

RECOMMENDATION REPORT OF THE EXECUTIVE COMMITTEE

COUNCIL DATE: Report presented to OALA Council on January 10, 2011

INTRODUCTION: This report recommends that OALA Council approve a mandatory continuing education credit program at OALA subject to ratification by the membership at OALA AGM in 2011.

PURPOSE OF THE REPORT: RECOMMENDATION

RECOMMENDATION:

1. That Council approve the implementation of a mandatory continuing education reporting program subject to:
 - a) a recommendation to implement an OALA Continuing Education reporting program with a phased in approach be advanced for membership approval at the 2011 OALA Annual General Meeting;
 - b) the details of the program be refined and publicized to the membership in 2011;
 - c) the program begin as a voluntary program in 2012, and the start date of the mandatory continuing education program be January 1, 2013.
2. That, if approved at the AGM, Council create a task force to fine tune the details of the program based upon an alignment with the BCSLA Continuing Education program as outlined in the draft program policy document attached as CE Policy, CE-10.
3. That the task force determine the weighting of credits in fine tuning the details of the program and report back to Council with their recommendation and proposed program details by Fall 2011 with consideration to:
 - a) extra recognition for serving on Executive Committee beyond Council;
 - b) a maximum number of credits allowed in a period for volunteerism to ensure members are having to gain educational experience, rather than satisfying the credit requirements through OALA volunteering only;
 - c) a recommendation for an audit process; and
 - d) a requirement for members securing credits in multiple categories and the weighting of credits per category; and
 - e) the task force shall also make a recommendation on the PDP process being part of the credit program for Associate Members.
4. That, if approved at the AGM, staff be directed to investigate, create, and maintain a data base to document all member Continuing Education reports and to develop an on-line capability on the OALA website to permit members to file their annual reports.

EXECUTIVE SUMMARY:

About February 2000, the OALA launched a voluntary Continuing Education Credit Program. This program had some initial publicity and a data base, however, eventually due to lack of publicity, a driving champion, or other reasons, the program became dormant, but not rescinded.

There is strong support amongst professions that professionals should advance their knowledge and/or maintain their skills in a changing world in order to ensure the health, safety and welfare of the public interest. The CSLA and CLARB strongly support each regulatory body to implement and maintain a formal continuing education reporting program.

Given that the OALA is the largest regulatory component in Canada, a significant member board of CLARB, and we have a requirement to harmonize our membership categories and standards with other legislated provinces under the Labour Mobility legislation, OALA should relaunch and maintain its CE program. It is recommended that due to improvements made to the original OALA program by the BCSLA, that the OALA update their CE program such that it is in closer alignment with the BCSLA.

The recommendation is to create and maintain a mandatory continuing education reporting program. As this will be a requirement to membership of the OALA and impose time and financial commitments on the members to seek out and participate approved learning activities, and impose time commitment to annually complete and file a report on activities in a calendar year, it is recommended that the proposal to implement a mandatory continuing education credit and reporting program be advanced to the OALA annual general meeting for approval from the general membership.

BACKGROUND:

Many professional associations and regulatory agencies require their members to participate in continuing education and to record their credits. This is a practice promoted by the CSLA, ASLA and CLARB. The CSLA has collaborated with ASLA, CELA, CLARB, LAAB and LAF to create LACES – the Landscape Architecture Continuing Education System that provides guidelines and endorsements to seminars, courses, etc.

A recent OALA member survey conducted in September 2010 as an environmental scan for the OALA strategic planning process highlighted members' desire for more continuing education from the association.

Support in developing a formal CE program including documenting reports is available from CLARB.

Landscape Architecture CE Programs in Canada & USA

According to the ASLA web site, as at September 30, 2010:

Continuing education is currently required by 29 states as a condition of license renewal. The average requirement is 11.28 Professional Development Units/Hours (PDU/PDH) per year.

