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MANITOBA ASSOCIATION OF ARCHITECTS MANDATORY CONTINUING EDUCATION REQUIREMENTS

In an effort to achieve greater harmonization at the national level, the Manitoba Association of Architects implemented certain changes to the mandatory continuing education requirement in 2012. Based on the results of audited transcripts conducted over subsequent cycles, further refinements have been made on an ongoing basis, in an effort to bring a greater level of clarity, as well as afford members an increased number of opportunities, as and where deemed appropriate.

Cycle:

In 2012, a two-year cycle running from July 1 to June 30 of the second year following was introduced. The initial cycle ran from July 1, 2012 through June 30, 2014 and continues on that basis for all subsequent cycles.

Hours:

Since July 1, 2012, members have been required to obtain a minimum of 70 Hours each cycle, comprised of:

- at least 25 Hours of Structured Learning required; and
- an additional 45 Hours of either Unstructured or Structured Learning required; during each two-year period.

Activities may be completed through individual or group learning, but must be a minimum length or duration of one (1) hour. This one (1) hour minimum applies to both the Structured and Unstructured categories of learning.

Content

While acceptable activities are outlined on the attached chart, content must relate to the following subject matter:

- Legal Issues and Legislation related to Architectural Practice & the Construction Industry
- Building Technology
- Planning and Design
- Practice of Architecture and Business Management
- Project Management
- Environment and Energy
- Architectural Culture

Structured Learning

These activities are organized educational sessions that deal with a specific matter related to architecture, the business of architecture and/or business management, are a minimum of one (1) hour in length and must include an inter-active component of some form (Q+A for participants). Such activities must provide some form of evidence of participation (to be maintained by the member and able to be produced, in the event of an audit, if not already on file with the MAA).

As members of a regulated profession, the association relies on the ability of its members to both determine the eligibility of such activities, based on criteria and parameters outlined herein, and to self-report.

Unstructured Learning

These activities are a combination of various types of activities, are a minimum of one (1) hour in length, but likely do not provide evidence of participation (and/or may not offer an interactive component). Acceptable activities are outlined on the attached chart (which details the maximum number of hours that may be credited for each type during each two-year cycle). Individual members are responsible for determining whether their activity meets the eligibility requirements set out by the MAA and self-reporting in the appropriate category.

Continuing Education Transcript:

Since 2004, MAA members have been required to submit a more detailed report of their continuing education activities (an approach that was implemented to establish more consistency with the other jurisdictions in Canada).

Between 2008 and 2018, the MAA participated in the National Continuing Education Transcript Website which had been hosted by the RAIC for a number of jurisdictions in Canada. Regrettably, variations in certain requirements (including categories, maximum allowances, etc.) amongst those jurisdictions, led to a good deal of confusion for MAA members who failed to reference the MAA's specific requirements, when logging activities.

The MAA undertook an initiative during the latter part of the 2016/2018 cycle, to develop an on-line transcript that would be hosted on its own website, with built-in features that would automatically incorporate MAA's requirements. The MAA's on-line transcript was launched on July 1, 2018, to coincide with the start of the 2018/2020 cycle, and members access their individual transcript through the login page of the MAA's website at the following link: <https://www.mbarchitects.org/login.php>

Deadlines and Enforcement Policy:

The deadline for compliance with the requirements is the final day of each two-year cycle, which will always be June 30 of the even years.

A revised enforcement policy came into effect on January 1, 2017 and is outlined in Subsection 12.5 of the MAA By-Laws. In accordance with the policy established, and revisions subsequently approved by the MAA Council, members who fail to demonstrate compliance by the deadline (June 30), or potentially remain non-compliant for more than 90 days thereafter, will be subject to the following penalties/action:

- .1 pay an initial penalty of \$500 + GST and demonstrate compliance within 45 days following the deadline;
- .2 pay an additional penalty of \$1,000 + GST and demonstrate compliance within 45 days following (being 90 days after the deadline); and
- .3 referral to the Investigation Committee thereafter, for disciplinary action.

Audit:

It should be noted that although members are expected to self-determine the eligibility of any and all activities, and to self-report in their online transcript, the MAA does audit a certain number of records during each period. In such cases, members could be required to provide evidence of Structured Learning activities (so this information should be maintained for at least one year following the close of each reporting period).

