AIA CES Course Submission Template

Please fill out the REQUIRED* information below to submit your course to be approved for AIA credit.

Course Name*

Course Number*

Course number must not exceed 12 characters (alpha/numeric)

Is this a nano learning course?*   Yes   No

Nano Learning courses are 15-30 minutes in length and cover one topic in depth. They may be in-person, online, or e-learning.

Course Delivery Type*

"Live" courses have a live instructor and require that the learners meet on a specific date and time.
"On Demand" courses require that the learners may access at any time.

Number of Credits*

Number of credits must be in increments of 0.25 with a minimum of 1. For a nano learning course put 0.25 or 0.5.

Course Credits*

Standards that must be met for Health, Safety and Welfare (HSW) credits can be found **here**.

Description*

Learning Objectives*

Must enter at least four learning objectives.

Topics*

Select a topic based on the list on the next page.

Name, Email, Number

Point of Contact*

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See below for the list of topics.

1. Project Planning and Design
   a. Building Design
   b. Building Systems, Materials, & Assemblies
   c. Project Costs & Budgeting
2. Practice Management
   a. Business Development
   b. Business Operations
   c. Firm Finances & Risk Management
   d. Practice Methodologies
3. Project Development & Documentation
   a. Construction Cost Estimates
   b. Construction Documentation
   c. Integration of Building Materials & Systems
   d. Project Manual & Specification
4. Programming & Analysis
   a. Building Analysis & Programming
   b. Environmental & Contextual Conditions
   c. Site Analysis & Programming
5. Codes and Regulations
6. Art & Architecture
7. Construction & Evaluation
   a. Construction Administration
   b. Constriction Observation
   c. Preconstruction Activities
   d. Project Closeout & Evaluation
8. Project Management
   a. Communications Management
   b. Contracts
   c. Implementation and Evaluation
   d. Project Quality Control
   e. Project Team Management

Below is additional OPTIONAL course information you would can provide. I recommend providing additional information for HSW here if it's not included in the learning objectives.

Course Level

Prerequisite Knowledge

Enter any prerequisite knowledge learners should have prior to taking this course, if applicable. Basic-level courses should not have any prerequisites.

HSW Justification

Here you can provide information on why your course meets the HSW standards if you have not mentioned it in three of the four required learning objectives.