According to a study done by the Alberta Association of Landscape Architects (Nov. 27, 2009) BCSLA and AALA have a mandatory CE program.

OALA, APALA, MALA, NLALA, NuALA, NWTALA have voluntary programs.

SALA and AAPQ do not have any CE programs.

British Columbia Society of Landscape Architects (BCSLA)

Note: the BCSLA regulates a title act.

The BCSLA program is mandatory. It is enforced by:

- a) the Continuing Education Committee who review member records each 3 years.
- b) members who are credit deficient are sent a written notification and recommends the Board fine credit deficient members \$100. Members must make up the deficient credits in the year.
- c) The CEC reviews the progress of make-ups, and if the member fails to make up the credits in the prescribed time in addition to the current year credits, the CEC records the members as “CE Non-compliant” and forwards list to the Board. A further fine of \$250 is assessed and due immediately.
- d) Non-compliant members are advised of further disciplinary action, which may lead to becoming a “Member Not in Good Standing”. This is determined by the Board. The member has the option to appeal this decision.
- e) under BCSLA Bylaws, the “Member Not in Good Standing” could lead to cancellation of BCSLA membership.

By comparison the OAA program is described.

Ontario Association of Architects (OAA)

Note: the OAA regulates a practice act.

The OAA has a mandatory CE program based on a 2-year cycle according to the following chart:

ConEd Program Requirements CORE hours	Self-Directed hours	
Architect	15	55
Non-Practising Architect	0	35
Licensed Technologist OAA	7	28
Technologist OAAAS	4	11

POLICY AND BUDGET IMPLICATIONS:

Policies need to be drafted or updated and adopted by Council.

Staff will be required to spend time to investigate, create and maintain a database.

Budget is required to create an on-line recording form on the website.

Enforcement implications need to be carefully assessed. An enforcement policy and procedure will need to be developed.

Staff will need to report on budget impacts of implementing and maintaining this CE program.

CONCLUSIONS:

The Executive Committee is recommending that OALA Council make a recommendation to the OALA AGM on March 4, 2011 for approval, in principle, of a mandatory continuing education program at OALA, and if approved, follow up on all recommendations indicated in this report.

OALA Executive Committee

Attachment: Schedule ‘A’ – draft CE Policy, CE-10

A. INTRODUCTION

The OALA Continuing Education (ConEd) Credit Program reflects the OALA's dedication to promoting and increasing the knowledge, skill and proficiency of its members, and administering the *Landscape Architects Act*, in order that the public interest may be served and protected.

The OALA ConEd Program is a voluntary requirement for Ontario Landscape Architects (Full Members) and interns (Associate Members). The Program is based on a 3-year cycle beginning January 1. The continuing education program has been created to accommodate the diverse needs of the member while promoting excellence in practice, skills and knowledge.

B. CONTINUING EDUCATION in the OALA

With admission into the Ontario Association of Landscape Architects, Full Members¹:

- have provided evidence of their high standard of education and training and, as members of a professional body, have accepted a personal responsibility for the continued maintenance of their professional competence as reflected in:
 - - **The Ontario Association of Landscape Architects Act, 1984**, Section 3 (Object (a) – *to furnish means and facilities by which members of the Association and students may increase their knowledge, skill and efficiency in all things related to the business or profession of a landscape architect, and Object (c) – to establish and maintain standards of knowledge and skill among its members*),
 - **The General By-laws** Section 3.11.c.xiv (*The Council may pass Regulations or amend existing By-laws for instituting and providing means for increasing the knowledge and skill of landscape architects, for advancing their status and well-being, and for maintaining a high standard of professional ethics among them;*),
 - **The Code of Ethics** Section 6.1 (*Members have a continuing responsibility to improve their own professional knowledge and skill and to keep abreast of new development within the field of landscape architecture and related activities*);
- understand that landscape architecture is a broad-based profession requiring many skills – technical, managerial, personal - and that it is impossible to predict how these skills will be enhanced through any given initiative; therefore, members ought to have wide discretion in deciding how to meet their continuing education and professional development needs;
- commit to a continuing education standard that promotes high standards of professional competence among members of the Association, and fosters public confidence in the quality of professional services offered by members of the Association.

