

## Background

The Alberta Association of Architects (AAA) has a Professional Development Program (PDP) in place to ensure that our licensed and registered members remain current with contemporary technology, business practices, methods and materials of their profession. Members can meet their professional development obligations by participating in educational activities such as conferences, lectures, workshops, courses and webinars. The AAA Registered Course Provider Program is one component of our PDP and was established as a system for professional organizations, businesses and educational providers to register educational opportunities with the AAA.

## General

To be eligible to be included as part of the AAA Registered Course Provider Program, a provider needs to offer learning activities which are:

- Relevant to the practice of architecture and interior design;
- Structured as an educational offering and not strictly a sales or marketing opportunity. Presentations that are slanted to the marketing or promotion of sales/services are excluded from consideration;
- Presented by qualified instructors;
- Structured with clear learning objectives;
- Relevant to one or more of the following learning topics:
  - Legal Issues and Legislation
  - Safety, Health, Accessibility, Fire Protection and Energy
  - Planning, Design and Technology
  - Practice, Project and Business Management
  - Energy and the Environment
- A minimum of one hour in length, excluding breaks.

## The Benefits of Becoming a Registered Course Provider:

The program benefits include:

- Increased exposure among AAA members;
- Organizations can identify themselves as AAA Registered Course Providers;
- Opportunities to participate as sponsors at AAA events;
- Opportunities to participate in the trade show at the biennial AAA Banff Session conference;
- Members' preference to attend educational events that have been reviewed by the AAA and where the member does not have to self-report their attendance;
- Opportunities for marketing the organization and/or event via the AAA website;
- Promotional support of the educational event/course via the AAA monthly ebulletins.

## Becoming a Registered Course Provider

All learning activities offered as part of our Registered Course Provider program must be of a strictly educational nature. 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 offering.

Interested organizations are asked to submit the following for review:

- Registered Course Provider Application Form;
- Conference and Course Review Form – complete one form for each course being offered;
- Registered Course Provider Schedule of Fees Form;
- A copy of the educational presentation (PowerPoint or PDF).

## Categories of Course Providers

- Single Course Offering: \$375 plus GST
  - \*Can be held at multiple locations, multiple times.
  - \*Can also be used by providers seeking to register a one-time event, such as an annual conference.
- Two or Three Course Offerings: \$535 plus GST
  - \*Can be held at multiple locations, multiple times.
- Non-Profit Organization: \$535.00 plus GST
  - \*Can be held at multiple locations, multiple times.
- Multiple Course Offerings (4 – 10 Courses): \$800.00 plus GST
  - \*Can be held at multiple locations, multiple times.
- Multiple Course Offerings (10+ Courses): \$1600.00 plus GST
  - \*Can be held at multiple locations, multiple times.

## Obligations of the AAA Registered Course Provider

AAA Registered Course Providers are responsible for reporting members' attendance at their events directly to the AAA. We ask that this signed AAA attendance information be submitted to the Professional Development Officer within 2 weeks of the event/learning activity occurring.

## Questions

You are encouraged to contact the Professional Development Officer at [education@aaa.ab.ca](mailto:education@aaa.ab.ca) if you have any questions about the program or the application process.

## General Information

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Contact name and email for billing  
purposes (if different from above):

\_\_\_\_\_

## Brief Description of your company/organization for use in posting on our website

Indicate if you are an accredited provider with any of the following organizations:

- American Institute of Architects
- Architectural Institute of British Columbia
- Ontario Association of Architects
- Saskatchewan Association of Architects
- Other: \_\_\_\_\_

This form should be submitted for each new conference, conference breakout session, seminar presentation and/or lunch and learn offering.

### Course or Seminar Information

Title: \_\_\_\_\_

This Course is:  A one-time offering     An on-going course     A Distance Learning Course

Number of Learning Hours (LHs)\* requested: \_\_\_\_\_

**\*Note:** This indicates the number of hours spent in **direct learning activities**. Credit is *not* awarded for time spent on product demonstrations, sales presentations, breaks etc. For example, a one hour presentation (exclusive of breaks/product demos etc.) would be equivalent to one LH.

Course/Seminar Date(s): \_\_\_\_\_

Course/Seminar Location(s): \_\_\_\_\_

Will this course be a Lunch-and-Learn Presentation?    Yes     No

### Course or Seminar Summary

### Course/Seminar Learning Objectives

Each course/seminar must have at least 3 learning objectives related to the Practice of Architecture or Interior Design.

1.	
2.	
3.	
4.	

### Additional Information Required for Review Application

- A copy of the PowerPoint slides that will be used in the presentation.

Annual Registered Course Provider fees:

<b>AAA Architectural Firm</b>	\$375.00	
<b>Single Course Offering</b> (Can be held at multiple locations, multiple times)	\$375.00	
<b>Two or Three Course Offerings</b> (Can be held at multiple locations, multiple times)	\$535.00	
<b>Non-Profit Organization* Multiple Course Offerings</b> (Can be held at multiple locations, multiple times)  *Organization must be able to supply proof of non-profit status	\$535.00	
<b>Multiple Course Offerings (4 – 10 courses)</b> (can be held at multiple locations, multiple times)	\$800.00	
<b>Multiple Course Offerings (10+ courses)</b> (Can be held at multiple locations, multiple times)	\$1,600.00	
	Subtotal	
	GST (5%)	
	<b>TOTAL</b>	

## Payment Information

- Cheque enclosed: Payable to The Alberta Association of Architects
- Credit card: VISA or MasterCard

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_