

Background

The Alberta Association of Architects' (AAA) Professional Development Program (PDP) has been put in place to ensure that its registered and licensed members, who have exclusive statutory rights of practice, are able to respond to professional obligations to clients, the public and the profession. The program applies to architects, licensed interior designers, restricted practitioners and interns with 7 or more years in the AAA Intern program. The Professional Development Program is intended to ensure that members remain current with contemporary technology, business practices, methods and materials of their profession.

Overview of the PDP and Requirements:

1. Reporting Period

The 2022 - 2024 reporting period extends from July 1, 2022 to June 30, 2024. Learning activities must be reported in the reporting period in which they are completed.

2. Professional Development (PD) Requirements

For the 2022 - 2024 reporting period all registered and licensed members must complete a total of 70 learning hours (LHs), with a minimum of 35 Structured LHs. One learning hour (LH) is equivalent to one hour of eligible educational activity. Newly registered members should review the [New Member Policy](#) for detailed information on PD requirements and deadlines.

3. Structured Learning Activities

[Structured learning](#) activities must be:

- Related to the business or practice of architecture and / or interior design
- In-person or online learning (courses, conference sessions, lectures, seminars)
- Related to at least one Structured learning topic
- A minimum of 1 hour in length
- 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 with AAA Council, AAA Committees or AAA Task Force committee meetings
- Participation as a mentor to one or more intern architects or intern interior designers participating in the AAA Intern Program.

Members must complete and report a minimum of 35 Structured LHs for the 2022 - 2024 reporting period.

4. Unstructured Learning Activities

The [Unstructured learning](#) category of the PDP is more broadly defined, allowing for a wider range of activities and a broader choice of topics. This category includes in-person learning and distance learning activities which are often of more of an informal nature and which are not supported by evidence of participation. Further, this category of learning includes learning activities that a member may participate in outside of the office or the classroom. Unstructured learning activities must:

- Relate to the business or practice of architecture and / or interior design.
- Fall within one of the Unstructured learning categories. Refer to the table that follows.
- Be a minimum of 1 hour in length.

Learning activities must not be part of normal practice requirements. Normal business and practice activities carried out on a day-to-day basis by members do **not** qualify for LHs.

The details of the categories of learning can be found on our website and members are encouraged to review this information prior to reporting their learning activities.

The following table summarizes the maximum number of learning hours for various types of Unstructured learning activities. A detailed list with definitions can be found on our website.

Learning Activity	Maximum LHs per Reporting Period
Committee Meetings	Maximum 25 LHs
Discussion Groups	Maximum 25 LHs
Distance Education	No Maximum
In-person Learning	No Maximum
Presenting/Teaching (Note: applies to part-time teaching only)	Maximum 25 LHs
Guided Professional Tours	Maximum 15 LHs
Professional Writing	Maximum 25 LHs
Reading	Maximum 15 LHs
Scholarly Research	Maximum 45 LHs

5. Mandatory *Architects Act* Course

All newly registered and licensed members are required to complete the mandatory *Architects Act*, General Regulation and Bylaws Course. The following table illustrates the timeline for completion of this mandatory course.

Newly Registered/Licensed	Deadline for Completion of Architects Act Course
July 1, 2022 to June 30, 2023	June 30, 2023
July 1, 2023 to June 30, 2024	June 30, 2024

Intern Interior Designers must complete this course as part of licensure requirements. Intern Architects must complete the course prior to licensure. The *Architects Act* course is an online course which can be found on our [website](#).

6. Carryover hours

Members who accumulate more learning hours than required in a reporting period are permitted to carryover a maximum of 10 Structured and 20 Unstructured LHs into the next reporting period.

7. New Member Requirements

- If a member joins the AAA between **July 1 and December 31** (the first six months of the two-year reporting period) they are required to complete 100% of the required learning hours (LHs) by the reporting period deadline. That is, the member is required to complete 70 LHs, with a minimum of 35 Structured LHs.
- If a member joins the AAA between **January 1 and December 31** (the middle 12 months of the two-year reporting period) they are required to complete 50% of the required learning hours by the reporting period deadline. That is, the member is required to complete 35 LHs with a minimum of 18 Structured LHs.
- If a member joins the AAA between **January 1 and June 30** (the last six months of the two-year reporting period) they are not required to complete PD hours for that reporting period. However, the member will be required to complete the full PD requirements for the next reporting period.

The new member requirements are captured in the table below for the 2022 – 2024 reporting period:

Newly Registered/Licensed	Total Minimum Structured LHs	Total Unstructured LHs	Total Minimum LHs	Reporting Period Deadline	Deadline for Completion of Architects Act Course
July 1, 2022 to December 31, 2022	35	35	70	June 30, 2024	June 30, 2023
January 1, 2023 to June 30, 2023	18	17	35	June 30, 2024	June 30, 2023
July 1, 2023 to December 31, 2023	18	17	35	June 30, 2024	June 30, 2024
January 1, 2024 to June 30, 2024	None	None	None		June 30, 2024

8. Members Practicing/Residing Outside of Alberta

The Primary Jurisdiction [policy](#) is intended to streamline the reporting for out-of-province members. The primary jurisdiction for Canadian members is defined as the member’s principal place of practice and residence in Canada. For members residing/practicing outside Canada, the primary jurisdiction would be the jurisdiction in Canada in which the member first obtained registration. Out-of-Province members must affirm their Primary Jurisdiction each reporting period. This can be done by logging onto our website and accessing the Transcript page from the Professional Development (PD) menu. Members who fail to affirm their Primary Jurisdiction online prior to June 30, 2024 will be deemed non-compliant and will be issued an invoice for the PD Arrears Fee.

9. Reporting Learning Activities

Members are responsible for self-reporting their learning activities via the Online Professional Development Reporting System. To access, please log in to our website and select ‘Transcript’ from the PD menu.

The following learning activities do not have to be reported by the member as they are already tracked by the AAA. The AAA will add these learning activities directly to the member transcripts. These activities include:

- Attendance at AAA events, such as Banff Session.
- Completion of the AAA Architects Act Course when confirmed by the Architects Act Course Declaration form.
- Courses offered by AAA Registered Course Providers (provided that you have registered with the Provider).

10. Program Audit Policy

In order to ensure the accuracy of reported PD activities as well as the relevance of reported activities, up to 3% of registered members will be randomly selected as part of our audit of reported PD activities. This will entail a review of the member’s transcript and supporting documents. This process is intended to review the subject matter being reported, the number of learning hours, as well as the supporting proof of participation. Reporting must comply with the guidelines of the PD Program. Where there are inconsistencies, the member will be asked to rectify these issues within a prescribed timeline. The matter may be referred to the Professional Development Advisory Committee where the issues cannot be resolved.

11. Non-Compliance

Members who have not completed and reported the required learning hours by the June 30th reporting deadline will be issued an invoice for the \$750.00 PD Arrears Fee and will be referred to the Registrar who, in turn, will serve notice of the date on which member registration is to be cancelled. Further, members who have not completed the mandatory Architects Act Course in the stipulated timeline will also be subject the Arrears Fee and notice of cancellation of registration.

Out of Province members who fail to affirm their Primary Jurisdiction prior to the reporting deadline will be deemed non-compliant and will be subject to the arrears fee.

Questions regarding the Professional Development Program or the Online Professional Development Reporting System can be directed to the Professional Development Officer at education@aaa.ab.ca.