Carry-Forward Hours:

For some time, the MAA had a policy which permitted members to carry forward any and all extra hours that had been accumulated during a particular reporting period, provided such activities fell within the parameter outlined. However, given an increasing number of concerns, as a direct result of the growing number of members who were accumulating a disproportionate number of carry forward hours under that policy (in addition to a level of confusion created by the 'rules' and more complicated formulas to administer that policy), it was determined that the MAA would be best served by implementing a revised carry forward policy; one which would be comparable to jurisdictions elsewhere in Canada (particularly where an equivalency option was available), as well as more consistent with the fundamental intent of the mandatory requirements, as it relates to the public interest mandate under The Architects Act.

Accordingly, the MAA Council adopted a revised carry forward policy that was originally scheduled for implementation on July 1, 2020 (to coincide with the start of the 2020/2022 cycle), but subsequently delayed until July 1, 2021; also thereby providing members with a full year's advance notice, of the changes that would be applied at the end of that cycle.

The revised policy, effective July 1, 2021, caps the number of carry forward hours that are made available at the end of each cycle (to carry forward into the next cycle), to a maximum of 30 hours at any given time, comprised of:

- no more than 10 structured hours; and
- no more than 20 unstructured hours (drawn from excess structured or unstructured hours).

As of July 1, 2021, the MAA's on-line transcript will automatically convert the carry forward hours that will be available for the next cycle; and will thereafter cap the carry forward hours in accordance with this policy, on an ongoing basis.

Pro-Rated Requirements:

The MAA had previously established a policy, which will continue, wherein:

- a) 50% of the two year requirement is waived, for new members who are admitted at any time during the course of the first year of a two year continuing education period; and
- b) the entire two year requirement is waived, for new members who are admitted at any time during the course of the second year of a two year continuing education period.

It should be noted that there are other policies that have been established and which are set out within the MAA By-Laws, with respect to members on leave of absence and those reinstated to membership in the Association.

Equivalencies:

The MAA was the first jurisdiction in Canada to introduce an equivalency option (initially with OAA), which was based on consistent requirements in place, for members licensed in both jurisdictions. A number of other Canadian jurisdictions have since introduced similar requirements (with respect to required hours and reporting periods) and are prepared to look at arrangements for equivalency options.

The benefit of an equivalency option to MAA members is that continuing education activities need not be entered or reported to more than one jurisdiction; and compliance in the other jurisdiction will automatically provide compliance in Manitoba (and vice versa, as and where applicable).

- a) Equivalency Granted by MAA (For Recognition of Activities Reported Elsewhere):

As of July 1, 2016, the following jurisdictions have standards which are equivalent to the MAA's requirements, with respect to the total number of hours, the reporting period and Structured/Unstructured Learning hours:

- AAA
- AANB
- ALBNL
- NWTAA
- OAA

MAA members who are licenced/registered in any of these jurisdictions and wish to report their activities in that other jurisdiction, for recognition in Manitoba, are required to file an Equivalency Request form with the MAA office, if they have not already done so.

There is then no further reporting to the MAA of any kind on the part of the member. At the end of each reporting period, the MAA will contact the relevant jurisdiction directly, for verification of each individual member's compliance with the requirements of the jurisdiction identified (which will automatically confirm compliance with the MAA's requirements).

The Equivalency Request form is available on the Mandatory Continuing Education page of the MAA's website at:

https://www.mbarchitects.org/mandatory_continuing_education.php

b) Equivalency for Activities Reported to MAA

The MAA understands that most, if not all, other architectural associations in Canada are prepared to recognize equivalencies for out of province members (including those that may not have similar requirements in place). The MAA would encourage its members who are presently reporting their activities in Manitoba and are:

- located in Manitoba (or outside the country); and
 - licenced/registered in one or more other jurisdictions in Canada;
- to make the necessary inquiries with that other jurisdiction(s).

If it is determined that the other jurisdiction in Canada is prepared to recognize compliance with the MAA's requirement, the member is required to file a Release to Designate MAA as Primary Jurisdiction form with the MAA office – in addition to whatever forms the other jurisdiction might have them complete, to exercise an equivalency option in that jurisdiction. (*It should be noted that, unlike the MAA, a number of other jurisdictions require members to file their equivalency request with that jurisdiction each and every cycle, on an ongoing basis.)

The release form that is filed with the MAA office, will assure this Association that it has the ability to provide information, on an ongoing basis, to a particular jurisdiction(s), unless and until that member ceases to be registered/licenced in that other jurisdiction and/or the authorization filed with the MAA office is revoked.

