

Guidelines for Renewing a Course

If you will be renewing a course/s in response to the 2016 course deactivation notice, please note the following:

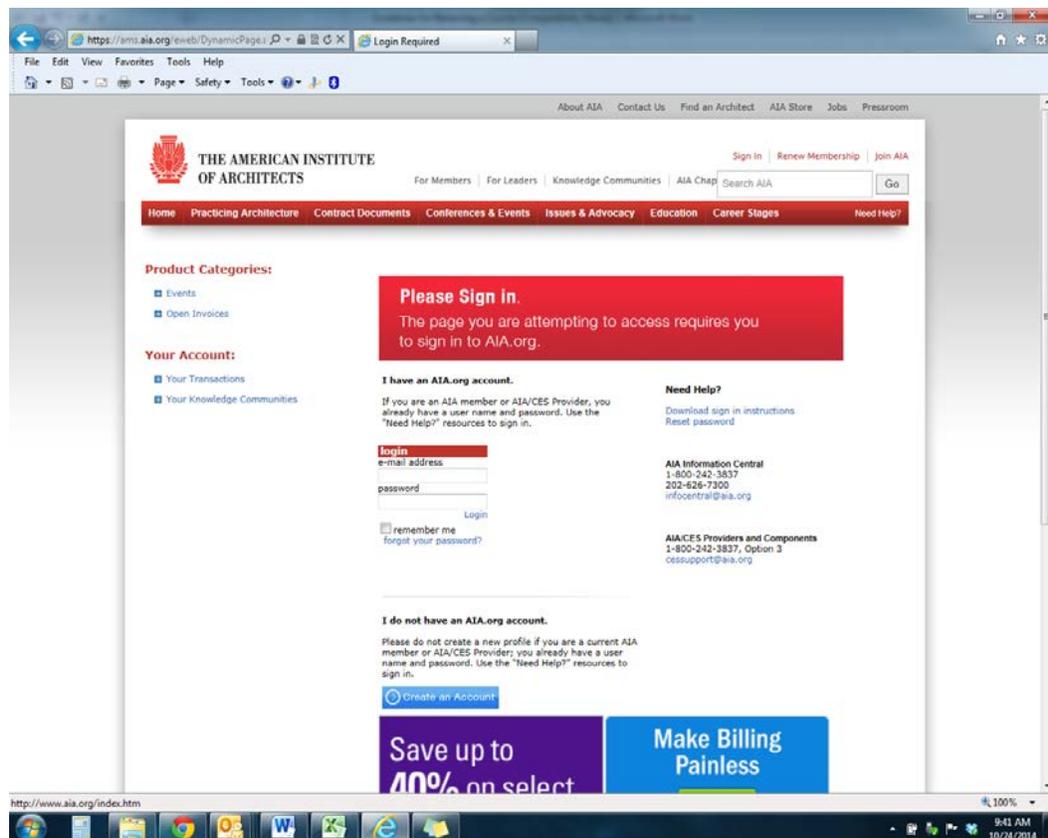
Courses submitted for Sustainable Design (SD) credit originally CANNOT be renewed. If you are still offering these courses, you must enter an entirely new course with either LU or LU/HSW credit designation. We apologize for the inconvenience.

Course Deactivation Schedule – August 30, 2016 – all courses with expiration dates earlier than March 30, 2016

Finding your Courses – Running the ALL ACTIVE Courses Report

To determine if you have courses eligible for deactivation, please run the **ALL Active Courses** report.

