

1. How do I access my AAA Transcript?

Login to the website. Links are provided if you have forgotten your username or password. Once logged in, select 'Online Reporting Tool' from the Professional Development menu.

2. What if my principal practice/residence is outside Alberta?

Login to the website. Once logged in, select 'Online Reporting Tool' from the Professional Development menu. Complete the online Primary Jurisdiction declaration. This online declaration needs to be completed each reporting period, prior to the reporting deadline. Members with a Primary Jurisdiction outside Alberta report all learning activities to their Primary Jurisdiction and comply with their requirements. The AAA will confirm your compliance directly with the jurisdiction following the close of the reporting period.

3. What are the Professional Development (PD) requirements for the 2018 – 2020 reporting period?

Members are required to complete and report 70 learning hours by June 30, 2020. A minimum of 35 learning hours must be in the Structured category of learning. Newly registered members should refer to the PD Policy for New Members for details of their requirements.

4. What learning activities can be reported as Structured learning?

Structured learning activities must fulfill the following requirements:

- Relate to the business or practice of architecture and/or interior design
- In-person or online learning (ex. courses, conference sessions, lectures, seminars, workshops)
- Relate to at least one of the [Structured learning topics](#)
- Be a minimum of 1 hour in length
- Be supported by 'proof of participation' (ex. completion certificate)

Members can also report up to 4.0 Structured learning hours per reporting period, for each of the following:

- Participation as a member of the AAA Council, AAA Committees or AAA Task Force meeting
- Acting as a mentor to one or more intern architects or intern interior designers as part of the AAA Intern Program

All learning hours can be earned in the Structured category of learning.

5. What learning activities can be reported as Unstructured learning?

Unstructured learning activities must fulfill the following requirements:

- Relate to the business or practice of architecture and/or interior design
- Fall within one of the Unstructured learning categories. The details can be found on the website.
- Be a minimum of 1 hour in length
- They do not need to be supported by proof of participation.

6. What are acceptable forms of proof of participation?

Proof of participation is required for all reports of Structured learning. This proof should include the member's name, date, course/lecture title, name of course provider and the number of learning hours.

The following are acceptable forms of proof of participation:

- Completion certificate
- Transcript
- Letter from course provider

Members are encouraged to contact the course provider to obtain proof of participation.

The following are **not** acceptable forms of proof of participation:

- Confirmation of registration
- Receipts

Without proof of participation, the member may wish to report as Unstructured learning.

7. Do I need to report all learning activities? What about AAA events? What about AAA Registered Course Provider events where I have signed AAA attendance forms?

Attendance at AAA events, (such as Banff Session), will be added to member transcripts directly by the AAA. Further, attendance at Registered Course Provider educational presentations – where you have signed the attendance form – will be added to member transcripts directly by the AAA.

8. Can I report learning activities that took place outside the 2018 - 2020 reporting period?

Learning activities must be recorded to the reporting period in which they are completed. That is, they must be completed and reported between July 1, 2018 and June 30, 2020.

9. How many learning hours can I carry-over into the next reporting period?

Members can carry-over a maximum of 10 Structured learning hours and 20 Unstructured learning hours into the next reporting period.

10. How do I know when I have completed my PD requirements?

Refer to the 'Status' field on your online transcript. A status of 'complete' will be reflected when you have fulfilled all your requirements for the reporting period.

11. Does the AAA have mandatory PD courses?

Yes, the AAA has two mandatory courses. They are:

- *Architects Act* and General Regulation course. This online course must be completed by all new members – architects and licensed interior designers - in the timeline outlined on the website.
- Building Envelope Course. This online course must be completed by all architects and restricted practitioners in the timeline outlined on the website.

12. What happens if I do not complete my PD requirements by the reporting deadline?

On July 1, 2020 members who are non-compliant will be assessed a \$750.00 Professional Development Arrears Fee and will have their name referred to our Registrar to initiate Notice of Cancellation proceedings. To avoid cancellation of membership the member will be required to pay the Arrears Fee in the timeline laid out in the Notice. Further, they will be required to complete/report their outstanding Professional Development in the timeline stipulated in the Notice.

13. Do I need to retain the supporting documentation for my learning activities?

Yes, members are asked to retain their PD documentation for a given reporting period for two years past the close of the reporting period. If you are selected to be a part of our PD audit you may be asked to provide supporting documentation.

14. Is an audit done of PD reporting?

Yes, a random audit of 3% of the membership is done following the close of each reporting period.

**15. What if Alberta is my primary jurisdiction and I am registered in other provincial jurisdictions?
Do I need to report my PD to those jurisdictions?**

You will need to follow-up with the provincial association and confirm their reporting requirements.

Still have questions? You are encouraged to contact the Professional Development Officer at education@aaa.ab.ca.