¹ For the purposes of this Policy, “Members” are” Full Members, and intern landscape architects (Associate Members) as defined by the OALA Bylaws. All other categories are exempt from this policy.

C. DEFINITIONS AND ASSESSMENT

1.1. Definition

The following activities comprise Continuing Education:

- Work Experience – full-time equivalent work in a landscape architecture-related field
- Education Courses and Training Programs – formal programs intended to increase landscape architecture knowledge and upgrade skills
- Professional Activities – various activities intended to enhance professional practice
- Personal Development – all of the above in a non-landscape architecture field

Note: The onus is on each member to exercise their judgment in determining for himself or herself what constitutes landscape architecture and landscape architecture-related activities.

- Examination – any individual who gained Full Membership prior to 1994 can write sections of the Landscape Architect Registration Examination (LARE) for credit if passed.

1.2. Self Evaluation System

It is recommended that members meet a standard of 30 credits over a 3-year period accumulated as follows:

	Minimum	Maximum
Work Experience		
Education Courses and Training Programs		
Professional Activities		
Personal Development		
LARE		

D. PROGRAM CREDIT REQUIREMENTS

Full Members and Associate Members categories are required to meet a minimum standard of thirty (30) credits over a three-year period. New Members will be required to submit credits on a pro-rated basis. Members in the Inactive Landscape Architect category are required to continue their education and to meet a minimum standard of fifteen (15) credits over a three-year period.

Note: The onus is on each Member to exercise his/her judgment in determining for themselves what constitutes landscape architecture and landscape architecture-related activities. The Continuing Education Committee will review Continuing Education Annual Reporting Forms to prepare a statistical analysis and review at random a number of Reporting Forms to verify the CE Credits claimed.

E. REPORTING, MONITORING AND COMPLIANCE

To maintain the criteria for Membership within the Association, all Members must regularly monitor their Continuing Education activities and credits and report using the OALA Continuing Education Annual Reporting Form². The CE Annual Reporting Form will be reviewed for compliance with the CE Policy.

Refer to **Schedule A** of this policy for details of procedure and penalty structure for those Members who are found to be not compliant with the requirements of this program.

² CE Annual Reporting Form – Form CE01 is available from the OALA office or online at www.oala.ca in the Members-only password-secured website.

F. CREDIT OPPORTUNITIES AND CATEGORIES

(recommended standard: total accumulated credits allowed per 3-year period)

1. Work Experience Credits (minimum xx credits – maximum xx credits)

Members receive credit for employment in the field of landscape architecture of a closely related field which may include: management; policy; administrative or coordinating roles; consulting; research; or teaching. This is deemed to be the most common way of keeping current with the profession.

Credits:	Activity
xx	Per 150 hours of employment where typically 150 hours = 1 month of full time 35-40 hours per week

2. Education Courses and Training Programs (minimum xx credits – maximum xx credits)

Members may claim credits for successful completion of substantive courses in landscape architecture and landscape architecture-related fields and programs that upgrade skills. Courses and programs approved by the LA CES 4 program, any courses or programs offered by any landscape architectural organization (e.g. OALA; CSLA; ASLA; CLARB, and/or other relevant professional societies or private sector delivery agencies) are eligible for continuing education credits.

