



## 2021 AIA Continuing Education System Provider Application

Submit completed applications to [NewProviders@aia.org](mailto:NewProviders@aia.org). A confirmation email will be set to the email address of the Primary POC when the application has been processed. If you have any questions, please contact us at [cessupport@aia.org](mailto:cessupport@aia.org) or 1-800-242-3837, option 3. Subscriptions will be valid through December 31, 2021.

### Organization Information

Has your organization been a provider before?

Enter your former Provider No.:

Company Name

Organization Type

Website URL

Address

Apt/Suite

City

State/Province

ZIP/Postal Code

### Primary Point of Contact

Prefix

First Name

M.I.

Last Name

Suffix

Work Phone

Mobile Phone (Optional)

E-Mail

Title

### Secondary Point of Contact

Prefix

First Name

M.I.

Last Name

Suffix

Work Phone

Mobile Phone (Optional)

E-Mail

Title

### Subscription Option

Select one. See below for descriptions of each. All subscriptions are annual and expire on 12/31/2021. Subscriptions are non-refundable.

	Subscription	Price	Regions	International	Face-to-Face	Online	Host
<input type="checkbox"/>	Platform	\$15,000	All	Yes	Yes	Yes	Yes
<input type="checkbox"/>	Passport	\$4,255	All	Yes	Yes	Yes	No
<input type="checkbox"/>	Professional	\$1,055	All	Yes	Yes	Yes	No
<input type="checkbox"/>	Architecture Firm	\$475	All	Yes	Yes	Yes	No

**Platform:** Authorized to offer all delivery types anywhere in the world and may also host content for other approved AIA CES Providers. Platform providers cannot allow another organization to use their AIA CES Provider Number in lieu of their own provider subscription.

**Passport:** Authorized to offer all delivery types anywhere in the world.

**Professional:** Authorized to offer all delivery types anywhere in the world. Professional subscriptions are reserved for accredited academic institutions, government agencies, and nonprofits. Please provide a current (issued within past 90 days) copy of the IRS Affirmation or Determination Letter issued to your organization. If you have questions regarding the tax status of your organization or if you need an IRS Affirmation Letter, please contact the IRS Call Center at (877)829-5500. Option 2

**Architecture Firm:** Authorized to offer all delivery types anywhere in the world. Architect Firm subscriptions are reserved for architecture firms in which a principal or owner is an AIA member in good standing.

## AIA CES Provider Statement

All AIA CES providers must agree to the following:

- Provider has read and will abide by the policies and procedures outlined in the AIA's current *Standards for Continuing Education Programs*.
- Provider shall ensure its employees, agents, and contractors performing any work on an AIA CES program comply with the obligations of this Agreement and shall be solely responsible for any breach by such parties of such obligations.
- Provider acknowledges that the AIA CES Provider Number shall be used exclusively used by Provider's organization and may not be shared with any third parties.
- Provider warrants that all application information it has provided to the AIA is truthful and accurate.
- Provider understands and assents to periodic and random quality audits by the AIA. AIA may remove any provider from the AIA CES Program for failure to comply with AIA CES standards for continuing education. Removal of a Provider from the CES Program may result in forfeiture of all subscription fees paid.
- Provider shall offer course evaluations to all course attendees and must provide certificates of completion to attendees upon request of the attendee.
- Provider agrees to keep all course materials and attendee records for the period defined by AIA CES policies and standards, but no less than three years.
- Provider understands and agrees it must remain an AIA CES provider in good standing to offer learning programs for AIA continuing education credit, and that a loss of good standing will result in the forfeiture of Provider fees. To be in good standing, a provider must:
  - Maintain a current AIA CES accreditation
  - Maintain the appropriate AIA CES provider subscription
  - Comply with all AIA CES standards and policies
- AIA hereby grants a limited, revocable, non-exclusive license to Provider to use the AIA CES Discovery provider trademark, which is a federally registered trademark, No. 4079746 solely as provided on the Provider Toolkit Page according to the guidelines in the CES Standards. Nothing herein shall grant Provider permission or license to use any other AIA name, logo, or trademark.
- Provider shall not, without prior written permission specifically issued from the AIA's Office of General Counsel, in any of its publicity, advertising or other external presentations (whether written or oral): use the name "The American Institute of Architects," or any contraction, abbreviation, or simulation thereof; or; use any trademark, service mark, trade name, logo or other device belonging to AIA ; or represent that the architectural profession is providing support for this Provider Agreement. Provider understands and agrees that the AIA does not approve, sponsor, or endorse any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product.
- I have read the AIA CES Provider Statement and understand the responsibilities of an AIA CES Provider that will be carried out by the primary and secondary points of contact specified on this application.

On behalf of Provider, the undersigned has read and understands the AIA CES Provider Agreement, and all terms and conditions described herein, and has the authority to enter into this Agreement on behalf of the Provider.

Signature	Date

## Payment Information

To pay by credit card, contact [newproviders@aia.org](mailto:newproviders@aia.org) for a custom credit card payment link.

To pay by check, make checks payable to AIA/CES and return payment to:  
AIA CES Provider Application  
PO Box 62652  
Baltimore, MD 21264-2653