

New Provider? ☐Former Provider Number: Date:

AIA Continuing Education System Provider Application

Submit completed applications to NewProviders@aia.org. Upon receipt, please allow up to ten business days for processing. A confirmation email will be sent to the email address of the primary POC.

If you have any questions, please contact us at cessupport@aia.org or 1-800-242-3837, option 3.

Organization Information

<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name	Organization Type	Website
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Apt/Suite #	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
State/province	Country	ZIP/Post Code

Primary Point of Contact

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix	First Name	M.I.	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Phone	Cell Phone (optional)	E-mail		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>				
Title				

Secondary Point of Contact

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix	First Name	M.I.	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Phone	Cell Phone (optional)	E-mail		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Subscription Option

Select one. See below for descriptions of each option.

Subscription	Subscription Cost	Regions	International	Face-to Face	Distance
<input type="checkbox"/> Passport	\$4099.00	All	✓	✓	✓
<input type="checkbox"/> Basic	\$1799.00	1		✓	
<input type="checkbox"/> Professional	\$899.00	All	✓	✓	✓
<input type="checkbox"/> Architecture Firm	\$399.00	All	✓	✓	✓

Subscription valid through 12/31/2017

Passport provider

A provider authorized to offer face-to-face and distance learning courses nationally and internationally.

Basic provider

A provider authorized to offer face-to-face continuing education courses in one AIA-designated region. Basic providers are not eligible to offer distance learning.

Professional provider

A provider authorized to offer face-to-face and distance learning nationally and internationally. This provider category is reserved for academic institutions, government agencies, and nonprofit associations.

Architecture firm provider

A provider that is an architecture firm in which a principal or owner is an AIA member.

Region Selection

For Basic subscribers only.

- | | |
|--|--|
| <input type="checkbox"/> Pacific Southwest (AZ, CA, CO, NM, NV, UT) | <input type="checkbox"/> Middle Atlantic (NJ, NY, PA) |
| <input type="checkbox"/> South Atlantic (DC, DE, FL, GA, MD, NC, PR, SC, VA, WV) | <input type="checkbox"/> East North Central (IL, IN, MI, OH, WI) |
| <input type="checkbox"/> West North Central (IA, KS, MN, MO, ND, NE, SD) | <input type="checkbox"/> West South Central (AR, LA, OK, TX) |
| <input type="checkbox"/> Pacific Northwest (AK, HI, ID, MT, OR, WA, WY) | <input type="checkbox"/> New England (CT, MA, ME, NH, RI, VT) |
| <input type="checkbox"/> East South Central (AL, KY, MS, TN) | |
| <input type="checkbox"/> Mexico | <input type="checkbox"/> Canada |
| <input type="checkbox"/> Europe | <input type="checkbox"/> Other |

Health, Safety and Welfare (HSW)

Health, safety, and welfare in architecture are hereafter defined as anything that relates to the structural integrity or soundness of a building or building site. HSW protects the public and may be defined and required by law.

Health: Aspects of architecture that have salutary effects among users of buildings or sites and address environmental issues. Examples would be appropriate air temperature, humidity, and quality; adequate provisions for personal hygiene; and nontoxic materials or finishes.

Safety: Aspects of architecture intended to limit or prevent accidental injury or death among users of buildings or sites. Examples would be the provision of fire-rated egress enclosures, automatic sprinkler systems, and stairs with correct rise-to-run proportions.

Welfare: Aspects of architecture that engender positive emotional responses among, or enable equal access by, users of building or sites. Examples would be spaces whose scale, proportions, materials, and color are pleasing for the intended use; spaces that afford natural light and views of nature; and provisions for users with disabilities.

To qualify for Health, Safety, Welfare (HSW), 75 percent of a course's content and instructional time must be on HSW-approved topics as outlined above. This means that if your course is 1 hour in length, at least 45 minutes (that is, 75 percent) must be spent discussing sustainable design topics.

In addition, AIA/CES requires that each provider course provide a minimum of four learning objectives. For HSW course qualification, however, three of the four mandatory course learning objectives (that is, 75 percent) must address HSW topics. This is one way that AIA/CES verifies that 75 percent of a course is actually on HSW topics.

☐ I understand that, once approved, we will register courses as either HSW/LU or regular LU courses, and I acknowledge the difference.

Learning Objectives (LO)

AIA/CES requires that all providers submit learning objectives for each program they register. There is a minimum requirement of four learning objectives per course. Note: If your course is HSW, at least three of the four learning objectives must be to that effect.

A learning objective is an explicit statement that clearly expresses what the student will be able to do after taking a course. It is an observable and measurable student outcome statement. A learning objective identifies the behavior(s) a student must demonstrate for the instructor to know that the planned learning took place. Learning objectives also benefit students by helping them clarify their personal goals for a course and giving them a framework for measuring their own success. Learning objectives should be concise and concrete so they are open to limited interpretation.

An AIA/CES learning objective consists of three parts:

- **Behavior:** What participants will be able to do as a consequence of taking a course (example: "calculate")
- **Condition:** Under which condition(s) the student will perform the behavior (example: "for a sample course residential project")
- **Criteria:** Under which criteria student performance will be evaluated (example: "the total cost of materials")

Combine the behavior, condition, and criteria—and you have an official learning objective! EXAMPLE: "Participants will be able to calculate the total cost of materials for a sample residential project."

☐ I understand what a learning objective is, and I will submit four learning objectives for each course.

Quality Assurance Statement

- I have read and will abide by the AIA/CES policies and procedures outlined in the current AIA/CES Provider Manual.
- I understand that it is my responsibility to read, understand, and disseminate all information regarding our participation with members of my organization involved with the AIA/CES program.
- I understand that other companies or organizations may not pay me for use of my AIA/CES Registered Provider number without prior approval from AIA/CES.
- I have reviewed and attested to the accuracy of all application information and, further, understand that the AIA's records are based solely on the information I provide therein.
- I understand that my organization is responsible for the quality assurance of any educational program(s) reported under our assigned Provider Number, that our programs are subject to quality audit, and that we may be removed from the system (forfeiting paid fees) if we are non-compliant.
- I understand that my organization must offer Course Evaluations to all course attendees and issue certificates of completion to attendees upon request.
- My organization agrees to keep all course materials and attendee records for three years.
- I agree not to use any AIA member information or data for any marketing or other commercial purposes, or to otherwise use, compile, disseminate, or distribute, in whole, or in part, any AIA member information to which I have access through the AIA CES without the AIA member's specific approval and consent. Should such consent be obtained, I agree to advise the AIA of such consent in writing.
- I have read the Quality Assurance Statement and understand the role of being a provider and being the Point of Contact.

☐ I agree with the AIA CES Quality Assurance Statement

Name _____ Date (mm/dd/yyyy) _____

Payment Information

Charge Amount Authorized _____

Billing Address _____ Apt/Suite # _____ City _____

State/Province _____ Country _____ ZIP/Post Code _____

Credit Card Number _____ Security Code _____

Name (as it appears on card) _____ Exp. Date _____

***The authorized amount covers the subscription cost through 12/31/17**

*Authorized payments will not be refunded. Please review the terms and expectations prior to submittal

Paying by check?

Make check payable to AIA/CES and return the completed application to:

AIA CES Provider Application

PO Box 62652

Baltimore, MD 21264-2652