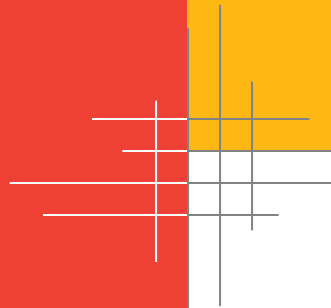


CES Survival Guide



AIA
Continuing
Education
System





This AIA Continuing Education System (AIA/CES) Survival Guide is designed to help AIA members understand continuing education requirements for AIA membership and for licensure in states requiring continuing education. It is not intended to explain the whole program but to present a current overview. The guide provides answers to frequently asked questions and tips to help members get the most out of the AIA/CES program. Also offered are alerts regarding some common errors that impede the reporting process and leads on Web resources for continuing education programs.

Frequently Asked Questions

Program Basics



What is AIA/CES?

It is a continuing education system developed by the AIA to emphasize learning and record participation in professional learning activities to fulfill a requirement for AIA membership. AIA/CES enables architects to keep current, master new knowledge and skills, plan for the future, and responsibly meet the role society entrusts to a professional. In this role, the program has the potential to be a primary force in the improvement and revitalization of our profession.

What is my annual requirement?

All active AIA members must successfully complete 18 learning unit (LU) hours each year, with at least eight of the 18 LU hours relating to health, safety, and welfare (HSW).

- A member who fails to meet the annual requirement will be given a one-year grace period. Any credit earned in the following year will apply toward the deficit. During the first nine months of the grace period, members are able to report retroactively any activities that were completed in the previous year.
- A member who exceeds the annual requirement may carry up to 18 LU hours (including eight hours of HSW) over to the next year. Carryover credit can be used for one year only; it is not cumulative. Only the number of credits needed to fulfill the annual requirement for the following year may be carried over. Extra credit may not be carried past the one-year limit.

NOTE: Most state licensing boards do not allow carryover and deficit credits. States have strict continuing education timeframes, and credits must be earned within them.

What is a learning unit hour (LU hour)?

The AIA records continuing education credit in learning unit hours (LU hours). A one-LU hour activity is equal to one contact hour. An LU hour is not a continuing education unit (CEU). One-tenth of a CEU (.1) is equal to one contact hour, which is equal to one LU hour. In other words, one CEU is equal to 10 contact hours or 10 LU hours.

How does AIA/CES work?

Members can earn LU hours by attending programs offered by AIA/CES registered providers or through self-reporting independent activities.

AIA/CES Registered Provider Programs

Programs offered by AIA/CES providers are filed with AIA/CES Records in Oklahoma. Within 14 days of a program's conclusion, AIA/CES providers verify and report the program attendees to AIA/CES Records.

Self-Reported Activities

Members must indicate whether the activity they are reporting is self-designed or a structured self-reported program:

SELF-DESIGNED ACTIVITY. This type of learning activity is organized by the member specifically to meet his or her individual needs. A self-designed activity frequently involves more than one type of medium or method, such as research, reading, interviewing subject experts, listening to audiotapes, and/or viewing videos. To determine what qualifies for self-reporting, ask yourself the following questions: (1) Is this a planned learning activity? (2) Is this activity intended to be educational or operational? (3) Are you acquiring new knowledge or are you sharing your knowledge with others? (4) How will you apply this new knowledge to your practice? *This method is not acceptable for health, safety, and welfare (HSW) credit.* Some state licensing boards will not accept this type of reporting for mandatory continuing education (MCE) requirements. (Recommended minimum of three hours)

STRUCTURED SELF-REPORTED PROGRAM. This is a structured activity offered by an organized, third-party, non-CES provider. Documentation of attendance/participation will usually be required as a supplement when reporting this activity to meet a state licensure requirement. For members who self-report a structured activity, the AIA is not able to assist in acquiring any support documentation that may be required by a state licensing board MCE audit.

To be eligible for credit, self-reported activities must be planned educational activities that provide you with new knowledge that can be applied toward the practice of architecture. Members should complete the AIA/CES Self-Report Form and submit it to AIA/CES Records at the University of Oklahoma (see address on page 22). Be sure to specify which type of learning activity you are reporting so the data can be entered accurately into your transcript. Members calculate LU hours for self-reported activities by reporting the number of hours spent in architecture-related learning. Think in terms of billable hours applied to learning.