Credits:	Activity
xx	Full attendance at the OALA Conference and Annual General Meeting
xx	Per day attendance at an OALA Program
xx	Per day attendance at an OALA or CSLA conference, seminar or workshop
xx	Attendance at OALA Annual General Meeting, including preparation and participation
xx	Per six (6) contact hours or full contact day where a full contact day of six (6) hours attendance at conference, seminars, or workshop presented by an allied association or organization (assumes six (6) contact hours)
xx	Per summary of presentation or lecture to other OALA Members (who were unable to attend) in a comprehensive review, in addition to CE credit claimed for attendance.
xx	Self-Directed Study (e.g. - reading a book/article on Landscape Architecture, taking an on-line tutorial, attending lectures, etc.).
xx	Visioning Projects are eligible for CE Credits which varies with project, consult with Continuing Education Chair and Visioning Project Coordinator.
xx	University Courses: 1) Full Credit 2) Audit

3. Professional Activities (minimum xx credits – maximum xx credits)

Credits may be claimed for activities undertaken in landscape architecture and landscape architecture-related fields (see Architects (Landscape) Act, Section 11, RSBC 1996, Objects b) and c) such as conferences, seminars, workshops, presentations, lectures, literary contributions and service to the landscape architecture profession provided by OALA, CSLA, CELA, ASLA, CLARB, etc., educational institutions, or private sector delivery agencies.

3.1 Service

Credits:	Activity
xx	Per year service on a board such as OALA, CSLA, AAPQ, etc. as a OALA representative
xx	Per year service as a CSLA volunteer
xx	Per year service as committee chair
xx	Per year service on a OALA or CSLA Municipal task force, Design Panel, Environmental Group or similar committee
xx	Per meeting attended to a maximum of four (4) per year service as a representative to a government or other association or agency; advisory group or committee or to another professional association
xx	Visioning Projects are eligible for CE Credit which varies with project, consult with Continuing Education Chair and Visioning Project Coordinator.

3.2 Teaching / Writing – Landscape Architecture (minimum xx credits – maximum xx credits)

These professional activities are over and above responsibilities to employment and contribute to the body of knowledge and appreciation for the art and science of landscape architecture. Research, reports and papers prepared in the course of employment are eligible for CE credits when modified and published in another forum.

Credits:	Activity
xx	Book published (sole researcher, author, and/or editor)
xx	Contributing author or editor on a published book
xx	Technical or research article as sole author
xx	Per day guest critic at a landscape architecture school or related college
xx	Per presentation or lecture to fellow professionals, colleagues, or students and to lay public
xx	Position paper
xx	Abstract or book review (independent of employment)

4. Personal Development (minimum xx credit – maximum xx credits)

Personal development activities undertaken in **non-landscape architecture related fields** consistent with the Bylaws and Standards of the OALA: such as public speaking groups, leadership roles, networking clubs and community service clubs.

5. Examination (minimum xx credit – maximum xx credits)

For Landscape Architect Registration Examination (LARE) section taken and successfully completed during the monitoring period.

Credits:	Activity
xx	A - Legal and Administrative Aspects of Practice
xx	B - Analytical Aspects of Practice
xx	C - Planning and Site Design
xx	D - Structural Considerations & Materials & Methods of Construction
xx	E - Grading, Drainage and Stormwater Management
xx	Leading a LARE Workshop
xx	Intern participation in a LARE Workshop

DRAFT



WHY CONTINUING EDUCATION?

The profession of landscape architecture is characterized by its dynamic, evolving, ever-broadening scope. While the fundamental tenets of landscape architecture remain as essential benchmarks, knowledge, technology, and the demands of the profession are shaping and redefining the discipline. A commitment to continuing education ensures that landscape architects maintain a level of skill and competency to meet the challenges of a changing profession.

Most professions have formal, structured approaches to continuing education and for many it is mandatory for members to retain certification or licensure. Within the profession of landscape architect, CSLA, ASLA, CLARB have all published Continuing Education guidelines or policies and some registration/certification bodies have mandatory programs.

Continuing education is an opportunity for landscape architects to learn things they might not have had time for in school or study topics that are brand new. Continuous learning is a natural process for humankind and especially for the profession of landscape architecture because it is constantly extending the boundaries of practice beyond the traditional core of site-specific design. As landscape architects become more accepted by the public, by allied professionals and by decision-makers, they will have increasingly more possibilities to work on collaborative teams and with others who will expect them to be on top of current trends, information, and knowledge.

