

**CONTINUING EDUCATION
PROVIDER PROGRAM**



**American Institute of Building Design
7059 Blair Road NW
Washington, DC 20012
(800) 366-2423
FAX (202) 249-2473
www.AIBD.org**

American Institute of Building Design

The Residential Design Specialists

Thank you for this opportunity to introduce ourselves...

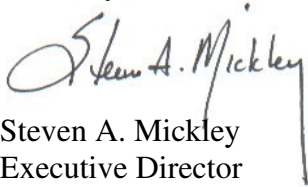
Building a home incurs the greatest financial burden most people will face in a lifetime, and yet few envision how complex the process is until they are tangled in a jungle of codes, ordinances, design options, production, and contractor choices. It makes sense to secure the design services of a qualified, experienced source – a Professional member of the American Institute of Building design.

Since 1950, AIBD has provided building designers with educational resources, and has developed nationwide design standards and a code of ethics for the building design profession. Today, AIBD is a nationally recognized association with professional and associate members in 47 states and throughout Canada, as well as Asia, Australia, and Puerto Rico. Our chartered societies are active in their respective legislative arenas and work to promote public awareness of the building design profession. AIBD is also meeting the challenge of the future by educating members about new and improved building materials and methods of construction.

In 1994, our leadership began to visualize how important a continuing education program is to our industry. A curriculum that would heighten the professionalism and credibility of every member was established. At that point, an era began throughout the nation. Each member promptly accepted the responsibility acquiring and documenting educational accomplishments. The building community, product manufacturers, and private industry quickly supported this movement with seminar and correspondence training and then added computer and internet mediums.

The AIBD endeavors to work with allied professions, state and local authorities and consumers to promote educational opportunities for all AIBD members. Members are required to obtain eight (8) Continued Education units, approximately 8 hours, to maintain their Professional-level membership status. The AIBD invites your and your organization to assist us in our goal of providing practical, high quality, ongoing and up to date continuing education wholly for the Residential Design industry.

Sincerely,



Steven A. Mickley
Executive Director
Steve.mickley@aibd.org

Requirements and Instructions

All AIBD/CE Provider educational programs must meet the following criteria:

- Programs must not feature or market a company's products or services.
- Formats must provide the member with the minimum equivalent of one (1) contact hour.
- The Provider must structure the program as a learning activity.
- Individuals qualified by education and/or experience in the subject matter must present the program.

Educational activities that qualify for AIBD/CE credit include:

- Conferences/Conventions
- Lectures
- Workshops
- Seminars
- Audio/Video cassette presentations
- Scheduled facility, historic district, or architectural building tours
- Slide or PowerPoint presentations
- Correspondence courses or distance learning (written or CD)
- Computer based training
- Internet based courses
- Other programs approved by the Continued Education Committee

Continuing Education Reporting:

- All programs are given a Continuing Education Unit (CEU) value based on one (1) credit for each contact hour.
- Courses must be a minimum of one (1) contact hour.
- Continuing Education Providers shall create a course format that uses a self-study test or certification policy to verify the participation of the Member.
- The Provider shall provide a written certification of the completion of each Continued Education Course to the Member, or to the national office of the Institute, within (2) weeks of course completion.

General Course Information

(May be submitted on separate pages)

List the topic(s) of your educational program(s):

List the general location(s) of our educational program(s):

Format of educational program(s) offered:

- Conferences/Conventions
- Lectures
- Workshops
- Seminars
- Audio/Video cassette presentations
- Scheduled facility, historic district, or architectural building tours
- Slide or PowerPoint presentations
- Correspondence courses (written or CD)
- Computer based training
- Internet based courses
- Other _____

On a separate sheet of paper, please respond to the following:

- Who will be developing the content for the program(s) and what are their qualifications?
- Who will be the instructor(s) and what are their qualifications?
- How will the content of the programs and instructors be monitored to ensure the program(s) are generic education and not promoting a particular company product or service?
- Provide a syllabus/outline of each program or course with estimated total contact hours.

**AMERICAN INSTITUTE of BUILDING DESIGN
CONTINUING EDUCATION PROVIDER APPLICATION**

Date: _____

Name of Company/Organization

Mailing Address

City/State/Zip

Name of Contact Person

Title of Contact Person

Telephone Number

Fax Number

E-mail Address

Website Address

With payment enclosed for \$450.00, Provider hereby applies for membership as an Affiliate Member of the American Institute of Building Design, with authorization to provide Continuing Education. Providers are encouraged to create and provide multiple educational programs. Fees are based on membership and not on educational programs. (CE Provider fee is waived with an AIBD Gold, Silver, or Bronze Corporate Membership)

Return this form with check made payable to: A.I.B.D.

(To pay by credit card, contact the AIBD national office directly)

Representative Signature

Date _____

AIBD/CONTINUING EDUCATION: REGISTERED PROVIDERS RECEIVE THESE BASIC BENEFITS AND SERVICES

- Continuing education (CE) providers receive AFFILIATE MEMBERSHIP in the Institute.
- Receipt of the institute's national roster of members.
- License to use the term "APPROVED CE PROVIDER and/or the term "AFFILIATE MEMBER OF THE AMERICAN INSTITUTE OF BUILDING DESIGN" as it relates to the provider's title or program.
- License to use the Institute "APPROVED CE PROVIDER" logo as it relates to the marketing or identification of the provider's education courses, seminars or tours.
- Listing as an approved CE provider in the Institute newsletter, *Quarter Scale* and magazine *Design Lines*.
- Subscription to the Institute newsletter, *Quarter Scale*..
- Listing in the institute's continuing education library which appears on the institute's website, www.aibd.org
- Eligibility to receive the Institute's continuing education special award.