

Self-reporting

Members may participate in structured and self-directed learning programs outside the AIA CES Provider network that will not automatically be reported to AIA CES by a provider. These programs may be self-reported by the member for review and approval by AIA CES. Members shall not self-report learning programs offered by AIA CES Providers. If a provider is delinquent in reporting attendance or attendance is missing from a member transcript, members should contact the AIA CES Provider and/or AIA CES Support.

In general, self-reported activities will be approved only for LU|Elective credit because there is no prior review by AIA CES course reviewers nor is the provider held accountable for meeting AIA's standards for Health, Safety, and Welfare (HSW) credit. However, programs offered by a government agency (including registration boards) or credit courses completed at a NAAB-accredited college or university may be submitted for LU|HSW consideration. Self-reported activities must be educational activities that cover knowledge that can be applied toward the member's practice of architecture. To determine which activities qualify for self-reporting, the following questions should all have an affirmative response:

- Is this learning activity directly applicable to the field of architecture?
- Is this activity intended to be educational?
- Is new knowledge acquired from or shared with others?
- Can this new knowledge be applied to the member's practice?

Community outreach and engagement including serving on boards and commissions may be self-reported but will qualify only for LU|Elective credits. Self-directed learning activities (research projects, self-guided tours, etc.) may also be submitted but must include a detailed statement that explains the educational value and outcomes of the exercise.

Members self-reporting learning activities must submit:

- Date(s) of the learning activity
- Title of the activity
- Length of the activity (in hours)
- Description of the activity
- Learning statement that describes the educational value of the activity

For learning activities offered by a government agency where LU|HSW credit is sought, members must submit:

- All the above plus an outline of the course (that includes content covered in the program) provided by the agency conducting the course
- Certificate of completion showing the agency conducting the course and successful completion

For credit courses from a NAAB-accredited college or university where LU|HSW credit is sought, members must submit:

- All the above plus the published course description from the college or university course catalog or website
- Course syllabus
- Proof of successful completion with a passing grade

For college or university credit courses that meet these standards, each unit of college credit shall be awarded the following LUs:

- Semester system: 15 LUs
- Quarter system: 10 LUs A

All self-reported learning activity submissions are reviewed by AIA CES for final determination as to the number of units and type of credit (if any) awarded and recorded on the member's AIA CES transcript. These requirements apply to AIA recognition of structured and unstructured learning outside of the AIA CES Provider program. Acceptance of selfreported activities by individual jurisdictions is subject to their rules and policies. Not all selfreported credits awarded by AIA CES may be acceptable in every jurisdiction.