Health, Safety, and Welfare



How does “health, safety, and welfare” (HSW) tie into CES?

The AIA requires members to earn eight of the basic LU hour requirements in the area of HSW. The percentage of HSW content in any HSW-related activity must be a minimum of 75 percent to qualify a program or educational event for HSW credit. This accomplishes three goals:

- To ensure that HSW-related programs have a real relevance to our members
- To eliminate any question of whether the content of a program was actually HSW related
- To protect AIA members with state mandatory continuing education (MCE) requirements

Can I self-report HSW hours?

Yes—but with restrictions. You may self-report any structured activity that is HSW related and receive HSW credit for it. In other words, the activity must be developed and presented to you by a third party. You *cannot* receive HSW credit for any *self-designed* activity. For example, even though code research is HSW in nature, if it is a self-designed activity, the AIA does not allow HSW credit for it. This policy was adopted to ensure quality control guidelines are enforced and to comply with state licensing board requirements.

Am I supposed to add my LU hours and HSW hours together to meet the requirements?

No. The HSW column on your transcript simply shows how many of your total LU hours are HSW related. The annual requirement is 18 LU hours, of which eight must be HSW related. Thus, if you earn eight hours of credit from an HSW-related activity, you will need only 10 more hours (of either HSW-related or non-HSW-related activity) to meet your requirement. Eight hours is the minimum requirement for HSW credit but that number may be exceeded.

What is the relation between HSW and state mandatory continuing education (MCE) requirements?

Both the AIA and state licensing boards base their programs on the contact hour. A majority of states require eight contact hours of HSW for their MCE requirements. (Exceptions are Kansas, which has no HSW requirement, and Louisiana, Minnesota, North Carolina, Oklahoma, and Vermont, which require 12 HSW contact hours.) The AIA/CES program requires eight contact hours of HSW from a structured provider. Some states allow some forms of self-reporting. Due to the quality assurance issues posed by the states, the AIA does not accept *self-designed* activities for HSW credit.

CAUTION: For members who self-report *structured* activities for HSW credit, it is important that you clearly report all HSW programs and activities separately, ensuring that they are clearly identified. Failure to do so could result in the loss of your license because of noncompliance with state MCE requirements.

What subject areas qualify for HSW credit?

The following is a compilation of HSW subject areas as defined by the various state licensing boards with HSW requirements. (An individual state may not accept all subject areas. Be sure to check your state licensing board's HSW definition and requirements.)

HSW SUBJECT AREAS

Accessibility

Acoustics

Building design

Code of ethics

Construction administration

Construction contract laws, legal aspects

Construction documents, services

Construction functions, materials, methods, and systems

Energy efficiency

Environmental: asbestos, lead-based paint, toxic emissions

Environmental analysis and issues of building materials and systems

Fire: building fire codes—flame spread, smoke contribution, explosives

Fire safety systems: detection and alarm standards

Insurance to protect the owners of property and injured parties

Interior design

Laws and regulations governing the practice of architecture

Life safety codes

Materials and systems: roofing/waterproofing, wall systems

Material use, function, and features

Mechanical, plumbing, electrical: system concepts, materials, and methods

Natural hazards (earthquake, hurricane, flood) related to building design

Preservation, renovation, restoration, and adaptive reuse

Security of buildings, design

Site and soils analysis

Site design

Specification writing

Structural issues

Surveying methods, techniques

Sustainable design

HSW: Further Details about Qualifying Subjects

The AIA definition for health, safety, and welfare (HSW) is based on the Architect Registration Examination (ARE). The accompanying excerpt from the *Architectural Design Portable Handbook*,* by Andy Pressman, AIA, provides more detailed information about subject matter that can be used to earn HSW credit.

* Reprinted with permission from Stephen Schreiber, AIA, "The Architect Registration Examination" in Andy Pressman, AIA, NCARB, *Architectural Design Portable Handbook: A Guide to Excellent Practices* (McGraw-Hill, 2001), pp. 515–20.



