



Architects' Association  
of New Brunswick

Association des architectes  
du Nouveau-Brunswick

## **AANB CONTINUING EDUCATION (CE) PROGRAM COMPLIANCE AUDIT POLICY**

### **PURPOSE**

The purpose of this policy is to set a framework for the Continuing Education (CE) Program compliance audit.

### **INTRODUCTION**

AANB members are responsible for self-reporting their learning activities on our web-based CE transcript. The audit is conducted to ensure the accuracy of reporting, confirm supporting documentation and ensure factual CE compliance.

### **POLICY**

Approximately 10% of AANB members are audited at the end of each Cycle (June 30<sup>th</sup>) on a random selection basis. A review of each selected transcript will be conducted to identify and report anomalies or inconsistencies within the parameters of the AANB's CE program.

If it is determined that there are inconsistencies in the transcript, a request for additional supporting documentation will be forwarded to the member who will be required to submit his/her documentation for review to the AANB.

Supporting documentation will be reviewed to ensure consistency with entries posted on the member's transcript and compliance with the CORE and SELF-DIRECTED categories of learning stipulated under the program. Supporting Documentation for CORE learning is mandatory and will also be evaluated based on the "CORE" learning content.

Where inconsistencies have been identified, transcripts will be amended and the member will be advised of any adjustments that have occurred as a result of the audit.

### **CONFIRMATION OF COMPLIANCE AND COMPLETION**

AANB members will receive an electronic "Certificate of Completion" confirming that they have met the requirements of the current mandatory CE cycle.