Aside from the need for the Ontario Association of Landscape Architects and its members to keep in mind the provisions of the OALA Act, 1984, and OALA's By-laws and Code of Ethics regarding maintenance of competency, it just makes good business and professional sense to keep your knowledge base as broad and as current as possible. The payoffs are

- your own professional credibility is enhanced
- the general stature and esteem with which the profession is held is elevated – and thereby yours as well
- your own knowledge, skills, and abilities are improved; pride results
- your desire to maintain competency is demonstrated to clients and colleagues
- salary increases and job advancements can be substantiated

This document has been created to provide you with a framework to measure your own continuous learning initiatives and to record them. The OALA is providing you with the opportunity, on a completely voluntary basis, to document what you do that qualifies for continuing education credits and to register that with the OALA. We hope you will view it as a valuable membership service tool and participate.



Ontario
Association of
Landscape
Architects

2842 Bloor Street West
Suite 101
Toronto, ON
Canada M8X 1B1

Tel: 416-231-4181
Fax: 416-231-2679
oala@interlog.com
www.oala.on.ca

A component
organization of the
Canadian Society of
Landscape Architects

CONTINUING EDUCATION in the OALA

With admission into the Ontario Association of Landscape Architects, Full Members

- have provided evidence of their high standard of education and training and, as members of a professional body, have accepted a personal responsibility for the continued maintenance of their professional competence as reflected in:
 - **The Ontario Association of Landscape Architects Act, 1984, Section 3** (Object (a) – *to furnish means and facilities by which members of the Association and students may increase their knowledge, skill and efficiency in all things related to the business or profession of a landscape architects, and Object (c) – to establish and maintain standards of knowledge and skill among its members*),
 - **The General By-laws Section 3.11.c.xiv** (*The Council may pass Regulations or amend existing By-laws for instituting and providing means for increasing the knowledge and skill of landscape architects, for advancing their status and well-being, and for maintaining a high standard of professional ethics among them;*),
 - **The Code of Ethics Section 6.1** (*Members have a continuing responsibility to improve their own professional knowledge and skill and to keep abreast of new developments within the field of landscape architecture and related activities*);
- understand that landscape architecture is a broad-based profession requiring many skills - technical, managerial, personal - and that it is impossible to predict how these skills will be enhanced through any given initiative; therefore, members ought to have wide discretion in deciding how to meet their continuing education and professional development needs;
- commit to a continuing education standard that promotes high standards of professional competence among members of the Association, and fosters public confidence in the quality of professional services offered by members of the Association.

1. DEFINITIONS AND ASSESSMENT

1. Definition

The following activities comprise Continuing Education:

- **Work experience**
 - full-time equivalent work in a landscape architecture or landscape architecture-related field
- **Education courses and training programs**
 - formal programs intended to increase landscape architecture knowledge and upgrade skills
- **Professional activities**
 - various activities intended to enhance professional practice
- **Personal development**
 - all of the above in a non-landscape architecture field

Note: The onus is on each member to exercise their judgment in determining for himself or herself what constitutes landscape architecture and landscape architecture-related activities.

- **Examination**
 - any individual who gained Full Membership prior to 1994 can write sections of the Landscape Architect Registration Examination (LARE) for credit if passed.

2. Self Evaluation System

It is recommended that members meet a standard of 20 credits over a 2-year period accumulated as follows:

	<u>Minimum</u>	<u>Maximum</u>
• Work Experience	6	12
• Education Courses and Training Programs	2	12
• Professional Activities	2	8
• Personal Development	0	4

3. Work Experience Credits

It is recommended that, as a minimum, a professional landscape architect must practice the equivalent of 6 months of full-time equivalent work in any 2-year time frame to maintain professional competence. Employment must be in the field of landscape architecture or a closely related field and can include public sector practice, consulting, research, and teaching. This is deemed to be the normal way of keeping current with the profession. Claim a maximum of 12 credits/minimum of 6.

