinars and distance learning (non-Core) <i>Examples: reading architectural periodicals, webinars, research on architectural aspects of interest to members.</i>
Self-Directed Carry-Forward	27	Excess credits from previous cycle (Core and Self-Directed)