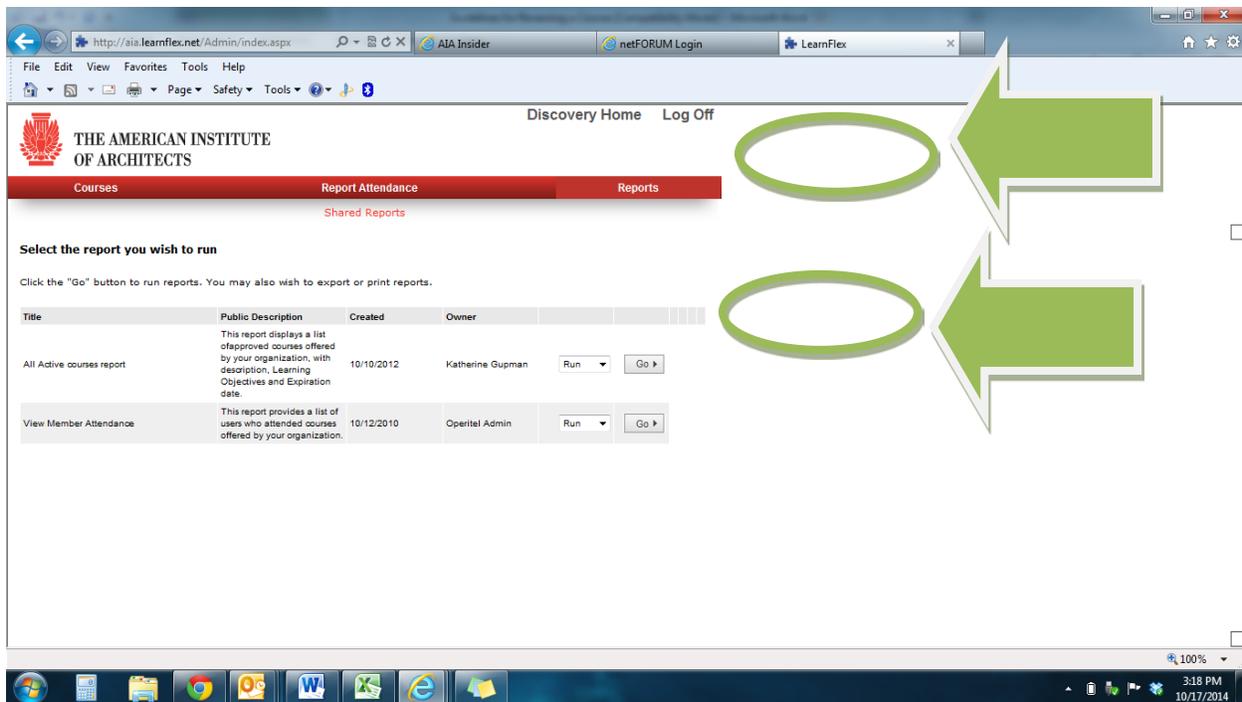
- Login to the [Discovery homepage](#).



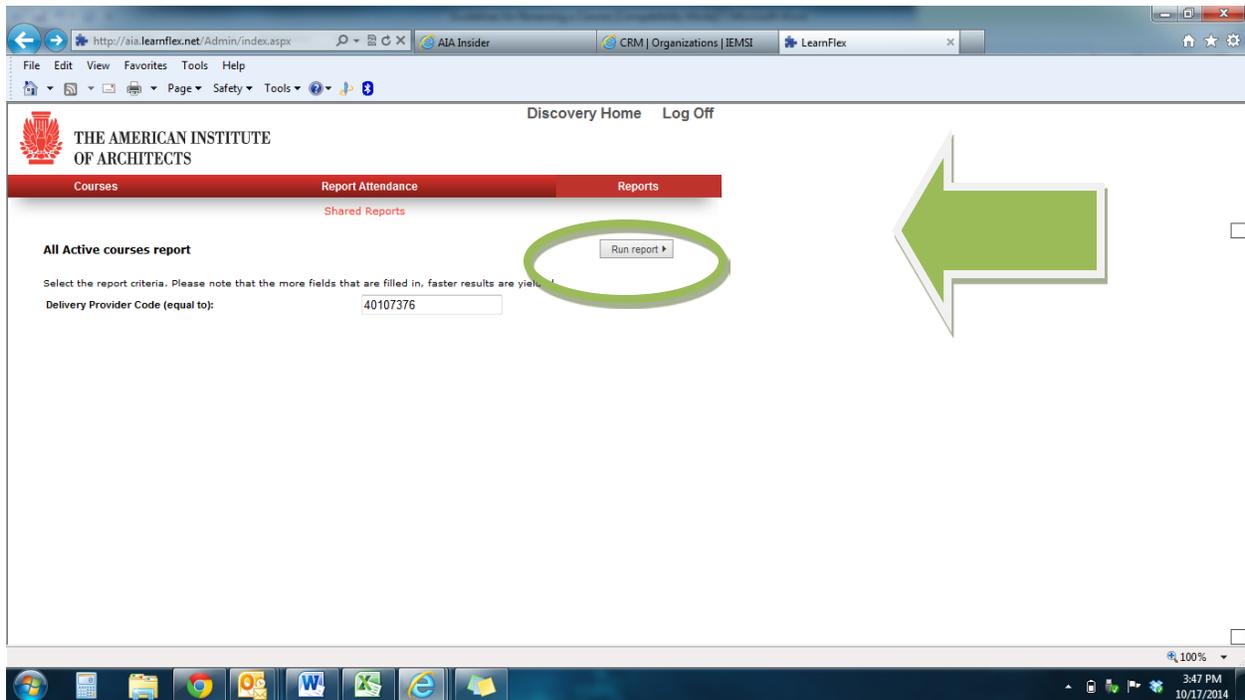
- Click **Admin Menu** in the upper right.



