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. 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

What is GeoEd Canada?
GeoEd Canada is an web portal established by the Association of Canada Lands Surveyors (ACLS) 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
- 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 the ACLS not less than two months before the event. The ACLS will promptly forward the forms to the GeoEd Advisory Panel (defined on page 7) who will notify the applicant of the outcome of their application. 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 GeoEd Advisory Panel and will consist of the following questions. In order to gain approval the Panel 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?

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 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. It is generally 1 hour of CPD = 1 GLU.

**Categories of GeoEd Learning Units**

**Formal and Informational Learning Tier**
GLUs can be classified as either formal or informational GLUs depending on the depth of learning that the activity promotes.

Formal activities involve a deeper understanding of the subject material by the completion of the activity and may involve pre-activity material, exercises, discussion and confirmation of that learning.

Informational activities are presented in order for participants to gain awareness, and general understanding of the materials, and may be referred back to if a more comprehensive understanding is needed at a later time.

**Core & Non-Core Educational Topic Areas**
ALL GLUs are categorized as either **CORE GLUs** or **NON-CORE GLUs** depending on the educational topic area.

**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

- Cadastre, 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
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 and access to the GeoEd on-line delivery system at a discounted fee. Since each association has it’s own CPD Committee or Director, each course that they provide must be approved by their respective CPD Committee or Director. There is no need for approval by the GeoEd Advisory Panel.

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.

GeoEd Advisory Panel
An Advisory Committee composed one representative from each of the GeoEd registered surveying associations who review submissions for courses from registered providers, 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 except from surveying associations. Reviewing is carried out on a continuous review process by the GeoEd Advisory Panel 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.

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 shown.

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. Please contact (Name/Number/email) for more information.

GeoEd Canada will assist in promoting the registered activity through a short advertisement (maximum of 100 words) in GeoEd Canada monthly e-newsletter. 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 the Association of Canada Lands Surveyors (ACLS) who manages the GeoEd Canada portal at this time.
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

<table>
<thead>
<tr>
<th>Organisation Name:</th>
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<tbody>
<tr>
<td>Contact Name:</td>
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<tr>
<td>Contact Title:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Province:</td>
</tr>
<tr>
<td>Postal Code:</td>
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<tr>
<td>Tel #:</td>
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<tr>
<td>Fax #:</td>
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<tr>
<td>E-mail address:</td>
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<tr>
<td>Website address:</td>
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<tr>
<td>Product/Service you offer:</td>
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<table>
<thead>
<tr>
<th>Contact Information:</th>
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<tbody>
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<td>2</td>
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<tr>
<th>Relationship to Provider:</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

| Exemptions: Surveying associations, Geomatics firms, accredited academic institutions, and non-profit trade associations with certified training programs are not required to provide reference. |

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

INFORMATION:
FORM B - LOCATION INFORMATION:

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

☐ Alberta ☐ British Columbia

☐ Manitoba ☐ Newfoundland

☐ New Brunswick ☐ Northwest Territories

☐ Nunavut ☐ Nova Scotia

☐ Ontario ☐ Prince Edward Island

☐ Quebec ☐ Saskatchewan

☐ Yukon Territory

☐ 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) __________________________________________________________

All information collected by GeoEd Canada is for internal use only and will not be shared with any outside source.
FORM C - ACTIVITY INFORMATION:
Please prepare and submit a summary of the activity/ies you intend to offer

<table>
<thead>
<tr>
<th>Provider Name:</th>
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<table>
<thead>
<tr>
<th>Activity Title:</th>
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<table>
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<tr>
<th>Length of Activity:</th>
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<table>
<thead>
<tr>
<th>Learning Units:</th>
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<table>
<thead>
<tr>
<th>Core / Non-Core:</th>
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<tr>
<th>Learning Objectives <em>(at least three per one hour activity)</em>:</th>
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<tr>
<td>At the end of this activity the participants will be able to:</td>
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<tr>
<th>Faculty Presenters Qualifications:</th>
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<tr>
<th>Method of Delivery:</th>
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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*
## One Time Provider (For a non-GeoEd provided course):
- Publicity for any course or events presented that are approved by GeoEd (GLU)  
  
<table>
<thead>
<tr>
<th>Surveying Association:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seat on Advisory Panel</td>
</tr>
<tr>
<td>Unlimited access to all info</td>
</tr>
<tr>
<td>Publicity for any course or events they present (GLU)</td>
</tr>
<tr>
<td>Discount to use GeoEd on-line service (15% of course fees collected. A $45 setting up fee charged for free courses)</td>
</tr>
<tr>
<td>$250 + tax</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Professional Association:</th>
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<tbody>
<tr>
<td>Unlimited access to all info</td>
</tr>
<tr>
<td>Publicity for any course or events they present (GLU)</td>
</tr>
<tr>
<td>Discount to use GeoEd on-line service (15% of course fees collected. A $45 setting up fee charged for free courses)</td>
</tr>
<tr>
<td>$200 + tax per annum</td>
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<tr>
<th>Other Provider (Private firm, institution, government, etc.):</th>
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<tbody>
<tr>
<td>Unlimited access to all info</td>
</tr>
<tr>
<td>Publicity for any course or events they present (GLU)</td>
</tr>
<tr>
<td>Discount to use GeoEd on-line service (15% of course fees collected. A $45 setting up fee charged for free courses)</td>
</tr>
<tr>
<td>$300 + tax per annum</td>
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<table>
<thead>
<tr>
<th>Annual Event:</th>
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</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Trade Show</td>
</tr>
<tr>
<td>Exhibition</td>
</tr>
<tr>
<td>Use of GeoEd for publicity</td>
</tr>
<tr>
<td>$500 + tax</td>
</tr>
</tbody>
</table>

## 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: ________________________________  

<table>
<thead>
<tr>
<th>Cheque</th>
<th>Visa</th>
<th>Mastercard</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Cheque</td>
<td>☐ Visa</td>
<td>☐ Mastercard</td>
</tr>
</tbody>
</table>

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