



APPLICATION TO PROVIDE AN EDUCATIONAL PROGRAM

Educational Programming

AIA Delaware welcomes your programming ideas and recommendations for live and virtual professional development programs.

Provider

Do you want to accredit a program or programs for your event in Delaware for AIA education learning units but are not a registered AIA CE provider?

AIA Delaware can serve as the education provider if your program: (a) provides quality education free of advertising or promotion of products/services of interest to the architecture community and (b) permits AIA Delaware members to register and participate.

AIA Delaware charges a small fee to serve as the education provider for events to help cover its expenses in doing so. If your education offering is 1 or 2 hours long, the fee is \$150. If your event is more than 2 hours long, not exceeding one day, the fee is \$300. If you are hosting a large event with multiple programs you would like accredited, please contact us.

Contact Information

Name:

Company Name:

Telephone number:

Email Address:

Program Date / Location

Program Title

(Succinctly encompass the overall program theme.)

Program Knowledge Level

(See additional information provided.)

- Introductory Intermediate
- Advanced Update

Program Learning Units

LU/HSW Applies to learning programs where at least 75% of the content specifically addresses the protection of the health, safety, and welfare of the occupants of the built environment.

LU One Learning Unit is equivalent to one hour of education and participation in a learning program.

Program Category (Select one topic.)

- Art & Architecture**
- Codes and Regulations**
- Construction & Evaluation**
 - Construction Administration
 - Construction Observation
 - Preconstruction Activities
 - Project Closeout & Evaluation
- Practice Management**
 - Business Development
 - Business Operations
 - Firm Finances & Risk Management
 - Practice Methodologies
- Programming & Analysis**
 - Building Analysis & Programming
 - Environmental & Contextual Conditions
 - Site Analysis & Programming
- Project Development & Documentation**
 - Construction Cost Estimates
 - Construction Documentation
 - Integration of Building Materials/Systems
 - Project Manual & Specification
- Project Management**
 - Communications Management
 - Contracts
 - Implementation & Evaluation
 - Project Quality Control
 - Project Team Management
- Project Planning & Design**
 - Building Design
 - Building Systems, Materials, Assemblies
 - Project Costs & Budgeting



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Program Description

(Provide 2-3 sentences describing the program including key takeaways for attendees.)

Prerequisite Knowledge

(Describe the knowledge required for an attendee to comprehend the content of this program.)

HSW Justification

(If applicable, describe why this program is eligible for Health, Safety and Welfare accreditation.)

Learning Objectives

(Provide 4 learning outcomes of the program which clearly express what the adult learner will be able to do after completing the program. For the program to be eligible for HSW accreditation, 3 of the 4 learning objectives must reflect/relay HSW information. See additional information provided.)

Learning Objective 1

Learning Objective 2

Learning Objective 3

Learning Objective 4

Program Instructor

Program instructors must: (a) be competent and current in the subject matter being presented (provide/attach a brief overview of the Program Instructor's background and expertise of 3-5 sentences or a CV) and (b) read, sign and adhere to a Speaker Agreement prior to presenting.

Additional information, as excerpted from the AIA Standards for Continuing Education Programs, October, 2018.

Learning Units (LUs) for Programs

AIA CES Provider learning programs are measured by actual program length, with one Learning Unit (LU) equivalent to one contact hour. A contact hour must be at least 50 minutes (can be followed by Q&A). A minimum of 1.0 full LU is required with additional 0.25 LU increments permitted thereafter.

Acceptable HSW Topics

Technical and professional subjects related to the practice of architecture that safeguard the public and that are within the following continuing education subject areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment are considered Health, Safety, and Welfare (HSW) subjects.

Learning programs must address one or more of the following HSW topics to be approved for LU/HSW credit:

Practice Management focuses on areas related to the management of architectural practice and the details of running a business.

Project Management focuses on areas related to the management of architectural projects through execution.

Programming and Analysis focuses on areas related to the evaluation of project requirements, constraints, and opportunities.

Project Planning & Design focuses on areas related to the preliminary design of sites and buildings.

Project Development & Documentation focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project.

Construction & Evaluation focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

Program Knowledge Level

The relative level of program knowledge covered by a learning program.

Introductory: Program knowledge level most beneficial to learners new to a knowledge area, skill, or attribute. No assumption is made that learners have a specific baseline knowledge.

Intermediate: Program knowledge level that builds on an introductory program, most appropriate for learners with general knowledge about the topic. It is assumed that learners have at least a cursory understanding of the topic and may possess some direct experience.

Advanced: Program knowledge level most useful for individuals with significant knowledge of the topic. This level focuses on the development of in-depth knowledge, a variety of skills, or a broader range of applications. At the advanced level, it is assumed that learners have extensive prior knowledge of the topic and have direct experience (where applicable).

Update: Program knowledge level that provides a general review of new developments. This level is for learners with a background in the subject area who desire to keep current. Annual courses on building code changes, for instance, would be update courses that assume learners understand the codes and are most interested, and where and how the codes have changed.

Learning Unit (LU)

Unit of measure for AIA Continuing Education Programs. One Learning Unit (LU) is equivalent to one hour of continuing education and participation in a learning program. Learning Units are categorized by type: HSW or Elective.

LU/HSW

Learning programs with at least 75 percent of the content intended to protect the health, safety, and welfare of the occupants of the built environment as defined below:

Health

Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by buildings and sites.

Safety

Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.

Welfare

Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

LU/Elective

Learning program topics related to the core competencies of the discipline or practice of architecture but not within the realm of health, safety, and welfare. Learning programs that address professional practice and other aspects of professional development within the field and practice of architecture are still valuable for continuing professional development and education.

Prerequisite Knowledge

AIA CES Providers should make every attempt to equate learning program content and level with the backgrounds of intended participants. All learning programs identified as intermediate, advanced, or update must clearly identify prerequisite education, experience, and/or advance preparation in precise language so that learners can determine if they qualify for the program.

Learning Objectives

Intended accomplishments/goals that learners should realize upon completion of a learning activity. Learning objectives are useful to program developers in determining appropriate instructional methods and allocating time relating to the subjects.

Learning Outcomes

Results that learners have achieved and can reliably demonstrate at the end of a learning activity. In other words, learning outcomes identify what the learner knows and can do by the end of a learning activity.