Credits:

1 per month of full-time employment (approximately 140-150 hours (for part-time employment, calculate the equivalent))

4. Education Courses and Training Programs

For the successful completion of substantive courses in landscape architecture and landscape architecture-related fields and programs that promote the upgrading of skills, a member can claim credits as follows to a maximum of 12. Relevant courses and programs offered by any landscape architectural organization (e.g. OALA, CSLA, CELA, ASLA, CLARB, educational institution, or private sector delivery agency are eligible).

Credits:

1 per 6 contact hours or full contact day (a full contact day should be a minimum of 6 hours)
(e.g. a 12 week/3 hours per week course yields 6 credits)
(e.g. a 3-day training program yields 3 credits)

5. Professional Activities

Credits may be claimed for activities undertaken in landscape architecture and landscape architecture-related fields such as conferences, seminars, workshops, presentations, lectures, literary contributions and service to the landscape architecture profession provided by OALA, CSLA, CELA, ASLA, CLARB, etc., educational institutions, or private sector delivery agencies. A maximum of 8 credits can be claimed as follows:

Credits:

5 per year of service as an OALA volunteer on Council or the Examining Board or as a CSLA volunteer on the Board of Governors
3 per year of service on an OALA or CSLA task force or committee
1 per day on a CAUSE team
2 per year of service as an OALA or CSLA representative to a government or other association or agency advisory group or committee
2 per day as a guest critic at a landscape architecture school
2 per day of attendance at an OALA or CSLA conference, seminar or workshop
1 per day of attendance at a conference, seminars, or workshop presented by an allied association or organization
2 per presentation or lecture to professionals, colleagues, or students and to lay public
4 per technical or research article as sole author;
2 as contributing author
1 per abstract or book review
2 per position paper
8 per book published; 5 as contributing author or editor
2 per year of service to another professional association
1 per full day of reading or self-directed study
1 per full day of study tour or professional travel

6. Personal Development

For all of the categories listed above, if these activities are undertaken in non-landscape architecture-related fields or in service to the community, credits may be claimed to a maximum of 4.

Credits:

half of those outlined above

7. Examination

LARE Section (5 credits for each hour of examination)

A	Legal and Administrative Aspects of Practice	10 credits
B	Analytical Aspects of Practice	15 credits
C	Planning and Site Design	35 credits
D	Structural Considerations & Materials & Methods of Construction	20 credits
E	Grading, Drainage and Stormwater Management	25 credits

II. MONITORING AND RECOGNITION

To maintain the objectives of the Association and the Continuing Education Initiative and to strengthen the public's confidence in the OALA, all members are requested to continually monitor their Continuing Education activities as outlined below. It is important for the OALA to maintain a cumulative record of these Continuing Education efforts that will support its ongoing public visibility and advocacy campaigns. When you submit a report it will be acknowledged with a seal to affix to your membership certificate.

The activities outlined below were undertaken in the calendar years _____ and _____

Name	Address
Telephone	
Fax	
Email	
1. Work Experience (minimum 6 credits, maximum 12 credits) <i>State employer, job title, dates of employment (hours of employment if part-time), and credits claimed.</i>	
2. Education Courses and Training Program (minimum 2 credits, maximum 12 credits) <i>List course or program name, sponsor, date taken number of contact hours or contact days, and credits claimed.</i>	
3. Professional Activities (minimum 2 credits, maximum 8 credits) <i>List each individual activity, subject matter, date, and credits claimed.</i>	
4. Personal Development (minimum 0 credits, maximum 4 credits) <i>List each individual activity, subject matter, date, and credits claimed.</i>	
5. LARE (up to 105 credits) <i>List LARE section(s) passed, date, and credits claimed</i>	

I attest that the above information is correct.

Member's Signature _____

Date _____

February, 2000