Section 2

Education
02. Education

Members rely on AIA for high-quality, useful, and inspiring continuing education at the national, state, and local levels. Our education programs not only help members fulfill licensing and AIA membership requirements, but also advance members’ careers and the profession as a whole.

GOALS FOR ACCREDITATION

1. Offer all AIA members, regardless of component, access to component Continuing Education programming
2. Ensure high-quality continuing education
3. Maintain continuing education transcripts
4. Offer licensure and career development support to emerging professionals
GOAL 1

Offer all members, regardless of assigned component, a reasonable opportunity to participate in component continuing education programming.

Your members need certain types and amounts of credit hours to meet state licensure requirements. Collaborating with other components in your state is a win–win. It helps meet this need, and it can also lead to teaming up on other projects, from advocacy to conference materials.

**REQUIREMENT:**
Collaborate statewide to offer at least 18 CES credit hours annually, (12 must be health/safety/welfare) and 4 of the 18 CES credits must be curated by the component.

**ONLINE RESOURCES:**
State requirements for continuing education

**PLAY 1: PROVIDE MEMBERS’ ACCESS TO AIAU, ANYWHERE OR ANYTIME**
Show your members the benefits of AIAU, AIA’s high-quality online continuing education solution. With 150+ courses led by some of the industry’s best architects and firms—nearly 100 of them are HSW courses—it’s the leading source for expert instruction, answers, and inspiration. Courses are fast-paced, dynamic, and focused on in-demand topics. And new courses are added every month. AIA members pay a nominal fee per course.

Components can purchase viewing rights for groups, and your component will automatically receive credit for offering the course.

If your component develops a high-quality course, you can submit it for possible inclusion in the AIAU catalog, where it will be seen by a national audience and can provide your component with revenue. AIAU considers content under two models: Content ready to upload and content that requires further development. Contact AIAU at (202) 626 7495 or aiau@aia.org to learn more.

Learn more about AIAU at aiau.aia.org.

**PLAY 2: PROMOTE THE AIA CONFERENCE ON ARCHITECTURE**
The annual AIA Conference on Architecture provides opportunities for inspiration, networking, and insight on topics and trends impacting architecture and design. For many, it’s the best time and place for continuing education. It offers 500+ opportunities to earn continuing education credits from some of the best architects and firms practicing today.

Sessions include:
- Workshops and seminars led by experts in architecture and design
- Expertly curated tours of notable architecture and neighborhoods
- Expo credit sessions on new materials and services from providers at the Architecture Expo
- Presentations by well-known leaders from architecture, business, arts, and sciences
- Your component members can also develop educational content for the Conference on Architecture. And don’t forget to alert members that they need to register early to get the courses they want and to get discounts.

Learn more about the conference at http://conferenceonarchitecture.com/.
**GOAL 2**

**Ensure high quality continuing education**

AIA national and components offer some of the industry’s best continuing education, and members consistently rank it as a top benefit. Your work is key to helping the organization keep that strong position and maintain their confidence in AIA education. Use the tactics and resources below to develop, register, record, and report courses correctly.

**PLAY 1: READ THE PROVIDER MANUAL**

Your first step is to know the rules in the CES Provider Manual.

**REQUIREMENT:**

Components must comply with the requirements outlined in the CES Provider Manual to assure a basic level of quality and member service.

The AIA Provider Manual has everything you need to know to develop and report on continuing education. It’s created so you can follow the guidelines whether your component is staffed or volunteer led. And it’s required reading before you register or qualify courses.

**ONLINE RESOURCES:**

- CES Provider Manual
- Request CES training

**PLAY 2: PARTNER WITH OTHER PROVIDERS**

Working with expert providers can half your resource commitment and increase the quality of the continuing education you offer. Just do it according to the guidelines:

- Be sure the provider’s identity is clear in all advertising materials.
- Have the provider register courses under its own provider number—this keeps the provider accountable for content and compliance.
- Use the Partner Arrangement Form to keep a record of who you partner with, so you’ll get the credit.
- You can skip the Partner Arrangement Form if your component has provided 18 hours of qualified continuing education.

**ONLINE RESOURCES:**

- CES Partner Arrangement Form
- CES Partnership FAQ

**PLAY 3: DEVELOP YOUR OWN EDUCATION PROGRAMS**

Developing credit-earning content at the state and local levels may be just what your component needs to best serve members. Below are some tips for meeting your four hours of curated content:

- Know what your members need in your region. Ask your members what is relevant for them to know for their practice.
GOAL 3

Most sought after topics are:
- Building Science & Performance
- Materials & Methods
- Environmental/High Performance Design
- Codes/ADA/Legal
- Occupant Comfort
- Collaborate with other components nearby for innovative practices.
- Seek your own member experts for possible building tours and projects in process. Ask your membership for advanced projects in the works.
- Collaborate with allied organizations in your area such as USGBC, CSI, AIAS chapters or local universities, local licensing boards, or local municipalities for codes.
- Collaborate with existing approved AIA CES Providers. You can get up-to-date lists from Ramiro Solorzano at ramirosolorzano@aia.org as the list changes throughout the year.
- Use AIAU group viewing options.

Maintain continuing education transcripts

Register a course, browse other courses, get what you need for course provider compliance, and more through the CES Discovery portal. Start by signing into CES Discovery. You’ll receive a welcome email that will walk you through registering a course.

Make sure to designate a primary point of contact responsible for all administrative responsibilities in continuing education, which include editing your provider profile, managing user accounts, paying and receiving invoices, and more. Some components give this role to the executive director or a staff person. If your component is volunteer-led, find a volunteer for this role.

