Frequently Asked Questions about Continuing Education for Architects & Designers

AIA/CES

1. What is AIA/CES?
AIA/CES is a continuing education system developed by the AIA to emphasize learning and record participation in professional learning activities. AIA/CES enables architects to keep current, master new knowledge and skills, plan for the future, and responsibly meet the role society entrusts to a professional. The program also allows members to fulfill a requirement for AIA membership and meet any state mandatory continuing education requirement.

2. How are credits measured?
The AIA records continuing education credit as a Learning Unit (LU). A one LU Hour educational program is equal to one contact hour. (A LU is not a Continuing Education Unit (CEU). One CEU is equal to ten hours or 10 LUs.) CES credits are based on the length of the educational activity (contact hour). Each contact hour is worth one (1) Learning Unit (LU) Hour. Members can earn credits by attending programs offered by AIA/CES Registered Providers.

3. What is the annual CES requirement?
AIA Architect members are required to complete 18 LUs from registered AIA/CES providers each year. Of the 18 LUs, 12 must be in the topic areas of health, safety and welfare (HSW). However, there are also individual requirements per state, please go to aia.org to search your state's CES requirements.

4. How does Health, Safety, Welfare (HSW) tie into CES?
Health Safety Welfare (HSW) is a type of learning unit. HSW in architecture is anything that relates to the structural integrity or soundness and health impacts of a building or building site. Courses must intend to protect the general public. The percentage of HSW content in any HSW-related activity must be a minimum of 75% to qualify a course or educational event for HSW credit. Examples of HSW content includes: Accessibility, Codes, Regulations, Building Design and Materials, Methods and Systems, Preservation, or Adaptive Reuse.

5. How does AIA/CES work?
Members can earn LU hours by attending courses offered by AIA/CES registered providers or through self-reporting independent activities and research.

6. How does a participating architect's learning units (LU) get reported to AIA?
Since Spacesaver Corporation is the registered program provider, Spacesaver Corporation must report the learning units to AIA. At the completion of each program presentation, a Provider Form B must be completed (recording the names and AIA Membership numbers of the participants). Completed Provider Form B must then be faxed to Spacesaver Corporation at fax number (920) 563-071, or emailed to the Spacesaver representative listed on the bottom of the Form B. If the Form B is faxed, please email the Spacesaver Corporation representative on the Form B, so they are aware.

7. Do speakers need to have participants fill out program evaluations after each presentation?
Yes. By having participating architects' complete brief evaluation forms, they help us understand their needs and what they are looking for in attending a presentation of this nature. Their comments will help us to better inform them at future presentations. Fax all program evaluations to Spacesaver with each completed Provider Form B. Fax them to (920) 563-0712. Spacesaver Corporation will maintain a file of all program evaluations

8. When does the Speaker need to fax or send a completed Provider Form B to Spacesaver?
Fax or Email Provider Form B to Spacesaver immediately after program completion. The Spacesaver representative responsible for receiving Form B submissions is listed at the bottom of each Form B. After program completion, Spacesaver Corporation has 10 business days from date of course completion to verify and submit the names of those AIA members participating in the event. Be sure to include (by fax) all program evaluations with each Provider Form B sent to Spacesaver Corporation. (An architect could lose his/her license if CES programs are not reported correctly.)

9. What rules/expectations are required for speakers?
Do not mention the name "Spacesaver" systems during the program presentation. Refer only to "high-density mobile storage systems". All CES programs must be strictly educational in nature and not featuring or marketing specific products or services. Providers who present on the features, benefits, or availability of specific company products or services will be audited and could lose their status as a Registered Provider. If you use products in a CES program:
  • Use pieces or samples of industry materials
  • Remove any company information or labels from the sample
  • Present facts, features, and information on generic materials, not company specific products
  • Do not try to sell during a AIA presentation rather focus on educating your attendees.
  • Focus on and remember the AIA/CES guidelines
  • Address specific product or company information AFTER the program time registered for CES credit
  • Focus on generic industry materials, not specific company products
  • Present information as it relates to design applications, improvements, problem solutions, and not on the product.
  • Distribute marketing material and business cards after the presentation.

10. What special training or certification do I need to be a speaker?
Course presenters are required to sign the AIA CES Speaker Agreement. No additional training is needed. Course presenters are responsible for collecting accurate information required for the Form B.

11. How are records kept?
Individual transcript records are updated daily. Anyone with an active AIA membership number can access a transcript. To find your transcript visit the Education page of AIA.org. Scroll down a little, and click on Sign In on the right of the page. On the next page enter your AIA member number. The first line item on the next screen is the View Transcript option.

IDCEC

What is IDCEC?
The Interior Design Continuing Education Council an organization focused on the advancement of interior designer professionals.

What is "HSW"?
HSW stands for Health Safety Welfare. This is a CEU in which 75 percent of the content is focused on content considered HSW. This content includes fire & life safety systems, sustainability, energy compliance, and more.

How to I become an instructor for IDCEC?
Instructors are required to be registered with IDCEC. Please coordinate with a primary contact for your IDCEC continuing education to have yourself registered as an instructor.

How do I submit attendance?
Have your primary contact for your IDCEC CEUs acquire your class-code. The class-code is associated with the attendance per sessions scheduled. Attendance cannot be reported until a course is scheduled and class-code has been assigned to the event. *There is a $10.00 fee associated with the class code, and is only payable through the IDCEC payment portal.*

Two Types of Attendees at CEUs:
Attendees with IDCEC Numbers (format 21-00001234)
These attendees must have their attendance reported online within 7 business days after event. Once attendance is reported attendee can access the survey on the course, and acquire their certificate or course completion online.

Attendees with IDCEC Numbers
These attendees must be given a paper certificate of completion with the class code and other course details such as designation, CEU value and classification by course provider. Attendees will use the certificate of completion as proof of attendance and will report directly to their member organizations. Their attendance does not need to be reported to IDCEC.

When should a CEU be scheduled and class-code acquired for the event?
A class code can be scheduled anytime during the duration of the course's approval date and expiry date. Scheduled classes and class codes can be added either before or after the date of your event. Classes scheduled before the event may be published on the IDCEC's event calendar.

12. Where can I get help?

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Sources

Interior Design Continuing Education Council (IDCEC). *Frequently Asked Questions for CEU Providers.* Retrieved February, 21st 2018 from
http://www.idcec.org/images/content/download/en/FAQ_CEU%20Providers%20Final.pdf

American Institute of Architects (AIA). *Provider Manual Policies and Resources.* (2018, March 01). Retrieved from https://www.aia.org/pages/3276-continuing-education-provider-toolkit