



Architects Licensing Board of  
Newfoundland and Labrador



Architects Association of New Brunswick  
Association des architectes du Nouveau-Brunswick



Nova Scotia Association  
of Architects

## **GUIDELINES: EDUCATION PROVIDER PROGRAM (EPP)**

### **BACKGROUND**

The architectural profession is continuously evolving and as such, Architects must continue to advance their fundamental level of knowledge, skills, and proficiency by maintaining rigorous professional standards. Architects must remain current on emerging technologies, business practices, methods, and materials in order to meet the needs of their clients and their mandate to serve and protect the public interest.

Regulators of the architectural profession in Canada require their members to participate in a mandatory Continuing Education (CE) program, to ensure Architects and Intern members remain current in the interest of the public. Regulators are mandated by Provincial and Territorial statute to regulate the profession and as part of their role, they are required to ensure that the CE logged by its members adheres to the intent of the CE program in order to maintain their license.

The ALBNL, AANB and NSAA Education Provider Program (EPP) is a system by which one of the three regulators will review and approve third-party CE opportunities. This system ensures that all CE sessions meet the curriculum and intent of the CE program and provides a level of confidence to members and the public that the quality of these CE sessions will be recognized by their regulator.

With their participation in the EPP, recognized providers are working to support the advancement of the knowledge, skill, and proficiency of our members, in the joint effort of public interest.

### **THE MANDATORY CONTINUING EDUCATION (CE) PROGRAM**

**ALBNL** and **AANB** members are required to complete 70 hours of learning activities in two specific categories as follows:

- Core or Structured Learning: 25 hours
- Self-Directed or Unstructured Learning: 45 hours

The above hours must be completed in a two-year Cycle beginning July 1 and ending June 30 of the second year.

**NSAA** members are required to complete 35 hours of learning activities in two specific categories as follows:

- Core or Structured Learning: 8 hours
- Self-Directed or Unstructured Learning: 25 hours

The above hours must be completed per one calendar year (January 1 – December 31)

Consistent amongst the three regulators is that one hour of educational activity (exclusive of breaks) is equivalent to one hour of learning. Members may meet the requirements for Core learning by participating in educational activities such as conferences, lectures, workshops, courses, lunch and learns, webinars and through distance learning. Self-Directed learning is broader in its subject areas and can include classroom, distance learning, as well as learning in a more informal nature within specified categories.

Categories of learning for the Core component of the CE program are detailed under the Education Provider Program (EPP) heading below.

**EDUCATION PROVIDER PROGRAM (EPP)**

The EPP is intended to broaden and enhance the educational opportunities available to members, by ensuring quality regulator-approved opportunities in a variety of formats that are readily available. All learning activities offered through the EPP must be:

- Relevant to the practice of architecture
- A learning activity and not a sales or marketing opportunity
- Clear in their learning objectives
- A minimum of one (1) hour in length excluding breaks
- Planned and presented by qualified individuals in the identified subject area, either by education or experience

<p><b>ALBNL and AANB</b> Learning activities must be relevant in one or more of the following learning areas:</p> <ul style="list-style-type: none"> <li>○ Architectural Culture</li> <li>○ Architectural Design</li> <li>○ Environment &amp; Energy</li> <li>○ Heritage Building Restoration</li> <li>○ Legal Issues and Legislation related to Architectural Practice and the Construction Industry</li> <li>○ National Building Code</li> <li>○ Practice Management and Project Management</li> <li>○ Risk Management</li> <li>○ Starting Your Own Practice</li> <li>○ Sustainable Design/Green Architecture (including LEED Workshops, Accreditations)</li> </ul>	<p><b>NSAA</b> learning activities must be relevant in one or more of the following learning areas:</p> <ul style="list-style-type: none"> <li>○ Architectural Culture</li> <li>○ Architectural Planning and Design</li> <li>○ Environment &amp; Energy</li> <li>○ Heritage Building Restoration</li> <li>○ Legal Issues and Legislation related to Architectural Practice and the Construction Industry</li> <li>○ National Building Code</li> <li>○ Practice Management and Project Management</li> <li>○ Risk Management</li> <li>○ Starting Your Own Practice</li> <li>○ Building Technology</li> <li>○ Sustainable Design/Green Architecture (including LEED Workshops, Accreditations)</li> </ul>
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In all cases, submissions must include a detailed agenda, with length of time for each course or segment if broken into multiple sessions, a detailed synopsis of the course(s), and the educational and/or experience information for each speaker/provider.

**BENEFITS OF PARTICIPATING IN THE EDUCATION PROVIDER PROGRAM**

The benefits of being part of the EPP include:

- The opportunity to liaise with ALBNL, AANB and NSAA members on an ongoing basis
- Opportunities for marketing your organization and/or event via a designated page in the CE section of our websites
- Promotional support of the educational opportunity via the ALBNL, AANB and NSAA member bulletins and on social media platforms
- EPP participants can identify themselves as Providers with a unique logo provided by the participating regulators, acknowledgement that the session has been reviewed by the ALBNL, AANB or NSAA and thereby encouraging members to attend to achieve their mandatory CE requirements.
- Opportunities to participate as sponsors at events organized by the ALBNL, AANB and NSAA

**CATEGORIES OF THE EDUCATION PROVIDER PROGRAM (EPPs), FEES AND DETAILS**

The following are the categories of EPPs with the corresponding non-refundable fees. Approved Providers and Session(s) will allow access to present in all jurisdictions (ALBNL, AANB and NSAA). Providers are responsible to coordinate and pay for all space rentals, a/v equipment, presenter travel, refreshments, etc.

