



Dear AIA Members,

Although many of you are aware of the online "Self Report Form," we would like to inform everyone of this method to claim CES credits.

As you know, CES, or the Continuing Education System, is a program established by the AIA in order to emphasize to members the importance of continued learning within the profession of architecture. All AIA members are required to participate in educational activities and acquire at least 18 Learning Units per year, of which at least 8 must be classified as Health, Safety and Welfare (HSW). To help facilitate obtaining these CES credits, AIA Japan has sponsored many educational events and participating members can either sign up or email their names to claim the credits.

There are, however, many educational events that are not necessarily sponsored by AIA Japan or another AIA CES Provider. The "Self Report Form" is a method of reporting your educational activities to the AIA so that you may claim credit. You may access this form by following the instructions below. (Please note that this is only for non-AIA Japan events, for our own events we will still continue to provide sign-up sheets at the event)

1. Go to www.aia.org
2. To log in, press "for members" in the upper right
3. Enter your registered email and password
(If you have not logged in before, you will need to register your account)
4. Select "Education" from the top of the page, and then choose "Find your Transcript"
5. Go to "CES Transcript Login" and enter your AIA ID number
6. Select "Self Report Form" and click "continue"
7. You now have access to the Self Report Form.
8. Fill in the requested information and click "submit"

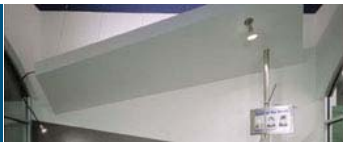
If you have any questions, please feel free to contact me.

Regards,
Jim Lambiasi

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AIA Japan CES Committee  
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## Frequently Asked Questions

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### What are Self Reported Activities?

If a program is not offered by an AIA/CES Registered provider, members have the option of self reporting the program or activity. The intent of this activity must educational in nature and new knowledge in reference to their practice of architecture. 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.
- *Professional Community Service NEW!* This type of activity could include architecture panels or community board meetings. Members can self-report 2 hours (LUs) of community service per calendar year.

To be eligible for credit, all 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. Be sure to specify which type of learning activity you are reporting so the data can be entered accurately into your transcript. Title should be indicative of the program content. 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.

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### 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 organization. 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.

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### Can I receive credit for my volunteer work?

Volunteer work is a wonderful way to give back to the community. However, the intent of the continuing education program is to further the development of the architect. Consider whether or not the activity is new knowledge gained in reference to your practice. Ask yourself whether the event is planned to help you in your practice or to share the knowledge that you have with others? If you feel that this experience was a valid educational experience that can be applied to your practice of architecture, then you may self-report. You will be required to clearly state your learning experience and how it will specifically help you improve your practice.

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### How can I obtain credit for teaching?

Members who present a program or class, or serve on a panel, or give a speech one hour or longer can self-report the topics as a structured activity program. If the topic relates to HSW, members can claim the program as HSW. AIA members can self-report the research and preparation time for presentations, speeches, classes that they teach. The research must be self-reported as self-designed and, regardless of the topic, will not qualify for HSW credit. The AIA allows a maximum of 10 LU hours of research time for each hour of actual class presentation time. Members may select just one option, either teaching credit or research, but cannot claim both for the same event.

#### University/College faculty:

Full-time (FT) university faculty can not apply for credit if the course in question is part of their regular curriculum workload. They can however, apply for credit if the course or program is "outside" of their normal work assignments. Part-time (PT) faculty can apply for teach credit for any course taught once every 3 years.

For each semester hour of credit assigned to the course the AIA will allow 15 LUs hours. (1 semester hour = 15 LU hours; 3 semester hours = 45 LU hours, etc...)

For each quarter hour of credit assigned to the course the AIA will allow 10 LUs hours. (1 semester hour = 10 LU hours; 3 semester hours = 30 LU hours, etc...)

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**AIA/CES Self Report Form**

This form should be submitted for each learning activity or program

**Note!**

-> This form is for attendance at programs that are NOT sponsored by AIA registered providers.  
 -> Please type the information directly into the space provided. DO NOT COPY AND PASTE FROM WORD FILES. If you need to "copy", save the information in a text editor, such as Notepad. Use hyphens or asterisks as bullet points (like -, ~, +, or \*).

**General Program Information**

|                                                  |                                                                                                                                                   |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AIA Member Number</b><br><input type="text"/> | I would like to be contacted (please enter at least one):                                                                                         |
| <b>Last Name</b><br><input type="text"/>         | <b>By Phone</b><br><input type="text"/> Country Code (If outside the USA)<br>( <input type="text"/> ) <input type="text"/> - <input type="text"/> |
| <b>First Name</b><br><input type="text"/>        | <b>By Email</b><br><input type="text"/>                                                                                                           |
| <b>Program Title</b> <input type="text"/>        |                                                                                                                                                   |

Indicate the number of hours spent in direct learning activities. Credit is not awarded for time spent on breaks, registration, travel, receptions or meals (unless an educational presentation is being offered and then credit is awarded only for educational time, not time spent eating.) 1 hour minimum (.25 for each additional quarter hour)