The Release to Designate MAA as Primary Jurisdiction form is available on the Mandatory Continuing Education page of the MAA's website at:
https://www.mbarchitects.org/mandatory_continuing_education.php

****Note:** Members should be aware that:

- as and where an equivalency option has been exercised, non-compliance in the reporting jurisdiction will automatically transfer to the other jurisdiction (in the same manner that compliance with the requirement automatically transfers); and/or
- despite the timelines and enforcement policy which are in place in Manitoba for compliance and reporting, members who have requested equivalencies elsewhere must also respect any and all relevant deadlines, penalties, etc. which apply in the other jurisdictions as well.

Additional Guidance:

Members are responsible for ensuring a particular activity qualifies for credit and if so, under what category and type. Based on various findings from the audit process, the following information is being shared, in an effort to provide some additional guidance and clarity:

- Lunch and Learn sessions may qualify under Structured Learning, if evidence of participation is available (otherwise such sessions may qualify in the Unstructured Learning category);
- The Presentations and Teaching type within the Unstructured Learning category is intended for those members who personally prepare and present information or teach **others** (and not a presentation that a member attends which is offered by someone else);
- The Scholarly Research type within the Unstructured Learning category is intended to capture a level of research that is intended to be made available to a broad audience, likely through publication (and not practical research that might be conducted for a specific project or client);
- A sufficient level of information should be provided within the transcript to demonstrate that an activity meets the requirements for that category or type (or such activity could be questioned, during an audit process);
- Ensure that you familiarize yourself with the requirements before completing your transcript. For example, the 10x20x20 event in MB does not qualify as Structured Learning, in that the minimum one hour length relating to architecture is not met, nor is evidence of participation available; and
- Watching documentaries or videos, participating in social media and/or browsing a tradeshow, does NOT qualify for recognition under any of the categories.

Continuing Education Activities Allocation Chart

ALL ACTIVITIES MUST BE A MINIMUM OF ONE HOUR IN LENGTH TO QUALIFY (FOR BOTH STRUCTURED & UNSTRUCTURED)

STRUCTURED LEARNING	Organized educational sessions that deal with specific matter related to architecture, the business of architecture and/or business management. All learning activities recorded in the "Structured Learning" category require an inter-active component and some form of evidence of participation.	Minimum hours per two year cycle
In-Person Learning	Workshops, Lectures & Seminars, College or University courses, Conference breakdown sessions and Lunch & Learns.	Minimum 25 hours (in either or combined)
Distance Learning	On-line Workshops, Lectures & Seminars, College or University courses, Conference breakdown sessions, Lunch & Learns and Webinars	
UNSTRUCTURED LEARNING	Up to 45 hours per two year cycle and in accordance with both the descriptions and maximum hours noted for each type.	Maximum hours per two year cycle
Organized Educational Sessions	In-Person and/or Distance Education activities that would fall within the categories for Structured Learning, but do not include an inter-active component and/or provide evidence of participation.	Max. 45
Committee Meeting	Attendance at meetings as a member of an organized group the mandate / activities of which relate to the conduct of business or the practice of architecture. May include: Task Forces/Groups, Professional Organization, Community Committee, Sub-committees. Does not include Service Clubs.	Max. 25
Council	A governing Council or Board of an architectural organization (MAA or other provincial/territorial associations, RAIC, etc.)	Max. 30
Discussion Group	An organized group of individuals who have gathered to discuss a specific topic, matter or issue which is intended to support or advance the practice of architecture by the participants. May include: Focus Group, Guest Speakers and Facilitated Discussion.	Max. 25
Mentoring	Recognized Mentor for a candidate enrolled in the RAIC Syllabus Program, Internship in Architecture Program (IAP), and/or Broadly Experienced Foreign Architect (BEFA).	Max. 10
Presentations & Teaching	Preparation and formal delivery of information, instruction and/or training which represents a learning opportunity for the audience and is related to business or architecture.	Max. 25
Professional Tour	An organized and guided tour which will support or advance the practice of architecture by participants. Does not include self-guided tours.	Max. 15
Professional Writing	A body of writing that has been prepared by the individual which is connected to the practice of architecture and which is shared with others through publication for the purpose of educating or informing others.	Max. 25
Reading and/or Podcasts	Reading of books, periodicals and/or journals, and/or listening to podcasts and/or audio books, that relate to architecture, the business of architecture and/or business management.	Max. 15
Scholarly Research	Research that is conducted by the individual for the purpose of advancing information and knowledge generally of a specific matter related to business or architecture and which will be used to educate or inform others, for example, through publication.	Max. 45