This AIA Continuing Education System (AIA CES) Provider Manual is designed to give Approved Providers an overview of the guidelines by which the continuing education system is governed. Providers are responsible for the supervision and administration of educational activities in compliance with the AIA CES guidelines in this manual. We encourage Providers to disseminate the information found here to all representatives in your organization associated with the CES Provider program.
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AIA Continuing Education Overview
AIA Continuing Education Overview

The American Institute of Architects (AIA) was created in 1857. Through education, government advocacy, community redevelopment, and public outreach activities, the AIA works toward a public environment that is responsive to the people it serves while representing the professional interests of America’s architects.

The AIA recognizes that continuing education in architecture is crucial to advancing and improving the profession. Architects need continuing education to maintain competency, to prepare for the future, to fulfill the continuing education requirements for AIA membership, and frequently to renew state licensure.

Currently, architectural boards in 42 states and the District of Columbia, 11 Canadian Provinces, and 19 countries have implemented mandatory continuing education (MCE) for state license renewal. Architects must register with a state licensing board to practice in that state. AIA member architects are licensed to practice in an average of four states each, which means they must meet each state’s MCE requirements. Because each individual state establishes its own MCE requirements, these may vary from state to state. Approved providers should familiarize themselves with MCE requirements in the states where they offer educational courses. Knowledge of such requirements as state license renewal deadlines or specific subjects (such as accessibility) can help you plan and anticipate architect education needs in your area. Visit the AIA CES Web site page on state mandatory continuing education for more information.

AIA Continuing Education Requirement for Members

AIA architect members are required to complete 18 learning unit (LU) hours of continuing education per year for membership renewal. Of those 18 LU hours, at least 12 hours must be on Health, Safety, and Welfare (HSW) topics. Of those 12 HSW hours, at least 4 hours must be on topics relating to sustainable design (SD), as illustrated below. To maintain quality of instruction and knowledge retention by attendees, providers are not to report more than 12 learning units (LU/HSW/SD) of continuing education per day per Member.

AIA Members must complete 18 total hours per year:

6 hours of coursework may be on a wide range of general course topics of the member’s choosing (which may include Health, Safety, and Welfare [HSW] or Sustainable Design [SD] topics).

12 hours of coursework must be in HSW topics, and
AIA members complete 18 hours of continuing education annually. Twelve hours relate to Health, Safety and Welfare topics: four of these eight must also qualify as Sustainable Design topics.

**NOTE:** AIA continuing education requirements in many cases differ from the state MCE requirements. For instance, the AIA accepts coursework on general course topics, but many states accept only HSW coursework.

**AIA Continuing Education System (AIA CES)**
The AIA Continuing Education System (also known as AIA CES) is a thriving, multifaceted, lifelong professional development program and the largest source of education specifically targeted to the design and building industry. This course was developed by the AIA to help members meet their state mandatory continuing education (MCE) requirements and to help them fulfill their AIA continuing education requirement for membership renewal. Most state licensing boards with MCE requirements recognize AIA CES as the primary source of continuing education for their licensed architects. In addition, AIA CES tracks continuing education courses taken by members and records them on their AIA transcripts as a service and as a benefit of AIA membership.

**AIA CES Mission**
The AIA CES mission is to support AIA members in mastering new knowledge and skills to meet the changing requirements of the profession and to responsibly meet the role that society entrusts to architects. AIA CES supports its continuing education
mission through its Approved Provider Program, which consists of a network of AIA CES Approved Providers. AIA CES hopes to inspire and guide Approved Providers to consistently deliver quality education courses for architects.

**AIA CES Approved Providers**

AIA CES Approved Providers are organizations that have been approved by AIA CES to offer continuing education in accordance with the guidelines outlined in this manual. Approved Providers include architecture firms and stakeholder Providers, which include associations, government agencies, product manufacturers, and universities. In addition, AIA Components and AIA National in-house departments are also AIA CES Providers.

**CES Providers are categorized as follows:**

- **Basic Provider**
  A Provider authorized to offer face-to-face continuing education courses in one AIA designated region and only offer their branded content. Basic Providers may not use subsidiary companies to offer AIA CES educational content. Basic Providers are not eligible to offer distance learning.¹

- **Regional Provider**
  A Provider authorized to offer face-to-face continuing education courses in two AIA designated regions and only offer their branded content. Regional Providers may not use subsidiary companies to offer AIA CES educational content. Regional Providers are not eligible to offer distance learning.

- **Passport Provider**
  A Provider authorized to offer face-to-face and distance learning courses nationally and internationally and offers only their branded content. Passport Providers may not use subsidiary companies to offer AIA CES educational content.

- **Professional Provider**
  A Provider authorized to offer face-to-face and distance learning nationally and internationally and only offers their branded content. Professional Providers may not use subsidiary companies to offer AIA CES educational content. This Provider category is reserved for academic institutions**, government agencies, and nonprofit associations.

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¹ *Distance learning includes courses offered online, via written correspondence (for example, published articles), podcasts, and so on. For more information on distance learning please see the distance learning section of the manual.*
** Pertaining to liberal arts, sciences or classical education; relating or belonging to a scholarly organization based on formal studies at a college or university. Examples of academic institutions include universities, colleges, community colleges, architecture schools, engineering schools, etc.

- **Platform Provider**
  A Provider that charges other companies or organizations a fee for developing, maintaining, or hosting only their online continuing education courses. A Platform Provider who offers AIA CES courses must adhere to ALL AIA CES guidelines, which include registering courses, reporting participant credit, and ALL record keeping. Platform Providers may not use subsidiary companies to offer AIA CES educational content. Platform Providers are authorized to offer their branded face to face and distance learning courses nationally and internationally.

- **Architecture Firm Provider**
  A Provider that is an architecture firm in which a principal or owner is an AIA member. In addition, there are two types of architecture firm Providers: internal and external.

  **Internal**
  An architecture firm authorized to offer face-to-face and distance learning courses to their firm employees only, and offers their branded content.

  **External**
  An architecture firm authorized to offer face-to-face and distance learning courses nationally and internationally and internally to their employees, and externally to others and only offers their branded content.

**NOTE:** AIA CES Approved Providers are not allowed to share their assigned provider numbers with other agencies, firms, companies, organizations, or individuals who are not approved by AIA CES to provide courses. AIA CES provider numbers and approved status are conferred solely for the purpose of providing high-quality continuing education for our members. By allowing others to use your provider number, the quality of the education provided is compromised. AIA CES Approved Providers are expected to uphold all standards and guidelines in this Provider Manual.

Failure to uphold these policies, guidelines, and standards may result in the loss of your Approved Provider status.

**Approved Providers Are Not AIA Members**

**NOTE:** Because AIA CES Approved Providers are not AIA members, they are not entitled to AIA member benefits.
However, CES Provider status has its own benefits, including the following:

- Free course advertising in the online CES Course Directory, the largest international listing of courses specifically targeted to the design and building industry
- The opportunity to offer education to more than 80,000 AIA members
- Authorization to use the official AIA CES logo to promote affiliation and educational offerings
- Discounted rates on provider workshops and other specially targeted training courses and events
- Free subscription to the monthly CES Provider Connection e-newsletter with the latest CES news and related industry developments

Members Seek Education from Approved Providers

AIA members seek continuing education courses from AIA CES Approved Providers because most states with MCE requirements recognize AIA CES as the primary source of continuing education for licensed architects and accept many of our courses. AIA CES maintains a high-quality education system that is acceptable to the state licensing boards. In addition, courses taken from Approved Providers are automatically tracked and posted to a member’s AIA transcript as a benefit of AIA membership. Many state licensing boards accept the AIA CES transcript as documentation of continuing education coursework. This means that our central record-keeping system may be the only documentation AIA members need to satisfy their state licensing requirements.

AIA CES Provider Audits

AIA CES reserves the right in its sole discretion to audit AIA CES Providers to ensure compliance with AIA policies and procedures, including, but not limited to the CES guidelines outlined in this manual. Such provider audits may be initiated randomly; prompted by complaints from participants, by other providers, or at the request of state licensing boards; or for any other reason AIA deems appropriate.

The AIA may make inquiries, submit requests for information, or seek clarification from Approved Providers with respect to compliance with AIA policy or CES guidelines at any time, which may or may not result in an audit. AS AN APPROVED PROVIDER, YOU SPECIFICALLY UNDERSTAND AND AGREE THAT THE AIA MAY SUSPEND OR TERMINATE THE APPROVED PROVIDER STATUS OF ANY CES PROVIDER THAT REFUSES TO COOPERATE WITH OR IS OTHERWISE NON-RESPONSIVE TO AN AIA CES INQUIRY, REQUEST FOR ADDITIONAL INFORMATION OR CLARIFICATION, OR AUDIT.
Refer to *AIA CES Guidelines for Approved Provider Courses, Points Of Contact and Presenters* section of this manual, as well as *The Top 10 Provider Policies* and the *AIA CES Approved Provider Audit Guide* for additional information.
II

Course Administration Guidelines
Course Administration Guidelines

How a Provider organization manages the administrative responsibilities of the CES program internally is as important as the quality of education it delivers. Given the continuing education membership requirements of the AIA and the state Mandatory Continuing Education (MCE) requirements for re-licensure, timely and accurate reporting, as well as organized record keeping are critical to the success of the Provider organization. AIA CES and AIA members depend on Approved Providers to register and report members’ participation in educational courses.

This section provides an overview of your primary administrative responsibilities as an AIA CES Approved Provider.

Provider Points of Contact

Provider point of contact (POC) is responsible for carrying out the AIA CES administrative responsibilities within your organization. POC acts as a liaison between AIA CES National and the Provider Organization and are the first line of communication for the Provider’s representatives and must be aware of, and address questions and concerns that arise from their organization’s representatives. The primary POC is the manager of the Provider’s account and will receive all e-mail messages related to annual Provider renewal, Provider assessments or other administrative matters. Along with the primary POC, you are also required to designate one secondary POC to the Provider account and up to 10 users, if applicable. The following list the rights and responsibilities of each role.

The Primary Point of Contact has exclusive rights and responsibilities to:
- Edit the Provider profile
- Receive and pay annual invoice online
- Manage user accounts (add and delete Secondary POC and users, contact information, etc.)
- Ensure that the responsibilities and job functions of the POC are appropriately and effectively handed off in the event of a replacement or personnel change.

Primary and Secondary POC have the rights and responsibilities to:
- Access the CES Provider Manual, certificate template, and tools and resources
- Call or email CES Call Center
- Manage and implement quality assurance measures
- Advertise a course
- View and report course attendance
- Maintain registration and reporting forms on file for a minimum of six (6) years
- Download CES logo
- View your Discovery reports
Users/speakers have the rights and responsibilities to:

- Teach courses
- Update their personal profile
- View your Discovery reports
- View and report course attendance
- Sign speaker agreement (mandatory for speakers only)
- Comply with QA measures for presentations (include QA slides, Provider numbers, course number)
- Issue certificates
- Send copies of files to the POC for record keeping
- Deliver the course, as approved by AIA CES, without endorsement, bias, or marketing or sales orientation
- Ensure that company logos, product name, and branding are limited to the first and last slides of any presentation and to the CES quality assurance copyright slide
- Ensure that any information and handouts distributed reinforce the learning objectives
- Confine product and proprietary specific questions for discussion to either before or after the course has concluded
- Deliver the course as it relates to the learning objectives
- Strive to make presentation and materials as accurate, appropriate, and interesting as possible
- Ensure that the quality assurance slides are included and reviewed with participants during all PowerPoint presentations. If the class is not a PowerPoint-based course, slides must still be reviewed with participants verbally.
Course Registration
Before you may offer a course, you must register it online and check online in CES Discovery that it has been approved. The Course Registration must be submitted online at least five business days before a course is advertised. This ensures timeliness and accurate record keeping.

For more information on course registration, see the Course Registration section of this manual.

Course Length and Awarding Credits
All AIA CES courses, including distance education courses, must be at least one hour in length. AIA CES course participant credits are designated in learning unit (LU) hours. One contact hour or one hour of time spent directly on education is equal to 1 LU and should be written as 1 LU Hour. If a course is more than one hour in length, additional credit should be given in 0.25-hour increments (Example: A 1 hour, 15 minute course = 1.25 LU Hours). It is up to the provider to determine how many credits its course is worth. Furthermore, breaks or nonworking lunches do not count as direct education, and providers must exclude time spent in breaks and nonworking lunches from the total number of LUs awarded. Participants must attend an entire session to receive credit. Please do not award partial credit for any course.

Because the minimum course length is one hour, the minimum number of credits that can be awarded is 1 LU Hour. The course length does not always need to match the total number of LUs being awarded. For instance, if you have a session that is 1.5 hours in length, but only 1 hour is intended to be educational and the other 0.5 hour is an award presentation, then you may offer 1 LU Hour for that course, as long as the amount of credit is clear in all course advertisements and to participants.