	One-Time Provider <i>(one topic)</i>	Annual Provider <i>(multiple sessions and topics)</i>
ALBNL, AANB and NSAA Members <i>(including firms)</i>	\$150.00 + HST	\$300.00 + HST
Not-for-profit Organizations and Educational Institutions*	\$200.00 + HST	\$400.00 + HST
Commercial or Business Entity**	\$400.00 + HST	\$800.00 + HST

*\* This includes related professional and industry organizations as well as post-secondary institutions*

*\*\* This is an external (private sector) business or organization that understands that the architectural community is an important target audience and industry partner.*

- Following approval, new course providers will have 30 days from the date of the invoice in which to make payment in Canadian Funds by cheque or credit card.
- Provider accounts are expired after 30 days if payment is not received.
- EPP annual fees are not pro-rated and are for the calendar year (commencing January 1)

## **BECOMING A REGISTERED COURSE PROVIDER**

Organizations interested in participating in the Education Provider Program are required to submit a completed EPP application form to: [EPP@aanb.org](mailto:EPP@aanb.org).

Providers will be advised if their application has been approved within two (2) weeks and an invoice will be issued for payment within 30 days as noted above.

## **SUBMITTING A COURSE FOR APPROVAL**

Approved EPPs must submit a completed Course Review Form for each course being offered along with a copy of the educational presentation (PowerPoint or PDF). Submissions must be emailed to: [EPP@aanb.org](mailto:EPP@aanb.org).

All learning activities offered as part of our EPP program must be strictly educational. Any discussion of the organization's products or services should take place outside the educational program and not be included in the time allotted for the educational session.

Notification of whether a Course has been approved will be provided within two (2) weeks.

## **LOGO USAGE AND EXPECTATIONS**

All approved EPPs are entitled to use the EPP approved logo provided in digital form on approval of their application. This logo may be used when promoting approved learning activities only. Approved EPPs must also clearly state the number of Core or Self-Directed hours the activity has been assigned.

## **PROMOTION OF SESSION / EVENT**

### **EPP Listing**

All EPPs will be listed on a designated page in the CE section of the ALBNL, AANB and NSAA websites. The listing will include the provider contact information submitted at the time of application. The EPP is responsible for ensuring that current information is provided for the listing.

### **Session Listing**

In addition, all approved CE opportunities will be profiled in a dedicated "Learning Opportunities" section of our websites and will be posted in the participating jurisdictions member bulletins and social media platforms. Providers are asked to submit their information as soon as possible to ensure maximum exposure.

## **ATTENDANCE REPORTS AND PROOF OF ATTENDANCE**

### **Regulator Attendance Reports**

EPPs are responsible for reporting members' attendance by email to: [EPP@aanb.org](mailto:EPP@aanb.org) within 14 days of the activity's completion. If a conference is held where multiple sessions may or may not be attended by one participant, the EPP must create a record of which session(s) each member attended.

### **Proof of Attendance for Attendees**

In addition to the Regulator attendance reports, EPPs must provide each participant with proof of attendance so they may upload that information to their CE database. All of the following must be included:

- Presentation title
- Date
- Name of attendee
- Signature of issuing party
- Session Length (excluding breaks)

## QUALITY ASSURANCE / SESSION EVALUATION FORMS / NON-COMPLIANCE

As part of the ALBNL, AANB and NSAA commitment to ensuring high quality CE opportunities for its members, EPPs must distribute and collect session evaluation forms to attendees and provide completed electronic copies to: [EPP@aanb.org](mailto:EPP@aanb.org).

The Evaluation Form shall evaluate all of the following:

- Learning Objectives – i.e. were the stated objectives met; etc.
- Session Content – i.e. relevant content; effectiveness in presentation; etc.
- Presenters – i.e. knowledge; use of technology; presentation quality; etc.
- Administration of the Session – i.e. location; facilities; etc.

Following review, the ALBNL, AANB or NSAA reserves the right to rescind an EPPs approval if it is found to be in violation of our program standards, requirements and expected quality. No refunds will be provided, and the regulator's decision is not subject to appeal.

## CHANGES TO PRESENTATIONS

Presentations are only required to be re-submitted and re-approved if the educational component of the presentation changes or if the content undergoes significant change.

## RENEWAL

Renewal invoices are automatically issued on December 1, unless notification is received in writing, that a provider no longer wishes to participate in the program. Payment of the invoice is recognized as a renewal. EPPs accounts expire after 30 days if payment is not received.

EPPs may opt to cancel their registration at any time or elect not to renew their status during the annual renewal period. At that point:

- All provider information is removed from the website
- Providers must discontinue identifying themselves as part of the EPP
- The EPP logo can no longer be used.
- Refunds are not provided.

## QUESTIONS

Should you have any questions regarding the program or the application process, please contact: [EPP@aanb.org](mailto:EPP@aanb.org)