The Architect Registration Examination

by Stephen Schreiber, AIA

The Architect Registration Examination is designed to determine whether applicants for architectural licensure possess sufficient knowledge, skills, and abilities to provide professional services while protecting the health, safety, and welfare of the general public. Each of the nine divisions of the ARE is designed to test for minimum competency in a specific area important to the protection of the public.

The ARE consists of six multiple-choice divisions (Predesign, General Structures, Lateral Forces, Mechanical/Electrical Systems, Materials and Methods, and Construction Documents and Services) and three graphic divisions (Site Planning, Building Planning, and Building Technology).

The **PREDESIGN** division focuses on environmental analysis, architectural programming, and architectural practice, including:

- Evaluation of existing structures
- Impact of sociological influences on site selection and land use
- Effect of physiographic and climatic conditions on land use
- Ability to develop construction cost estimates and budgets
- Development of design objectives and constraints for a project
- Effect of human behavior, history, and theory on the built environment

- Interpretation of land surveys and legal restrictions
- Principles of practice, including office management
- Consultant coordination.

The **GENERAL STRUCTURES** division covers structural systems and long-span design, including:

- Basic structural analysis and design
- Selection of appropriate structural components and systems
- Calculation of loads on buildings
- Incorporation of building code requirements
- Identification and selection of various structural connections
- Analysis of soils reports.
- The Lateral Forces division concentrates on effects of lateral forces on the design of buildings, including:
 - General concepts of lateral loads
 - Identification and calculation of wind loads and seismic loads
 - Incorporation of code requirements

Requirements for nonstructured building components related to lateral forces.

The **MECHANICAL/ELECTRICAL SYSTEMS** division addresses mechanical, plumbing, electrical, and acoustical systems (and their incorporation into building design), including:

- Incorporation of code requirements
- Evaluation, selection, design, and incorporation of appropriate plumbing, HVAC, electrical, and sound control systems
- Determination of heating and cooling loads

- Selection of building envelope elements
- Evaluation of costs of mechanical and electrical systems.

The **MATERIALS AND METHODS** division addresses the evaluation and selection of materials and methods of installation and the development of building details, including:

- Evaluation of site conditions
- Incorporation of environmental and cultural issues
- Identification and ability to detail concrete, masonry, wood, structural metal, and miscellaneous metal construction
- Analysis, selection, and ability to detail moisture and thermal protection systems, door and window systems, finish materials, specialties, and conveying systems
- Evaluation of costs of systems
- Incorporation of code requirements.

The **CONSTRUCTION DOCUMENTS AND SERVICES** division covers the conduct of architectural practice, including:

- Preparation and review of working drawings and specifications
- Coordination of contract documents
- Preparation of bidding instruments
- Evaluation of substitutions and preparation of cost estimates
- Interpretation of general conditions
- Review of standard agreements
- Observation of the progress of work and material testing
- Preparation and review of documents for change orders, progress payments, and project closeout.

The **SITE PLANNING** division focuses on the relationship between site use and environment; the consideration of topography, vegetation, climate geography, and law on site development; and the synthesis of programmatic and environmental requirements. Six vignettes test the candidate's understanding of specific areas:

SITE DESIGN—general site planning principles

SITE ZONING—cross-sectional building area limitations imposed by zoning and other setback requirements

SITE PARKING—requirements and limitations that influence the design of parking areas and driveways

SITE ANALYSIS—requirements and limitations that influence subdivisions of land and delineation of building limit areas

SITE SECTION—influence of site design requirements on sections

SITE GRADING—understanding of requirements affecting topographic changes.

The **BUILDING PLANNING** division covers the synthesis of programmatic and environmental issues into coherent designs through the process of schematic design. Three vignettes test the candidate's understanding of specific areas:

BLOCK DIAGRAM—development of a diagrammatic floor plan from a bubble diagram

INTERIOR LAYOUT—principles of design and accessibility that govern interior space planning

SCHEMATIC DESIGN—understanding of the planning process involved in schematic design.

The **BUILDING TECHNOLOGY** division also concentrates on the synthesis of programmatic and environmental issues into coherent designs at the design development level. Six vignettes test candidate's understanding of specific areas:

BUILDING SECTION—impact of structural, mechanical, and lighting components on the vertical form of buildings

STRUCTURAL LAYOUT—basic structural framing concepts through development of a framing plan for a simple building

ACCESSIBILITY/RAMP—accessibility requirements related to ramp and stair design

MECHANICAL/ELECTRICAL PLAN—integration of mechanical, lighting, and ceiling systems with structural and other building components

STAIR DESIGN—the three-dimensional nature of stair design and code issues

ROOF PLAN—basic concepts related to roof design through the development of a roof plan for a small structure.

