



**AAPEI Continuing Education**

# **Continuing Education Providers Guide**

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## AAPEI Continuing Education

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## **AAPEI Continuing Education**

### **1 Introduction**

AAPEI Continuing Education Activities are those activities which an Architect undertakes for professional learning in order to keep current, master new skills, plan for the future and meet professional responsibilities.

Core learning activities are educational opportunities that provide a fundamental level of knowledge relevant to the practice of Architecture and:

- a) focus on the following subject matter:
  - Legal Issues and Legislation related to Architectural Practice and the Construction Industry
  - Building Technology
  - Planning and Design
  - Practice of Architecture and Business Management
  - Project Management
  - Environment and Energy
- b) are a minimum length or duration of 1 ½ hours
- c) include an interactive learning component
- d) are developed, or reviewed and approved, and delivered by a provincial/territorial Association, the RAIC, or an approved Continuing Education Provider in conformity with the Quality Assurance Standards agreed to by all provincial/territorial Associations and the RAIC, and:
- e) attendance at the core learning activity must be reported by the provider to AAPEI within two weeks of completion of the activity.

### **2 Benefits of Registration as a Provider**

Registration as an AAPEI Continuing Education provider offers the following benefits:

- Architects recognize the activity's credibility
- Use of AAPEI logo and website
- Opportunity to attract members outside PEI to attend activities

### **3 Qualifications of a Provider**

All Continuing Education providers for Core learning activities shall be professionals within their sphere of instruction with an appropriate license or membership in a professional



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organization, or recognized in their field of expertise. The following are considered appropriate backgrounds:

- independent expert or consultant
- in-house expert
- industry representative
- practitioner in the field
- university faculty member

The provider shall submit the necessary curricula vitae and other relevant documentation to support their qualifications.

The provider shall have experience in the delivery of continuing education to professionals and shall submit documented success in this delivery.

In addition to these qualifications, the provider must demonstrate a willingness to evaluate the success of the activity or course and share this evaluation with the associations and make the necessary adjustments for future delivery.

### **4 Registration of an Activity**

To register an activity with AAPEI, the applicant needs to design activities, which focus on the abovementioned subjects and the following criteria.

The registered provider should complete the application forms attached and forward these, together with a copy of the program/s for accreditation and to AAPEI not less than four weeks and preferably two months before the event.

A member of the Professional Development Committee will notify the applicant of the outcome of their application.

The following information must be submitted when applying for accreditation:

- An outline of the activity to be offered for accreditation
- The learning aims, objectives and outcomes of the activity
- A list of resource material
- Details of qualifications and experience of the presenters
- The number of learning hours that are to be assigned to the activity

If the activity is being offered as a distance education opportunity via video or through the Internet, then evidence of learning will be required from participants through completion of a structured quiz or test. These must be completed before Core learning credits are given to the participant.

The AAPEI logo will be provided to the provider and is required to be shown on all promotional materials by the provider. This will ensure that members of AAPEI know that the activity has been accredited.



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The provider must agree to:

- Notify AAPEI of participants who attend and complete the course
- Forward copies of completed sign-in sheets and evaluation forms (sample enclosed) to AAPEI.

AAPEI reserves the right to have a representative attend and audit the activity to assess the content and quality of the program at any time (with prior notice to the provider).

## 5 Courses and Programs

This category of activity covers such educational offerings such as lectures, workshops, seminars, field trips, presentations, panel discussions and the like.

Accreditation for Core learning credits for these activities may be offered through educational institutions and other organizations if they are approved by AAPEI prior to their commencement.

Details of the activities should be forwarded to AAPEI for accreditation; together with the completed registration forms a minimum of two months prior to the commencement of the course.

All time sensitive material shall be identified (such as codes, standards, regulations, etc.) with a date. All material and information contained in the Core learning activity shall be current and the latest published or available.

All Core learning activities shall include an **interactive** component. This permits learners to interact with one or all of the following:

- the instructor
- other learners, or
- the learning resources.

