APPLICATION FOR CORE LEARNING ACTIVITY APPROVAL

Providers must complete this form in order for their request to be considered. Additional information can be attached as requested. Please refer also to the SAA Core Provider Resource document, and the SAA Guide to Mandatory Continuing Education Program.

Core learning activities are structured education opportunities that provide a fundamental level of knowledge relevant to the practice of architecture throughout Canada. Core learning activities (also referred to as 'structured' in other jurisdictions) are generally in-person, hosted, or have an interactive learning component.

Organization Name: _____

Provider Name: _____

Mailing Address: _____

City: _____ **Prov:** _____ **Postal Code** _____

Phone: _____ **Email:** _____

Products/Services You Offer: _____

The Saskatchewan Association of Architects recognizes the following categories of learning as Core. Providers, please identify which area best describes the Core learning activity proposed:

- ❏ **Architectural Practice and Business**
- ❏ **Project Planning, Design, and Construction**
- ❏ **Regulations**
- ❏ **Building Science and Environment**

Please note: Discussion groups, professional tours, lunch and learns, and similar activities are considered Self-Directed (or non-structured) activities. No application form submission or pre-approval is required.

Session Title: _____

Date and Location: _____

Duration of activity in hours (minimum 1 hour): _____

Session Type (lecture, seminar, workshop, etc.): _____

Please attach copies of promotional materials, agenda, presenter credentials, and other relevant information to support your Core activity application.

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Learning Objective(s): _____
_____
_____
_____
_____

Brief Description of Content: _____
_____
_____
_____
_____

Brief Biography of Presenter: _____
_____
_____
_____
_____

Is this activity approved as Core or structured in another architectural jurisdiction?

Yes _____ **No** _____ **Please Identify Jurisdiction:** _____

Please email your Core application and supporting documents to: registration@saskarchitects.com
Please allow a minimum 2 weeks for approval processes.

CORE PROVIDER RESOURCE

1) Introduction

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, the program must be approved as Core by the SAA Education Committee and supporting documentation and application forms must be submitted.

The following criteria is eligible and accepted:

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

2) 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.

3) 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
- 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 roleplaying

4) Qualifications of Providers

All instructors and course developers shall be professionals within their sphere of instruction with an appropriate licence 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

5) 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 members, or members of any other Canadian provincial or territorial architectural 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 to the SAA within fourteen (14) calendar days of the program's conclusion.

- Provide a certificate of completion with participants' names
- Course name
- Course approved hours

Events/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 hours not being eligible for continuing education purposes for SAA members.

6) Review of Content and Acceptance as Core Learning Activity

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.

CONTINUING EDUCATION
COURSE EVALUATION FORM

The SAA would ask that you share your remarks and comments with us about this session. Please return this form to the course provider upon completion.

ORGANIZATION NAME: _____

SESSION TITLE: _____

COURSE PROVIDER: _____

DATE AND LOCATION: _____

Objectives

1 = Poor → 5 = Excellent

Were the course objectives realized and clearly stated?	1 2 3 4 5
Were the learning results you expected realized by this course?	1 2 3 4 5
Was the scope and relevance of material at the appropriate level?	1 2 3 4 5

COMMENTS: _____

_____

_____

_____

_____

Content

1 = Poor → 5 = Excellent

Was the content consistent with stated objectives?	1 2 3 4 5
Was the content organized in a manner that allowed you to learn comfortably?	1 2 3 4 5
Was the content current and consistent with Core learning activities?	1 2 3 4 5

COMMENTS: _____

_____

_____

_____

_____

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SASKATCHEWAN ASSOCIATION OF ARCHITECTS
■ 200 - 642 Broadway Ave, Saskatoon, Saskatchewan S7N 1A9 ■ Tel 306-242-0733 ■ renewals@saskarchitects.com

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CONTINUING EDUCATION
COURSE EVALUATION FORM (continued)

Speakers

1=Poor → 5=Excellent

Was the provider knowledgeable, and did they promote active learning?	1 2 3 4 5
Did the provider facilitate an interactive learning component?	1 2 3 4 5
Was the provider a good communicator?	1 2 3 4 5

COMMENTS: _____
_____
_____
_____
_____

Teaching Methods

1=Poor → 5=Excellent

| Were the teaching methods appropriate for the subject matter? | 1 2 3 4 5 |
| Was the provider/instructor an expert in his/her field? | 1 2 3 4 5 |

COMMENTS: _____
_____
_____
_____
_____

Suggestions

Please identify the current and future needs of the architectural profession and topics you would like to see presented:

_____
_____
_____
_____
_____

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ATTENDANCE LIST

Course Provider: _____

Session Title: _____

Date and Location: _____ **Core Hours:** _____

List Of Attendees

Name	Registration #	Signature

Please return the attendance list and any completed evaluation forms to registration@saskarchitects.com in order for the Core learning hours to apply. Failure to provide the SAA with an attendance list will result in the Core learning hours not being eligible for continuing education purposes for SAA members.

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