Mandatory Continuing Education (MCE)



What is mandatory continuing education (MCE)?

MCE is education required by a state to retain licensure. Twenty-two states have implemented a mandatory continuing education state license requirement but the requirements vary from state to state. Alabama, for example, requires 12 hours per year, while Florida requires 20 hours every two years. Except for Kansas, the states with MCE requirements also require that 8–12 of these hours be in the area described as health, safety, and welfare (HSW).

Each state has the legal right to establish its own guidelines and requirements. However, most states' requirements are similar, whether they require architects to meet them annually or biannually. If you, like the average AIA member, have four or more state licenses, you must meet the continuing education requirements for all the states in which you intend to practice.

To date, most states that require MCE indicate they will accept AIA/CES transcripts as documentation for completion of valid continuing education credit. For AIA members, this means that our single record-keeping system is the documentation needed for reporting your state MCE requirements. We do, however, strongly suggest that you keep backup documentation of your activities as support, especially if the credit is a self-reported activity. The AIA or your state licensing board may require you to show backup documentation.



Noncompliance, Audits, Exemptions and Reinstatements

What is the AIA/CES Noncompliance Policy?

Members are considered in noncompliance with the AIA/CES requirement if they have not completed and reported their annual 18 LU hours (eight HSW). Members in noncompliance can report missing continuing education credits for nine months into the next calendar year. During this period, members are considered “at risk” of membership termination for noncompliance with CES. An “at-risk” notice is mailed to these members each April. If their CES transcript records still indicate they have not completed CES requirements after September 30, they are then considered lapsed for noncompliance and their membership is terminated. The AIA sends these members a letter notifying them of membership termination. FAIA members in noncompliance will be notified by registered mail.

How do I reinstate my membership if I lapse due to noncompliance?

The AIA/CES Reinstatement Policy allows members who have been lapsed for noncompliance to reinstate at any time. Those applying to be reinstated must report nine previously unreported LU hours in addition to their annual 18 LU hour (eight HSW) requirement. The nine LU hours above the usual yearly number must have been completed within one year of the date of applying for reinstatement.

What qualifies for an exemption from the CES requirement?

Exemptions may be granted for three reasons:

- Severe medical difficulties for at least the last three months of the probation year
- An unexpected/nonpermanent overseas assignment for more than six months or the last three months of the membership year
- *Severe* financial hardship

The above exceptions and other unusual circumstances must be reviewed by the member's component and its findings submitted to the CES Audit/Review Committee. Documentation is required.

How will quality be maintained?

Quality control begins when CES providers and AIA members file their records with our CES Records Office at the University of Oklahoma. If the forms submitted are incomplete or inaccurate, they are returned to the submitter with instructions for correcting the error. On another level, program quality is monitored through audit/review reports filed by members, subject matter experts, and providers. The main object of an audit/review is to determine how well program content meets learning objectives.

AIA/CES transcripts constitute a six-year history file of each member's continuing education credits. We recommend you keep program materials and documentation for six years as well. You will find these materials useful if your CES records are audited by the AIA or a state licensing board.

What is a CES audit/review and what do examiners look at?

Member activities are randomly selected for review throughout the year to ensure compliance. Audits are usually conducted by AIA/CES staff and/or CES Audit/Review Committee members. Program content issues are reviewed by members of the CES Audit/Review Committee and subject matter experts. Almost any activity will be audited that reports unusually large amounts of LU hours. Self-reported activities draw special attention from examiners as well. Particularly scrutinized are self-reported activities that could be interpreted as part of your daily job rather than as an activity from which you acquire new knowledge.

Occasionally, someone will report several activities, such as a research project and attendance at a program, on one form. A separate form should be submitted for each activity.

When reporting committee or board activities, you should describe the research you did in preparation for the activity and the new knowledge you gained as it relates to your actual practice. Participation on a committee or board is an excellent and valued community service but the conducted business activity of a board, committee, or professional group does not qualify for credit. Sharing your architectural expertise as part of a group does not qualify for credit either.

