

AIA/CES Self Report Form

This form should be submitted for each learning activity or program.



Last name First name Middle Initial or name

AIA ID Membership Number Daytime Phone

Activity/ Program Title: _____

Learning Units/Hours: _____ **Start date:** ____/____/____ **Completion date:** ____/____/____

I am reporting month day year month day year

- Indicate the number of hours spent in direct learning activities. Credit is not awarded for time spent on breaks, registration, travel, receptions or meals (unless an educational presentation is being offered and then credit is awarded only for educational time, not time spent eating.) 1 hour minimum (.25 for each additional quarter hour)

Check which type of activity you are reporting:

<input type="checkbox"/> Self-Designed Activity <ul style="list-style-type: none">• Learning activity is self-designed. You, the learner designed the activity and determined what will be learned.• <u>Not</u> acceptable for HSW credit regardless of subject.• <u>Recommended</u> minimum of three (3) hours. Sample categories : ___ Research: Time you spent researching new information preparing for lectures, presentations, study-travel, committee or board research, etc. ___ Computers: Time you spent learning new computer programs that you can apply toward the profession.	<input type="checkbox"/> Structured Activity Program <ul style="list-style-type: none">• This is a structured activity offered by a formal organization that is not a CES Registered Provider.• One (1) hour minimum <i>Program sponsor's name:</i> _____ <i>Program sponsor's phone number (if known):</i> _____ <ul style="list-style-type: none">• Additional documentation of attendance/participation is often required as supplement when reporting this type of activity as a State Licensure MCE requirement.
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This program addresses issues concerning the health, safety, or welfare of the public. Yes No

Health, safety, and welfare in architecture are defined as anything that relates to the structural integrity or soundness of a building or site. "Suitability for intended use." Check all areas that apply to your program.

- Aspects of architecture that have salutary physical effects among users of buildings.
- Accessibility Acoustical systems Energy efficiency
 - Mechanical, plumbing, electrical system concepts, materials, and methods of construction.
 - Other(s) list all that apply _____

- Aspects of architecture intended to limit or prevent accidental injury or death among users of buildings or sites.
- Codes and regulations Natural Hazards: Earthquake, Flood, and Hurricane
 - Life safety systems - suppression, detection and alarm standards
 - Other(s) list all that apply _____

- Aspects of architecture that engender demonstrable positive emotional responses among, or enable equal access by, users of building or sites.
- Building design and materials, methods & systems Construction contracting, means and methods
 - Construction documents and services Legal issues: Laws; contracts; documents; insurance
 - Ethics and regulations governing practice of architecture Preservation and adaptive reuse, study of
 - Construction administration Environmental issues
 - Other(s) list all that apply _____

The back page must be completed

AIA/CES Self Report Form - Back page

Program Description

Learning Objective: Each activity or program must have at least one learning objective related to the practice of architecture. This is a clear goal of what you the architect wanted to learn.

What new knowledge or skill did you gain from this learning activity?

Resources Used

Resources used in the completion of this activity/program?

Human resources used:

- | | |
|--|--|
| <input type="checkbox"/> In-house expert | <input type="checkbox"/> Practitioner in the field |
| <input type="checkbox"/> Industry representative | <input type="checkbox"/> School faculty member |
| <input type="checkbox"/> Independent expert/consultant | |
| <input type="checkbox"/> Other: _____ | |

Material resources used:

- | | |
|--|---|
| <input type="checkbox"/> Journal articles | <input type="checkbox"/> Books or manuals |
| <input type="checkbox"/> Computer software | <input type="checkbox"/> Program handouts |
| <input type="checkbox"/> Product sample | <input type="checkbox"/> Videotape |
| <input type="checkbox"/> Teleconference | <input type="checkbox"/> Slides-overheads |
| <input type="checkbox"/> Tutorial software | <input type="checkbox"/> On site observations |

NEW FOR 2000. The Quality Level does not affect the number of credits earned (AIA/CES policy starting January 1, 2000).

Research indicates that programs that involve participants and increase participation result in better and longer retention of material.

Check how this activity/program was delivered.

Passive Activity

One-way communication such as lecture, speech, or panel discussion.

Interactive participation

Two-way communication such as roundtable discussion, group exercises, or case studies (51% or more of the time).

Measurement of Learners' Progress

Pre and Post-test measuring the learning progress of the participants.

Several states now have a two-year reporting period. We recommend that you keep a personal copy of this record for two years. Continuing education information Online at: www.e-architect.com >Continuing Education >CES Transcript >State MCE updates

Return this form to:

The University of Oklahoma, Continuing Education

AIA/CES, Room B-1

1700 Asp Avenue

Norman, OK 73072, or fax to (405) 325-6965

For additional information or assistance call (800) 605-8229