AIA CES Provider Resources

Guidelines for Renewing or Resubmitting a Course

If you will be resubmitting or updating a course/s in response to a course deactivation notice, there is clarification to the process for locating and resubmitting old courses.

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

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 the **Shared Reports** item underneath the upper red menu bar
- Click 'Run' next to the **All Active Courses** report
- Input your provider number and run the report.

You report will generate on the screen. You can click the 'Export' button at the top of the report and follow the dialogs to have the courses exported into an Excel compatible format. In the last column is your **Course Expiration Date**.

Courses have a 3-year activation period, after which they need to renewed.

To renew your course, please do the following:

- Login to the [Discovery homepage](#)
- Click **Admin Menu** in the upper right corner
- Click the **Courses** item in the upper red menu bar
- Locate the relevant course using the search options and click on its title
- On the left hand menu bar, click the item **Course Approval Status**
- In the drop down menu that lists **New Status**, switch it from **Approved** to '**Draft Submission** status and click **Save**

- Your course formation can now be edited, please update your Description, Keywords and Learning Objectives,
- If the Course Description and/or Learning Objectives were not entered, please input them
- Return to the **Course Approval Status** menu and in the drop down menu that lists **New Status**, update status to **Pending Admin Approval** and click **Save**
- Your course is now in the approval queue and will be reviewed within 5 business days. You will receive a confirmation email once it has been reviewed and approved; or if it requires more information that includes the reasons why and instructions on how to edit and resubmit your course

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