Self-designed activities must demonstrate they were planned as educational activities and are not activities in which learning is merely a by-product. We suggest you keep copies of your reported materials for six years. These materials will be useful to you if the AIA or a state licensing board audits your CES records.



General Information

I am a new AIA member. Am I required to earn LU hours?

New, first-time members of the AIA are not required to complete the annual 18 LU hours (eight HSW) the year they join, although records are kept for those who submit their activities. Any credit received in the first year will not apply toward the following year's requirement unless you exceed the 18 LU hour (eight HSW) requirement.

I am a former AIA member and want to renew. What are my requirements?

Former AIA members who were in good standing when they were last active and are reapplying will be required to complete a total of 18 LU hours (eight HSW) the year in which they reapply. Those who are reapplying following a lapsed membership due to insufficient CES credit will be required to complete nine LU hours within 12 months prior to renewal and to complete the annual total of 18 LU hours (eight HSW) for the year in which they reapply, for a total of 27 LU hours (eight HSW). See discussion of the AIA/CES Reinstatement Policy in the question about reinstatement of lapsed members for details.

Are associate, allied, IDP, and emeritus members required to earn LU hours?

Associate, allied, and emeritus members are exempt from the membership requirement but are encouraged to participate for their own personal benefit and that of the profession. Records are kept for all members who

report their activities. IDP interns and nonmembers may use the AIA record-keeping services. Non-AIA members may have a CES transcript maintained for them by the AIA for a \$125 annual fee. Call 202-626-7478 for an application.

What about IDP credit for supplemental education?

Supplementary education is a way for interns to earn IDP training units outside of normal work in a firm or other recognized training setting. You can earn IDP training units by attending or completing AIA-approved continuing education programs and resources, such as the AIA national convention, education programs conducted by your local AIA or CSI component, or education available through the internet. For more information, please visit NCARB at www.ncarb.org.

As a fellow of the Institute, am I required to earn LU hours?

FAIA members are required to complete the 18 LU hours (eight HSW) of continuing education each year. If you are interested in applying for FAIA status, remember you must have been an active AIA member in good standing for 10 consecutive years prior to your nomination. This includes meeting the annual CES requirements. Those who nominate someone for fellowship must also be in good CES standing.

I live and work outside the United States. Am I required to complete CES credits?

Yes. The same requirements are in effect. We realize many traditional programming opportunities may be limited for you; however, many unique “new knowledge” opportunities are available overseas, such as learning about the host country’s historic architecture. As in many rural areas in the United States, self-reporting activities are a practical means of acquiring credits. AIA eClassroom Internet courses and other distance education products and programs designed for architects are available to anyone with Internet access. *Architectural Record* features special articles each month that offer one LU hour; most of these articles are HSW related (limit eight per year). As well, learning about a country’s building codes, language, and customs will help you develop your profession in the country where you are practicing, therefore, you may self-report this new knowledge.

The AIA has components in London, continental Europe, Japan, and Hong Kong, and additional AIA/CES education providers are in Canada, Italy, Malaysia, Portugal, Saudi Arabia, Singapore, and Spain. Check our Web site for the most up-to-date list. The AIA has also established reciprocal educational agreements with AIBC, RAIA, RAIC, RIBA, SIA, and JIA. AIA members can attend and report any overseas professional association education activities.

What type of distance education programs can count for CES credits?

Distance education is defined as a method of instruction in which there is a separation of place and/or time between the instructor and learner, between fellow learners, and/or between learners and the learning resources. These programs may use one or more delivery methods. Examples of distance education program delivery (alone or in combination) include

AIA eClassroom on the Internet

Audiotape/audioconferencing

Cable television

CD-ROM/software

Computer-based training

Correspondence (written) courses

E-mail

Fax transmissions

Publications/articles

Structured self-study

Satellite broadcasting

Teleconference/audioconference

Videotapes

NCARB monographs.

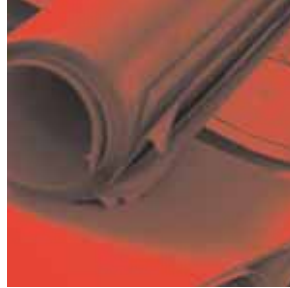
How are transcript records kept and how may they be accessed?

