



REGISTERED PROVIDER'S GUIDE

Alberta Land Surveyors Association
Association of British Columbia Land Surveyors
Association of Canada Lands Surveyors
Association of Manitoba Land Surveyors
Association of New Brunswick Land Surveyors
Association of Nova Scotia Lands Surveyors
Association of Newfoundland Land Surveyors
Association of Ontario Land Surveyors
Association of Prince Edward Island Land Surveyors
Ordre des arpenteurs-géomètres du Québec
Saskatchewan Land Surveyors' Association

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Introduction

The GeoEd Canada Continuing Education System was introduced in 2011 as a service for all surveyors in Canada. To enable Canadian surveying association members to obtain GeoEd Learning Units (GLUs), GeoEd Canada has established a system for professional geomatic organisations, educational establishments, geomatics firms and other associated organisations or commercial enterprises to register activities with GeoEd Canada for approval. In order to do this the activity must:

- Be planned and presented by instructors who are qualified either by education or experience in the subject matter.
- Be a minimum of 1 hour (60 minutes) in length, excluding breaks
- Have educational purpose and learning objectives
- Be relevant to geomatics
- Be structured and designed as a learning activity

All GeoEd Canada activities should be reported by the registered provider to GeoEd Canada within two weeks of completion of the activity, in the prescribed form. In addition, all registration materials and reporting forms should be kept on file for a period of four (4) years.

What is GeoEd Canada?

GeoEd Canada is an entity established by the Association of Canada Lands Surveyors to support continuing professional development for ALL commissioned surveyors in Canada.

What is the Registered Providers Guide?

The GeoEd Registered Providers Guide (Guide) is a policy document designed to clarify the requirements for those interested in providing continuing learning opportunities to the professional survey community in Canada.

The Guide is intended to be an enabling document to assist providers to build a business case for developing valuable content.

The guide also presents a mechanism for ensuring the material presented by providers is of value to the professional survey community, and for review of the material.

The Guide may be updated from time to time, as requirements, capacities, and policies dictate. The current version is available on the GeoEd Canada Website.

Benefits of Registration as a Provider

Registration as a provider offers the following benefits:

- Surveyors recognise the activity's credibility
- Use of GeoEd Canada logo
- Receive updated information and system feedback from GeoEd Canada
- Increased opportunities for promotion and marketing: GeoEd Canada website, Professional Association Publications, E-news, Annual Conference
- Surveyors preference to choose to attend an activity with recognised GeoEd Learning Units (GLUs)
- Opportunity to attract members to attend activities

Registration of an Activity

This guide outlines to registered providers of GeoEd Canada the criteria for GLUs and Educational Activities. Each member association will convert the GLUs to their own professional development credits as appropriate. To register an activity with the GeoEd Canada, the registered provider needs to design activities which follow the criteria.

The registered provider should complete the application forms attached and forward these, together with a copy of the program(s) for approval and the appropriate fee(s), to GeoEd Canada not less than two months before the event. GeoEd Canada will notify the applicant of the outcome of their application. Should the application be successful GLUs will be assigned to the activity. Each individual educational activity must be registered with the GeoEd Canada.

The following information must be submitted when applying for GeoEd Canada approval:

- An outline of the activity to be offered for approval
- qualifications of the faculty/presenters
- The length of the course, including any expected out of course activity.

The approval process will be completed by the ACLS CPD Committee and will consist of the following questions. In order to gain approval the Committee must agree that the proposed course adheres to these standards:

- Is the activity relevant to professional surveyors?
- Will the course be presented in a way that makes the information accessible and easily understood?

If the activity is being offered as a distance education opportunity via video or through the Internet, then evidence of learning (satisfaction survey and/or proof of attendance depending on the course) will be required from the registered provider. These must be completed before GLUs are given to the participant.

The GeoEd Canada logo will be provided by GeoEd Canada to the registered provider and is required to be shown on all promotional materials by the registered provider. This will ensure that members of the GeoEd Canada know that the activity has been approved by the GeoEd Canada. This will also promote surveyors' selection of the activity within that market.

