

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 offer educational opportunities utilizing the AAA program.

Professional Development Program

AAA members participating in the Professional Development Program must complete a minimum number of professional development learning hours each reporting period to maintain their registration. One hour of educational activity (exclusive of breaks) is equivalent to one learning hour. Within the program, learning activities are categorized as either Structured or Unstructured. Structured learning activities must be relevant to one or more Structured learning topics, be a minimum of one hour in length and be supported by proof of participation. The activities can include courses, conferences, seminars and workshops – both in-person and online. The Unstructured category of learning is broader in its topic areas. It can consist of traditional classroom courses, distance learning as well as learning of a more informal nature that may take place outside the classroom.

Registered Course Provider Program

Registered Course Providers are an important component of our Professional Development Program as their offerings broaden and enhance the educational opportunities available to our members. The Registered Course Provider Program recognizes that educational activities occur in varied formats. Our program includes lunch and learn presentations, lectures, workshops, courses, conferences and online offerings.

Regardless of the course format, all learning activities offered by Registered Course Providers must be:

- Relevant to the practice of architecture and interior design;
- Structured as an educational offering and not a sales or marketing opportunity;
- Structured with clear learning objectives;
- Presented by qualified instructors;
- 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.

Registered Course Provider Program

The benefits of being a part of Registered Course Provider Program include the following:

- Increased exposure among AAA members;
- Opportunities for marketing the organization and/or event via the AAA website;
- Promotional support of the educational event/course via the AAA monthly ebulletins and social media;
- 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.

Categories of Registered Course Providers and Annual Fees

The following are the categories of Registered Course Providers that form a part of our program along with the corresponding annual fee:

- Single Course Offering: \$390.00 + GST
*Course can be held at multiple locations, multiple times.
- Two or Three Course Offerings: \$560.00 + GST
*Courses can be held at multiple locations, multiple times.
- Non-Profit Organization: \$560.00 + GST
*Single or multiple course offerings
*Course(s) can be held at multiple locations, multiple times.
- One-time Conference Provider: \$840.00 + GST
*Intended for organizations offering a single conference (with multiple sessions) in a one year period.
- Multiple Course Offerings (4 – 10 Courses): \$840.00 + GST
*Courses can be held at multiple locations, multiple times.
- Multiple Course Offerings (10+ Courses): \$1680.00 + GST
*Courses can be held at multiple locations, multiple times.

Following approval, new course providers will have 30 days from the date of the invoice in which to make payment.

The AAA does not pro-rate the annual Registered Course Provider fees.

Registered Course Provider Program

Becoming a Registered Course Provider

Organizations interested in becoming a Registered Course Provider are required to submit the following documents for review:

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

All learning activities offered as part of our Registered Course Provider program must be strictly educational. Any discussion of the organization's products or services should occur outside the educational program and not be included in the time allotted for the educational offering.

Completed forms and a copy of the presentation(s) can be emailed to the Professional Development Officer at education@aaa.ab.ca. Please allow up to 4 weeks for the review of new applications.

Promotion of Course/Event Offerings

The AAA offers several opportunities for approved course providers to promote their course/event offerings. All AAA Course Providers are listed on our website with the organization's profile and contact information. There is a page dedicated to lunch and learn presentations and includes provider contact information. Distance learning providers are profiled on the website. Finally, upcoming events (apart from lunch and learns) are listed on our Upcoming Professional Development (PD) Events page and on the AAA Events calendar. Our monthly e-bulletins to our members include a link to the PD Events page. Course Providers are asked to email upcoming event information to the AAA at least four weeks prior to the event to maximize exposure.

Attendance Reports

AAA Registered Course Providers are responsible for directly reporting members' attendance at their events to the AAA. We ask that the signed AAA attendance information be submitted to the Professional Development Officer within two weeks of the event/learning activity. The form must include the presentation title, date and names of members in attendance, along with their signatures. A standard AAA attendance form will be provided to Registered Course Providers for their use in capturing member attendance information.

Quality Assurance

The AAA wants to ensure that the content of the course offerings is maintained at a high standard. This means that the AAA may periodically conduct reviews of the ongoing course offerings. A key component of our reviews is ensuring that the content presented is of an educational nature, not a sales orientation. Further, we want to ensure that the instructors are well-versed in the content and able to capably address member questions about the topic at hand. Our review may include contacting members and seeking their evaluation of the presentation offered to them.

At its discretion, the AAA may move to rescind a course provider registration without a refund if found to violate our program standards.

Changes to Presentations

Existing course providers are welcome to submit new presentations for review or re-submit presentations that have undergone substantial edits. This can be done by submitting a Conference and Course Review Form and a copy of the presentation.

Renewal of Course Providers

Annual renewal takes place in mid-November. Payment of the invoice is recognized as renewal in the program.

Course Providers can cancel their registration at any time or non-renew their status during the annual renewal period. At that point, all provider information is removed from our website, and providers must discontinue identifying themselves as part of the AAA Registered Course Provider Program. The AAA does not provide refunds.

Questions

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