Individual transcript records are updated daily on *www.aia.org*. Anyone with an active AIA membership number can access a transcript online. To access your individual transcript, go to *www.aia.org/conted*. Enter your member number in the space provided and click the “Get Transcript” button. You may then print an unofficial copy of your CES transcript.

Official CES transcripts are available upon request. A hard copy of the transcript can be faxed or mailed to a member for a fee of \$10 per copy. You may make your request in writing, by phone, or by fax to:

The University of Oklahoma
Continuing Education, AIA/CES, Room B-1
1700 Asp Avenue
Norman, OK 73072
Information line: 800-605-8229
Fax: 405-325-6965

Tips



Always check your transcripts.

This is the only way to make sure your records are up-to-date. Don't assume that because you went to a program or sent in a self-reporting form that the record will be on your transcript. Sometimes a program provider may transpose a number, or a fax may not transmit properly. In the case of online transmissions, the occasional computer glitch or system crash may cause information to be lost. *The only way to ensure you get all the credit you've earned is to check your transcript after an activity.* It only takes a few minutes to do this, and it's the best way to make sure you receive all the credit you've earned.

Keep your documentation.

Always keep documentation of programs you've attended and forms you've submitted. (Don't forget your online forms. Print them out.) This habit will save you a lot of work if information is missing from your transcript. In addition to your AIA/CES requirement, many of you have state licensing requirements. Keeping your documentation ensures you will be prepared if additional information is requested from your state licensing board. We recommend you keep your documentation for a minimum of three years. For some state licensing boards, you need to keep documentation for six years.

Send your forms to AIA/CES Records.

To receive your LU hours as quickly and accurately as possible, please send your continuing education documentation (AIA/CES Self-Report Form) to the AIA/CES Records office at the University of Oklahoma in Norman, Okla. The address and phone and fax numbers are on the bottom of the form.

Make sure you have current self-report forms.

Do not use outdated forms. Self-report forms dating from before 2000 are obsolete. These forms do not have the proper format or address for the current system. The program has changed significantly in the last few years, and the old forms do not include certain information significant to the AIA/CES requirement. By using an outdated form, you cheat yourself of the credit you need to meet your requirement. You can get the most current form by contacting the AIA national component or your local component. This form is also available online at www.aia.org/conted/contedforms.asp.

Contact the program provider if your record is inaccurate.

If you attended a program by an AIA/CES provider and the program does not appear on your transcript after an extended period of time (one month after the program), contact the program provider. Program information is sent from the provider directly to AIA/CES Records. If the provider has sent the information, contact AIA/CES Records. The AIA national component can assist you if you are having problems with an AIA/CES provider but cannot report a program that a provider has not filed.

What does “at risk” mean?

The term “at risk” refers to AIA members who have not met the AIA continuing education requirement. If a member’s transcript indicates the credit requirement has not been met, the member is “at risk” and must provide evidence to support his or her claim to have earned the credits (see What is a CES Audit/Review? on page 17. At-risk letters are sent in April, and phone calls begin in June.

Ways to Achieve Your Annual LUs

- Learn how to computerize your operations. Take a computer course. Learn about the latest CAD software. Record it.*
- Attend an AIA or CSI chapter or regional educational program. Contact your local component for a schedule.
- Read *Architectural Record* articles offered for credit (limit eight per year), and by the end of the year you will have at least eight LU hours. Most qualify for HSW credit, so eight articles will meet your annual HSW requirement.
- Attend “brown-bag” or “lunch-and-learn” activities at your office (e.g., an educational presentation on roofing materials).
- Record the program you teach if it is not a full-time job, or the time you spend researching new knowledge (e.g., codes, designs, structures) to prepare for a presentation.*
- Plan a tour of a city. Identify in advance what you want to learn and then report your architectural learning opportunities (e.g., a tour and description of the historic preservation of plantation houses while visiting Charleston, S.C.).*
- Research the latest codes or specifications for a new project. What new knowledge do you hope to gain that you can apply toward your profession? Record time spent researching this new knowledge for a committee or community group.*
- Attend a knowledge community conference. The knowledge communities sponsor more than 40 continuing education programs a year, all over the country. Call AIA Information Central, 800-242-3837, or check the AIA Web site, www.aia.org/.
- Take advantage of AIA eClassroom. Did you miss the AIA national convention? You can take a course over the Internet at your convenience, 24 hours a day. Check out www.aia.org/conted or go directly to <http://eclassroom.aia.org>.