The registered provider must agree to submit course records to the Continuing Professional Development Automated Tracking and Reporting system, when it becomes available:

- Record participant course completions directly into the system within two weeks of completion of the activity.
- Enter into the system the participants who attend and complete the course.
- Enter into the system the number of GLUs given to participants for each activity completed and whether they are Core or Non-Core
- Email copies of completed sign-in sheets and evaluation forms (sample enclosed) to the GeoEd Canada.

The GeoEd Canada reserves the right to have a representative attend and review the activity to assess the content and quality of the program at any time during the year (with prior notice to the registered provider).

Learning Units

Continuing Education credits are recorded as GeoEd Learning Units (GLU). A GLU is one full hour (60-minutes, not including breaks) of approved educational activity (e.g. a three-hour session which includes two 15-minute breaks earns 2.5 GLUs).

Registered providers must state clearly whether the activity that they are offering is Core or Non-Core. Registered Providers must indicate the number of GLUs (Core or Non-Core) and use the GeoEd Canada logo on advertisements.

Learning Unit Requirements

Each association is responsible for establishing their own professional development criteria, and creating a formula for converting GLUs to their professional development system.

Reporting Dates

Reporting periods will run from January 1, – December 31.

Core and Non-Core GeoEd Learning Units

Core & Non-Core Educational Topic Areas

ALL GLUs are categorized as either **CORE GLUs** or **NON-CORE GLUs** depending on the educational topic area.

All GLUs in any reporting period may be obtained in the Core category.

CORE Topic Areas

To qualify for **CORE Learning Units**, the learning activity must encompass topic areas relating to core geomatic activities, social and environmental responsibility, and professional conduct.

CORE Topic Areas: the following alphabetical list is a compilation of some subjects that qualify for GeoEd Canada

Cadastral, The
Contracts
Construction and engineering surveying
Databases for land information systems
Datum and Shifts
Delineation of wetlands
Deformation analysis
Ethics
Geodetic surveying
Geographic Information Systems (GIS)
Global Navigation Satellite Systems (GNSS)
Integrated Surveys
Intellectual Property Law
Judicial system, The (as it pertains to property law and surveyors)
Land Information Systems (LIS)
Land tenure
Land Use Planning
Laser and LiDAR Technologies
Legislation
Liability
Natural Boundaries
Offshore, The
Precise geomatics
Quality Control
Real property
Safety
Survey Law
Survey project management
.....

NON-CORE Topic Areas

NON-CORE Topic Areas: The following is a brief list of some NON-CORE topic areas as categorized by the GeoEd Canada.

Business Practices
CAD Management
Computer Software
Control of life and career
Equity Finance
Firm Marketing
Human Resources
Industrial Relations
Information Technology
Marketing Communications
Media Relations
Negotiation
Promotion
Public/Client Relations
Technical Writing

Categories of Provider

One Time Provider

This category is for providers who wish to register a one-time event such as an Annual Conference or seminar that is approved by GeoEd as eligible for GLUs (complete forms A to D). This will give the provider the opportunity to advertise with GeoEd, but not have access to the online course delivery system.

Surveying Association

Canadian Surveying Association who are licensing bodies (complete forms A, B and D). They have a seat on the GeoEd Advisory Committee, unlimited access to all info, publicity for all their educational activities that are approved by GeoEd as eligible for GLUs ad access to the GeoEd on-line delivery system at a discounted fee.

Professional Association

Canadian professional association other than previous category (Surveying Association) (complete forms A, B and D). They have unlimited access to all info, publicity for all their educational activities that are approved by GeoEd as eligible for GLUs ad access to the GeoEd on-line delivery system at a discounted fee.

Other Provider (Private firm, institution, government, etc.)

Geomatics firms, learning institutions, government agencies can apply to register as a provider for educational sessions (complete forms A, B and D). They have unlimited access to all info,

publicity for all their educational activities that are approved by GeoEd as eligible for GLUs and access to the GeoEd on-line delivery system at a discounted fee.

