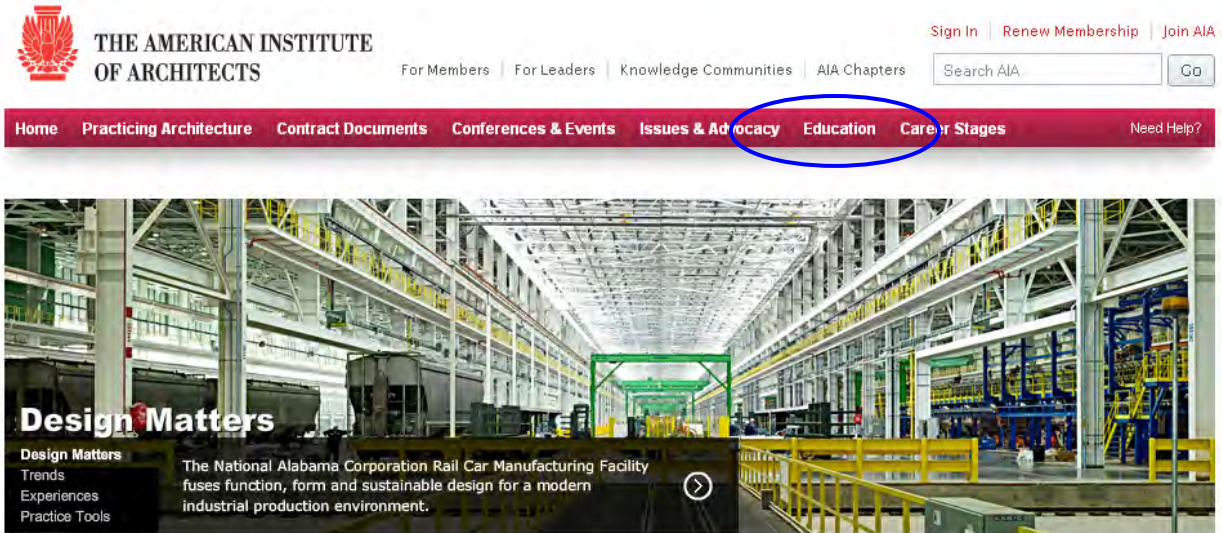


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1. Go to [www.aia.org](http://www.aia.org) and click on the “Education” tab in the red banner



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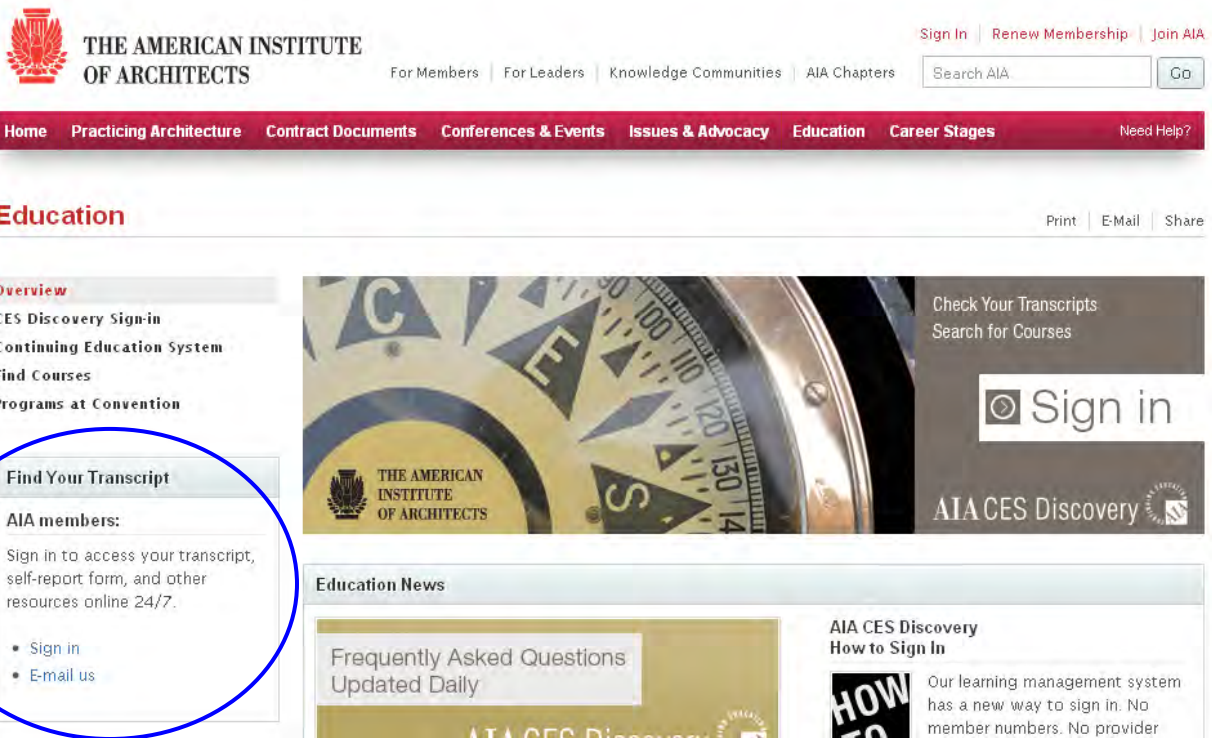
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2. Click “Sign in” in the “Find Your Transcript” box



