AIA CES Frequently Asked Questions

What are Self-Reported Activities?

If a program is not offered by an AIA/CES Registered provider, members have the option of self reporting the program or activity. The intent of this activity must educational in nature and new knowledge in reference to their practice of architecture. Members must indicate whether the activity they are reporting is self-designed or a structured self-reported program:

Self-Designed Activity. This type of learning activity is organized by the member specifically to meet his or her individual needs. A self-designed activity frequently involves more than one type of medium or method, such as research, reading, interviewing subject experts, listening to audiotapes, and/or viewing videos. To determine what qualifies for self-reporting, ask yourself the following questions: (1) Is this a planned learning activity? (2) Is this activity intended to be educational or operational? (3) Are you acquiring new knowledge or are you sharing your knowledge with others? (4) How will you apply this new knowledge to your practice? This method is not acceptable for health, safety, and welfare (HSW) credit. Some state licensing boards will not accept this type of reporting for mandatory continuing education (MCE) requirements. (Recommended minimum of three hours)

Structured Self-Reported Program. This is a structured activity offered by an organized, third-party, non-CES provider. Documentation of attendance/participation will usually be required as a supplement when reporting this activity to meet a state licensure requirement. For members who self-report a structured activity, the AIA is not able to assist in acquiring any support documentation that may be required by a state licensing board MCE audit.

To be eligible for credit, all self-reported activities must be planned educational activities that provide you with new knowledge that can be applied toward the practice of architecture. Members should complete the AIA/CES Self-Report Form and submit it to AIA/CES Records at the University of Oklahoma. Be sure to specify which type of learning activity you are reporting so the data can be entered accurately into your transcript. Title should be indicative of the program content. Members calculate LU hours for self-reported activities by reporting the number of hours spent in architecture-related learning. Think in terms of billable hours applied to learning.