AIA Continuing Education
Facilitator/Speaker Agreement

Provider Name: ____________________________  Provider #: ________________

To maintain AIA standards for continuing education programs, all presenters, facilitators, instructors, speakers, etc., must:

• Be competent, capable, and prepared to teach the approved continuing education program.
• Skillfully use appropriate instructional methods and technology.
• Keep current on the topics, technologies, practices, materials, etc., covered by the learning program.
• Deliver AIA-approved continuing education programs in a manner consistent with the quality and content standards of the AIA without endorsement, bias, marketing, or sales orientation in accordance with the learning objectives reviewed and approved by AIA CES.
• Provide only information and handouts germane to the educational content of the course and intended to reinforce stated learning objectives.
• Defer product-specific and propriety questions for discussion either before the program has started or after the program has formally concluded.
• Deliver accurate, appropriate, and interesting presentations and materials utilizing sound learning practices.
• Use program evaluations and self-evaluations for continuous improvement.
• Notify the provider when corrections to program materials are needed.
• Ensure that significant features of the program (as described in the AIA Standards for Containing Education Programs) have been communicated to participants in advance of the course.
• Verify that participants are present for the full duration of the course.
• Collect and submit course attendance for reporting to AIA CES in a timely manner.
• Comply with all AIA standards and ethics for continuing education programs.

I have read, understand, and agree to abide by the terms listed above.

__________________________  ____________________________  _____________
Name (Print)  Signature  Date

List all programs facilitated or taught for this provider (additional pages may be added as necessary):

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The AIA CES Provider must keep this document on file for each facilitator/speaker who delivers the provider’s AIA CES-approved courses for a period of six (6) years from the most recent date the signer teaches any of the AIA CES Provider’s AIA-approved course.