



Architects' Association  
of New Brunswick

Association des architectes  
du Nouveau-Brunswick

## OVERVIEW:

# AANB MANDATORY CONTINUING EDUCATION (CE) PROGRAM

## BACKGROUND

The mandatory Continuing Education Program (the “**Program**”) for members of the AANB was implemented on January 1, 2002 with the commencement of Cycle One. Since July 1, 2012 the AANB has a two-year Continuing Education Cycle ending June 30.

For the purposes of this document, a Cycle is not less than two years, during which members are required to obtain continuing education hours.

## REPORTING

The AANB has a web-based CE reporting system. Upon approval of an application for membership, applicants are provided with a Username and Password to access the web-based system.

## UPLOADING CE ACTIVITIES

Members are required to upload their CE activities to the web-based system. In addition to completing all fields, it is mandatory that members upload evidence of participation (i.e. certificate of attendance, receipt of registration, etc.).

Members should note that:

- Activities must fall into the categories of learning as noted on the website

## CURRENT CE PROGRAM

**Cycle Eleven:** July 1, 2022 – June 30, 2024

### **Required Hours**

25 CORE or STRUCTURED learning hours

45 SELF-DIRECTED or NON-STRUCTURED learning hours

## PRIMARY CE REPORTING JURISDICTION

Every Canadian jurisdiction has a mandatory CE program. Registered members of the AANB are only required to meet the requirements of their selected jurisdiction to satisfy the requirements of the AANB.

The AANB will contact the jurisdiction identified on the applicants completed “Primary Continuing Education Reporting Jurisdiction Declaration Form” at the end of the Cycle to ensure that they are compliant as it pertains to CE.



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## **NEW MEMBERS** (see example below)

If an individual becomes a member of the AANB within the first six months of a Cycle, the member must complete the entire Cycle requirements.

If an individual becomes a member of the AANB after the first six months of a two-year Cycle but prior to the end of the first six months of the second year of the two-year Cycle, the new member must complete half of the Cycle requirements.

If an individual becomes a member of the AANB during the last six months of a Cycle, the member will not be required to complete the requirements for the Cycle. The member will be required to complete the full Cycle requirements for the next Cycle.

### **Example**

#### **TWO-YEAR CYCLE**

July 1 – December 31 (first 6 months)	All cycle requirements need to be completed
January 1 – December 31	Half of the cycle requirements need to be completed
January 1 – June 30 (last six months)	No CE required

## **PROGRAM MONITORING**

The AANB monitors member progress on a regular basis. Members may review their transcripts online at any time using their assigned Username and Password.

Three (3) months prior to the end of a Cycle, members should review their transcripts to ensure their CE entries have been approved.

## **CARRY-FORWARD HOURS**

Members may carry-forward a maximum of 8 approved hours of learning in each category into the next Cycle.

## **RELIEF FROM THE CE PROGRAM**

Please see the AANB's Leave of Absence / Exemption Policy.