The following are examples of interactive learning:

- case studies
- discussions with instructors or other learners
- group exercises or break-out discussion groups, round tables or focus groups
- hands-on activity or interactive computer software or workbook exercises
- problem solving exercises
- simulation or role playing



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### **6 Conferences and Symposiums**

This category of activity covers one time events, which are comprised of multiple courses or programs, usually with a common theme or organizational focus.

Accreditation for Core learning credits may be offered if the conference or symposium is approved by AAPEI prior to the event. Forms should be submitted a minimum of two months prior to the event.

The conference or symposium should have a structured program that provides valuable learning activities. Attendees cannot earn credits simply for visiting the conference. They must be able to demonstrate that they have gained new knowledge through seminars or workshops offered. The following criteria must be met when applying for accreditation:

- The Conference sponsor must be a provincial/territorial or RAIC registered provider
- The Conference sponsor must be able to demonstrate that participants completed the day either through completion of an evaluation form or quiz (note: participants must be informed that they will not receive their learning units if these are not completed and the forms must not be given out at the commencement of the conference)
- All seminars or workshops must have a sign in sheet and a mechanism to record that participants actually completed the session either through completion of an evaluation form or a quiz.

### **7 Trade Shows and Exhibitions**

This category is a commercial event offering vendors and suppliers the opportunity to invite Architects to meet them and to discuss the exhibitor's products and systems.

Accreditation for Core learning credits may be offered if the Trade Show or Exhibition is approved by AAPEI prior to the event. Forms should be submitted a minimum of two months in advance of the event. Trade show sponsors must ensure that:

- All exhibitors are assigned numbers which must be quoted on all records and materials presented at the Trade Show or Exhibition
- Exhibitors present a program outline to the Trade Show or Exhibition sponsor, which must be a minimum of 15 minutes long and participants must attend 6 sessions of 15 minutes each to qualify for one Core learning credit.

### **8 Product Use and Demonstrations**

Activities offered by a provider must be educational. While product demonstrations are encouraged to enable participants to gain a greater understanding of the use of particular



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products, the provider should not solely be marketing merchandise or services for a company. Product use should educate the participant on appropriate material applications, design solutions or professional skills.

If you use proprietary products, ensure that

- facts, features and information provided are on generic materials or systems and not company-specific; and
- any period of time that is used as a selling or promotional opportunity by the supplier or company is excluded from recognition for Core learning credits.

## 9 AAPEI Quality Assurance

As part of AAPEI's quality assurance standards, AAPEI reserves the right to audit all activities submitted by providers. Auditing will be carried out on a continuous review process and activities are deemed to meet the quality assurance standards until such time as proved otherwise.

Programs will be audited by members of the Continuing Education Committee or a designated representative, who will review the aims, learning objectives and documentation for the activity. In some cases, the provider may be asked to submit further information as supportive evidence.

## 10 Advertising and Use of AAPEI Logo

Promotion of activities offered by an approved provider should be accurate and clear. The AAPEI logo may be used on promotional materials together with the following statement:

*(Company Name) is an AAPEI Continuing Education approved provider. Please contact (Name/Number/email) for more information.*

AAPEI will assist in promoting the registered activity through AAPEI's website.

Providers shall not use the AAPEI logo on business cards or business materials which are not used in the promotion of the approved activity.



## AAPEI Continuing Education

### FORM A - PROVIDER INFORMATION:

Organization Name:
Contact Name:
Contact Title:
Address:
Tel #:
Fax #:
E-mail address:
Website address:
Product / Service offered:
Are you an approved provider with any other provincial/territorial organizations? (list)
Date:
Signature of Applicant:



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### FORM B - ACTIVITY INFORMATION:

