

Continuing Education: Frequently Asked Questions

1. How long is a single Continuing Education Cycle?

The NSAA Mandatory Continuing Education Program (MCEP) operates on a one-year cycle. Cycles commence on January 1st of the given year, and end on December 31st of that same year.

2. How many hours do I need to complete per cycle?

One cycle requires a minimum of 35 hours to be accumulated consisting of at least 8 Core/Structured Activity hours, and 27 Self-Directed/Unstructured Activity hours.

3. What is continuing education for architects?

Continuing Education for Architects refers to the advancement of the knowledge, skill, and proficiency of NSAA members, in all matters relating to the practice of architecture and architectural services in the public interest. It includes the following subject matter:

- Legal Issues and Legislation related to Architectural Practice and the Construction Industry
- Building Technology
- Planning and Design
- Practice of Architecture and Business Management
- Project Management
- Environment and Energy

Each activity must be a minimum of one hour in duration.

4. What are Core/Structured Activities?

The following activities qualify as **Core/Structured Activities**:

- Conference Sessions, including plenary, panel discussions, workshops, lectures, and seminars. (Unlimited Hours)
*Log all of the above in Conference Sessions.
Refer to Category Question 9 for more information
- Courses - these must be in done in person. (Unlimited Hours)
- Distance-Education Modules - including webinars. (Unlimited Hours)
- Other - this category is for the AGM and Carry Over Hours only, which will be confirmed by the NSAA annually. Log these under the "Other" tab

5. If I exceed the minimum requirements for hours, can I carry over hours to the next cycle?

Members may carry over a maximum requirement of 4 Core/ Structured Hours and 4 Self-directed/Unstructured Hours to the next cycle, based on the number of approved hours logged in the previous cycle. Members can refer to their Renewal Approval letters from the previous cycle, to determine what the appropriate carry over amount will be.

To add carry-over hours to your transcripts, add to them the “Other” category.

Please note: Hours and activities used on a previous cycle transcript, regardless of the cycle in which it occurred, can not be used again. A specific activity can only be claimed once.

6. What are Self-Directed/Unstructured Activities?

Self-Directed learning activities are educational opportunities, that relate to the practice or business of Architecture, on either a broad or detailed level. Self-Directed activities must be a minimum of one half-hour in duration. Activities can be from the following categories with the noted maximum limits:

a. Committee Meetings such as:

(Please identify committee/board to which you belong.)

10 hrs Maximum

- NSAA (Council, Board of Registration, Education, Property, Complaints, Discipline, etc)
- CALA (IAP, ExAC, CACB Standing Committee, Future of Architecture, CHOP, etc.
- CACB (Board, Accreditation, BEFA, Academic Certification)
- RAIC (Board, Practice Support, Syllabus, Discussion Groups)
- Community Boards - must be architectural-based. Confirm acceptability with the NSAA

b. Discussion Group

10 hrs Maximum

(Please identify)

- National Building Code
- Architectural Awards as a Juror
- Building Industry Group
- DCI
- BEAA
- CaGBC
- CSC
- CCDC

c. Mentoring/IAP

5 Hrs Maximum

- d. Practical Research** **10 Hrs Maximum**
(Cannot be specific to a project that you are working on for place of employment.)
- Trade Shows
 - Product Review
 - Lunch/ Learns
- e. Presentation & Teaching** **15 hrs Maximum**
(Cannot be for Financial Gain.)
This will include preparation and delivery for the purpose of educating others.
- f. Reading** **10 Hrs Maximum**
Please provide a detailed description of what you have read, i.e. paper title, periodical, magazine name and article, etc.
- g. Tours** **10 Hrs Maximum**
Must be architectural based. Please provide a description.
- h. Other**
This category will be used for the carry-over from the pervious year. To be confirmed by the NSAA.

9. How do I log Activities that occur as a part of a Conference?

When adding hours for sessions that occurred as part of a larger conference, users must list each section as a separate item.

Example: When adding Continuing Education hours for the RAIC Conference seminars, each seminar should be added as a separate item under the “Core Conference Sessions” category, with its own title, value, and date.

If you have any questions about the NSAA Mandatory Continuing Education Program, please contact info@nsaa.ns.ca or (902)423-7607.