On-line Provider

Organisations who want to have access to the GeoEd on-line course delivery system (complete forms A to D). Courses will have to be approved by GeoEd as eligible for GLUs.

Annual Event

This category is for providers who wish to register a special event such as a Trade Show or Exhibition where educational offerings will be held (complete forms A to D). Trade Shows or Exhibitions in themselves do not qualify for GLUs.

GeoEd Advisory Panel

An Advisory Committee composed of one member of the ACLS Continuing Professional Development Committee and one representative from each of the GeoEd registered surveying associations will provide advice on the future direction of GeoEd and possible improvements on its operations.

GeoEd Canada Quality Assurance

As part of the GeoEd Canada's quality assurance standards GeoEd Canada reserves the right to review all activities submitted by GeoEd Canada Registered Providers. Reviewing is carried out on a continuous review process by the ACLS CPD Committee and activities are deemed to meet the quality assurance standards until such time as proved otherwise.

Registered Providers will be expected to submit copies of the program at registration with GeoEd Canada. Following completion of the activity, the registered provider must submit details of participants, their GeoEd Canada membership number, and number of GLUs credited for each activity completed. Copies of evaluation forms, or online satisfaction survey results completed by GeoEd Canada members must also be forwarded to GeoEd Canada by a registered provider. A registered provider may lose or be unable to renew their registration should they fail to report participants attending an activity.

Programs may be reviewed under the auspices of GeoEd Canada, including member associations or a designated representative, who will review the aims, learning objectives and documentation for the activity. In some cases, the registered provider may be asked to submit further information as supportive evidence. All GeoEd Canada approved activities and materials must also have the GeoEd Canada logo with the GeoEd Canada GLUs shown. On completion of an educational activity, the registered provider must verify and report the attendance by participant's program attendees to GeoEd Canada Records.

Obligations of a Registered Provider

Registered Providers must report to GeoEd within two weeks of completion of the activity.

Details must include:

- Participants name and/or GeoEd Canada member registration number
- activity attended, including number of hours
- number of GLUs (Core or Non-Core) given to participant for attendance
- evaluation forms or online satisfaction survey results provided to GeoEd Canada

Documentation and Record Keeping

The following documentation should be retained by the registered provider for a minimum of four (4) years:

- GeoEd Canada program application forms for all activities
- GeoEd Canada forms submitted for recording purposes
- Brochures, pre-course material, advertisements
- Learning aims, objectives and lesson plans for all activities
- Copies of materials (including speaker materials), handouts, test/exam papers, evaluation forms
- Copies of speaker contracts, cooperative agreements and arrangements, conflict of interest disclosure
- List of participants to the activity.

All information collected by GeoEd Canada will be for internal use only and will not be shared with any outside source.

Advertising and Use of GeoEd Canada

Promotion of activities offered by the GeoEd Canada registered provider should be accurate and clear. The GeoEd Canada logo may be used on promotional materials together with the following statement:

(Company Name) is a GeoEd Canada registered provider offering a GeoEd Canada approved activity for (applicable number of*) learning units. Please contact (Name/Number/email) for more information.

*Should insert number of GLUs, Core or Non-Core, if they have been determined and agreed with GeoEd Canada.

GeoEd Canada will assist in promoting the registered activity through a short advertisement (maximum of 100 words) in GeoEd Canada vBulletin. Notification of the annual providers registered activities will also be placed on the GeoEd Canada's website.

Member associations will be provided with the advertising material and encouraged to broadcast this information to their membership.

Registered providers should not use the GeoEd Canada logo on business cards or business materials which are not used in the promotion of an activity. Neither should business cards or personal business materials advertise involvement with GeoEd Canada as a registered provider.

Scale of Fees

The scale of fees for registering as a provider is set out in Form D. Please note that all fees are in Canadian funds and are payable to GeoEd Canada.

Registration Fees will be waived for those registered providers who provide free content using the GeoEd Canada website. However, all of the other requirements of this guide will be applicable.

