

Effective: January 2016

PROFESSIONAL DEVELOPMENT & GROWTH
Section 7.4: Continuing Education, Seminars, and Licensing Exams

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Bruner/Cott

Continuing Education

BCA employees may apply for time off with pay and/or for financial support to attend conferences, seminars, examinations, and training sessions which will advance their professional skills and benefit the firm. Requests for time off and/or financial assistance for continuing education are reviewed on a case by case basis by senior management.

Regular lunchtime sessions are held to provide employees the opportunity to pursue CEU credits for licensing requirements.

Conferences & Seminars

Any BCA staff member can request to attend a conference or a seminar by submitting a proposal to the Assistant Controller. A seminar or workshop is typically local, but can be internal or external, given by firm employees, materials suppliers, consultants, engineers, or other practicing professionals on specific topics. Conferences that may require travel or additional expense will be considered on a case by case basis.

Exams

BCA employees preparing to take the Architectural Registration Exams (ARE's) or NCIDQ will be reimbursed for half of the total registration cost up-front and the balance when they pass all exams.

Other exams or accreditation processes, such as LEED and Living Future Accreditation, will be reviewed on a case by case basis.