NOTE: Do not use other credit abbreviations such as CEUs. Other organizations may designate or award credits differently; however, AIA CES credits are always expressed as learning unit hours (LUs). Therefore, all provider course advertising and certificates of completion must use LUs when referring to participant credits. In addition, you will need to determine how many LUs your course is worth to complete the Course Registration.

Types of AIA CES Credits (Learning Unit Hours)
As already noted, AIA members must complete 18 hours of coursework per year for membership renewal, which includes 12 hours of coursework in Health, Safety, and Welfare (HSW) topics, and 4 of the 12 hours of HSW must also be related to Sustainable Design (SD) topics.
Because AIA members must take coursework in the three primary topic areas listed above (general topics, HSW, and SD), provider courses are eligible to offer LUs in each of these topic areas. Providers are responsible for determining for how many learning units their courses qualify and for which type of learning units their courses qualify.

There are three types of AIA CES provider course learning units:

- General LUs (abbreviated as “LU”)
- Health, Safety, and Welfare (HSW) LUs (abbreviated as “LU/HSW”)
- Sustainable Design (SD) LUs (abbreviated as “LU/HSW/SD”)

**General Course Learning Units**
All approved provider courses are eligible for general course LUs. General course LUs are reserved for courses on a wide range of topics, in which 75 percent of the course content is not related to HSW and/or SD course topics. The total number of course LUs in advertisements and on certificates of completion should be written as (# hours _ LU Hour). For example, if your course is one hour in length, it would be written as 1 LU Hour.

**Health, Safety and Welfare (HSW) Learning Units**
For a provider to offer HSW LUs, a course must meet all of the criteria outlined in the HSW section of the manual and be registered as such. The AIA and most states require that a majority of the required contact hours relate to HSW topics. As a result, HSW courses tend to be in demand with members. See the HSW section of the manual to see whether your course qualifies for HSW LUs. The total number of HSW LUs in course advertisements and on certificates of completion should be written as (# of hours _ LU/HSW Hour). For example, if your HSW course is one hour in length, it would be written as 1 LU/HSW Hour.

**Sustainable Design (SD) Learning Units**
In order for a provider to offer SD LUs, a course must first meet all of the criteria outlined in the SD section of the manual and be registered as such. In addition, all SD courses qualify for HSW, so this will need to be incorporated when writing the number of learning unit hours. SD course LUs should be written as (# of hours _ LU/HSW/SD Hour). For example, if your SD course is 1 hour in length, it would be written as 1 LU/HSW/SD Hour.

For more information, see the sustainable design section of the manual

**Member Credit Reporting**
Once you register and offer a course for AIA CES LUs, it is your responsibility to record and report AIA member credit information within 10 business days of course completion using the Course Attendance Form. Providers must report AIA member credit information each time a course is offered.

Providers are not allowed to ask AIA member course participants to self-report any of their courses or to supply them with a self-report form.

AIA CES tracks and records AIA member credits to their transcripts as a service to them, so providers are expected to comply strictly with this policy. **NOTE:** Certificates of completion do not replace credit reporting.

*For more information on participant credit reporting, see the Course Attendance section below.*

**Certificates of Completion**
A certificate of completion serves as proof of attendance for participants in an AIA CES course. It documents attendance to help satisfy mandatory continuing education (MCE) requirements for state licensure. Non-AIA members especially need certificates of completion to prove attendance because the AIA does not track continuing education for them. Providers are required to supply certificates of completion to participants upon request within 10 business days of course completion.

**NOTE:** Issuing certificates of completion to AIA members in lieu of submitting the Course Attendance Form for registered courses or supplying completed self-reports for nonregistered courses is not allowed and may result in loss of AIA CES Provider status.

**Record Keeping and Document Retention**
AIA CES Approved Providers must keep active files and records of all approved courses and participant attendance information for a minimum of six years from the date of course registration because of state licensing boards’ MCE requirements.

Some states ask architects for course documentation when they conduct audits, which is why we require this minimum length of time for provider retention of all course records. In addition, record keeping becomes essential if course participants realize later that they are missing credits or have lost their certificates of completion.

Course administration items that must be kept on file by the provider include:

- Course registration information (Course Registration forms)
- Participant lists/(Course Attendance forms or logs for online courses)
Provider Administration Section Summary

- **Point of Contact**: The main POC is responsible for AIA CES program administration.
- **Course Registration**: A course must be registered before it can be advertised.
- **Course Length**: All approved courses must be at least one hour in length.
- **Learning Units**: All credits must be reported in learning unit (LU) hours.
- **Participant Credit Reporting**: Credit must be reported after each course is held.
- **Certificate of Completion**: Certificates must be given to all participants who request them.
Course Development Guidelines
Course Development Guidelines

Every AIA CES registered course must be carefully developed and designed according to CES policies and with the needs and learning preferences of architects in mind. This section outlines some primary things to keep in mind when developing a course.

What Qualifies as AIA CES Education?
The AIA CES continuing education program is directed exclusively to architect, engineer, and construction industry (AEC) professionals and primarily serves AIA architect members.

*In general, AIA CES registered course content must be applicable to the architecture industry and benefit or enhance an architect’s practice.*

In addition, approved courses should help architects to

- Acquire new knowledge or skills
- Build upon or expand current knowledge or skills
- Stay up to date on new developments in the field
- Learn best practices
- Advance their careers by teaching content that will lead to additional certifications or degrees
- Think creatively and develop new ideas

Furthermore, AIA CES-registered courses *must* be implemented and delivered with the intent to teach and *must be* strictly educational in nature. Therefore, product or services promotions are not permitted at any time during a course.

Course Development Principles

When a course developer understands the adult learner and knows productive presenter skills, the opportunity for participants to gain new knowledge throughout the course is enhanced.

Adults have a need to know. They are ready and motivated to learn when they can identify how a new skill will benefit them. If they come into the activity feeling that they do not need this knowledge, they will not learn it. Sometimes the benefits of a learning
activity may seem clear to the presenter, but the presenter should always take the
time to clarify these benefits. The more adults have their “need to know” met, the
more likely they are to fully participate and benefit from the learning activity.

An adult approaches learning to find answers or solutions to identified problems or
questions. The presenter’s role is to help participants not only learn the material but
also learn how to apply it in real-world situations. Because course participants seek
knowledge that is applicable to their circumstances, effective adult learning activities
should include simulations, case studies, and problem-based learning.

Although adult learners already know a lot, they may not recognize how much they
already know. A good presenter helps them realize what they have learned from
experience, practice, and education and how to apply it to the new knowledge they
are gaining. Adults are capable of connecting what they are learning with applications
in the real world; a presenter assists with this linkage.

Adults also bring career experience, social relationships, cultural involvement, and
personal interests to educational courses. Through the process of aging and maturing,
adults have gained emotions, values, priorities, insights, and experience in applying
logic. What adults bring into the classroom will shape what and how they learn. An
effective presenter should respect this and incorporate the participants’ experiences
into the learning activity. This will provide a basis for learning and enhance
educational experience.

Adult learners have control over their own learning. Presenters must respect this.
Adults make their own educational decisions based on factors both internal (need,
desire) and external (career, social). The presenter must not force information,
activities, or a learning style on an adult. Because good presenters are more focused
on the outcome of the session and understand how adult learning styles and needs
may vary, they are flexible and able to vary any structured “lesson plan” to meet the
group’s needs and styles.

Effective presenters go beyond the role of simply teaching. They understand the
relationship between themselves as an educator and the adult learner. They value the
experience adults bring to a learning setting, and they are able to create an
environment that stimulates and motivates learning.

**Good presenter skills include the ability to**

- **Explain information effectively.** Vary methods, use examples, and provide
  metaphors to emphasize points and comparison.

- **Question the learner.** Ask open-ended questions, stimulate discussion, and
  encourage comprehension (for example, through analysis and evaluation).
  Responding to questions, mentally or verbally, helps a learner internalize the
  knowledge rather than just remember the information.
Motivate learning. Encourage, excite, and inspire the learner about ideas and information.

Analyze information. Help learners understand options and break down the information for better comprehension.

Manage the learning environment. Monitor discussions, tone down strong members of a group or bring out less vocal ones, resolve disagreements, and keep discussions on track.

Create an environment that addresses all senses. Support what you say with visual aids, as people learn mostly by what they see. To make the impact stronger, provide tactile stimulation (handling materials samples, keying into a computer, or filling out a worksheet) to support what you said and what they saw.

Set up the room to promote interaction and collaboration. Provide comfortable environments in which participants can see and talk to the presenter and the other learners.

Combine style, materials, and audiovisual aids in a way that will not distract participants from the learning objectives or goals or the course. Stimulate, support, and motivate without diverting the attention and focus of the group.

Know the levels of knowledge in the group. Be careful not to talk down to participants or talk over their heads. A simple assessment (oral or written) should be made before the start of the course. This will tell the presenter who has background knowledge or experiences that can contribute to the discussions.

For additional tools and information about course development, see the provider online resources section of the manual.

Course Learning Objectives
AIA CES strives to maintain the highest standards of education, using all tools available to consistently improve provider courses. Learning objectives shape a learning event and help ensure its success. This is why we require all courses to have learning objectives.

Learning objectives are an extremely effective tool for assessing whether the desired student outcomes are accomplished and whether a presenter has successfully taught the material.
AIA CES learning objectives course requirement

AIA CES requires that all provider courses have learning objectives, which must be listed when registering a course. There is a minimum requirement of four learning objectives per course. If your course is being offered for Health, Safety, and Welfare (HSW) or Sustainable Design (SD) credits, then three of the four learning objectives must address these topic areas because of the 75 percent course content rule for those types of courses.

See the HSW and/or SD section of the manual to learn more about the 75 percent course content requirement.

What is a learning objective?

A learning objective is an explicit statement that clearly expresses what the student will learn or be able to do after taking the course. It is an observable and measurable student outcome statement. Learning objectives should be concise and concrete so that they are open to limited interpretation. Learning objectives should begin with, “At the end of this course, participants will be able to…”

Writing learning objectives is where design and developing an educational course begins. Learning objectives help students clarify their personal goals for a course and give them a framework against which to measure their success.

A learning objective consists of three parts:

**BEHAVIOR**
Describes what participants will be able to do as a consequence of taking a course.
(for example, “calculate”)

**CONDITION**
Describes conditions under which the student will perform the behavior.
(for example, “using the sample course residential project”)

**CRITERIA**
Describes the criteria you will use to evaluate student performance.
(for example, “the total cost of materials”)

Combine the behavior, condition, and criteria and you have an official learning objective.

EXAMPLE: “At the end of the course participants will be able to calculate the total cost of materials using the sample course residential project.”
For more information on writing learning objectives, visit the AIA CES learning objectives Web page.

**Course Titles**
All course titles should describe the course content. As noted earlier, the AIA tracks member continuing education activities on an AIA transcript. This transcript is often used by members to show their state licensing board their continuing education coursework. Unfortunately, the only thing that state licensing boards can see on the course transcript is the provider name, date and time the course was taken, the type of learning units, and the course title. Since this is the only course information displayed on the transcript, it is important to make the titles as accurate and descriptive of the course content as possible.

**Course Levels**
Results from the 2011 AIA commissioned “Continuing Education System (CES) Needs Assessment Study” conducted by Rockbridge Associates, Inc. shows that members are looking for Intermediate courses on most topics. With that in mind, it is the perfect time to define what makes AIA CES courses Beginner, Intermediate and Advanced level.

Who determines if a course is *intermediate*?
The level of the course is determined by the person designing the course. The determination is based on the amount of information and at what pace the information will be presented. If the course will present less information and move at a slower pace, usually it is a beginner course. However, if the course is moving at a faster pace with more information it is considered to be a higher level course. The Intermediate level will be mid-level.

**Beginner Courses have the following criteria:**
- For individuals with limited or no prior knowledge or experience of the subject area
- Helps individuals learn about the subject area
- For individuals new to the field, just learning or starting out
- For young or inexperienced professionals
- For individuals seeking to learn the fundamentals about a subject area

**Intermediate Courses have the following criteria:**
- For individuals who have some knowledge of the subject area
- For individuals with experience in the subject area
- For individuals who have some application of the subject area
For individuals who are mid-level in the field with some degree of competence
For individuals seeking to build on, apply or enhance knowledge in subject area

Advanced Courses have the following criteria:

For individuals with experience and knowledge in the subject area
For individuals well beyond the beginning and mid-level
For individuals with greatly developed knowledge and seeking to heighten their knowledge
For knowledgeable individuals seeking to move ahead in the subject area
For individuals seeking information to aid in the growth or progress of knowledge
For individuals seeking the most up-to-date knowledge in the subject area
For individuals who could be deemed an expert in the field

Providers are now encouraged to add the appropriate course level in the keywords field when registering courses in CES Discovery. In addition, you can also add the course level as the last sentence in the course description field.

Course Shelf Life

Providers must update and reregister courses every three years to ensure that the course content is up to date. Courses that are not used or updated every three years will automatically be dropped from the system and be ineligible for AIA CES credit. In addition, we encourage providers to update and re-register courses because AIA members are only permitted to take the same course once every three years for AIA CES continuing education credit.
AIA CES-approved course content must be applicable to the architecture industry and benefit or enhance an architect’s practice.