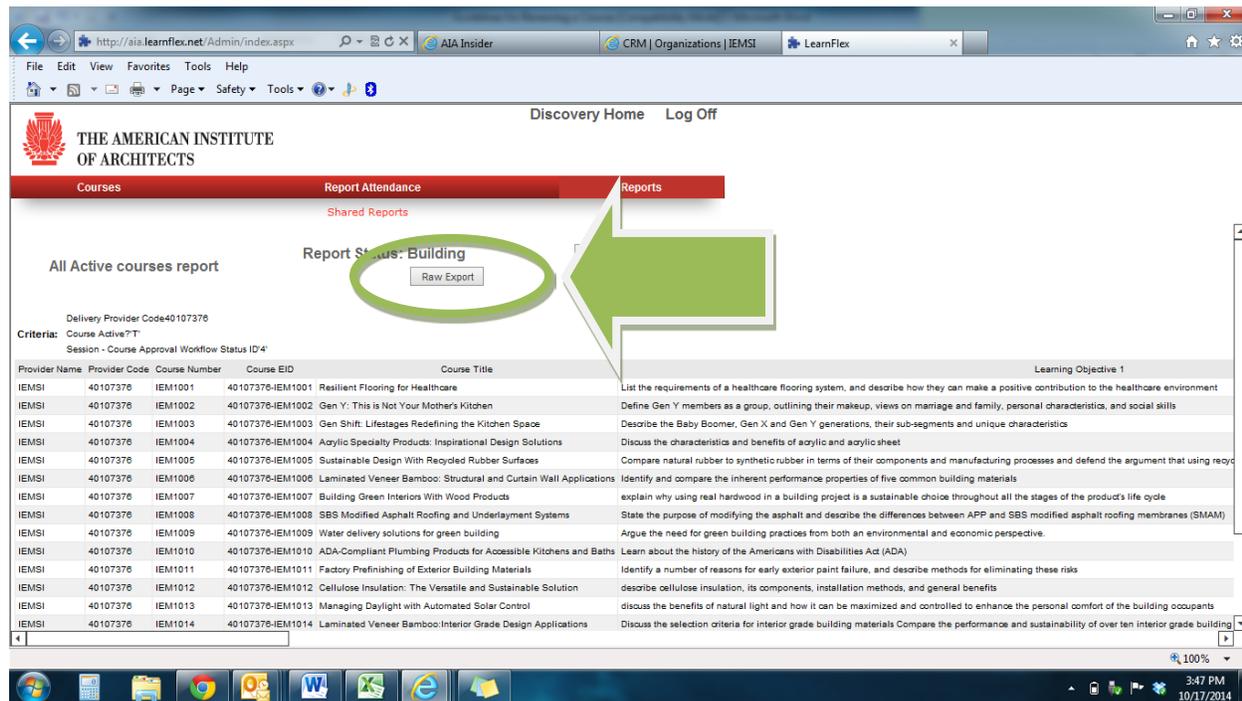
- Click the **Reports** item in the upper red menu bar.
- Click **Go** next to the **All Active Courses** report.



