## **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:
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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.

# <u>Course Deactivation Schedule – August 30, 2016 – all courses with</u> <u>expiration dates earlier than March 30, 2016</u>

### 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 <u>Discovery homepage</u>.



• 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.

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Click the "Go" button to run reports. "	You may also wish to expo	rt or print reports.					
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All Active courses report	This report displays a list ofapproved courses offered by your organization, with description, Learning Objectives and Expiration date.	10/10/2012	Katherine Gupman	Run 🔻 Go 🕨			
View Member Attendance	This report provides a list of users who attended courses offered by your organization.	10/12/2010	Operitel Admin	Run 💌 Go 🕨			
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• Input your provider number and click **Run Report**.

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Select the report criteria. Please note that the more fields that are filled in, faster	results are yield.		-
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- 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.

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Provider N	ame Provider Cod	e Course Number	Course EID	Course Title				Learning	) Objective 1
IEMSI	40107376	IEM1001	40107376-IEM1001	Resilient Flooring for Healthcare		List the requirements of a healthcar	re flooring system, and descri	ibe how they can make a positive contribut	ion to the healthcare environment
IEMSI	40107376	IEM1002	40107376-IEM1002	Gen Y: This is Not Your Mother's Kitchen		Define Gen Y members as a group,	outlining their makeup, view	ws on marriage and family, personal charac	cteristics, and social skills
IEMSI	40107376	IEM1003	40107376-IEM1003	Gen Shift: Lifestages Redefining the Kitch	hen Space	Describe the Baby Boomer, Gen X	and Gen Y generations, their	r sub-segments and unique characteristics	
IEMSI	40107376	IEM1004	40107376-IEM1004	Acrylic Specialty Products: Inspirational D	lesign Solutions	Discuss the characteristics and bene	efits of acrylic and acrylic she	et	
IEMSI	40107376	IEM1005	40107376-IEM1005	Sustainable Design With Recycled Rubbe	r Surfaces	Compare natural rubber to synthetic	c rubber in terms of their com	nponents and manufacturing processes and	defend the argument that using recyc
IEMSI	40107376	IEM1006	40107376-IEM1006	Laminated Veneer Bamboo: Structural an	nd Curtain Wall Applications	Identify and compare the inherent	performance properties of fiv	e common building materials	
IEMSI	40107376	IEM1007	40107376-IEM1007	Building Green Interiors With Wood Produ	ucts	explain why using real hardwood in	a building project is a susta	inable choice throughout all the stages of	the product's life cycle
IEMSI	40107376	IEM1008	40107376-IEM1008	SBS Modified Asphalt Roofing and Unde	rlayment Systems	State the purpose of modifying the	asphalt and describe the diff	ferences between APP and SBS modified	asphalt roofing membranes (SMAM)
IEMSI	40107376	IEM1009	40107376-IEM1009	Water delivery solutions for green building	g 	Argue the need for green building	practices from both an enviro	onmental and economic perspective.	-
IEMSI	40107376	IEM1010	40107376-IEM1010	Eadon Prefinishing of Exterior Building	Jatarials	Identify a number of reasons for each	ricans with Disabilities Act (A	describe methods for eliminating these rist	ke .
IEMSI	40107376	IEM1012	40107376-IEM1011	Cellulose Insulation: The Versatile and S	ustainable Solution	describe cellulose insulation, its co	monents installation metho	describe methods for eliminating these ha	
IEMSI	40107376	IEM1013	40107376-IEM1013	Managing Davlight with Automated Sola	Control	discuss the benefits of natural light	and how it can be maximize	ed and controlled to enhance the personal	comfort of the building occupants
IEMSI	40107376	IEM1014	40107376-IEM1014	Laminated Veneer Bamboo:Interior Grad	e Design Applications	Discuss the selection criteria for inte	erior grade building materials	s Compare the performance and sustainab	ility of over ten interior grade building
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• The relevant piece of information in the report is in the second to last column: **Course Expiration Date**.

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	Instru	ctor-led face-to-face	1.00	LU	4	05/30/2012	05/30/2015	Yes
	Instru	ctor-led face-to-face	1.00	LU	4	05/30/2012	05/30/2015	Yes
ns and relate them to case studies where certification was achieved.	Instru	ctor-led face-to-face	1.00	LUHSWISD	4	05/30/2012	05/30/2015	Y'
	Instru	ctor-led face-to-face	1.00	LUHSWISD	4	06/25/2012	06/25/2015	
programs that promote sustainability and responsible forestry practices	Instru	ctor-led face-to-face	1.00	LUIHSWISD	4	06/25/2012	06/25/2015	
	Instru	ctor-led face-to-face	1.00	LUIHSW	4	07/10/2012	07/10/2015	
	Instru	ctor-led face-to-face	1.00	LUHSWISD	4	11/07/2012	11/07/2015	Yà
	Instru	ctor-led face-to-face	1.00	LUHSW	4	11/07/2012	11/07/2015	Yes
	Instru	ctor-led face-to-face	1.00	LUHSW	4	11/09/2012	11/09/2015	Yes
es utilizing cellulose insulation that can contribute to and assist with globa	I green building programs. Instru	ctor-led face-to-face	1.00	LUHSW	4	04/03/2013	04/02/2016	Yes
	Instru	ctor-led face-to-face	1.00	LUIHSW	4	04/10/2013	04/09/2016	Yes
	Instru	ctor-led face-to-face	1.00	LUIHSW	4	04/10/2013	04/09/2016	Yes
	Instru	ctor-led face-to-face	1.00	LUHSW	4	04/10/2013	04/09/2016	Yes
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#### 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 <u>Discovery homepage</u>.



• Click Admin Menu in the upper right.



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

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• Locate the relevant course and click on its title.

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	Sustainable Solution	-IEM1012 Appro	oved 04/03/2013	
	Factory Prefinishing of Exterior Building Materials	-IEM1011 Appro	oved 11/09/2012	
	Gen Shiff: Lifestanes Redefining the Kit	hen		
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• On the left hand menu bar, click the item **Course Approval Status.** 

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

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- 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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	* Course 7 de:	Acrylic Specialty Produc	cts: Inspirational Design S	olutio		
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• 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.

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• 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 <u>cessupport@aia.org</u>.