All courses must have a minimum of four learning objectives per course.

Course titles must be descriptive of course content.

Course content must be updated and reregistered every three years.
IV

Health, Safety, Welfare (HSW) and Sustainable Design (SD) Guidelines
Health, Safety, Welfare (HSW) and Sustainable Design (SD) Guidelines

AIA members and other architects licensed in states with mandatory continuing education (MCE) requirements for license renewal are required to complete a minimum number of hours of Health, Safety, and Welfare (HSW)-related training. AIA members are required to take eight learning unit (LU) hours of continuing education per year in approved HSW topics. Because many architects are required to take HSW courses and these courses are in high demand by both AIA members and architects licensed in states with MCE requirements in HSW, providers are encouraged to offer HSW education.

The following sections outline the three primary criteria that AIA CES courses must meet to be approved for HSW LUs. All three criteria must be met for your course to qualify for HSW LUs.

**Criterion # 1: Course content must directly support the HSW definition.**

Health, Safety, Welfare (HSW) in architecture is anything that relates to the structural integrity or soundness of a building or building site. Courses must intend to protect the general public.

**Health**
Aspects of architecture that have salutary effects among users of buildings or sites and address environmental concerns.

**Examples:** Accessibility; acoustical, energy efficiency, mechanical, plumbing, and electrical systems; and materials

**Safety**
Aspects of architecture intended to limit or prevent accidental injury or death among users of the buildings or sites.

**Examples:** Codes, regulations, natural hazards, life safety system—suppression, detection, –alarm standards, provisions of fire-rated egress enclosures, automatic sprinkler systems, and stairs with correct rise-to-run proportions
Welfare
Aspects of architecture that engender demonstrable positive emotional responses among, or enable equal access by, users of buildings or sites.

Examples: Building design and materials, methods and systems, construction contracting, ethics and regulations governing the practice of architecture, preservation, adaptive reuse, and the study of environmental issues.

Criterion #2: Course content must include one or more of the AIA CES-acceptable HSW topics.

AIA CES ACCEPTABLE HSW TOPICS
Technical and professional subjects that the Board deems appropriate to safeguard the public and that are within the following enumerated areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment.

BUILDING SYSTEMS: Structural, Mechanical, Electrical, Plumbing, Communications, Security, Fire Protection

CONSTRUCTION CONTRACT ADMINISTRATION: Contracts, Bidding, Contract Negotiations

CONSTRUCTION DOCUMENTS: Drawings, Specifications, Delivery Methods


ENVIRONMENTAL: Energy Efficiency, Sustainability, Natural Resources, Natural Hazards, Hazardous Materials, Weatherproofing, Insulation

LEGAL: Laws, Codes, Zoning, Regulations, Standards, Life Safety, Accessibility, Ethics, Insurance to protect Owners and Public

MATERIALS and METHODS: Construction Systems, Products, Finishes, Furnishings, Equipment

PRE-DESIGN: Land Use Analysis, Programming, Site Selection, Site and Soils Analysis, Surveying

PRESERVATION: Historic, Reuse, Adaptation
Criterion #3: 75 percent of course content must be on HSW topics.

To qualify for HSW credit, 75 percent of a course’s content and instructional time must be on acceptable HSW topics, as outlined above. This means that if your course is 1 hour in length, at least 45 minutes (that is, 75 percent) must be spent discussing HSW topics.

In addition, AIA CES requires that each provider course provide a minimum of four learning objectives. For HSW course qualification, however, three of the four mandatory course learning objectives (that is, 75 percent) must address HSW topics. This is one way that AIA CES verifies that 75 percent of a course is actually on HSW topics.

For more information on learning objectives, please see the learning objectives section of the manual.

Sustainable Design (SD)

AIA architect members need to be well informed about and have access to up-to-date sustainable design techniques and business practices so they can best serve their clients and remain on the forefront of the global market transformation.

Mandatory continuing education in sustainable design demonstrates that the AIA and its members are committed to leading the way toward carbon neutrality in buildings. AIA members are required to take a minimum of four hours in SD topics annually for AIA membership renewal.

The following section outlines the five primary criteria that AIA CES courses must meet to be approved for AIA CES HSW/SD learning units. Please note that all five criteria must be met for your course to qualify for HSW/SD.

Criterion #1: Course content must directly support the definition of sustainable design.

Sustainability is the concept of meeting present needs without compromising the ability of future generations to meet their own needs.

Sustainable design is achieved through an integrated design and delivery process that enhances the natural and built environment by using energy sensibly with a goal toward carbon neutrality; improves air and water quality; protects and preserves water and other resources; and creates environments, communities, and buildings that are livable, comfortable, productive, diverse, safe, and beautiful.

For more detailed information on sustainable design, please refer to Guidelines For Approving AIA CES Sustainable Design Courses.
Criterion # 2: Course content must address at least one COTE Top 10 measure.

The COTE Top 10 are the AIA Committee On The Environment’s Ten Measures (subject areas) of Sustainable Design and Performance Metrics.
AIA COTE TOP 10 QUALIFYING MEASURES

<table>
<thead>
<tr>
<th>Measure</th>
<th>Relevant AIA 50&gt;50 Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainable Design Intent &amp; Innovation</td>
<td>Sustainable design is an inherent aspect of design excellence. Projects should express sustainable design concepts and intentions and take advantage of innovative programming opportunities.</td>
</tr>
<tr>
<td>Regional/Community Design &amp; Connectivity</td>
<td>Sustainable design values the unique cultural and natural character of a given region.</td>
</tr>
<tr>
<td>Land Use &amp; Site Ecology</td>
<td>Sustainable design protects and benefits ecosystems, watersheds, and wildlife habitat in the presence of human development.</td>
</tr>
<tr>
<td>Bioclimatic Design</td>
<td>Sustainable design conserves resources and maximizes comfort through design adaptations to site-specific and regional climate conditions. Describe how the building responds to local climate, sun path, prevailing breezes, and seasonal and daily cycles through passive design strategies.</td>
</tr>
<tr>
<td>Light &amp; Air</td>
<td>Sustainable design creates comfortable interior environments that provide daylight, views, and fresh air.</td>
</tr>
<tr>
<td>Water Cycle</td>
<td>Sustainable design conserves water and protects and improves water quality.</td>
</tr>
<tr>
<td>Energy Flows &amp; Energy Future</td>
<td>Sustainable design conserves energy and resources and reduces the carbon footprint while improving building performance and comfort. Sustainable design anticipates future energy sources and needs.</td>
</tr>
<tr>
<td>Materials &amp; Construction</td>
<td>Sustainable design includes the informed selection of materials and products to reduce product-cycle environmental impacts, improve performance, and optimize occupant health and comfort.</td>
</tr>
<tr>
<td>Long Life, Loose Fit</td>
<td>Sustainable design seeks to enhance and increase ecological, social, and economic values over time.</td>
</tr>
<tr>
<td>Collective Wisdom &amp; Feedback Loops</td>
<td>Sustainable design strategies and best practices evolve over time through documented performance and shared knowledge of lessons learned.</td>
</tr>
</tbody>
</table>

**CRITERIA 3**-Course content must address at least one AIA 50>50 strategy or additional approved topics.

AIA 50>50 is a list of 50 strategies that the AIA adopted toward a 50-percent reduction in carbon emissions.

The following is a list of COTE Top 10 Measures and the relevant AIA 50>50 strategies that support each measure and meet the AIA sustainable design requirements.
## 1. Sustainable Design Intent and Innovation

**AIA 50>50 Strategies**

<table>
<thead>
<tr>
<th>Building form</th>
<th>Energy modeling</th>
<th>Integrated project delivery</th>
<th>Passive solar collection opportunities</th>
<th>Preservation/reuse of existing facilities</th>
<th>Rightsizing equipment</th>
<th>Space zoning</th>
<th>Sun shading</th>
</tr>
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</tbody>
</table>

<table>
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<tr>
<th>Thermal bridging</th>
<th>Vegetation for sun control</th>
<th>Walkable communities</th>
<th>Waste-heat recovery</th>
<th>Windows and openings</th>
</tr>
</thead>
</table>

**Additional Approved Topics**

- Biomimicry

## 2. Regional /Community Design and Connectivity

**AIA 50>50 Strategies**

<table>
<thead>
<tr>
<th>Alternative transportation</th>
<th>Appropriate size and growth</th>
<th>Open, active day-lit spaces</th>
<th>Passive solar collection opportunities</th>
<th>Preservation/reuse of existing facilities</th>
<th>Renewable energy resources</th>
</tr>
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<tbody>
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<th>Water conservation</th>
<th>Windows and openings</th>
</tr>
</thead>
</table>

**Additional Approved Topics**

- Zoning, regulatory, codes

## 3. Land Use and Site Ecology

**AIA 50>50 Strategies**

<table>
<thead>
<tr>
<th>Alternative transportation</th>
<th>Appropriate size and growth</th>
<th>Building orientation</th>
<th>Daylighting</th>
<th>Earth sheltering</th>
<th>Efficient site lighting systems</th>
<th>Geoexchange</th>
<th>Green roof</th>
<th>Mass absorption</th>
<th>Natural ventilation</th>
<th>Passive solar collection opportunities</th>
</tr>
</thead>
<tbody>
<tr>
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<th>Vegetation for sun control</th>
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<th>Water conservation</th>
<th>Windows and openings</th>
</tr>
</thead>
</table>

**Additional Approved Topics**

- Safety and Security Systems (defensive planting, innovative design, defensive space)
4. **Bioclimatic Design**

**AIA 50>50 Strategies**
- Building form
- Building orientation
- Cool roofs
- Daylighting
- Earth sheltering
- Geoexchange
- Green roof
- Mass absorption
- Natural ventilation
- Open, active day-lit spaces
- Passive solar collection opportunities

**Additional Approved Topics**
- Biomimicry

5. **Light and Air**

**AIA 50>50 Strategies**
- Building monitoring
- Daylighting
- Efficient artificial lighting
- Natural ventilation
- Open, active day-lit spaces

**Additional Approved Topics**
- Indoor Environmental Quality

6. **Water Cycle**

**AIA 50>50 Strategies**
- Conserving systems and equipment
- Energy-saving appliances and equipment
- Geoexchange
- Green roof

**Additional Approved Topics**
- Embodied water
7. Energy Flows and Energy Futures

AIA 50>50 Strategies

Active solar systems
Alternative energy
Building form
Building monitoring
Carbon offsets
Co-generation
Conserving systems and equipment
Cool roofs
Daylighting
Earth sheltering
Efficient artificial lighting
Efficient site lighting systems
Energy modeling
Energy source ramifications
Energy-saving appliances and equipment
Geoexchange
Green roof
High-efficiency equipment
Life cycle assessment

Mass absorption
Material selection and embodied energy
Natural ventilation
Passive solar collection opportunities
Photovoltaics
Radiant heating and cooling
Renewable energy resources
Rightsizing equipment
Smart controls
Space zoning
Sun shading
Systems commissioning
Systems tune-up
Thermal bridging
Total building commissioning
Vegetation for sun control
Waste-heat recovery
Water conservation
Windows and openings

8. Materials and Construction

AIA 50>50 Strategies

Cavity walls for insulating airspace
Construction waste management
Cool roofs
Deconstruction and salvage materials
Energy-saving appliances and equipment
High-efficiency equipment
Life-cycle assessment
Mass absorption
Material selection and embodied energy
Photovoltaics
Radiant heating and cooling

Rightsizing equipment
Thermal bridging
Total building commissioning
Vegetation for sun control
Windows and openings

Additional Approved Topics
-Indoor environmental quality
-Biomimicry
-Prefabrication
-Green specifications
9. **Long Life/Loose Fit**

**AIA 50>50 Strategies**
- Deconstruction and salvage materials
- Preservation/reuse of existing facilities
- Material selection and embodied energy

**10. Collective Wisdom and Feedback Loops**

**AIA 50>50 Strategies**
- Building monitoring
- Energy modeling
- Environmental education
- Integrated project delivery
- Life-cycle assessment
- Preservation/reuse of existing facilities
- Smart controls
- Staff training* (technical training)

**Space zoning**
- Total building commissioning
- Windows and openings

**Systems commissioning**
- Systems tune-up
- Total building commissioning

**Additional Approved Topics**
- Contract documents related to sustainable design

*Staff training is related to applying knowledge gained from reviewing earlier projects (feedback loops) or verifying outcomes of earlier projects. This material shall not include “train-the-trainer” type learning.
CRITERIA 4-Course content must qualify for Health, Safety, and Welfare (HSW).

Sustainable Design courses must focus on the direct application of techniques and strategies that advance the concept of sustainable design as defined above. These topics all deal with or affect the health, safety, and welfare of the public and our communities and, as a result, all learning units qualified as “sustainable design learning” shall simultaneously be approved as HSW learning.

For more information on HSW, please see the [HSW Section](#) of the Manual.

CRITERIA 5-75 percent of course content must cover sustainable design.