Renewal of Annual Registered Provider Status

Invoices for renewal of annual subscriptions will be forwarded by the Association of Canada Lands Surveyors (ACLS) to registered providers as they become due. Payment should be made to the ACLS within 30 days of receipt to ensure renewal; otherwise the provider will be removed from the register.

GeoEd Canada may remove a provider from the register (forfeiting any fees paid) should the provider be non-compliant within the Registered Providers Guide. The GeoEd Canada reserves the right, at its own discretion, to decide whether to renew, or not, the annual registered provider status.

The provider signs the following statement within the contract as confirmation of their understanding of the terms and conditions as laid out in the Registered Providers Guide:

We agree to read and abide by the GeoEd Canada policies and procedures outlined in the GeoEd Canada Registered Providers Guide. We understand it is our responsibility to read, understand and disseminate all information regarding our participation with members of our organization involved with the GeoEd Canada program. We also understand that other companies or organizations may not use the GeoEd Canada Registered Provider number without prior approval from GeoEd Canada. We understand that our organization is responsible for the quality assurance of any educational program/s reported under our assigned Registered Provider number, that our programs are subjected to quality review. We understand that we may be removed from the system (forfeiting any fees paid) if we are non-compliant or have acted inappropriately at any time. We further understand there is no automatic right to renewal and that the GeoEd Canada may decline to renew our registered provider status.

APPENDICES



FORM A – REGISTERED PROVIDER INFORMATION:

Organisation Name:		
Contact Name:	Contact Title:	
Address:		
City:	Province:	Postal Code:
Tel #:	Fax #:	E-mail address:
Website address:		
Product/Service you offer:		
Contact Information:		
1 _____	2 _____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Relationship to Provider:	Relationship to Provider:	
_____	_____	
<p><i>New applicants must provide contact information who will verify that the programs offered are educational and appropriate for design and building professionals. You may attach one letter of reference or provide two individual contacts.</i></p> <p><i>Exemptions: Geomatics firms, accredited academic institutions, and non-profit trade associations with certified training programs are not required to provide reference.</i></p> <p>All information collected by GeoEd Canada is for internal use only and will not be shared with any outside source.</p>		

FORM B - LOCATION INFORMATION:

Please indicate by jurisdiction where you intend to, or do offer educational activities:

- | | |
|--------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Alberta | <input type="checkbox"/> British Columbia |
| <input type="checkbox"/> Manitoba | <input type="checkbox"/> Newfoundland |
| <input type="checkbox"/> New Brunswick | <input type="checkbox"/> Northwest Territories |
| <input type="checkbox"/> Nunavut | <input type="checkbox"/> Nova Scotia |
| <input type="checkbox"/> Ontario | <input type="checkbox"/> Prince Edward Island |
| <input type="checkbox"/> Quebec | <input type="checkbox"/> Saskatchewan |
| <input type="checkbox"/> Yukon Territory | |
| <input type="checkbox"/> USA (please indicate State/s) _____ | |
| _____ | |
| _____ | |

Are you an accredited provider with the Professional Surveyors of Canada (PSC)? Yes No

Are you an approved provider with any provincial association in Canada? Yes No

If so please list association(s) _____

A certificate of attendance should be given to members of other jurisdictions in order that they may self-report the activity.

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FORM C - ACTIVITY INFORMATION:

Please prepare and submit a summary of the activity/ies you intend to offer

Provider Name:
Activity Title:
Length of Activity:
Learning Units:
Core / Non-Core:
Learning Objectives <i>(at least three per one hour activity)</i> : At the end of this activity the participants will be able to:
Faculty Presenters Qualifications:
Method of Delivery:
Providers are responsible for reporting the attendance of GeoEd Canada members for activities registered under their Registered Provider number regardless of arrangements made with other providers. All information collected by GeoEd Canada is for internal use only and will not be shared with any outside source.