- Input your provider number and click **Run Report**.



- Your report will generate on the screen.
- You can click the **Raw Export** button at the top of the report and follow the dialogs to have the courses exported into an Excel compatible format.



- The relevant piece of information in the report is in the second to last column: **Course Expiration Date**.

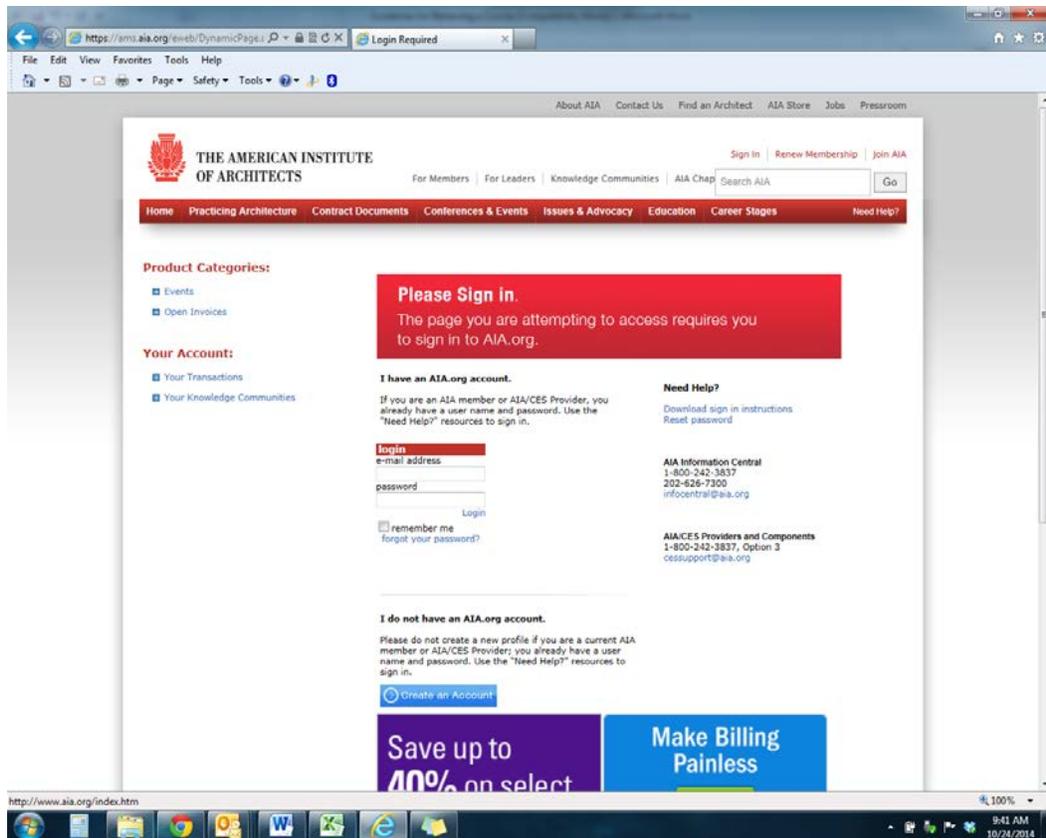
The screenshot shows the LearnFlex Admin interface for The American Institute of Architects. The main content area displays a table of courses under the 'Shared Reports' section. The table has the following columns: Course Format, Course Credit Hours, Credit Designation, Course Approval Workflow Status, Course Activation Date, Course Expiration Date, and Course Active. A green oval highlights the 'Course Expiration Date' column, and a green arrow points to it from the right.