To qualify for Sustainable Design learning (SD), 75 percent of a course’s content and instructional time must be on SD topics, as outlined earlier. This means that if your course is one hour in length, at least forty-five minutes (75 percent) must be spent discussing sustainable design topics.

In addition, AIA CES requires that all provider courses provide a minimum of four learning objectives for each course. For SD course qualification, however, three of the four mandatory course learning objectives (75 percent) must address sustainable design topics.

HSW and SD Section Summary

For complete sustainable design course development guidelines, which include COTE Top 10 Measures and 50>50 Strategies definitions, please visit our [website](#).
Course Registration Guidelines
Course Registration Guidelines

Given the continuing education membership requirements of the AIA and the State Mandatory Continuing Education (MCE) requirements for re-licensure, course registration and timely and accurate participant credit reporting are essential to our members and to the success of the provider organization. Providers must register courses and report participant credits using the online registration discussed in this section, within the timeframe allotted for each.

CES Discovery Homepage

The CES Discovery Homepage is a password-protected area reserved exclusively for Approved Providers. This homepage is used for course management, reporting attendance, and online resources, including links to CES Discovery Tutorials, templates and AIA CES logo formats. The CES Discovery Homepage is located on the AIA CES Web site. Please note that the CES Discovery Homepage is password protected, based on the email address the user has registered with AIA CES and a user created password. If you are a point of contact for your provider number (POC or user), you have access to the online CES Discovery Homepage for your organization.

Course Registration Online

Providers are required to complete a registration for each new course they intend to offer for AIA CES learning units. The Course Registration process occurs online only and asks providers specific questions about their courses, such as the course title, date being held, and the number of credits being offered. Each Course Registration is reviewed and processed by the AIA CES. Provider Courses are not eligible for AIA CES learning units and may not be offered or advertised until a Course Registration has been submitted and approved.

When to submit a Course Registration

Providers are required to submit a Course Registration at least five business days before advertising a course. This requirement allows time for course review and approval by AIA CES. Any course offered for AIA CES learning units without being registered first with a Course Registration will not be eligible to receive AIA CES learning units.

Courses previously produced by an approved AIA CES provider and registered with AIA CES Records, cannot be submitted under a new provider number unless at least 25% of course content has been changed.
25 percent course content rule: If the course content changes by more than 25 percent it must be re-registered as a new course. Please note that when re-registering a course you must give it a new course number and course title in the Course Registration.

Note: If you change the course title, you are required to re-register the course as a new course.

How often to submit a Course Registration

AIA CES does not have a limit on the number of courses a provider may register and offer. If you plan to offer the same course multiple times or on an ongoing basis you only need to submit one Course Registration for that course as long as the course content does not change by more than 25 percent. If the course content changes by more than 25 percent, it must be registered again as a new course. In addition, all courses must be updated and reregistered every three years.

Note: Please DO NOT re-register a course every time it is offered. Instead, add as many Sessions as needed under the single approved Course Registration.

Where to find a Course Registration

Every Course Registration must be completed and submitted online. The Course Registration can be accessed online by logging into the CES Discovery Homepage.

Review and approval timeframe

Once a Course Registration is submitted, it will be reviewed within 24 hours to five business days; this includes multiple course events (conferences). You may also check the status of a Course Registration at anytime by logging into the CES Discovery Homepage and clicking on the Course & Session Detail Report. You will be able to run a report to find if your course has been approved, needs to be resubmitted, or was disapproved. This can be done through the use of the CES Discovery Reports Menu using the Course & Session Detail Report.
CES Discovery Course Status Definitions

**Draft Submission:** This means your course is in the process of being submitted. It is incomplete and you are still working on submission.

**Pending Admin Approval:** This means your course is complete and ready for AIA CES review.

**Requires More Information:** This means that minor changes must be made before your course can be approved.

**Approved:** This means you can begin advertising and offering the course.

**Denied:** This most likely means that your course content does not qualify for AIA CES credits.

**Suspended:** This means that your course is no longer visible in the Course Directory, and attendance can no longer be submitted for it.

Courses that are **Approved**
If your course was approved you are free to begin offering the course, distributing and advertising the course as AIA CES registered/approved and eligible for AIA CES learning units.

Courses designated **Requires More Information**
If you must resubmit your course, this means that minor changes must be made before your course can be approved. Reasons for re-submittals include incomplete Course Registration information or missing required documentation. Requested changes must be submitted when you resubmit your Course Registration. In addition, your course is not yet eligible to be offered or advertised for AIA CES learning units. A course that requires more information will always indicate the reason in the comment section of the response notification.

Courses that are **Denied**
If your course was not approved, this most likely means that your course content does not qualify for AIA CES credits. You may not advertise this course for AIA CES learning units or use the AIA CES logo to promote this course. You may attempt to resubmit course for review with the necessary corrections.

Every submitted online Course Registration will be saved under the Reports section in Course History for your records. A course that has been denied will always indicate the reason for denial in the comment section of the response notification.
Course Advertising
When filling out a Course Registration online for a new course, the first field under the Course Basics section prompts you to select a Course Directory category. If you would like to have your course advertised in the online Course Directory, one of these categories must be selected. If you do not want your course advertised online, select the -NONE- category. You must also add a session to your course with a date in order for the course to appear in the directory. The listing will automatically drop from the directory once the session date has ended.

Course Registration Required Information
Before you complete a Course Registration there are a few items you need to have. If any of the information below is missing, your course will be denied approval:

- Four Learning Objectives
- Course Title, which must be descriptive of the course content
- Course number, consisting of a twelve-digit alphanumeric number that you create so you will be able to retrieve the course
- Course Delivery Format
- Course Description
- Session Dates

How to complete the Course Registration
For detailed instructions on how to complete a Course Registration online, please visit the CES Discovery Homepage, Resources section to view our “How to” tutorial on course registration.

How to complete the Course Registration using the Course Import Template
This template is best used when you have multiple courses and multiple sessions to import at the same time. This template provides information on both the course session and the class. The following is a list of items you will need prior to submitting the Course Import Template

Please note that if you encounter difficulties at any point during the course registration by course import template process, you may contact AIA CES Member Care at 800-242-3837 option 3 or aiamembercareces@aia.org.
General Course Information
- Course Directory
- Topic
- Course Title
- Course Number
- Description
- Key Words
- Online URL
- Course Format
- Credit Designation
- Learning Units
- Approval Status
- Provider Type
- Provider Code
- Learning Objectives (1,2,3, and 4)
- Course Start Date
- Course End Date

Course Session Information
- Course ID
- Session Code
- Start Date
- End Date

Class Information
- Course ID
- Session Code
- Country/State
- City
- Date
- Class Start Time
- Class End Time
- Address

Where to find the Course Import Template

The Course Import Template and step-by-step instructions can be found by logging into the CES Discovery Homepage and selecting the Resources tab.

Course Evaluation
In order to maintain high-quality learning experiences for our members, Approved Providers are required to distribute a course evaluation at the end of all continuing education sessions. For online courses, this evaluation must be included after participants complete the quiz. A Course Evaluation Template is available under the
Resources tab in CES Discovery. Feel free to add any questions that will help you improve the quality of your courses. You may also remove any questions that do not apply. The AIA CES logo is required on all evaluation forms and your company logos are acceptable as well.
VI

Advertising and Marketing Guidelines

Advertising and Marketing Guidelines
Architects are looking for educational opportunities in order to gain knowledge and understanding of new technology, applications, and methods. Marketing and promoting your status as a CES Approved Provider to the design community allows for mutually rewarding relationships. All marketing practices should reflect the high standards of the American Institute of Architects and must be in compliance with the following advertising and marketing guidelines.

**AIA CES Logo Usage**

The AIA CES logo has quickly become a highly recognized symbol in the design community. Current Approved Providers are authorized to use the logo to advertise their organizations as “AIA CES Approved Providers” or their registered courses as “AIA CES Registered”. Only currently approved AIA CES providers are authorized to use this logo. Former providers or inactive providers are not eligible.

Providers shall use the AIA CES logo on their website and in advertising their course offerings. Permission to use the AIA CES logo, or any AIA CES indicia, may be terminated at any time by AIA CES for any breach of AIA CES policies, procedures or terms.

The AIA CES logo is the only logo that providers are authorized to use, and may not be manipulated in any way except for resizing purposes. Use of the AIA column and eagle logo by providers is prohibited. To obtain a copy of the AIA CES logo please log into the [AIA CES Discovery Homepage](#) and click on the Resources tab.

**Advertising Your Course**

Providers may not advertise or market a course until it has been registered and approved by AIA CES. Within five business days after your course is submitted, you will be able to check the status in the AIA CES Discovery Reports section.

Until your course is approved, you may not advertise or market your course as such.

Once your course is approved you are free to advertise and market it in various ways, including via your company’s Web site, articles, newsletters, calendars, and so on. Feel free to use the AIA CES logo to advertise and market your courses. We encourage approved AIA providers to add this highly recognized logo to their Web sites, business cards, or any other promotional materials related to registered continuing education courses.

**CES course advertisements must accurately state the following:**
Course title

Course length

Course date(s)

Number of learning units and type of learning units (that is, HSW or SD)

Course Description

Learning objectives

Name of the provider of record (contact information)

Costs (not required)

In addition, all approved AIA Providers have the benefit of advertising their courses for free in the online Course Catalogue in CES Discovery which includes the ability to search via catalogue and calendar.

For more information on how to effectively advertise your course in the catalogue please see the section of this manual on Course Registration.

Advertising “Credits Pending Approval” Prohibited

Providers are prohibited from marketing courses with any language along the lines of “credits pending AIA CES approval.” Your course has either been approved or disapproved; there is no such thing as credits pending approval. If you offer your course without approval and we review it and determine that it does not qualify for CES credits, the members who attended will not receive credit.

Promoting Your Organization as AIA CES Accredited or Certified

Many Approved Providers erroneously advertise their organizations or courses as “AIA CES Accredited” or “AIA CES certified.” Because the AIA is neither a certifying nor accrediting body, Approved Providers and courses are neither accredited nor certified. It is important to understand this distinction so you can advertise your organization and courses appropriately. Providers and provider courses should be advertised only as “AIA CES Registered” or “AIA CES Approved.” Please do not advertise or market your organization or courses as AIA CES accredited or AIA CES certified.
In addition, as already noted, since AIA CES Approved Providers are not AIA members, they should not market or advertise themselves as such. AIA members are individual members of the AIA.

**AIA Member Mailing Lists**

There are approximately 80,000 AIA members, who may opt-in to an AIA mailing list. AIA National currently rents usage of its membership list for direct mail only—**no e-mail addresses are available**. In addition, *some* AIA components make their membership lists available to providers for a fee or other conditions. **Please go on line to find contact information for AIA Local Chapters.** Please do not call AIA National directly for membership lists. Inquiries for the AIA National membership list should be directed to Lake Group Media.

**Provider Partnering and AIA Components**

AIA CES providers may partner with other continuing education providers as long as the identity of the provider of record is clear in all advertising materials. The provider of record is the provider that registers a course under its own provider number, thereby making it accountable for the course and for ensuring compliance with CES guidelines.

In addition, consider partnering with an AIA component in your area. Although the AIA functions as a national organization, at its heart are approximately 300 state and local AIA components that provide members with the essential local focus that reflects the nature of their professional lives. The AIA components, which are located across the U.S. (and a few outside the U.S.), are organized to serve the needs of architects at the national, state, and local levels. These components may be of assistance to individuals seeking information about architects in specific areas of the country. Because AIA components support their members through many activities that offer AIA CES credit, they provide excellent opportunities to collaborate with other CES providers. Please go to **AIA Local Chapters** to find a component near you.
VII

Course Delivery Guidelines
Course Delivery Guidelines

AIA CES accepts many types of continuing education course formats, including workshops, tours, seminars, conferences, and conventions. In addition, courses may be delivered in either face-to-face or distance learning formats. This section outlines the course delivery guidelines that all providers must observe whether a course is face-to-face or distance learning.

Course and Proprietary Information

Providers may offer product demonstrations either before or after the educational portion of a course; however, promotion or discussion of proprietary company information is strictly forbidden during the educational portion of the course. In addition, product specification or service questions raised by participants during the course should be postponed and addressed at the conclusion of the course.

Finally, company, product (trademarks, patents and so on), and service information shall not be displayed or discussed during the credit portion of any AIA CES course. Product or service promotion should be limited to before or after a course.

Proprietary logos may be displayed only on the:

- First and last slides of a PowerPoint or visual presentation and on the CES quality assurance copyright slide (see the quality assurance slides section of the manual for more information)
- Front or back page of workbooks, handouts, and other printed materials

Product samples should not have company logos or proprietary stickers on them. You may bring materials to your course to leave as takeaways, but you may not pass around the information during the course. Once a course of at least one hour in length has ended (or before it begins), you may discuss any company or product information you would like with the attendees. Speakers are permitted to wear shirts with their company names or logos on them.

