

**The Manitoba Association of Landscape Architects Inc.**  
a component organization of the Canadian Society of Landscape Architects

**MALA POLICY**  
**CONTINUING EDUCATION PROGRAM**

With admission into the Manitoba 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 by the following objectives:

- a) to uphold public health, safety and welfare as it relates to the professional practice of landscape architecture in Manitoba;
- b) to nurture and further the professional application of landscape architectural knowledge and technique as it relates to the planning, design, development, preservation, protection, restoration, reclamation, rehabilitation, enhancement and management of the environment;
- c) to advance landscape architectural knowledge and technique;
- d) to further and maintain proper standards of professional landscape architectural practice in Manitoba.

It is important to understand that landscape architecture is a broad-based profession requiring many skills, being technical, managerial and personal. Given that it is impossible to predict how these skills may be enhanced through any given initiative, it is important to acknowledge that individual Members will have discretion in deciding how best to meet their continuing education and professional development needs.

**A. MONITORING AND RECOGNITION**

The Continuing Education Program has been developed in order to maintain high standards of professional competence among Members of the Association and to strengthen the public's confidence in the MALA. All Full Members and long-term Associates (Members who have been Associates longer than 7 years) are requested to continually monitor and submit on a **required** basis their Continuing Education (CE) activities online on the MALA website.

Submissions will be audited on a 3-year term basis to maintain quality control, promote integrity and gain insight for ongoing program improvements. As a professional, it is important to continually learn and update one's skill set. As a professional organization, it is imperative for MALA to maintain a cumulative annual record of these CE efforts to support its ongoing public visibility and advocacy campaigns, and to achieve the highest standard of professional practice.

**1. Submissions**

The submission period will be linked to the same timeline as the payment of dues. The mandatory submission period will begin in 2019 but will be only a two-year term. The two-year term will have no penalties associated with it. This term will be used as a way to monitor the new Program. At the end of the two-year term, the Continuing Education Committee will review the Program and propose any revisions that may come up.

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The first full 3-year term will begin January 1, 2021 and end on December 31, 2023. The required continuing education credits must be submitted by December 31 of the end of the 3-year term.

## **2. Enforcement for Non-Compliance**

Starting in the first full 3-year term, if the required Continuing Education credits are not submitted by the end of the term (December 31), the Member will be required to pay a penalty of \$100 + GST. A letter to the Member along with an invoice will be sent out between January 1 and March 31 of the following year. The Member will at this point be put into probationary status. The Member will have up to the end of June of that year to fulfill and submit the required Continuing Education credits and pay the \$100 + GST penalty. If the Member does not submit the form and/or monetary penalty by that time their membership status will be suspended until such time as both the credits and the monetary penalty are submitted.

## **3. Auditing**

The Continuing Education Committee will conduct a random audit at the completion of each submission term at a rate of 5% of the Membership to whom the CE Program applies. Any Member who is put into probationary status for improper submission (non-submission, or non-completed submission) at the end of the Program term will also be audited.

If the Member is audited, they will be responsible to provide the Committee with documentation of each reported activity completed, if the documentation had not already been provided online at the time of submission.

If the Member is found to not have properly met the requirements of the Program, the Member will be required to pay a penalty of \$100 + GST, put on probation and be given one year to complete the necessary Continuing Education requirements, on top of the ongoing Continuing Education requirements for the current period. If at the end of the one-year probation period the requirements have still not been submitted, their Membership status will be suspended until such time as the credits are submitted.

## **4. Appeals**

Any Member may appeal a suspension in writing. The Board of Directors will review the appeals and notify the Member of its decision.

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## B. DEFINITIONS

Note: The onus is on each Member to exercise their judgment in determining what constitutes landscape architecture related activities. The following categories outline Continuing Education activities:

### ***Landscape Architecture Activities***

Educational programs endorsed by a Landscape Architectural Association such as MALA, CSLA and other component organizations.

### ***Educational Programs***

Formal programs, courses or presentations intended to increase landscape architectural, design, planning and theory based knowledge.

### ***Self-Directed Study***

Study directly relevant to Landscape Architecture or contributing to an increased ability to practise as a Landscape Architect.

### ***College and University Courses***

Courses from an academic institution

### ***Certificates, Licenses and Credentials***

Completion of a certificate, license or credential relevant to the practice of Landscape Architecture or contributing to an increased ability to practise as a Landscape Architect.

