



OVERVIEW:

AANB NON - COMPLIANCE POLICY

NON-COMPLIANCE PROCESS

Architects are required to undertake and record 70 hours of continuing education learning activities (25 core/structured and 45 self-directed/unstructured) in a two-year Cycle as defined by Council. This document is intended to clarify the process for dealing with non-compliant members.

1. PENALTIES

As a first measure of non-compliance with the AANB's Mandatory Continuing Education program, the following penalties will be assessed:

- First occurrence late penalty: \$500.00 + HST
- Every subsequent occurrence: \$1,000.00 + HST

Penalties are payable by July 15th of the next Cycle. If penalties remain outstanding as of December 31, renewal of membership and certificate of practice will not be approved for the following year.

2. GRACE PERIOD

Non-Compliant members will be immediately advised that:

- a) The non-compliant penalty is due and payable as noted above.
- b) They have six months from the date of the end of their non-compliant Cycle to complete the outstanding requirements; they must pay the penalty by the deadline (July 15); and, complete the requirements of the current Cycle.
- c) Non-compliant members are not able to change their membership status (i.e. not able to transfer from Registered membership to Retired, etc.).
- d) Non-Compliant members cannot allow their membership to lapse and apply as a new member to avoid penalties, etc.

3. CONTINUED NON-COMPLIANCE

- a) Notice will be forwarded to each non-compliant member advising of their non-compliance providing the date in which Council will consider their failure to comply.
- b) Names of members who continue to be non-compliant will be forwarded to Council at the January meeting following the end of the grace period.
- c) At the January meeting, Council **may** refer a non-compliant member to the Registrar.
- d) If a member completes their outstanding Cycle requirements prior to the date of the January Council meeting, Council will be advised, and the member's name withdrawn. The member's license and/or certificate of practice will be renewed if all other requirements for renewal have been satisfied.
- e) If a non-compliant member's license and/or certificate of practice has not been renewed, he or she must return their license, certificate of practice and seal to the AANB (digital will be revoked) until they have complied with the requirements of the Cycle; their membership has been reinstated, and their license and certificate of practice has been renewed or reinstated.