CES-news.jpg

News and Resources

Provider Resources

CES Dashboard

AIA CES Standards

Contact the CES team

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Welcome to our Provider Newsletter!

Each quarter we will be sending you information about the AIA continuing education programs as well as tips and guidance for developing and delivering the best programs to our members. We are happy to have you as continuing education providers, and we hope you find this newsletter useful. Feel free to email the CES team with questions, suggestions, or ideas for future topics.

Delivering Live Courses Online

With COVID-19 in the headlines and many live events canceled, you may be thinking about delivering your learning programs online. As you look at the different options available, in addition to learning new technology, your instructors and facilitators will need to develop some new skills for teaching online. Presenting a learning program from a quiet office is a very different experience from teaching in front of a live classroom. Here are some tips for those new to delivering online.

- Find a quiet room to use as your studio for delivery. Post a note on the door to keep from being disturbed. Internal offices work well (less chance for sirens or traffic noises coming through). Make sure your instructors are comfortable with the room.
- Video isn't necessary and can make things more complicated. You don't need to have a live video feed of your instructor talking. Good slides and other visuals are more effective for learning.
- Make sure your instructors use good headsets, not speakerphones.
- If your instructors like to move around the room, make sure they have space to do that while presenting online.
- Keep energy up. It may sound silly, but encourage instructors to smile as they present. Students may not be able to see them, but smiling comes through in their speech.
- Practice, practice, practice. Make sure you're comfortable with the technology and can anticipate the types of problems you or your participants may encounter. You may find it

helpful to have a "producer" who handles all of the technical pieces so your instructors can focus on presenting content.

What are sessions in CES Dashboard?

In order to report any attendance to your approved course, you must create a session. The session serves as the holder for your attendance within the course.

- For LIVE courses a new session must be created for every instance the course is offered, using the date the course was offered as the session date.
- For On demand courses, you may submit all attendance to one session.
- For a detailed PDF (with screenshots) of the process click here

What is a Learning Objective?

A learning objective is a brief statement (not an outline) on what your audience will take away from your course. When designing your course, always keep in mind what do you want your audience to know, understand or do. Learning objectives should be:

- Measureable or observable
- Concise
- Clear, not vague
- Define what the learner will be able to do
- Use action verbs

Well written learning objectives sets expectations and goals for the learner to know, understand or do after completing your program.

Join us at our webinars

Join AIA CES for these upcoming webinars where we will teach specific topics to assist you as an AIA CES Education Provider.

- 25 March 2020 (Wed., 2pm EST) - How to Submit a Course Through AIA CES Dashboard
- 22 April 2020 (Wed., 2pm EST) - How to Write Course Descriptions and Learning Objectives
- 24 June 2020 (Wed., 2pm EST) - All About HSW
- 22 July 2020 (Wed., 2pm EST) - How to Submit AIA Member Attendance Through CES Dashboard
- 26 August 2020 (Wed., 2pm EST) - Resolving Your Provider Questions
- 16 September 2020 (Wed., 2pm EST) - Advertising Dos and Don'ts
- 21 October 2020 (Wed., 2pm EST) - Open Topic

There is no need to pre-register for webinars. Webinar link will go live 15 minutes prior to each scheduled webinar

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You're invited to our CES workshop

Wednesday, May 12, 2020
8am–12pm

A'20 Conference on Architecture
Los Angeles Convention Center
1201 Figueroa Street
Los Angeles, CA 90015

Join this audience-centered, face-to-face, and dialogue-friendly Provider workshop hosted by the AIA CES Team. Be here to promote knowledge sharing, best practices. Learn about:

- AIA CES Standards
- CES Dashboard and quality assurance
- Provider Accreditation
- State of the program

Attendance is free for all 2020 AIA CES Providers. Register here and see you at A'20.