Course Format	Course Credit Hours	Credit Designation	Course Approval Workflow Status	Course Activation Date	Course Expiration Date	Course Active
Instructor-led face-to-face	1.00	LUJHSW	4	05/30/2012	05/30/2015	Yes
Instructor-led face-to-face	1.00	LU	4	05/30/2012	05/30/2015	Yes
Instructor-led face-to-face	1.00	LU	4	05/30/2012	05/30/2015	Yes
Instructor-led face-to-face	1.00	LUJHSW SD	4	05/30/2012	05/30/2015	Yes
Instructor-led face-to-face	1.00	LUJHSW SD	4	08/25/2012	08/25/2015	Yes
Instructor-led face-to-face	1.00	LUJHSW SD	4	08/25/2012	08/25/2015	Yes
Instructor-led face-to-face	1.00	LUJHSW	4	07/10/2012	07/10/2015	Yes
Instructor-led face-to-face	1.00	LUJHSW SD	4	11/07/2012	11/07/2015	Yes
Instructor-led face-to-face	1.00	LUJHSW	4	11/07/2012	11/07/2015	Yes
Instructor-led face-to-face	1.00	LUJHSW	4	11/09/2012	11/09/2015	Yes
Instructor-led face-to-face	1.00	LUJHSW	4	04/03/2013	04/02/2016	Yes
Instructor-led face-to-face	1.00	LUJHSW	4	04/10/2013	04/09/2016	Yes
Instructor-led face-to-face	1.00	LUJHSW	4	04/10/2013	04/09/2016	Yes
Instructor-led face-to-face	1.00	LUJHSW	4	04/10/2013	04/09/2016	Yes
Instructor-led face-to-face	1.00	LUJHSW	4	05/31/2013	05/30/2016	Yes

How to renew your courses

For any courses with an expiration year of March 30, 2016 or earlier, **AND** which you will continue to teach, please do the following:

- Login to the [Discovery homepage](#) .



- Click **Admin Menu** in the upper right.



- Click the **Courses** item in the upper red menu bar.

http://aia.learnflex.net/Admin/index.aspx

LearnFlex CRM | Organizations | IEMSI

Discovery Home Log Off

THE AMERICAN INSTITUTE OF ARCHITECTS

Courses Reports

Course Approval Search

▸ Add New Course

▸ Approval Search

Topic Area: All

Course Format: All

Curriculum Orientation: All

Delivery Provider Type: All

Delivery Provider: All

Course Number:

Course Name:

Keywords:

Delivery Provider Code:

Season: All

Year: All

Activation Status: Active

Approval Status: All

Search

100%

9:55 AM 10/24/2014

- Locate the relevant course and click on its title.

The screenshot shows the 'Course Approval Search' page in the LearnFlex system. The page includes a navigation menu with 'Courses', 'Report Attendance', and 'Reports'. The search form contains the following fields:

- Topic Area: All
- Course Format: All
- Curriculum Orientation: All
- Delivery Provider Type: All
- Delivery Provider: All
- Course Number: [Text Input]
- Course Name: [Text Input]
- Keywords: [Text Input]
- Delivery Provider Code: [Text Input]
- Season: All
- Year: All
- Activation Status: Active
- Approval Status: All

A 'Search' button is located at the bottom right of the form. Below the form is a table of search results:

Course Title	Course Code	Approval Status	Approval Date
Acrylic Specialty Products: Inspirational Design Solutions	-EM1004		
Acrylic Specialty Products for Accessible Kitchens and Baths	-EM1010		
Building Green Interiors With Wood Products	-EM1007	Approved	06/25/2012
Cellulose Insulation: The Versatile and Sustainable Solution	-EM1012	Approved	04/03/2013
Factory Prefinishing of Exterior Building Materials	-EM1011	Approved	11/09/2012

The 'Course Title' column header is circled in green, and a large green arrow points to the 'Search' button.

- On the left hand menu bar, click the item **Course Approval Status**.

