

GUIDE TO SAA

# CONTINUING EDUCATION PROGRAM

July 1, 2022 – June 30, 2024

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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 cycle is harmonized with many of the other regulatory 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; July 1, 2022 to June 30, 2024 (previous cycle: 18 months; January 1, 2021 to June 30, 2022).

**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 must be self-reported via the SAA Con Ed Portal (see 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, 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 *practicing, life members;*
  - .3 *member under temporary licence.*
- 31.02 *In order to maintain eligibility for annual membership 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 membership 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, distance education modules, webinars, or 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.

#### Core Approvals from Other Jurisdictions

The SAA accepts all approved Core learning activities from other Canadian provincial and territorial architectural 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 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.

#### Documentation Verifying Attendance

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 via the SAA Con Ed Portal in the appropriate category and retain the verification from the provider for potential audit purposes.

#### Core Con Ed Providers

Education providers can download and submit the Core learning application documents from the SAA website.

SAA Members may also send information on learning activities that may be considered Core to the SAA for review and potential approval prior to the activity taking place.

#### 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. The list includes only those opportunities where Core approval has been applied for.

### 3.2 SELF-DIRECTED LEARNING ACTIVITIES (SELF-DIRECTED)

Self-Directed 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.

### **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 CON ED CREDIT FOR TEACHING**

Teaching a class, program, or delivering a presentation that is one hour or longer can be reported as a Con Ed learning activity. This 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.

### **3.5 CARRY-FORWARD**

Members of the SAA are encouraged to report all completed education activities, even if the minimum standards have already been satisfied. SAA members are able carry forward excess hours to the next cycle.

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.

## **4.0 Reporting**

### **4.1 REPORTING PROCESS**

SAA Members are reminded that they are solely responsible for entering their Con Ed hours into their record; SAA administration will not enter any hours for members. The continuing education declaration system is honor-based. SAA 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 of the SAA Con Ed Guide). 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 5.0).

### **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 registered/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 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/licensed 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 Con Ed 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 Con Ed 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 for this cycle

### **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. Members on leave, or who have taken leave during the Con Ed cycle, are encouraged to contact the SAA for assistance in confirming their reporting requirements.

### **4.6 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 via the SAA Con Ed Portal. 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 Administration and Council 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 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.

### **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 reapplication or reinstatement acknowledged by the SAA (see Section 4.0).



## Appendix A: Core Learning Activities and Examples

Core 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 can be carried forward into the next cycle (see Section 3.6). These categories are listed in the SAA Con Ed Portal.

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, SAA 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 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). These categories are listed in the SAA Con Ed Portal.

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: design films, 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.