CES transcripts are kept in CES Discovery. Components and providers must submit the course and attendance to ensure member transcripts stay current. Three key resources walk you through this process.
- How to submit a new course: This step-by-step guide walks providers through the process of submitting new courses individually online. Please remember that AIA/CES policy states that providers must submit courses five business days or more prior to when the course will occur. Please use Internet Explorer. Firefox does not work with CES Discovery.
  Download the guide
- How to check course status: This step-by-step guide explains how to check the status of a course submission and clarifies the definition of various submission statuses.
  Download the guide
- How to renew or resubmit a course: This web based guide explains the course renewal process. If the provider is resubmitting or updating a course/s in response to a deactivation notice, details regarding locating and renewing old courses are in this document.
GOAL 4

Offer licensure and career development support to emerging professionals

We consider architecture students, recent graduates, professionals working toward licensure, and newly licensed architects to be "emerging professionals." They’re the future of the architecture profession, our current and future collaborators, and they have specific, important continuing education and prep needs that AIA and its components work hard to support. This includes opportunities for experience, help with exam prep, support transitioning from school to careers, opportunities for leadership in their firms, and more.

REQUIREMENT:
Components must provide career information and mentoring opportunities to emerging professionals to engage members early in their careers.
AIA’s Center for Emerging Professionals is an authoritative resource for architecture students, recent graduates, and newly licensed architects.

ONLINE RESOURCES:
AIA’s Center for Emerging Professionals
See what other components are doing for emerging professionals.
AIA Kansas City ARE Success Teams
How AIA Birmingham supports emerging professionals

PLAY 1: ASSIST WITH ESSENTIAL EXAM PREP
Components can support candidates preparing for the ARE in many ways:

- Maintain a lending library of resources.
- Offer workshops, courses, and study sessions.
- Hold regular meetings or activities for those prepping to give them a break or a chance to share their struggles.

PLAY 2: HELP THEM ACQUIRE EXPERIENCE
To become a licensed architect, graduates need professional experience and they need to record these experience hours. You can help by connecting them to these resources:

- The Architectural Experience Program (AXP) is a comprehensive training developed by NCARB that provides emerging professionals with a framework to get and record professional experience across six practice areas.
- Your component can provide or develop continuing education programs to help emerging professionals meet experience hours. To get licensed, emerging professionals must earn 3,740 hours across six practice areas. One AIA HSW learning unit equals one AXP experience hour.
- Emerge by AIAU provides online video-based education courses that can help fill requirements for experience hours. It’s free for AIA associate members.
ONLINE RESOURCES:
Overview of the AXP experience
NCARB’s Gain AXP Experience website
Emerge by AIAU courses

PLAY 3: CREATE OR EXPAND MENTORING OPPORTUNITIES
Mentoring strengthens learning, accelerates professional development, and helps emerging architects overcome project or career challenges. Here are a few ways to accomplish this.

• Host a chapter meeting “speed dating” evening so participants at different ages and career stages can get to know each other.
• Establish a formal mentoring program focused on licensure.
• Look to Fellows (FAIA) in your component for support and ideas for mentoring. Explore the scholarship programs for AIA emerging professional members through the College of Fellows.

ONLINE RESOURCES:
AIA Charlotte’s Mentorship Exchange program
AIA Los Angeles’ Mentor the Community program

PLAY 4: PROMOTE AIA’S CAREER CENTER—& START YOUR OWN
AIA hosts one of the industry’s premier job boards, along with related career resources at careercenter.aia.org. It’s a vital resource for emerging professionals looking for career opportunities and new graduates looking for their first opportunity.

Many components host their own career centers at the state or local level, providing members with curated job listings and resources in their area.

Developing your own career center is not only a way to encourage networking and collaboration—and to comply with Core Member Services—it can also be a source of revenue for your component. See an example at jobcenter.aiadc.com.

PLAY 5: CONNECT WITH THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
AIAS provides a direct pipeline to future members and the future of the workforce, as well as educating students about the value of AIA membership. Most AIAS chapters are based on campuses. They organize lectures, trips, social events, conferences, and community service projects.

Your component can connect with the energy and ideas from this group through its events, such as the annual FORUM convention, the Grassroots Leadership Conference, the Freedom by Design Orientation and the Quad Conferences. Most student members experience the AIAS through a campus-based chapter.

Components may benefit from some of the materials in different media developed by AIAS, such as:

• “I Want to Work In,” digital content series that examines what it’s like to live and work in a particular city.
• “The #AskAnArchitect Show,” a weekly YouTube video series that interviews an architect.
• “The Architype Project Podcast,” a podcast series that examines individuals with architecture degrees who pursue careers outside of traditional architecture.
• “60th Legacy,” a weekly digital web series that highlights the career of successful alumni.
• “The AIAS 7-in-7 Campaign,” a seven-week series of videos providing ARE-prep tips from past AIAS President Charlie Klecha.

**REQUIREMENT:**
Each state component appoints and maintains contact with the state Architect Licensing Advisor, who serves as a resource to AXP participants.

AIA and NCARB created the State Licensing Advisor program to help bring to every state resident experts to guide emerging professionals through the licensure process. These volunteers come from any level—students, educators, professionals, and more—to share tools, training, and firsthand knowledge of the ARE, AXP, and state licensure requirements directly with candidates. The first step is connecting with licensing advisors in your state.

Download a list of licensing advisors by state