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Courses Report Attendance Reports

Course Management Import

Course Title: Acrylic Specialty Products: Inspirational Design Solutions

If your Course is ready to be reviewed, please update your course status to "Pending Admin Approval" and select **Save**. You will receive and email confirmation of this and any other status changes, including Course Approval.

For step-by-step instructions [click here](#)

*This is a popup. Please select CTRL while clicking

Activation Date: 05/30/2012
Expiration Date: 05/30/2015

Course Approval Status: Approved
New Course Approval Status: Approved

Additional Comments on Course Status:

Previous Save

Approval Status	Change Date	Modified By	Comment
Approved	05/30/2012	Tamara, Michael	
Pending Admin Approval	05/24/2012	Cameron, Sharon	
Draft Submission	05/24/2012	Cameron, Sharon	

- In the drop down menu that lists **New Status**, switch it from **Approved** to **Draft Submission** status and click **Save**.

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Courses Report Attendance Reports

Course Management Import

Course Title: Acrylic Specialty Products: Inspirational Design Solutions

If your Course is ready to be reviewed, please update your course status to "Pending Admin Approval" and select Save. You will receive and email confirmation of this and any other status changes, including Course Approval.

For step-by-step instructions [click here](#)

*This is a popup. Please select CTRL while clicking

Activation Date: 05/30/2012
 Expiration Date: 05/30/2015

Course Approval Status: Approved
 New Course Approval Status: Approved

Additional Comments on Course Status:

- Please Select
- Draft Submission**
- Approved
- Suspended

Previous Save

Approval Status	Change Date	Modified By	Comment
Approved	05/30/2012	Tamara, Michael	
Pending Admin Approval	05/24/2012	Cameron, Sharon	
Draft Submission	05/24/2012	Cameron, Sharon	

- Your course formation can now be edited, please update your **Description, Keywords and Learning Objectives**.
- If the **Course Description, Keywords** and/or **Learning Objectives** were not entered, please update them as above.

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Courses Report Attendance Reports

| Course Management | Import |

Course Title: Acrylic Specialty Products: Inspirational Design Solutions

When adding a New Course all items with red asterisks are required, when finished select **Save and Continue**

For step-by-step instructions [click here](#)

*This is a popup. Please select CTRL while clicking

Course Directory: --NONE--
Building Science & Performance
Design and Design services
Insights
Legal
Materials & Methods

Delivery Provider Type: Building Product Manufacturer

* Delivery Provider Name: IEMSI

Topic Area: Specialties

* Course Title: Acrylic Specialty Products: Inspirational Design Solutions

* Course Number: IEM1004 2012

* Course Description: Provides an overview of the manufacturing processes, features, and benefits of specialty acrylic products that afford architects and designers unique and inspiring design solutions for a wide variety of applications.