Attach separate sheets if necessary



FORM D - SCALE OF FEES (Fees are subject to change without notice)

One Time Provider (For a non-GeoEd provided course): Publicity for any course or events presented that are approved by GeoEd (GLU)	\$250 + tax
Surveying Association: Seat on Advisory Panel Unlimited access to all info Publicity for any course or events they present (GLU) Discount to use GeoEd on-line service (15% of course fees collected. A \$45 setting up fee charged for free courses)	\$200 + tax per annum
Professional Association: Unlimited access to all info Publicity for any course or events they present (GLU) Discount to use GeoEd on-line service (15% of course fees collected. A \$45 setting up fee charged for free courses)	\$300 + tax per annum
Other Provider (Private firm, institution, government, etc.): Unlimited access to all info Publicity for any course or events they present (GLU) Discount to use GeoEd on-line service (15% of course fees collected. A \$45 setting up fee charged for free courses)	\$300 + tax per annum
Online Provider: Use of GeoEd on-line course delivery system	20% of course fees collected. A \$75 setting up fee charged for free courses
Annual Event: _____ Date : _____ <input type="checkbox"/> Trade Show <input type="checkbox"/> Exhibition <input type="checkbox"/> Other: _____ Use of GeoEd for publicity	\$500 + tax

Statement:

We agree to read and abide by the GeoEd Canada policies and procedures outlined in the GeoEd Canada Registered Providers Guide. We understand it is our responsibility to read, understand and disseminate all information regarding our participation with members of our organization involved with the GeoEd Canada program. We also understand that other companies or organizations may not use the GeoEd Canada Registered Provider number without prior approval from GeoEd Canada. We understand that our organization is responsible for the quality assurance of any educational program/s reported under our assigned Registered Provider number, that our programs are subjected to quality review. We understand that we may be removed from the system (forfeiting any fees paid) if we are noncompliant or have acted inappropriately at any time. We further understand there is no automatic right to renewal and that the GeoEd Canada may decline to renew our registered provider status.

Name of Organization _____

Type of Provider _____

Signature _____ Date _____

Print Name _____

Cheque Visa Mastercard

Cheque # _____ payable to the ACLS

Card Number: _____ Expiry Date: _____

Name on Card: _____ Authorized Signature: _____

Return application & payment to:

ACLS , 900 Dynes Road, Suite 100E, Ottawa, ON, K2C 3L6, Canada
Tel: (613) 723-9200 Fax: (613) 723-5558

FORM E – PARTICIPANT EVALUATION

Title of Course/Module: _____

BEFORE YOU LEAVE TODAY . . .

In an effort to know how the [Title of Course/Module) can best serve your needs, we ask that you share your observation and comments with us by taking a few moments to fill out this assessment. Please return the form to the staff member. You can also mail, or fax it to us. Thank you for registering for this course and taking the time to answer these questions.

I am a Professional Land Surveyor registered in (year) _____ or, I am an Articled Pupil _____

Other (please specify) _____. If registered, are you in practice as:

- an employee; a principal; or, are you employed in: government industry
 other?

Please complete the following seven questions by checking the box on the right hand side that best corresponds with your opinion.

	Fully Satisfactory	Satisfactory	Average	Below Average	Unsatisfactory
1 The course objectives to be realised were clearly stated? .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 The learning results you expected were realised by this course? .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

3 The content was organised in a manner which allowed you to learn comfortably? .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------------------------------------------------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments: _____

- 4 The facilities, AV elements, refreshments and time organisation
- were supportive to your learning?

Comments: _____

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FORM F - PARTICIPANT CERTIFICATE OF ATTENDANCE

Members indicate which event they attended to receive credit

Session #	Session Title	Time (From /To)	GLUs	Core	Non-Core
1				<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
	Total GLUs reported <i>(Participant to complete)</i>				

Participant Name: _____ (Please print legibly)

I hereby certify that the above information is true and accurate to the best of my knowledge

 Signature of Participant

 Date

Important

The registered provider will report this information to GeoEd Canada no later than two weeks after the event

All information collected by GeoEd Canada is for internal use only and will not be shared with any outside source.

