Full Members of the OALA and Associate Members of 7 years or more are required to complete relevant continuing education activities and to provide documentation through the OALA Online Reporting Page (located in the Members’ Area on the OALA website).

Associate Members of 6 years or less are not required to complete continuing education, but do have the option to voluntarily document any completed activities. This may be beneficial as newly accredited Full Members can claim credits, for activities completed during the three years prior to achieving Full Member Status, in their first reporting period.

The following Quick Guide for the Mandatory Continuing Education Program provides a general overview of program requirements and directions on how to report credits the Online Reporting Page.

The full MCE Program Guide including category descriptions is available online in the Members’ Areas of the OALA website. Select the ‘Mandatory Continuing Education’ tab, then the ‘MCE FAQ and Documents’ tab. For additional information, please contact the Registrar at the OALA office (registrar@oala.ca / (416) 231-4181 ext. 3).
MANDATORY CONTINUING EDUCATION PROGRAM QUICK GUIDE

Introduction

The Mandatory Continuing Education (MCE) Program is managed by the Registrar and credit reporting is completed using the online reporting page. A Member is able to complete credit reporting at any time during the three-year credit reporting period. Credit accumulation and reporting will finish and reset at the end of each designated three-year cycle, and will be linked with OALA dues collection.

As outlined within the MCE Program Guide, Members are responsible for retaining supporting documentation of continuing education activities for at least three years, to be produced for review in the event of an audit. Activities will be eligible for credit if they fulfill the mandate outlined in the MCE Program Guide. Regular work experience is not eligible for credit.

For further information about the Mandatory Continuing Education Program and to view the Full Program Guide, please sign in to the Members’ Area of the OALA website and proceed to the Mandatory Continuing Education Program area. For help, please contact the Registrar at the OALA office (registrar@oala.ca / 416-231-4181 ext. 3).

Online Credit Reporting

All OALA Full Members (both with certificate and seal and those with certificate only) and Associate Members of 7 years or more are required to submit credits using the Mandatory Continuing Education Program online reporting page. Members on approved Leave of Absence are exempt from the MCE Program for that time. Otherwise, only under certain exceptional circumstances will Members be granted a written 12 month exemption from the MCE Program by application to the Examining Board. Refer to Section 2.4 of the Program Guide for additional information. To report credits, please take the following steps:

1. Go to www.oala.ca and log on to the “Members’ Area”, using your password and user name (please contact registrar@oala.ca if you need to reset your login password).
2. Click on the “Mandatory Continuing Education Program” area.
3. Click on the “Add a New MCE Activity” tab and complete the reporting form.
4. To submit your MCE Activity, press the “Add Activity” button at the bottom of the form.
5. Once you have input the activity, select the blue “Mandatory Continuing Education” button to review your updated record.
6. Please print a copy of each recorded activity for your own off-line records, in case our system ever experiences technical difficulties [PDFs save trees!].

Requirement for Diversity of Learning

Members are required to complete activities from a minimum of two of the eight available categories to earn MCE credits during each three year reporting period. The maximum attainable number of credits in any one of the eight categories is 75% or 22.5 of the required total 30 credits.

Credit Guide

This quick guide is intended to help you report continuing education credits. Generally, continuing education activities are eligible for 1 credit per 1 hour (minimum 50 minutes) of direct participation time in an activity. Credits may be claimed to the nearest 0.5 credit or half hour of direct participation in an activity.

Note: The full MCE Program Guide including category descriptions is available online in the Members’ Area of the OALA website. Select the MANDATORY CONTINUING EDUCATION tab, then the MCE FAQ and DOCUMENTS tab.
MCE Category Credit Examples

The following is the list of MCE Categories. Examples of credits within the category are provided for information only.

1. **Landscape Architecture Educational Programs examples:**
   Credit earning for this category is not restricted to OALA activities, but can include CSLA or components of CSLA, IFLA, or ASLA, or a certified LACES program.
   
   - Attend OALA or component organization Social Event: Up to 1 Credit per event
   - Attend AGM Speaker Presentations (3 hours): 3 Credits
   - Attend CSLA AGM Business Meeting: Up to 1 Credit per meeting

2. **Relevant Educational Program examples:**
   
   - OPPI Symposium (2 hours): 2 Credits
   - ISA Tree Identification Course (4 hours): 4 Credits

3. **Self-Directed Study examples:**
   
   - Reading a book on Designing for Microclimates (4 hours): 4 Credits
   - Wildflower Identification Walk (2 hours): 2 Credits

4. **College and University Courses example (Association of Canadian Community Colleges or Association of University and Colleges of Canada certified institutions):**
   
   - Complete Certificate in Project Management (72 hours): 22.5 Credits

5. **Certificates, Licenses and Credentials examples:**
   
   - Sitting of the Certified Arborist exam (2 hours): 2 Credits
   - Sitting of the 4th LARE exam (4 hours): 4 Credits

6. **Committee and Volunteer examples:**
   
   Credit earning for this category is weighted by type of commitment and is subject to credit maximums per activity or volunteer position. Not restricted to OALA activities.
   
   - Member of Social Committee: Up to 1 Credit per meeting
   - Volunteer at a Continuing Education Session: Up to 2 Credits per event
   - Guest lecture or Presentation: Up to 2 Credits per event

7. **Authorship examples:**
   
   Each instance of each type of publication is eligible for a set amount of credits.
   
   - Magazine Article or Online Formally Published Article: 3 Credits each
   - Published [professional] Journal Article: 10 Credits each
   - Peer Reviewed Publication, published book or chapter: 22.5 Credits each

8. **Technical Skills Development examples:**
   
   - Software program training (4 hours): 4 Credits
   - Work site safety training (1 hour): 1 Credit

Note: The full MCE Program Guide including category descriptions is available online in the Members’ Area of the OALA website. Select the MANDATORY CONTINUING EDUCATION tab, then the MCE FAQ and DOCUMENTS tab.