



Architects' Association  
of New Brunswick

Association des architectes  
du Nouveau-Brunswick

## **AANB CONTINUING EDUCATION (CE) LEAVE OF ABSENCE / EXEMPTION POLICY**

Council may consider a leave-of absence or exemption from the AANB's mandatory Continuing Education program policy for a defined time period for medical, maternity/parental leave, compassionate leave, family reasons, extended unemployment or other specified grounds.

In order to be considered, members must:

1. Submit their request for consideration of a leave of absence or exemption in writing.
2. Provide supporting documentation that may include a doctor's letter, or application for family leave, Workers' Compensation or Employment Insurance benefits.
3. Confirm that they will not be working during the leave of absence/exemption period.
4. Confirm the estimated length of time that they are requesting.

A leave of absence or exemption may be considered for members who, at the same time, are unable to work or practice architecture during the leave of absence or exemption period.

### **INTERN MEMBERS**

Any Intern member who is granted a leave of absence or exemption must:

1. Be unable to work and at the same time, unable to complete any of the requirements of the Internship in Architecture Program (IAP).
2. Confirm, in writing, that they will not be employed in architecture or a related field during the leave of absence or exemption period.
3. Complete 940 hours of mandatory experience within three (3) years prior to making application for registered membership regardless of the length of the leave period.

This CE policy permits those members who have been granted a leave of absence or exemption from the CE requirements to maintain their membership status so long as the criteria set out in this policy are met.

### **MAXIMUM TERM**

Council will consider a leave or absence or exemption for a maximum of one year. Members may re-apply to extend the term beyond the initial period with appropriate documentation.



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### DIGITAL SIGNATURE AND / OR MANUAL SEAL ISSUED BY THE AANB

During the period of approved Leave of Absence / Exemption:

1. A members' digital signature(seal) will be revoked (if applicable)
2. A member who has been issued a manual certificate of practice seal (rubber) by the AANB (if applicable), must return the seal to the AANB office immediately upon approval of their Leave of Absence / Exemption request.

### REINSTATEMENT

Upon completion of the approved leave of absence or exemption period the Member shall:

1. Be reinstated in good standing on the presumption that no other professional conduct or other related issues have arisen during the leave period.
2. Have their CE requirements pro-rated based on the date of the leave of absence or exemption and date of reinstatement.

Where a member chooses to surrender their license the AANB reinstatement policy shall apply.

Where the leave or absence or exemption extends beyond the three-year period, the member is subject to the same currency requirements on re-application or re-instatement to full status as a member who resigns their license or who retires.

Questions regarding this Policy should be directed to the AANB office.