### 3. Click on the blue “Go to Sign in” button

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The new way to access your continuing education transcript and search for education courses and providers.

#### IMPORTANT: Changes for AIA Members

##### Sign In

- You will **no longer sign in with your AIA membership number** to view your transcript. CES Discovery uses your AIA.org username and password.
- All AIA members have an AIA.org account. For assistance with retrieving your account information, select the “Go to Sign In” icon.

##### Support

- Continuing education support has moved to the AIA Member Care Center at 800-242-3837, select option 3, or [AIAMemberCareCES@aia.org](mailto:AIAMemberCareCES@aia.org).

[Go to Sign In](#)

#### Need Help?

Telephone:  
800-242-3837, option 3

E-mail: [AIAMemberCareCES@aia.org](mailto:AIAMemberCareCES@aia.org)

### 4. Enter your login information. If you do not remember your password and the “forgot your password?” option is not working, please contact Laura Song at [lsong@aiasf.org](mailto:lsong@aiasf.org).

#### Product Categories:

- Contract Docs
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- Your Account
- Your Personal Information
- Your Transactions
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The page you are attempting to access requires you to sign in to AIA.org.

#### I have an AIA.org account.

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202-626-7300  
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#### AIA/CES Providers

5. Now you have (finally) reached your CESDiscovery home page. To check your transcript, please click on the “Transcript” tab on the red banner


Log Off



**THE AMERICAN INSTITUTE OF ARCHITECTS**

User: Laura Song - User Area

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**CESDiscovery**


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CES Discovery is a one-stop shop for your continuing education needs. Here are some links to help you get started:




**Find Courses**  
Search the CES Discovery for available courses.



**Events**  
Check out the schedule of upcoming provider training Web seminars and events.



**MCE Requirements**  
Find links to all U.S. state and Canadian licensing requirements.



**Get Started**  
Need assistance? Explore our online tutorials and simulations that will guide your way through CES Discovery.

6. You will be taken to the default Transcript page. In order to see your units for a given year, use the drop down menus to choose your start and end dates. Then click on the “Filter by Date Range” button.

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## AIA/CES Transcript

Start Date (mm/dd/yy):

End Date (mm/dd/yy):

Transcript for Laura Song 12345678  
 Date Range (MM/DD/YYYY): All

| Learning Unit (LU) Type: | Total LUs | Total HSW | Total SD |
|--------------------------|-----------|-----------|----------|
|                          | 19.00     | 11.50     | 1.00     |

| Course Name             | Course Number | Provider Name | Completion Date | Type   | Actual Hours |
|-------------------------|---------------|---------------|-----------------|--------|--------------|
| ARCHITECTURE IS AWESOME | P93820        | XYZ CO.       | 08/31/2008      | LU/HSW | 1.00         |

7. You will then see your units for the time frame you chose. Please note that you can also view a printable version or printable pdf.

## AIA/CES Transcript

Start Date (mm/dd/yy):

January  1  2010

End Date (mm/dd/yy):

December  8  2010

Transcript for Laura Song 12345678

Date Range (MM/DD/YYYY): From 01/01/2010 To 12/08/2010

| Learning Unit (LU) Type: | Total LUs | Total HSW | Total SD |
|--------------------------|-----------|-----------|----------|
|                          | 0.00      | 0.00      | 0.00     |

The AIA does not guarantee that state licensing boards will accept any individual course for credit towards an architectural registration or renewal, please consult the relevant licensing board for their exact regulations. AIA annual member renewal requirement is 18.00 LU Hours, of which at least 8.00 are HSW, of the 8 HSW at least 4.00 are SD. For questions concerning your AIA Transcript please contact AIA/CES at 800-242-3837 option 3 or e-mail us at [AIAMemberCareCES@aia.org](mailto:AIAMemberCareCES@aia.org). For an updated copy of your transcript please visit [www.aia.org](http://www.aia.org).

