



# AIA San Diego Continuing Education Committee Program Guidelines

**AIA San Diego is an AIA/CES Registered Provider and must adhere to the following guidelines that pertain to program development and program delivery.**

## **Program Guidelines**

1. Program must be at least one (1) hour in length, consisting of direct learning activity (minimum of 60 minutes). Program can consist of 50 minutes of presentation time, followed by 10 minutes of question-and-answer related directly to program content. After one hour, credit is then given in ¼ hour increments (i.e. 1 hour, 15 minutes = 1.25 LU's).
2. In order for a program to qualify for HSW credit, it must demonstrate that 75% of the content specifically addresses one or more HSW-related issues. (see application)
3. Program content must be unbiased, not promoting or marketing a company's products or services. A company's products or services can be discussed prior to or once the credit portion of the program is complete.
4. Program materials (such as PowerPoints, handouts, slides, and samples) used during the credit portion of the program 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.
5. Program must have a clear purpose with stated learning objectives and program must be designed as a learning activity (i.e. be educational in nature).
6. Program will incorporate the required "Quality Assurance Slides." (provided by AIASD)

## **Program Delivery Guidelines**

1. All program presenters must sign AIASD's Pledge Form and Quality Commitment Statement (QCS) before presenting any program. (provided by AIASD)
2. Program presenters may *not* discuss their company's products or services during the educational, credit portion of the program. However, program presenters are permitted to discuss their company's products and services prior to or once the educational, credit portion of the program is complete. In addition, catalogs, business cards, and proprietary materials may be on display or distributed only after the education portion of the program is complete.
3. Presenters must time the delivery of the program consistently with the time for which the program was submitted and advertised.
4. If samples are distributed during the educational portion of the presentation, they should serve to reinforce the learning objectives and should be void of any proprietary logos (i.e. stickers).