If a course is offered on the same venue as a marketing product (for example, a CD-ROM or Web site), the “for credit” portion must be clearly indicated and separate from any product, brand, or service promotion.
Software or Documents Course

If you offer a software or documents course, please be aware that it must be educational in nature. Courses should not be delivered with the intent to sell or upgrade software versions or systems that you are presenting. All courses must show a process with clear learning objectives rather than being feature related.

Course Quality Assurance Slides

The AIA CES Quality Assurance slides are made up of four mandatory PowerPoint slides, which must be inserted and addressed in all AIA CES courses including distance learning, as well as one optional slide. If a course is not PowerPoint based, the content found on the four mandatory slides must still be addressed verbally or with handouts.

The Quality Assurance slides include:

1. Title Slide (required)
2. Best Practice Slide (required)
3. Copyright Slide (optional)
4. Course Description Slide (required)
5. Learning Objectives Slide (required)
6. Conclusion/Questions Slide (required)

1. Title slide

The title slide must contain Provider Name and Number, the title of the course, and the date the course is offered, if applicable

2. Best Practice slide

The best practice slide confirms that you will report credits earned by course attendees to AIA CES, and that you will provide certificates of completion to
course attendees on request. The best practice slide also confirms that your company is registered as an AIA Approved Provider and that your course has been approved. It also confirms that your course will not be used to promote or market your company’s products or services during the educational portion of the course. The slide should be inserted after your course’s introduction slide. This is also a good place to announce that the attendees must add their names to the sign in sheet in order to receive credit for the course. If a course is not PowerPoint based, the best practice slide information should be covered at the very beginning of the course.

3. Copyright slide

The copyright slide is the only optional quality assurance slide. Please use this slide in place of adding the copyright at the bottom of each slide. This slide protects your course, and you are also free to add your company logo to it. If used, the slide should be inserted immediately following the best practice slide at the beginning of the course.

4. Course Description slide

The course description slide must give a concise summary of the content of the course. It can be anywhere from one good sentence to several sentences, as long as it gives a broad idea of the overall point of the course. This description should be derived from the course description used in the Course Registration.

5. Learning objectives slide

The learning objectives slide must outline clear and measurable learning objectives. These learning objectives should be taken from the ones used in the Course Registration. Learning objectives let the participants know in advance what they will know after taking your course. This slide should be inserted after the course description slide. Each course must have at least four learning objectives. More may be added to this slide if necessary. For information on writing learning objectives please see the learning objectives section of the manual. If your course is not PowerPoint based, please address the learning objectives orally or in course handouts.

6. Conclusion/questions slide

The conclusion/questions slide should be the last slide of the course. This slide lets participants know that the AIA CES education portion of the course has ended and participants are free to ask questions. It is acceptable to promote and include
company, product, and service information on this slide and any following. If your course is On-demand distance learning, you may modify this slide so it does not ask participants for questions since it does not apply to that type of delivery.

Where to obtain the quality assurance slides

A template with the quality assurance slides can be found by logging into the online CES Discovery Homepage and click on Resources. The template will be under the Quality Assurance heading.

Speaker/Presenter Defined

A Speaker or presenter** is defined as an individual who speaks, presents, moderates or delivers the AIA CES approved educational course material. The speaker acts as an orator and speaks formally before the attendees in the AIA CES course. This individual should be deemed an expert on the subject matter and not serve as a salesperson to promote products, goods or services. Also, speakers should never pay a Provider for rights to speak or present an AIA CES course. According to AIA CES Approved Provider policy, all speakers delivering AIA CES approved courses are required to sign a Speaker Agreement. The agreement outlines the AIA CES standards and expectations of the speaker.

**The words speaker and presenter are used interchangeably by AIA CES and the expectations and requirements are the same regardless which word is used.

Note: AIA CES Providers are responsible for all activity under their Provider number. This includes registered courses and the activities of speakers.

Course Presenter Guidelines

AIA CES course presenters must maintain high educational standards. Presenters are the architects’ learning resource, so it is extremely important that they have the knowledge, experience, and qualifications relevant to the course they are teaching. A presenter must thoroughly know the subject matter and be able to convey information in a clear and effective manner. In addition, presenters must understand their roles and responsibilities as AIA CES-registered presenters and must abide by the following presenter guidelines.

AIA CES registered course presenters must


- Deliver the course, as approved by AIA CES, without endorsement, bias, or marketing or sales orientation.
- Ensure that company logos, product name, and branding are limited to the first and last slides of any presentation and to the CES quality assurance copyright slide (referenced in the section above).
- Ensure that any information and handouts distributed reinforce the learning objectives.
- Confine product and proprietary specific questions for discussion to either before or after the course has concluded.
- Deliver the course as it relates to the learning objectives.
- Strive to make presentation and materials as accurate, appropriate, and interesting as possible.
- Ensure that the quality assurance slides are included and reviewed with participants during all PowerPoint presentations. If the class is not a PowerPoint-based course, slides must still be reviewed with participants verbally.

**AIA CES Speaker Agreement**

A Provider is required to have a signed Speaker Agreement on file for each Presenter. Providers can use this section of the CES Provider Manual to reinforce to the Quality Assurance Guidelines for presenters.

**Course Delivery Section Highlights**

- Face-to-face and distance learning are the two primary course delivery formats.
- No sales pitches! Product or services promotion can only be discussed before or after an education course, never during.
- Providers are responsible for ensuring that course presenters deliver courses in accordance with the presenter guidelines.
- Quality assurance slides must be included in all PowerPoint courses or addressed verbally by presenter if no PowerPoint.
Credit Reporting Guidelines
Credit Reporting Guidelines

Course Attendance Process
After an AIA CES course is held, providers are required to submit Course Attendance to CES Discovery. The Report Attendance function of CES Discovery is used to report AIA member attendance and credit information and is solely for the use of AIA CES Approved Providers.

Providers are to report AIA member learning units using the Report Attendance function of CES Discovery or by using a Course Achievement Import Template. The provider registering the course for AIA CES credit must also report AIA member learning units.

When to Submit Course Attendance
Course Attendance must be submitted within 10 business days of a course being held. This is meant to ensure that members meet their individual state MCE requirements. If there are no AIA members present in your course and no one requests AIA CES learning units for that course, you do not need to submit Course Attendance. However, you should still keep the Course Attendance on file and distribute certificates of completion to attendees who request them.

A copy of the Course Attendance must be kept on file by the provider for six years. When you submit a Course Attendance online, a copy of it will be saved under the Reports section in Course Attendance History.

Where to report Course Attendance
Course Attendance can be accessed online by logging into the CES Discovery Homepage on the AIA CES Web site. Once you log in you will need to click on the Resources link to access the “How

Course Attendance Timeline
Course Attendance submitted online by the provider will automatically be posted and member transcripts are immediately updated with the course information and learning units.

For assistance with this log into the CES Discovery Homepage on the AIA CES Web site. Once you log in you will need to click on the Resources link to access the “How
What you’ll need before you submit a Course Attendance

You will need the member numbers and/or full name of AIA member(s) who attended your course(s), as well as the course dates, and the city and state where you held the course. A Course Attendance template is available online in the CES Discovery Homepage for you to use as a sign-up sheet for your course. If attendance is being reported for a distance education course, the location of the course is optional.

How to submit attendance by course, session, or user

Providers must submit Course Attendance online, the using CES Discovery Report Attendance feature. Search for your course using the Course Number or any/all for your Course title. Once you locate the course, you will be required to use or create a session (or individual instance) for each course in order to submit attendance. For ongoing courses, a course session will need to be created each time a course is held. For on-demand distance education courses, only one session is required. For more information on creating course sessions, please refer to the Resources on CES Discovery for Registering a Course, or Reporting Attendance.

As soon as Course Attendance is submitted online, the members’ transcripts are immediately updated with the course information and learning units.

For detailed instructions on how to Report Attendance, please visit the CES Discovery Web site and view our Resources for Reporting Attendance.

Certificate of Completion

A certificate of completion serves as proof of attendance for participants in an AIA CES course. The certificate provides members and non-members with the documentation of attendance they need to fulfill their continuing education requirements for state license renewal. Although certificates are usually reserved for non-members, they must be made available to members upon request.

When to distribute certificates of completion

Providers are responsible for providing course participants with certificates of completion within 10 business days following a course. AIA CES does not create or distribute certificates of completion for providers. To determine which participants would like a certificate, we recommend that you print out a sign-in sheet for certificate requests and use it during the course.
Methods of distributing certificates of completion

Providers are free to choose the method of distribution for certificates as long as the certificates are received by participants within 10 days of taking a course. In addition all certificates of completion must include the information below.

- Name of the Approved Provider and provider number
- Course title and course number
- Date(s) of attendance
- Signature of presenter (can be a scanned signature)
- AIA CES logo – *This must be included or it may not be accepted by some licensing boards*
- Number of Learning Unit Hours (LUs) awarded (with HSW or SD designation, if applicable)
- Point-of-contact address, phone, and e-mail address

Where to find the certificate of completion template

A template for a certificate of completion may be found online in the CES Discovery Homepage under Resources. You may use your company’s own letterhead for the certificates.

SAMPLE CERTIFICATE OF COMPLETION
Course Registration and Credit Reporting Section Summary
CES Discovery Homepage is an online, password-protected area where all provider forms and tools may be found.

25 percent rule: says that if a registered course content changes more than 25 percent, it must be reregistered as a new course using a Course Registration.

Course Registration must be submitted online for each course before it may be held at least five business days before a course is held.

Course Attendance must be submitted for all courses within ten days of a course being held.

Certificates of completion are the responsibility of the provider and must be distributed to participants that request one within ten days of a course being held.
IX

Distance Learning and Tours Guideline
AIA CES Distance Learning and Tours Guidelines

The AIA CES recognizes distance learning as a useful and convenient way for architects to engage in professional development and earn continuing education credit. Distance learning is considered a viable alternative to traditional classroom-style continuing education courses. It is a practical way to provide architects ready access to ongoing, state-of-the-art, and up-to-date continuing education.

With distance learning delivery methods improving in speed, technological capacity, and efficiency, there are more and more opportunities to deliver high-quality continuing professional education via the latest technology. However, distance learning does not have to be technology based; traditional correspondence courses (for example, articles or “paper and pen”) are also effective ways to deliver continuing education.

AIA CES Distance Learning Defined

AIA CES Distance Learning is defined as a method of instruction in which there is a separation of place or time between the learner and the instructor. All online courses qualify for AIA CES distance learning.

Online/Live (Instructor led) and On-demand (No Instructor) delivery defined

AIA CES accepts online/live (non face-to-face courses) and all on-demand course delivery formats for distance learning.

- **Online/live courses** are courses in which the learner and instructor engage in the learning activity simultaneously regardless of the location. Examples of online/live courses include Webinars and live video streaming.

- **On-demand courses** are courses in which the learner and the instructor do not interact during the learning activity because there is a separation of time. Examples of on-demand courses include courses which are prerecorded and available 24/7, (anytime, anywhere), magazine articles, prerecorded tours and podcasts.

Please note that distance learning courses must also follow the provider administration, course development, and course delivery guidelines outlined in this manual.
Course delivery format options

As with any learning activity, priority should be given to the subject content and desired outcome. The method of delivery should be based upon the course’s learning objectives and the desired outcome. Although technology is a tool used to deliver or support a quality educational activity, it is not required for distance learning. Traditional written correspondence materials (for example, magazine articles) are also effective methods of delivery for distance learning.

Distance learning courses may be offered through various delivery methods, used alone or in combination. The course may use a single medium (for example, a CD-ROM) or a combination of sources (for example, a podcast with a workbook).

AIA CES Distance Learning course delivery methods may include one or a combination of the following:

<table>
<thead>
<tr>
<th>Online/Live (Instructor led)</th>
<th>On-Demand (No Instructor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live podcasts</td>
<td>Audiotape or CD-ROM</td>
</tr>
<tr>
<td>Live video streaming</td>
<td>Computer-based training (CBT)</td>
</tr>
<tr>
<td>Live virtual tours</td>
<td>Correspondence (written)</td>
</tr>
<tr>
<td>Live Virtual Convention</td>
<td>Publications/Articles</td>
</tr>
<tr>
<td></td>
<td>Videotape or DVD</td>
</tr>
<tr>
<td></td>
<td>Prerecorded virtual tour</td>
</tr>
<tr>
<td></td>
<td>Workbooks</td>
</tr>
<tr>
<td></td>
<td>Web-based training (WBT)</td>
</tr>
<tr>
<td></td>
<td>Wiki, RSS, blogs, etc.</td>
</tr>
</tbody>
</table>

Providers authorized to offer AIA CES distance learning

Not all AIA CES Approved Providers may offer distance learning. The only providers authorized to offer AIA CES distance education are AIA components, passport, professional, external architecture firms, and platform providers. Other CES provider types are not eligible to offer AIA CES distance learning.
On-demand course quiz/exam requirement

All on-demand distance learning courses must offer a quiz or exam at the end of the course. The quiz or exam should be outcomes based and quantifiable, as members will need to pass it with a score of 80 percent or better to be eligible to receive AIA CES learning units. If they do not score 80 percent or better, they should be allowed to retake the quiz as many times as necessary until they pass.