- Attend AIA national, state, or regional conventions. The 2006 AIA National Convention and Expo will be held June 8–10, in Los Angeles.
- Complete an NCARB monograph and test. Contact NCARB, 202-783-6500, or check the Web, www.ncarb.org/continuinged/pdp.html.
- Refer to www.aia.org/conted for AIA Continuing Education System (AIA/CES) programs, eClassroom programs, and reporting forms. Listed are conferences, seminars, workshops, and ongoing programs you can attend or bring into your office. New programs are added every day.

* Activities you should record on an AIA/CES Self-Report Form (now available to complete and automatically file via www.aia.org).



Web Resources

AIA WEB SITE

www.aia.org/conted

The AIA Web site, www.aia.org, is one of the best sources for AIA/CES information and programs. The information listed below is an example of what can be found there. Visit often, as the information is updated frequently, a great benefit since printed materials are published but once a year. *All the links and information below can be found in the Continuing Education section of www.aia.org.*

CES TRANSCRIPTS: AIA members can review their up-to-date transcripts at any time.

MANDATORY CONTINUING EDUCATION (MCE) REQUIREMENTS: Find current information about state MCE requirements and regular updates about continuing education issues. Click on the map for an updated status report of the states. Hot links are provided to home pages for states whose licensing boards require MCE.

CES QUESTIONS: A quick resource for the most up-to-date answers to frequently asked questions.

CES FORMS: Location of AIA/CES self-reporting forms for members.

CES PROGRAMS

www.aia.org/conted, [CES Programs](#)

Do you want to know what CES programs are coming up next month or next year? Are you looking for programs in a specific geographic location? Are you looking for a program on a specific topic? A database available through the AIA Web site provides a quick, easy way to find educational

activities offered by AIA/CES providers. Hundreds of programs are listed. You can search the database by program date, location, or title. Program information submitted by the providers is updated daily in the database.

ONLINE COURSES

AIA eClassroom

AIA eClassroom is an exciting distance education program that gives you the power to fulfill your continuing education requirements 24 hours a day, 7 days a week. Courses feature the most popular sessions from AIA national conventions, Build Boston trade show and convention, and other special events. To help you earn LU hours and fulfill AIA/CES and MCE requirements, the multimedia lectures are supplemented with new learning materials, including handouts, links to additional resources, discussion groups, and a quiz. You can choose from courses focusing on such topics as design, presentation skills, and strategic business planning.

NCARB COURSES

www.ncarb.org

Participants are provided with a monograph (a paper focused on a single subject) and a quiz on that subject. The monographs address a wide range of vital topics that relate to new and evolving aspects of architectural technology, technical systems, and regulation. Monographs will investigate innovations in mechanical, electrical, and plumbing systems; solar energy; structural problems, including seismic and wind loads; building code changes; life safety code changes; Occupational Safety and Health Administration regulations; contractual and legislative issues affecting the public; construction systems and techniques; the Americans with Disabilities Act; and other topics that affect the public health, safety, and welfare. NCARB publishes several monographs each year, and each includes a short quiz.

You may order the monographs and quizzes on the NCARB Web site. For more information, contact NCARB at 202-783-6500 or check their Web site at www.ncarb.org.

CONTACT INFORMATION

AIA/CES RECORDS

Phone: 800-605-8229

Fax: 405-325-6965

The University of Oklahoma maintains your transcripts. Call them if you need assistance with a program that has not shown up on your transcript.

AIA NATIONAL

Continuing Education

Phone: 202-626-7436

Fax: 202-626-7364

The AIA/CES national staff answers questions about the CES program and “at-risk” members.

MEMBERSHIP

Phone: 800-242-3837

Fax: 202-626-7523

infocentral@aia.org

AIA Information Central handles all general membership inquiries and requests.

AIA NATIONAL CONVENTION

San Antonio, Texas

May 3–5, 2007

Phone: 800-242-3837

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Workshops and other educational activities at the convention are a good place to earn CES credits.



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