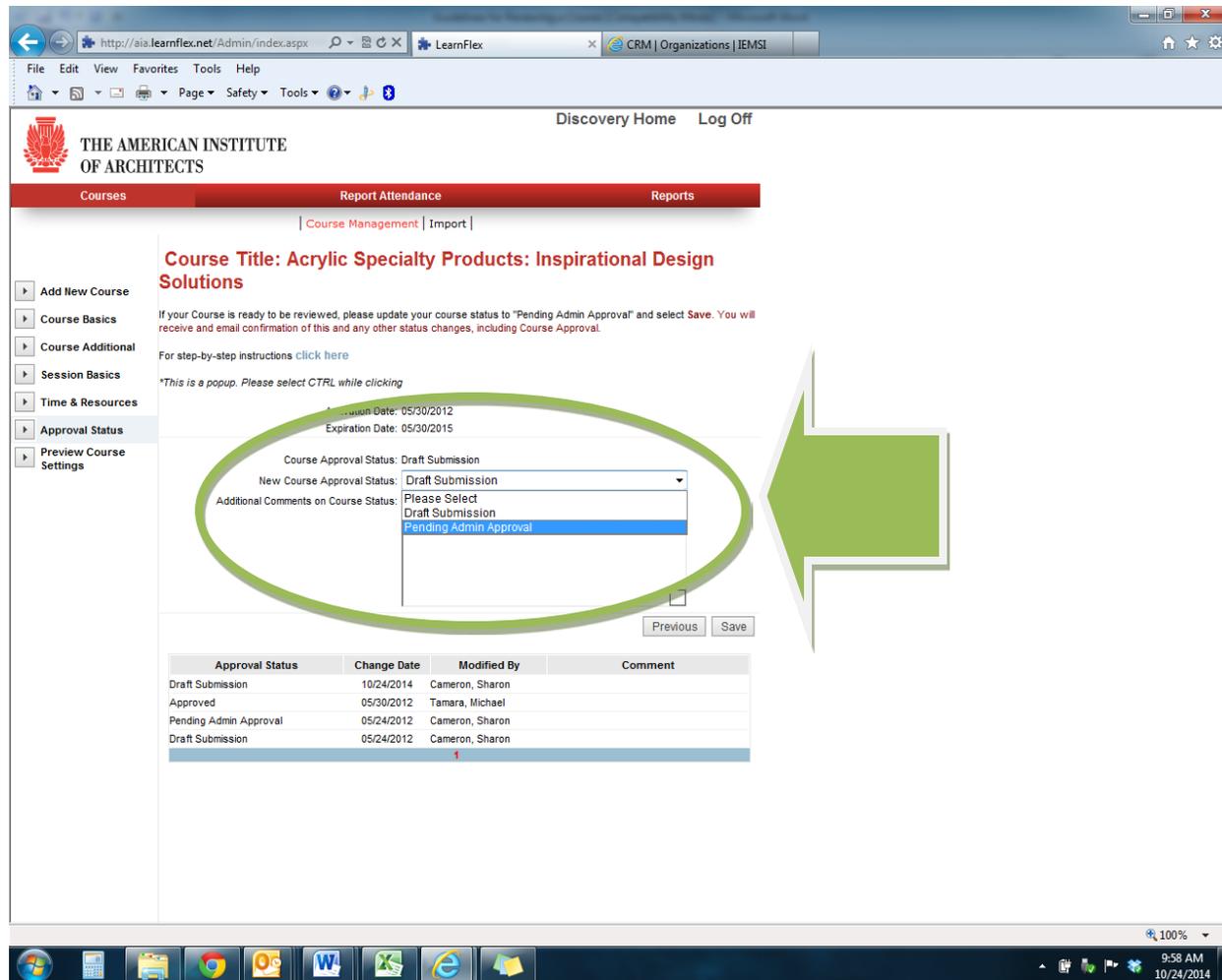
* Key Words (separate with commas): acrylic specialty products, multi-skinned acrylic sheet, solid surface products, solid surface

Course Format: Instructor-led face-to-face

Session Replication:

Save This Course Entry And Add New Courses:

- Return to the **Course Approval Status** menu and in the drop down menu that lists **New Status**, switch it from **Draft Submission** status to **Pending Admin Approval** and click **Save**.



- Your course is now in the approval queue and will be reviewed within 5-7 business days. You will receive a confirmation email once it has been reviewed and approved.

Courses submitted for Sustainable Design (SD) credit originally CANNOT be renewed. If you are still offering these courses, you must enter an entirely new course with either LU or LU/HSW credit designation. We apologize for the inconvenience.

All Courses are reviewed by AIA/CES within 5-7 business days and you will receive an e-mail notification upon approval. You will also receive an email notification letting you know if your course requires more

information or if it was denied. The message will include the reasons why and instructions on how to edit and resubmit your course. This information will also be available in the **Comment** section box in the **Approval Status** tab.

Refer to the All Active Courses Report to generate a list of your courses that includes the expiration date field.

Should you have any questions or need further assistance, please do not hesitate to contact us at 1-800-242-3837, option 3. Or, you can email us at cessupport@aia.org.