Providers are responsible for creating, distributing, and grading all quizzes or exams. In addition, providers are only to award AIA CES learning units (LUs) or a certificate of completion to participants with an 80 percent or better score. Please note that there is a minimum of 10 quiz or exam questions required per course.

Acceptable Quiz/Exam types include

- True and False
- Multiple Choice
- Fill in the blank

Course registration and documentation required for distance learning

Distance learning courses must be registered in CES Discovery, in accordance with the timeframes and guidelines of registering any other type of course.

In addition to the materials that Providers are required to keep for face-to-face courses, the following materials are also required to be kept on file for six years for Distance Education Courses:

- A copy of the course including the Quality Assurance Slides
- A copy of the course quiz or exam and answer key
- Any course support materials that a participant taking your course will see or use, such as learning materials, instructions, worksheets, or Web links
- A copy of the completed quiz and/or a log of quiz results for all attendees

Registering a formerly face-to-face course as distance learning

A course that was originally registered and offered as a face–to-face course may be converted to, and offered as, a distance learning course by re-registering it as a new course in CES Discovery. This will require a new course title and course number. In
addition, previously assigned course credit totals do not automatically translate into the same number of credits when converted into a distance learning course.

**Helpful Hint #1:** When registering a formerly face-to-face course as a distance education course, use the same title but add DE (for distance education) to the end of the title. (Example: Cake Baking to Cake Baking-DE)

**Helpful Hint #2:** In a distance education course, you will need to add additional course content to lengthen your course.

For more information on registering a course please see the Course Registration section of the manual, or the Resources section of CES Discovery.

**Common Distance Learning Definitions**

The following definitions were compiled from various sources, including online encyclopedias in technology, general business and training and development.

**Webinar (live):** a live presentation, lecture, workshop, or seminar that is transmitted over the Web

**Webcast (live or on-demand):** a presentation in which data transmission flows in one direction and does not allow for interaction between the presenter and the audience

**Video conferencing (live):** a presentation in which two or more locations interact simultaneously via two-way video and audio transmissions

**Podcast:** an audio broadcast that has been converted to an MP3 file or other audio file format for playback in a digital music player or computer and is distinguished from other digital media formats by its ability to be syndicated, subscribed to, and downloaded automatically
Distance Learning Section Summary

- Basic and regional providers are not eligible to offer distance learning.
- Only online live and on-demand course delivery formats qualify for distance learning.
- A quiz or exam is only required for asynchronous courses and participants must pass it with an 80 percent or better to obtain credit.
- Online Course Registration is required when registering a distance learning course.

Publications and Articles

Publications and articles are considered a part of distance education, and as such much adhere to all CES policies related to distance education. CES policy dictates that articles must be a minimum of 5000 words to be eligible for one learning unit (the equivalent of an hour long course). Word count may be a combination of both print and web sources. Alternatively, articles of 3000 words are acceptable if delivered in conjunction with a multimedia experience (podcast, webinar, etc). Like all distance learning courses, a course entailing a publication or article must offer a quiz or exam at the end. Again, quizzes or exams must be at least 10 questions in length, and participants must pass with an 80 percent or better score in order to receive LU credit.

Tours

An architectural tour is eligible for AIA CES learning units as long as it is developed and registered as a course and approved by AIA CES. Tours may be delivered in both face-to-face and distance learning formats. Please note that if your tour is considered distance learning, you will need to abide by the criteria outlined in this section as well as
the AIA CES distance learning guidelines. Face-to-face tours should be registered and attendance reported just as any other face-to-face course.

Tours have the same general course requirements as all other CES courses, such as AIA CES course registration, learning objectives, and one-hour minimum length. They also must be purely educational and non-biased, and must not promote products or services. In addition to these general guidelines, architectural tours should include the following:

- A leader or designer who is a licensed architect or a professional with a relevant educational background or expertise.
- A signup sheet that is clearly visible and accessible to all attendees, a badge-swipe option that collects member names and numbers, or another way of recording participation for credit-reporting purposes.
- Mechanisms to ensure that participants will be able to see and hear throughout the tour.
XI

Provider Online Resources
Provider Online Resources

The AIA CES Web site (www.aia.org/education) is a convenient, one-stop source of information and services to AIA members, AIA CES Providers, and anyone seeking information about architecture as it relates to continuing education. The AIA CES Web site is one of the most highly visited areas on www.aia.org Web site, attracting thousands of visitors each month.

AIA CES online resources include

**AIA CES Online Course Directory**
[AIA CES Online Course Directory Link](#)
A select listing of AIA CES provider courses offered all over the world.

**AIA CES Online CES Discovery Homepage**
[AIA CES Online CES Discovery Homepage Link](#)
A password-protected area for providers that enables them to submit courses, report member credits, update provider point-of-contact information, and access information related to the provider course.

**CES Provider Connection**
[CES Provider Connection Link](#)
A monthly e-newsletter sent to each AIA CES provider point of contact. The newsletter contains information about CES policy changes, monthly tips, and a list of AIA component conferences where exhibition or sponsorship opportunities are available. To be added to the Provider Connection listserv e-mail AIAMemberCareCES@aia.org.

**Mandatory Continuing Education (MCE)**
[Mandatory Continuing Education Link](#)
This web site provides you with information about the more than 40 states that have mandatory continuing education requirements.

**Presenters Community**
[Presenters Community on KnowledgeNet](#)
The Presenters Community on AIA KnowledgeNet is a great way for speakers or presenters to find firms or components looking for speakers.

**Provider FAQ**
[Provider FAQ Link](#)
This Webpage is designed to answer providers’ most frequently asked questions.

**Provider Policies**
[Provider Policies Link](#)
This Webpage is designed to answer providers’ most frequently asked questions.
AIA CES Course Development Resources
AIA CES Course Development Resources

**Sustainable Design Course Development Guidelines**
http://www.aia.org/education/ces/AIAS076973#
If you are interested in offering a course that qualifies for sustainable design credit or would like more information, this is the page for you.

**Learning Objectives**
http://www.aia.org/education/providers/AIAS076145#
All CES courses must have 4 learning objectives and this page will help teach you how to do it.

**The Methods and Media of Instruction**
There are numerous methods and combinations of methods and media of instruction. This document outlines some of the most popular methods.

**Preparing an Effective Presentation**
The advice offered here for preparing and presenting a talk will help you maximize its impact on an audience and ensure that at a minimum they remember its take-away.

**Focus Groups**
Focus groups can be an excellent way for CES providers to gather data on the educational courses, materials, and delivery architects need and want.
AIA CES Guidelines for Approved Providers, Courses, Points of Contact and Presenters
AIA CES has goals of providing high-quality education courses to support our members in mastering new knowledge and skills in order to meet the changing requirements of the profession and to responsibly meet the role society entrusts to architects. In an effort to maintain quality and continued excellence, AIA CES has enacted the following policies and procedures. All AIA CES Approved Providers must adhere to the following guidelines, which pertain to all face-to-face Courses, Point of Contact’s, and Presenters.

**Course Guidelines**

1. **Course must be at least one (1) hour in length, consisting of direct learning activity (minimum of 60 minutes).** Course can consist of 50 minutes of presentation time, followed by 10 minutes of question and answer related directly to course content. After one hour, credit is then given in ¼ hour increments. (Ex: 1 hour and 15 minutes = 1.25 LU)

2. **Course content must be unbiased, not promoting or marketing a course’s products or services.** A course’s products or services can only be discussed once the credit portion of the Course is completed.

3. **Course materials (such as Power Points, handouts, slides, and samples) used during the credit portion of the Course may not include any proprietary information, must be educational and generic in nature, and must serve to reinforce the learning objectives.** Only the first and last slide of a Presentation may include a company’s product or service information.

4. **Course must have a clear purpose with a minimum of four (4) stated learning objectives.**

5. **Course must be designed as a learning activity, being educational in nature.**

6. **Course must be created by qualified subject matter experts, and presented by individuals with a background in education or skilled presenters on the subject matter.**

7. **Course must be registered online with AIA CES at least 5 business days before the event is advertised.**

8. **Course must be reported online to AIA CES within 10 business days after the event with The Course Attendance (Previously Form B).**
9. Course must incorporate the 5 “Best Practice Slides”, as created by AIA CES.

10. Courses must maintain uniformity and consistency among all Presenters.

11. Course content that changes by more than 25% must be registered as a new Course. We encourage updating your Courses every three years.

12. Courses may be advertised as an “AIA Approved” or “Registered Course” of AIA CES. However, AIA CES does not “accredit” or “certify” Courses or Presenters.

13. Courses identified as Health, Safety, and Welfare (HSW)/Sustainable Design (SD) Courses must contain at least 75% HSW/SD content.

14. Courses previously produced by an approved AIA CES provider and registered with AIA CES Records, cannot be submitted under a new provider number unless at least 25% of course content has been changed.

**Point of Contact (POC) Guidelines**

15. Point of Contacts (POC) act as a liaison between AIA CES National and the Provider Organization. POCs are the first line of communication for the Provider’s representatives and must be aware of, and address questions and concerns that arise from their organization’s representatives.

16. In the event of assessments/assessments, POCs represents the Provider organization throughout the Assessment Review process. This includes collecting all materials associated with a registered course and submitting them to CES staff.

17. Only the listed POCs can make inquiries to AIA CES on behalf of the organization. Any others inquiries will be redirected back to the listed POCs.

18. POC must maintain CES registration and reporting forms on file for a minimum of six (6) years, due to the increase in requirements of state licensing boards with MCE’s.

19. POC must provide the [AIA CES Speaker Agreement](#) to all Course Presenters, and maintain signed and dated Speaker Agreements on file for ALL Course Presenters.

20. POC must ensure that Certificates of Completion are mailed to Participants within 10 business days after a presentation/event is completed.
Presenter Guidelines

21. Course Presenters must sign the AIA CES Speaker Agreement before presenting any Course. The POC provides and maintains the Speaker Agreement and assures they are sent to AIA CES upon request.

22. Course Presenters may not discuss their company’s products or services prior to, or during the educational, credit portion of the Course. (Please refer to Guidelines #2 and #3 above). However, Course Presenters are permitted to discuss their company’s products and services prior to or once the educational, credit portion of the course is completed. In addition, catalogs, business cards, and proprietary materials may be on display once the education portion of the Course is completed.

23. Course Presenters must ensure that information collected on The Course Attendance (Previously Form B) is accurate.

24. Any problem with presenters reflects directly on the Provider and could jeopardize the provider’s approved status.

Additional Policies

25. Providers are not allowed to share their assigned Provider Number with other agencies, firms, companies, organizations or individuals who are not approved by AIA CES to provide courses. AIA CES Provider numbers and Approved status are solely for the purpose of providing high-quality continuing education for our members. By allowing others to use your provider number, the quality of the education provided is compromised. AIA CES Approved Providers are expected to uphold the standards and guidelines in this Provider manual.

26. Face-to-Face Memberships cannot be sold to others by AIA CES Approved Providers.

27. Providers are responsible for any and all activity reported under their Provider Number.
AIA CES Frequently Asked Questions
For a more extensive list of CES FAQs, please reference our online FAQs.

AIA CES Provider Program General

1. How Do I Become A Provider?

Information about becoming a provider course can be online. Look for the How to Become a Provider link and visit aia.org/education.

2. What is a Provider Number?

Once approved as a Provider, you will receive an email welcoming you to the Registered Provider Network. In this email you will be given a Provider Number, username and password. The Provider Number will usually be 4 to 8 alpha/numeric characters. This number will stay the same. Providers can change their usernames and passwords, but not the Provider Number.

3. What if I forgot my password?

If you forget your password, please contact AIAMemberCareCES@aia.org.

4. What is the role of the Provider Point of Contact?

Point of Contacts (POC) act as a liaison between AIA CES National and the Provider Organization. POCs are the first line of communication for the Provider’s representatives and must be aware of, and address questions and concerns that arise from their organization’s representatives.

Only the listed Primary and Secondary POCs can make inquiries to AIA CES on behalf of the organization. Any others User inquiries will be redirected back to the listed Primary and Secondary POCs.

Email is our primary source of contact at AIA/CES, so it is important to designate one Primary Point of Contact and one Secondary Point of Contact in your organization who are familiar with our system and involved with administering the courses and reporting the participant credits. Provider Primary or Secondary points of contact should be persons directly involved in the administration of the CES course.

8. What if the point of contact (POC) has changed?
If the point of contact has changed, this information can be updated by accessing the line item to manage provider data on the Provider Program Menu. Providers need to enter their username and password on the Providers Page.

9. What are Provider Workshops, and where are they held?

These valuable workshops are meant for anyone interested in the Provider Program or current Providers wanting to know more about CES basics, best practices and “nonnegotiables”, CES Web site navigation, marketing strategies and instructional systems design (ISD) tips. We also focus in on how to develop learning objectives and effective PowerPoint's so you can design your courses properly in the context of the CES policy. You can link to the listing of Upcoming Events for Providers from the Providers Page.