**Learning Units/Hours**

**Start Date** Month  Day  2007       **Completion Date** Month  Day  2007

**Check which type of activity you are reporting:**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><input type="radio"/> <b>Self-Designed Activity</b></p> <ul style="list-style-type: none"> <li>You, the learner designed the activity and determined what will be learned related to architecture. (Maximum 50 hours)</li> <li>Research: Time you spent researching new product information, preparing for lectures, presentations, study-travel, computer programs, self-study, etc.</li> <li><u>Not</u> acceptable for HSW credit.</li> </ul> | <p><input type="radio"/> <b>Structured-Self Reported Program</b></p> <ul style="list-style-type: none"> <li>This is a structured activity offered by a formal organization that is not a CES Registered Provider.</li> <li>One (1) hour minimum</li> </ul> <p>Program sponsor's Name: <input type="text"/></p> <p>Program sponsor's phone number (if known):<br/> <input type="text"/> Country Code (If outside the USA)<br/>                 (<input type="text"/>) <input type="text"/> - <input type="text"/></p> <ul style="list-style-type: none"> <li>Additional documentation of attendance/participation is often required as supplement when reporting this type of activity as a State Licensure MCE requirement.</li> </ul> | <p><input type="radio"/> <b>Professional Community Service - NEW!</b></p> <ul style="list-style-type: none"> <li>Volunteer in a professional community service related to architecture. (Maximum 2 hours)</li> <li><u>Not</u> acceptable for HSW credit.</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Health Safety and Welfare Program Description**  
 (Note: Must be filled out if you select Structured-Self Reported Program)

Health, safety, and welfare in architecture are defined as anything that relates to the structural integrity or soundness of a building or site. "Suitability for intended use." Check all areas that apply to your program.

**Health:** Aspects of architecture that have salutary physical effects among users of buildings.

Accessibility                       Acoustical systems                       Energy efficiency

Mechanical, plumbing, electrical system concepts, materials and methods of construction.

Other(s) list all that apply

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

Codes and regulations                       Natural Hazards: Earthquake, Flood, and Hurricane

Life safety system - suppression, detection and alarm standards

Other(s) list all that apply

**Welfare:** Aspects of architecture that engender demonstrable positive emotional responses among, or enable equal access by, users of building or sites.

|                                                                                    |                                                                              |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Building design and materials, methods & systems          | <input type="checkbox"/> Construction contracting, means and methods         |
| <input type="checkbox"/> Construction documents and services                       | <input type="checkbox"/> Legal issues: Laws; contracts; documents; insurance |
| <input type="checkbox"/> Ethics and regulations governing practice of architecture | <input type="checkbox"/> Preservation and adaptive reuse, study of           |
| <input type="checkbox"/> Construction administration                               | <input type="checkbox"/> Environmental issues                                |

Other(s) list all that apply

**This program addresses issues concerning the health, safety or welfare of the public. (HSW subjects must cover at least 75% of the program.)**

Yes     No

### Knowledge or Skill Description

**Learning Objective:** Each activity or program must have at least one learning objective related to the practice of architecture. This is a clear goal of what you the architect wanted to learn.

**What new knowledge or skill did you gain from this learning activity?**

### Resources Used

**Resources used in the completion of this activity/program?**

**Human resources used:**

- |                                                        |                                                    |
|--------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> In-House expert               | <input type="checkbox"/> Practitioner in the field |
| <input type="checkbox"/> Industry representative       | <input type="checkbox"/> School faculty member     |
| <input type="checkbox"/> Independent expert/consultant |                                                    |
| <input type="checkbox"/> Other: <input type="text"/>   |                                                    |

**Material resources used:**

- |                                            |                                               |
|--------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Journal articles  | <input type="checkbox"/> Books or manuals     |
| <input type="checkbox"/> Computer software | <input type="checkbox"/> Program handouts     |
| <input type="checkbox"/> Product sample    | <input type="checkbox"/> Videotape            |
| <input type="checkbox"/> Teleconference    | <input type="checkbox"/> PowerPoint           |
| <input type="checkbox"/> Case Study        | <input type="checkbox"/> On site observations |

**Note.** The Quality Level does not affect the number of credits earned (AIA/CES policy starting January 1, 2000).

Research indicates that programs that involve participants and increase participation result in better and longer retention of material.

**Check how this activity/program was delivered. (Select at least one)**

- |                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Passive Activity</b><br>One-way communication such as lecture, speech, or panel discussion.                                                        |
| <input type="checkbox"/> <b>Interactive participation</b><br>Two-way communication such as round table discussion, group exercises, or case studies (75% or more of the time). |
| <input type="checkbox"/> <b>Measurement of learning progress.</b><br>Pre and Post-test measuring the learning progress of the participants.                                    |

**Several states now have a two-year reporting period. We recommend that you keep a personal copy of this record for two years. State MCE Information Online at: [AIA > Continuing Education > Mandatory Continuing Education for Licensure](#)**

Submit Form

Reset Form