

FAQs- Self Reported Activities

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 be 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.

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.

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. As noted above in 2007 AIA CES approved *2 hours total annually of professional community service*.

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 teaching credit for any course taught once every 3 years.

For each semester hour of credit assigned to the course the AIA will allow 15 LU 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 LU hours. (1 semester hour = 10 LU hours; 3 semester hours = 30 LU hours, etc...)

Instructions for Self-Reporting

1. Go to http://www.aia.org/ces_m_default
2. Sign in with AIA Member # on right
3. Choose *Self Report Form* and click *Continue*
4. Your *Name* and *Member Number* will be populated
5. Enter your *Email Address* and *Phone Number*
6. Enter the *Program Title*. **Important Please Note:** This title must reflect what was learned. For instance **One Two Button My Shoe** will not work. However, **One Two Button My Shoe – Retail Space Design Influence on Pedestrian Thoroughway Design** would work. Clarity in the title results in a quicker processing time, and a shorter amount of time before the learning units are posted to the transcript.
7. Enter the *Learning Units/Hours*. Remember a learning unit is equal to a contact hour or one hour of research.
8. Select the appropriate *Start Date* and *Completion Date*.
9. Check the type of activity you are reporting as noted above.
10. If the activity was structured, check whether it was Health Safety Welfare (HSW). If it is HSW check the appropriate areas that apply to the program.
11. Complete the *Knowledge* or *Skill* description. This is **not** the place to type *See Above*. This is the section where **What You Learned** is emphasized. Clarity in the knowledge or skill description results in a quicker processing time, and a shorter amount of time before the learning units are posted to the transcript.
12. Check the resources used.
13. Check how activity/program was delivered.
14. Click *Submit*. You will receive an email confirmation if the Self-Report Form was successfully submitted online.
15. The AIA/CES Records Department will contact you if they need clarification.
16. The learning units will be posted within three weeks.

Please note that not all state licensing boards accept **Self-Report Forms**. Check National's MCE page (http://www.aia.org/ces_mce&grandCh=yes) for information.