Please submit a summary of the activity you intend to offer

Provider Name:
Activity Title:
Length of Activity:
Learning Objectives: At the end of this activity the participants will be able to:
Presenter Qualifications:
Method of Delivery:
Statement: We agree to read and abide by AAPEI's policies and procedures outlined in the AAPEI Continuing Education Providers Guide. We understand it is our responsibility to read, understand, and disseminate all information regarding our participation with members of our organization involved with the AAPEI Continuing Education program. We understand that our organization is responsible for the quality assurance of any educational program/s and that our programs are subjected to a quality audit. We understand that we may be removed from the system if we are noncompliant or have acted inappropriately at any time. We further understand there is not automatic right to renewal of the same activity.
Signature:
Print Name:
Date:

Attach separate sheet if necessary



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### Course Evaluation Form (Title of Activity)

BEFORE YOU LEAVE TODAY . . .

In an effort to know how the (Title of Activity) can best serve your needs, we ask that you share your observation and comments with us by taking a few moments to fill out this assessment. Please return the form to the provider.

Thank you for registering for this activity and taking the time to answer these questions.

I am an architect registered in (year) \_\_\_\_\_ or, I am an Intern-Architect \_\_\_\_\_

**Please complete the following seven questions by checking  the box on the right hand side that best corresponds with your opinion.**

Fully Satisfactory
Satisfactory
Average
Below Average
Unsatisfactory

1. The course objectives to be realized were clearly stated?       
Comments:
2. The learning results you expected were realized by this course?       
Comments:
3. The content was organized in a manner which allowed you to learn comfortably?       
Comments:
4. The facilities, AV elements, refreshments and time organization was supportive to your learning?       
Comments:
5. The scope and relevance of the materials was at the appropriate level for you?       
Comments:
6. The instructors were knowledgeable and promoted active learning?
7. My input was encouraged and respected?

*Further comments? Contact Holly Hinds, AAPEI at 902.368.4999*



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### Certificate of Attendance (Title of Activity)

Provider:

Venue:

Date:

Name: (Please print) Firm: Tel #:	Signature:
Name: (Please print) Firm: Tel #:	Signature:
Name: (Please print) Firm: Tel #:	Signature:
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### Sample Activities

The following alphabetical list is a compilation of some subjects/topics that qualify as CORE learning activities:

Accessibility  
Acoustics  
Building Design  
Building Envelope  
Building Science  
CAD Training + Applications  
Code of Ethics  
Codes, Acts, Bylaws, and regulations governing the practice of architecture  
Construction Administration  
Construction contract laws, legal aspects of  
Construction documents and services  
Construction functions, materials, methods, and systems  
Energy efficiency  
Environmental – asbestos, lead-base paint, toxic emissions  
Environmental analysis and issues of building materials and systems  
Fire: Building Fire codes – flame spread, smoke contribution, explosives  
Fire safety systems – detection and alarm standards  
Insurance to protect the owners of property and injured parties  
Interior design\*  
Landscape Design\*  
Life safety codes  
Management of Architectural Projects  
Management of Architectural Firms  
Materials and systems – roofing/waterproofing, wall systems  
Material use, function, and features  
Mechanical, plumbing, electrical – system concepts, materials and methods  
Natural hazards – earthquake hurricane, flood – related to building design  
Preservation (Heritage), renovation, restoration, and adaptive re-use  
Security of buildings, design of  
Site and soils analysis  
Site design  
Specification writing  
Structural issues  
Surveying methods and techniques  
Sustainable design  
Urban Design\*

\* These topics may qualify as either Core or Self Directed learning activities, to be determined on an individual basis.



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The following alphabetical list is a compilation of some subjects/topics that qualify as **SELF - DIRECTED** learning activities:

Business Practices  
CAD Management  
Computer Software  
Equity  
Finance  
Firm Marketing  
Human Resources  
Industrial Relations  
Information Technology  
Interior Design\*  
Landscape Design\*  
Marketing Communications  
Media Relations  
Negotiation  
Promotion  
Public Relations  
Quality Control  
Technical Writing  
Urban Design\*

\* These topics may qualify as either Core or Self Directed learning activities, to be determined on an individual basis.