10. What are the types of AIA/CES Credits (Learning Unit Hours)?

There are three types of AIA/CES provider course learning units:

General LUs (abbreviated as —LU)

Health, Safety, and Welfare (HSW) (abbreviated as —LU/HSW, since they qualify as LU and HSW)

Sustainable Design (SD) (abbreviated as —LU/HSW/SD, since they qualify as LU, HSW and SD)

11. What is a learning objective?

A learning objective is an explicit statement that clearly expresses what the student will learn or be able to do after taking the course. It is an observable and measurable student outcome statement. Learning objectives should be concise and concrete, so they are open to limited interpretation. Learning objectives should begin with, “At the end of this course, participants will be able to...”

a. BEHAVIOR
Describes what participants will be able to do as a consequence of taking a course (for example, calculate).

b. CONDITION
Describes conditions under which the student will perform the behavior (for example, using the sample course residential project...
c. CRITERIA
Describes the criteria you will use to evaluate student performance (for example, the total cost of materials).

12. Is it 4 learning objectives per hour or 4 learning objectives per course?

As stated within the CES Provider Manual, a provider must submit a minimum of 4 learning objectives per course. For example, if a provider offers an all-day workshop, consisting of 4 different courses, the provider must submit at least 16 learning objectives (4 per course.) However, if a provider offers an all-day workshop, and the 8 hours of instruction is only one course, then the provider must submit at least 4 learning objectives. In cases such as the one 8-hour course, AIA/CES encourages providers to submit at least 4 learning objectives, but enough to reflect all important aspects of the course that an attendee will learn.

Note: If your course is being offered for Health, Safety, and Welfare (HSW) or Sustainable Design (SD) credits, then three of the four learning objectives must address these topic areas. 75 percent course content must cover aspects of the credit designation for which you seek.

13. How Will I Be Notified of Changes or Updates?

Providers are sent the CES Provider Connection on a monthly basis. Any new state licensing regulations, AIA CES program changes, best practices or requests for sponsors/exhibitors are listed.

19. What is mandatory continuing education (MCE)?

Mandatory Continuing Education (MCE) is education required by a state to retain licensure. Over 40 states and 10 Canadian Provinces have implemented a MCE license requirement, but these requirements vary from state to state, province to province. For a quick overview of individual state/province MCE requirements, please visit the MCE Chart.

Course Submissions

1. Why is it important I select the proper credit designation if the submission is going to be reviewed anyway?

First and foremost, it shows that you really understand the nature of your course content. Additionally, if the wrong credit designation is selected, it means that the
submission has to be sent back as requiring more information, which makes the path to approval longer.

2. Why are both a description and learning objectives needed in a course submission?

The description is a basic summary of the course content, and the learning objectives are metrics by which the knowledge of the attendees can be measured. Both are needed in order to provide a complete picture of what the course is about.

3. Why is it important that I change the status of a course to Pending Admin Approval when it’s ready to be reviewed?

This is how your course shows up in the review list. If you leave your submission in Draft Submission without switching to Pending Admin Approval, there is no way to know it’s complete, and it will therefore not be reviewed.

5. Once my course is approved, how long does the approval last?

- Course approvals are good for three years before expiring and needing to be renewed. In that time, you can offer the course as many times as you want.

**Provider Audits, Policies and Quality Assurance**

1. What are Provider Audits?

   The mission of the AIA/CES Quality Assurance Audit is to identify and promote honest, efficient, effective and fully accountable providers. The program is designed to help CES Providers accomplish their objectives by bringing a systematic, disciplined approach to evaluate and improve their effectiveness in the areas of administration, delivery, content development and promotion.

   AIA/CES conducts provider audits to ensure that the CES guidelines outlined in the Provider Manual are being followed in the field. All Approved Providers are subject to random audits.

2. How are CES Provider Audits conducted?

   Provider audits can be formal or informal and may be conducted by telephone, online or onsite using participants, AIA/CES staff, or consultants that sit in on a course anonymously. Be proactive about adhering to the guidelines and be sure to comply with the administrative process for submitting courses and attendance. Providers found not
to be in compliance with the guidelines outlined in the Provider Manual will be required
to make immediate changes or risk forfeiting their provider status.

3. When re-registering your courses, do you keep the same course code?

According to the Provider manual, when re-registering a course you must give it a
new course number.

5. Will you accept attendance after 10 days?

Course attendance can be reported after 10 days. However, the Provider reporting
attendance after 10 days will be penalized for non-compliance with AIA/CES policies.

6. Is the certificate template on Discovery the required one to use? Or can we use our
own template that captures all of the required information?

Providers are free to choose the method of distribution for certificates as long as the
certificates are received by participants within 10 days of taking a course. In addition all
certificates of completion must include the information below.

• Name of the Approved Provider

• Course title and course number

• Date(s) of attendance

• Signature of presenter (can be a scanned signature)

• AIA CES logo – This must be included or it may not be accepted by
  some licensing boards

• Number of Learning Unit Hours (LUs) awarded (with HSW or SD
designation, if applicable)

• Point-of-contact address, phone, and e-mail address

7. Where to find the certificate of completion template

A template for a certificate of completion may be found online in the CES Discovery
Homepage under Resources. You may use your company’s own letterhead for the
certificates.
8. For conference events with multiple speakers and panels, do all speakers need to sign a speaker agreement?

Yes. Providers are required to have Speaker agreements on file for ALL speakers.

16. Can we use the AIA Logo to promote our courses? Can we let our suppliers use the AIA logo?

No! You can only use the CES logo that is available for download from the Discovery Resources which is accessible after you sign in on the Providers Page. Also, you are the AIA/CES Provider, not your suppliers. They cannot use either logo. Never allow a “cooperative” organization to use the AIA or CES logo for your registered courses. Our legal counsel will follow through on a cease and desist order and you are likely to have your status as a CES Provider suspended indefinitely.

The use of the AIA logo > eagle on a column is a trademark infringement when used by any organization other than AIA National or an AIA Component. It has been brought to our attention recently a number of situations where a company or organization has used the AIA logo which is an AIA registered trademark. The AIA logo is only authorized for use by AIA National and by AIA Components. As a provider you are only allowed to use the AIA/CES logo.

19. Are Providers responsible for certificates?

AIA/CES Providers are required to provide Certificates of Completion to any course attendees who request them. Providers are required to supply Certificates of Completion to participants upon request within 10 days of course completion. A certificate of completion serves as proof of attendance for participants in an AIA/CES course. The certificate serves as documentation of attendance in order to help satisfy mandatory continuing education requirements for state re-licensure. You can find a template of a Certificate of Completion, and other useful tools by clicking on the Resources section on the CES Discovery Homepage. For more information about AIA/CES policies, please thoroughly review the CES Provider Manual.

20. What information is required on the certificates of completion?

All certificates of completion for AIA/CES courses must contain the following information:
• Name of the Approved Provider

• Course title and course number

• Date(s) of attendance

• Signature of presenter (can be a scanned signature)

• AIA/CES logo – This must be included or it may not be accepted by some licensing boards

• Number of Learning Unit Hours (LUs) awarded (with HSW or SD designation, if applicable)

• Point of contact address, phone, and email address

21. Do Providers have to report credits for members?

Yes, it is the responsibility of the provider to submit credits for members taking their course(s). This is a service to the members.

22. Can we advertise our course as “Credits Pending AIA Approval”?

NO! Providers are prohibited from marketing courses with any language along the lines of “credits pending AIA/CES approval.” Your course has either been approved or disapproved; there is no such thing as credits pending approval. If you offer your course without approval and we review it and determine that it does not qualify for CES credits, the members who attended will not receive credit, even though they took the course.

23. What types of AIA/CES Credits/Learning Units can we offer?

There are three types of AIA/CES provider course learning units:

1) General learning units: All provider courses, unless the provider indicates otherwise, are eligible for general course learning units.

2) Health, Safety, and Welfare (HSW) learning units: In order for a provider to offer Health, Safety, and Welfare (HSW) learning units, a course must meet all of the criteria outlined in the HSW section of the manual and be registered as such.
3) **Sustainable Design (SD) learning units:** In order for a provider to offer Sustainable Design (SD) learning units, a course must first meet all of the criteria outlined in the SD section of the manual and be registered as such.

24. **How often should I reregister a course?**

Providers must update and reregister courses every three years to ensure that the course content is up to date. Courses that are not used or updated every three years will automatically be dropped from the system and be ineligible for AIA/CES credit.

25. **What slides are Mandatory PowerPoint slides for the presentation?**

The AIA/CES Quality Assurance slides are made up of three mandatory PowerPoint slides, which must be inserted and addressed in all AIA/CES courses including distance learning, as well as one optional slide. If a course is not PowerPoint based, the content found on the three mandatory slides must still be addressed verbally or with handouts.

**The Quality Assurance slides include:**

- Course Title Slide (required)
- Copyright Slide (optional)
- Best Practices Slide (required)
- Course Description Slide (required)
- Learning Objectives Slide (required)
- Conclusion Slide (required)

26. **Where can I obtain the quality assurance slides?**

A template with the quality assurance slides can be found by logging into the online CES Discovery Homepage and click on the Resources tab. The template will be under the Quality Assurance heading.

28. **What is AIA COTE Top 10?**

The COTE Top 10 are the AIA Committee On The Environment’s 10 Measures (subject areas) of Sustainable Design and Performance Metrics.
1. **Sustainable Design Intent & Innovation**
   Sustainable design is an inherent aspect of design excellence. Projects should express sustainable design concepts and intentions, and take advantage of innovative programming opportunities.

2. **Regional/Community Design & Connectivity**
   Sustainable design values the unique cultural and natural character of a given region.

3. **Land Use & Site Ecology**
   Sustainable design protects and benefits ecosystems, watersheds, and wildlife habitat in the presence of human development.

4. **Bioclimatic Design**
   Sustainable design conserves resources and maximizes comfort through design adaptations to sitespecific and regional climate conditions. Describe how the building responds to local climate, sun path, prevailing breezes, and seasonal and daily cycles through passive design strategies.

5. **Light & Air**
   Sustainable design creates comfortable interior environments that provide daylight, views, and fresh air.

6. **Water Cycle**
   Sustainable design conserves water and protects and improves water quality.

7. **Energy Flows & Energy Future**
   Sustainable design conserves energy and resources and reduces the carbon footprint while improving building performance and comfort. Sustainable design anticipates future energy sources and needs.

8. **Materials & Construction**
   Sustainable design includes the informed selection of materials and products to reduce productcycle environmental impacts, improve performance, and optimize occupant health and comfort.

9. **Long Life, Loose Fit**
   Sustainable design seeks to enhance and increase ecological, social, and economic values over time.

10. **Collective Wisdom & Feedback Loops**
    Sustainable design strategies and best practices evolve over time through documented performance and shared knowledge of lessons learned.
29. What is the difference between online/live (Instructor led) and on demand (No Instructor) courses?

Online/live courses are courses in which the learner and instructor engage in the learning activity simultaneously regardless of the location. (Examples of online courses include Webinars and live video streaming).

On demand courses are courses in which the learner and the instructor do not interact during the learning activity because there is a separation of time. Examples of on-demand courses include courses which are prerecorded and available 24/7, anytime and anywhere. Also, educational courses formatted as magazine articles, prerecorded tours and podcasts are considered on-demand courses.

30. When can I begin to advertise or market my course?

Providers may not advertise or market a course until it has been registered and approved by AIA/CES. Five days after you register your course you will be able to confirm whether it has been approved. Until you are in receipt of a course approved status, you may not advertise or market your course.

31. How to Advertise a Course after it is registered?

Once you register a course, your course is advertised in our online course directory.

What Course Directories can AIA member and AEC Professionals choose from when searching for my course?

Building Science & Performance; Design and Design services; Legal ; Materials & Methods; Practice; Project Management; Project Types; Sustainable Design and Other

What Course Topics can AIA member and AEC Professionals choose from when searching for my course?

Approximately 100 topics are listed for each of 9 course directories. Please add a keyword for you topic when registering your course with the AIA CES in those instances when your topic is not listed.

32. Since I am an Approved AIA/CES Provider, can I promote my courses as AIA/CES accredited or certified?

Because the AIA is neither a certifying nor accrediting body, Approved Providers and courses are neither accredited nor certified. It is important to understand this
Sustainable Design as Mandatory Continuing Education

1. Why did sustainable design (SD) become a mandatory continuing education requirement for AIA membership?

Sustainability has been a focus of architectural practice for over thirty years, and the AIA has provided resources and tools to assist its members in better serving their clients and communities through environmentally responsible projects. The AIA Board of Directors recognized the need to again help prepare their colleagues and fellow practitioners respond to the latest challenges and opportunities facing the profession. The issue of climate change and the impact of buildings on carbon emissions created a new expectation among clients and the public to look to the expertise of architects for solutions that can help them generate higher performance environments. The AIA is responding to this growing demand for our members to assume greater leadership in addressing the challenges facing our planet.

2. When did this requirement go into effect?

The AIA Board of Directors approved this change, and it began on January 1, 2009. Since then, courses meeting the sustainable design requirements have been eligible for the SD designation.

