

## Accessing your Transcript

Go to [www.aia.org/ces\\_m\\_default](http://www.aia.org/ces_m_default) and simply sign in on the right with your member number and choose the transcript option.

If learning units are missing from your transcript, you may submit them online. You will find the self-report form on this site for units presented by non-AIA providers of continuing education and self-study. For more information on what counts for self-reporting, go to [http://www.aia.org/cesfaq\\_default&flnd=3](http://www.aia.org/cesfaq_default&flnd=3).

## Calculating your LUs

*As you know, the AIA policy requires all licensed architects to earn 18 learning unit (LU) hours each year, with at least 8 of the 18 LU hours must be in health, safety, and/or welfare (HSW).*

2007 credits are calculated as follows:

Overage from previous year (2006) + audit year (2007) + current year (2008)

Credits are posted in the year they are earned. The overage carries over only if there is a deficit in the audit year. The current year's credits apply to the audit year's requirement only if there is a deficit in the audit year. For more information, please visit National's FAQs Annual Requirement page ([http://www.aia.org/cesfaq\\_default&flnd=4](http://www.aia.org/cesfaq_default&flnd=4)).

A member who fails to meet the annual requirement (considered a "deficit") will be given a nine month grace period. Any credit earned in the following year will apply toward the deficit. During 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 credit. States have strict continuing education timeframes and credits must be earned within them.