### ***Committee and Volunteer***

Includes serving on MALA Council, MALA committees and task forces and landscape related volunteer groups

### ***Authorship***

Published work related to Landscape Architecture

### ***Technical Skills Development***

Training related to developing technical skills related to Landscape Architecture practice

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## C. PROGRAM CREDITS

### GENERAL

It is required that all Full Members along with Associates who have been a Member for 7 years or more meet a standard of 30 credits over a 3-year period. Credits must be accumulated in a minimum of 2 of the 8 following categories, with a maximum of 22.5 credits available per section per 3 year period. New Members will be required to obtain a pro-rated number of CE credits for the remaining year(s) of the current reporting period:

1. Landscape Architecture Activities
2. Educational Programs
3. Self-Directed Study
4. College and University Courses
5. Certificates, Licenses and Credentials
6. Committee & Volunteer
7. Authorship
8. Technical Skills Development

### 1. *Landscape Architecture Activities*

Credits may be claimed for activities endorsed by a Landscape Architectural Association such as Canadian Society of Landscape Architects (CSLA) and any of its Component Organizations, as well as the American Society of Landscape Architects (ASLA), International Federation of Landscape Architects (IFLA) or a recognized Landscape Architectural continuing education course supplier such as Landscape Architecture Continuing Education System (LACES).

Examples of such activities could include conferences, seminars, workshops, presentations, lectures.

*Credits:* All activities are divided into Non-Social and Social Events.  
Non-Social Events      1 credit per *hour* of direct participation  
Social Events            up to 1 credit per *event*

*Documentation:* confirmation of attendance (can consist of a selfie taken at the event and/or a record of attendance completed by the facilitator/ organizer)

### 2. *Educational Programs*

Credits may be claimed for the successful completion of a formal program, course, or presentation which increases landscape architectural, design, planning and theory based knowledge that strengthens professional expertise.

Examples of such programs include lectures, conferences, seminars, and workshops.

*Credits:* All activities are 1 credit per *hour* of direct participation

*Documentation:* confirmation of attendance (can consist of a selfie taken at the event and/or course enrolment receipt, course completion document)

### 3. *Self-Directed Study*

Credits may be claimed without attending formal events, through focused individual study such as reading

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a book on Landscape Architecture or related issues/subjects, documentation of construction details, familiarization with planning or design guidelines; researching a specific LA-related topic, etc.

*Credits:* All activities are 1 credit per *hour* of direct participation

*Documentation:* a set of notes taken on the subject of the self-directed study undertaken

## 4. College and University Courses

Credits may be claimed for courses that increase one's ability to practise as a Landscape Architect taken through an accredited college and/or university can be earned.

*Credits:* All activities are 1 credit per *hour* of direct participation

*Documentation:* Confirmation of enrolment and program/course completion

## 5. Certificates, Licenses and Credentials

Credits may be claimed for the completion of a Certificate, License, or Credential in a relevant field.

Examples can include LEED certification, IAP2 certification, Project Management Professional Certification, writing of the LARE, etc.

*Credits:* All activities are 1 credit per hour of direct participation

*Documentation:* Record certificate, license or credential obtained

## 6. Committee & Volunteer

Volunteers are integral to the success of our organization and participating in a committee or volunteering for an event is a simple yet effective way of promoting and learning more about the field of Landscape Architecture and to learn through networking with fellow practitioners.

Credits may be claimed for volunteering for a MALA-specific committee, task force, or event put on by the Association. They can also be earned through volunteering at events as a speaker, a judge, or as a member of a panel.

Credits may also be claimed by volunteering on a related, but non-MALA affiliated, committee such as Construction Specifications Canada, etc. Any of these activities must be a service to the landscape architecture profession in some way.

*Credits:* All activities are divided into Long Term Commitment and Single Events.

Long Term Commitment	1 credit per <i>hour</i> of direct participation
Single Events	2 credits per <i>event</i>

*Documentation:* record of attendance at the event such as record of meeting minutes with name on it, correspondence from committee or event organizer

## 7. Authorship

Credits may be claimed for authorship of published work related to Landscape Architecture.

*Credits:* All activities are divided into three credit categories:

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Published Article (i.e. newspaper, magazine)	3 credits each
Professional Publication Article	10 credits each
Peer-Reviewed Journal Article or Chapter in a Published Book	15 Credits Each
Published Book	22.5 credits

*Documentation:* record or copy of published work

## **8. Technical Skills Development**

Credits may be claimed for training related to developing technical skills in Landscape Architecture or required for Landscape Architecture-related work.

Examples include lunch and learn webinars, business management courses, worksite safety training, etc.

*Credits:* All activities are 1 credit per *hour* of direct participation

*Documentation:* confirmation of attendance (enrolment receipt, course completion document)

Amended April 12, 2019 – Council Meeting  
Approved pending amendments March 15, 2019 – Annual General Meeting  
Amended February 1, 2019 – Council Meeting  
Amended February 12, 2015 - Council Meeting  
Amended October 24, 2012 - Council Meeting  
Amended April 15, 2003 – Council Meeting  
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