3. How long will the SD continuing education requirement exist?

The four (4) hour SD annual requirement is slated to expire at the end of calendar year 2012.

4. I currently offer a continuing education course that I believe qualifies for SD, but is not designated as such. Do I need to reregister the program in order to receive the designation?

Yes, register the course as if it were a new course.

5. Can the Same Education Activity Apply to Both HSW and Sustainable Design?
Yes. All sustainable design learning units must also qualify for HSW. Therefore, any qualifying sustainable design educational activity taken will also apply to the HSW requirement.

6. I Have a Course that has Sustainable Design Content but Does Not Qualify for Health Safety and Welfare (HSW) Learning Units. Will it Qualify for Sustainable Design (SD)?

No. To receive the sustainable design designation, courses must also qualify for health, safety, and welfare (HSW).

7. How Can My Courses Qualify for Sustainable Design?

The following content areas will meet the AIA’s Sustainable Design continuing education requirement. Keep in mind that each content area must be supported by appropriate learning objectives that relate the content to a learning activity. The basis for a course’s content qualifying for sustainable design learning units is found in the AIA COTE Top Ten and the Sustainability Discussion Group’s (SDiG), 50 to 50. If you are viewing this online, please click on the bulleted categories below for more detailed information:

**Sustainable Design Intent and Innovation**

**Regional /Community Design and Connectivity**

**Land Use and Site Ecology**

**Bioclimatic Design**

**Light and Air**

**Water Cycle**

**Energy Flows and Energy Futures**

**Materials and Construction**

**Long Life/Loose Fit**

**Collective Wisdom and Feedback Loops**

8. What are the standards for Sustainable Design Course Qualification?

Each course must meet the requirement of having at least 75 percent of the content
and instructional time designed to cover sustainable design content areas. You will be asked to certify that on the Course Registration when submitting the course for approval. Some topics such as environmental education and staff training will normally not qualify for HSW. If your course is in these or related areas, it must clearly articulate the content, educational basis and rationale for requesting sustainable design course designation. For more information about AIA/CES policies, please review the CES Provider Manual.

9. How much of the Course Content Must be in Sustainable Design Content Areas?

Each course must meet the requirement of having at least 75 percent of the content and instructional time designed to cover sustainable design content areas. This will require that three out of the four required learning objectives address sustainable design content.

10. My Course’s Content Covers Most of the COTE Top Ten Areas. Why Can’t I Check All Those Areas?

Good continuing education instructional design should focus on translating participant learning objectives into useable content. The AIA requires four (4) learning objectives for a course. Content emphasized by these learning objectives should be derived from the primary content areas, not those that may be covered only incidentally to the primary purpose of the course.

For your reference, The Committee on the Environment works to advance, disseminate, and advocate to the profession, the building industry, the academy, and the public design practices that integrate built and natural systems and enhance both the design quality and environmental performance of the built environment.

11. Where Can I Find More Detailed Information on what Qualifies as Sustainable Design Content?

The Guidelines for Sustainable Design Program Designation identifies content areas that qualify for the sustainable design course designation. More detailed information on most of the qualifying content areas can be found in the Sustainability Discussion Group(SDiG), 50to50.
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Top Ten AIA CES Policies & Procedures
Top Ten AIA CES Provider Policies

1. Providers shall delegate a primary point of contact (POC) and a secondary (POC). Points of Contacts are responsible for editing provider profiles; updating accounts; and registering and advertising courses. POCs will have access to the provider manual, certificate template, tools and resources. The Points of Contact signs a Quality Assurance Statement annually and is responsible for processing the annual invoice for the Provider. Providers shall keep the points of contact (POCs) current.

2. Providers (Points of Contact Primary and Secondary) shall register courses online and secure approval for those courses. Courses must be submitted online at least five (5) business days prior to advertising a course. Providers shall update and reregister courses every (3) years. Providers shall not advertise their course as “pending approval” either in print, or by any other means. Once approved providers may advertise their course to include dates; location; types of credit; number of credits; course number; course title; learning objectives; course description; course presenter and provider number. Providers are prohibited from referring to AIA CES programs as “accredited or certified.”

3. Providers (Points of Contact, Primary and Secondary) shall record and report AIA member credits within ten (10) business days of course completion using the AIA CES Discovery system to electronically report credits.

4. Providers shall keep active files and records of all approved courses and participant attendance for a minimum of six (6) years from the date of course registration. State licensing boards and the AIA conduct audits and may require documentation within a six (6) year period.

5. Providers shall ensure that Presenters sign the Speaker Agreement** when presenting for the first time, when the content of the presentation changes or when a presentation has been re-registered. Providers shall maintain copies of each signed form and provide copies to AIA CES if requested. **formerly called Presenter Quality Commitment Statement
6. Providers shall ensure that courses meet the minimum requirement of at least one (1) hour with no less than four learning objectives. If a presentation offers HSW or SD, then three of the four learning objectives must address these topical areas. Educational content is to be free of endorsements, bias, marketing or sales orientation. Courses must include all the required identifying information. Presentations may include the Quality Assurance slides; however if such slides are not included, providers may use an informational handout to include the QA Statement; the course description; learning objectives; the copyright statement; including instructions to complete a course evaluation. Courses must follow the same format and content that was approved by AIA CES, amendments to course content are not permitted.

7. Providers registered as Basic; Regional; Passport; Professional; Platform; or Architecture Firm (Internal/External)(collectively, “Provider or Providers”) shall follow their respective provider category terms and conditions. The company or organization Providers register shall be the sole provider of record for that specific registration (“Provider of Record”), and no other non-provider, subsidiary, or related or other third-party entity (“Non-Provider” or “Non-Providers”) shall be substituted as the Provider of Record. Providers shall not permit or allow Non-Providers to use their Provider accounts to access the CES Discovery System for any reason, including, but not limited to registering courses or credits. Non-Providers are not authorized to use the AIA CES logo, or any other AIA trademark (unless by separate agreement), or promote themselves as Providers just by association with a registered AIA CES, nor is any provider permitted to allow such Non-Provider use. Providers agree to report any such unauthorized Non-Provider use of Provider account or AIA CES logos immediately in writing to AIA CES Discovery. Providers understand and agree that violation of these provisions can result in suspension or termination of their provider status.

8. Providers shall use the AIA CES logo on their website and in advertising their course offerings. The AIA CES logo may not be altered in any form. The use of the AIA CES logo is permitted effective from the date an entity is approved as an AIA CES provider. The use of the AIA CES logo is not transferable. The AIA CES logo remains the property of AIA CES at all times. Providers who voluntary withdraw or fail to
renew their provider status, or who violate AIA CES policies shall cease immediately from using the AIA CES logo. The AIA CES logo shall not be used in any manner for courses or programs that are not AIA CES approved. Permission to use the AIA CES logo, or any AIA CES indicia, may be terminated at any time by AIA CES for any breach of AIA CES policies, procedures or terms.

9. Providers shall make available either online or in print a course evaluation for AIA members to complete at the end of each educational activity. As with other records, course evaluations need to be maintained for a period of six (6) years.

10. Providers shall make available course certificates of completion upon request within ten business days of course completion. Course certificates must include all pertinent information to include: Provider Name; Participant Name; Program Title; Program Number; Program End Date; Program Location; Number of Learning Units; Presenter Name, Title and Email; Provider Address and Point of Contact’s phone number.

PROVIDERS UNDERSTAND AND AGREE THAT VIOLATION OF THESE PROVISIONS CAN RESULT IN THE SUSPENSION OR TERMINATION OF THEIR PROVIDER STATUS.

Ethics

1. Providers shall provide all services competently. Providers shall not discriminate in the delivery of continuing educational activities or the conduct of research and scholarly courses on the basis of race or ethnicity, gender, age, religion, national origin, sexual orientation or disability.

2. Providers shall not misrepresent the credentials of presenters, assistants or personnel and shall inform those that are involved in the educational activities of the name and professional credentials of persons providing services
3. Providers shall not misrepresent information regarding products and may not offer specific product demonstrations during the educational portion of the activity.

4. Providers shall not make statements advertising, announcing, or marketing professional services or product promotion during the educational activity.

5. Providers shall reference the source when using other persons' ideas, research, courses, or products in written, oral, or any media presentation or summary.

6. Providers shall adhere to prevailing professional standards when referencing other professional entities, research results and products.

7. Providers shall not demean any other provider and/or manufacturer by advertising, announcing or marketing in any manner.

8. Providers shall not engage in dishonesty, fraud, deceit or misrepresentation or any form of conduct that adversely reflects on the AIA CES provider system or on the profession of other manufacturers or AIA CES providers.

9. Providers shall ensure that information collected from AIA members shall be secure from unauthorized use.
AIA/ CES Provider Checklist

☐ Provider delegates a Primary Point of Contact and a Secondary Point of Contact. The POCs are current. The POCs signed a QA statement. POC submits Provider’s annual invoice.

☐ Primary or Secondary Point of Contact register courses online at least 5 days prior to offering and advertising.

☐ Primary or Secondary Point of Contact is responsible for collecting and submitting AIA member credits via the CES Discovery System within 10 ten days of completion of an activity.

☐ Provider maintains active files and records including participant attendance for a minimum of six (6) years.

☐ Provider’s Primary or Secondary Point of Contact ensures that Presenters sign the Speaker Agreement and that the agreement is kept as part of the records.

☐ Providers ensure that courses meet a minimum of at least one hour with four 4 learning objectives.

☐ Providers observe the rules of their provider category and the conditions under which they became providers.

☐ Providers use the AIA CES logo on their website and in advertising their courses.

☐ Providers ensure that Presenters within their organization/network distribute course evaluations either in print or online for program attendees.

☐ Providers ensure that Presenters provide certificates of course completion, once requested.
AIA CES Frequently Used Terms
**AIA 50>50**: A list of 50 strategies that the AIA adopted toward a 50% reduction in carbon emissions.

**AIA CES**: The AIA Continuing Education System is a thriving, multifaceted, life-long professional development program and the largest source of education specifically targeted to the design and building industry.

**AIA**: The American Institute of Architects

**Approved Providers**: Organizations that have been approved by AIA CES to provide continuing Education in accordance with the guidelines outlined in this manual.

**Conference Attendance Form**: used to report attendance at sessions registered at a conference or convention event.

**COTE**: Committee On The Environments

**Course Attendance**: used to report AIA member attendance and credit information and is solely for the use of AIA CES Approved Providers.

**Course Description**: A course description states exactly what will be covered in the course and how learning will be assessed. It also tells the participant what is expected of them and how they will benefit from the instruction.

**Course Registration**: a form that providers are required to complete for each course they intend to offer for AIA CES learning units. This form is also used to register multisession events, such as conferences and conventions.

**Course Evaluation/Evaluation**: involves assessing the strengths and weaknesses of courses and presenters to improve their effectiveness.

**Course**: education imparted in a series of lessons or meetings.

**HSW**: Health, Safety & Welfare in architecture is anything that relates to the structural integrity or soundness of a building or building site. Courses must intend to protect the general public.

**Learning Objective**: A learning objective is an explicit statement that clearly expresses what the student will learn or be able to do after taking the course.

**LEED**: Leadership in Energy & Environmental Design (LEED) developed by USGBC, is an internationally recognized green building certification system, providing third-party
verification that a building or community was designed and built using strategies intended to improve performance in metrics such as energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

**LU's**: Learning Units or credits given for completed coursework

**Member**: one of the persons or individuals who have joined AIA

**On-demand**: (formerly asynchronous) courses that are available 24/7—anytime, anywhere—such as virtual courses, magazine articles, prerecorded tours and podcasts

**On-Line**: (formerly synchronous) courses in which the learner and instructor engage in the learning activity simultaneously regardless of location—such as webinars and live video streaming.

**Provider Assessment**: also called assessments, are compliance-based spot checks that evaluate whether Providers are abiding by the AIA CES course and administrative guidelines outlined in the AIA CES Provider manual.

**Provider POC**: Provider Point of Contact is responsible for carrying out the AIA CES course administrative responsibilities within your organization.

**SD**: Sustainable Design is achieved through an integrated design and delivery process that enhances the natural and built environment by using energy sensibly with a goal toward carbon neutrality; improves air and water quality; protects and preserves water and other resources; and creates environments, communities, and buildings that are livable, comfortable, productive, diverse, safe, and beautiful.

**Session**: one scheduled meeting of a course. (Example: Basket Weaving Course’s third meeting would be Session 3)

**Speaker/presenter**: an individual who speaks, presents, moderates or delivers the AIA CES approved educational course material. The speaker acts as an orator and speaks formally before the attendees in the AIA CES course. This individual should be deemed an expert on the subject matter and not serve as a salesperson to promote products, goods or services. Also, speakers should never pay a Provider for rights to speak or present an AIA CES course. According to AIA CES Approved Provider policy, all speakers delivering AIA CES approved courses are required to sign a Speaker Agreement. The agreement outlines the AIA CES standards and expectations of the speaker.