

My Account

Profile Transcript



Education and CES

CES ADMIN

LUs for 2024 **0.00**

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AIA CE Self-Report Status Index

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Course/Activity Name	Credits	Credit Type	Submitted On (UTC)	Last Updated (UTC)	Status	Delete
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No results found.

Profile Transcript



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AIA CE Self-Report

What type of credit are you reporting?

- LU|Elective
- LU|HSW
- Report missing courses


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Selecting Elective, you will see this:

AIA CE Self-Report

Learning programs delivered by AIA CES Providers are automatically reported to your transcript and should not be self-reported. **Self-report submissions for AIA CES Provider learning programs will be denied.** If the provider has not reported your attendance within 10 business days of program completion, please contact the provider or CES Support (cessupport@aia.org).

If you have a certificate of completion for the learning program with an AIA CES logo or an AIA CES Provider name and number listed, you should not self-report this course.




Are you reporting a learning program completed through an AIA CES Provider?

Yes

No

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If you select HSW you will see this:



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AIA CE Self-Report

If you have a certificate of completion for the learning program with an AIA CES logo or an AIA CES Provider name and number listed, you should not self-report this course.



Was this learning program offered by a government agency (federal, state, or local) or a for-credit course completed at an accredited college or university?

Yes

No

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If you select “Yes” to Are you reporting a learning program completed through an AIA CES Provider, you will see this:

AIA CE Self-Report

AIA CES Providers are required to submit attendance for you within 10 business days of learning program completion. Please do not self-report these programs. If it has been more than 10 business days, and your attendance has not been reported to AIA, please contact the AIA CES Provider.

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If you select No to the question regarding if the HSW credit was offered by a government agency or accredited university or college, you will see this:

AIA CE Self-Report

Only learning programs offered through a government agency or completed as a for-credit course at an accredited college or university may be submitted for LUIHSW credit. All other self-reported learning is only eligible for LUIElective credit.

To submit your activity for LUIElective credit, please click [here](#)

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This appears if you just want to report missing courses:

AIA CE Self-Report

What type of credit are you reporting?

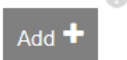
LUIElective
 LUIHSW
 Report missing courses

Please contact the provider and/or send a copy of your Certificate of Completion to cessupport@aia.org.

Next >

Moving forward from the Elective selection, you will have this screen to input information:

AIA CE Self-Report

* Course/Activity Name	
* Description of Activity	
* Learning Statement	
* Completion Date (MM/DD/	* Number Of Learning Units
Supporting Documents (optional) 	

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Submit

The HSW information screen will look like this:

AIA CE Self-Report

Please ensure that your course meets the health, safety, and welfare (HSW) criteria before you submit. You must submit the required documentation below.

Self-reported HSW learning programs must address knowledge intended to protect the health, safety, and welfare of the occupants of the built environment. For further details [read more](#)>>

If from a government agency:

- Certificate of completion
- Course outline

If from an accredited college/university:

- Indication of whether it is a semester system or quarter system?
- Published course description from the college or university course catalog or website
- Course syllabus
- Proof of successful completion of a passing grade

Your submission will be denied if it is not from a government agency or accredited college/university.

* Name of Agency or School

* Course/Activity Name

* Description of Activity

At the end, please indicate the ticket number for your documentation submitted to selfreports@aia.org

* Learning Statement

* Completion Date (MM/DD)

* Number Of Learning Units

* Supporting Documents (required)

Add +

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Submit

The final page should look like this:

AIA CE Self-Report

Thank You!

Your learning program self-report request has been submitted. Your self-reported activity will be reviewed within two weeks. Any questions please email selfreports@aia.org.

[Submit Another](#) [Self-Report Index](#)

If you are unable to submit, you will want to be sure that all of the character limits are met or you will see errors like this below:

This field is required and cannot exceed 250 characters.

* Name of Agency or School

This field is required and cannot exceed 250 characters.

* Course/Activity Name

This field is required and cannot exceed 1000 characters.

* Description of Activity

At the end, please indicate the ticket number for your documentation submitted to selfreports@aia.org

This field is required. It must be a minimum of 250 characters and maximum of 2500 characters.

* Learning Statement