

V. AIBD Continuing Education Policy

Article I: Authority & Committee Guidelines

A. The American Institute of Building Design (hereinafter referred to as AIBD) shall form a Continuing Education (CE) Committee (hereinafter referred to as the Committee) comprised of three Professional Building Designers in good standing who shall be appointed to the Committee by the President. When possible, continuity should be maintained with at least one member retained from the previous year.

B. The duties of the Committee shall be:

1. To define criteria for continuing education requirements in accordance with the By Laws of AIBD, and
2. Recommend changes in the requirements to the Board of Directors, and
3. Interpret, monitor, administer and enforce those requirements that are adopted by the Board.

C. The Committee shall evaluate and act upon all requests to establish credit relating to CE events and to the fulfillment of CE requirements.

1. Decisions of the Committee may be appealed to the Board's Executive Committee.

D. The Committee should endeavor to work with other allied professions, State and local authorities, non-members and consumers to promote educational opportunities for all AIBD members.

E. Authority to discipline and enforce infractions of the CE requirements shall be invested in the AIBD board of directors.

Article II: Standards:

A. The CE year begins January 1 and ends December 31 each year.

B. All Professional level members shall submit, to the AIBD national office, a completed AIBD CE form with a brief one page proof of attendance/participation.

C. A minimum of eight (8) CE hours in each one calendar year is required starting with the first membership renewal date after Professional Membership is approved by the Institute or adoption of this policy, whichever is later. Hours that are submitted during this first membership year will be posted to the first year in which hours are due for that new member.

D. The fulfillment of these requirements shall be necessary to maintain professional level membership in the AIBD.

E. CE hours shall be calculated as follows:

- 1) 1 CE hour for each contact hour of education based on, but not limited to, the following guidelines:
 - a) Classroom credit from accredited universities, colleges, vocational, or technical training institutions (or equivalent contact through a correspondence course), in courses relating to architecture, design, engineering, business or related skills;
 - b) Educational or career-related self-improvement seminars and workshops;
 - c) AIBD national or society presented seminar or event, American Institute of Architects (AIA) approved CE courses; Construction Specifications Institute (CSI) or International Code Council (ICC) or National Fire Protection Association (NFPA) approved courses;
 - d) Any other educational course or seminar that is approved by the Continuing Education Committee.
- 2) Additional hours may be allowed by the CE committee through any of the following activities providing adequate documentation is submitted for review and evaluation:
 - a) 3 CE hours for the first year, and 1 hour for subsequent years service on Planning Commissions, Local Government, Architectural/Design Control Committees, etc.
 - b) 3 CE hours for writing and publishing in any media an article related to the profession of building design.
 - c) 3 CE hours for developing and presenting an educational workshop seminar.
 - d) 3 CE hours for teaching a 12-hour (or more) building design-related course or for hiring/teaching an intern for an approximately 3-month or more period.
 - e) 1 CE hour per year regardless of number of entries submitted, for an accepted entry in the annual AIBD national design competition, a local chapter's design competition, or other national design competitions. And design competition

other than the AIBD national competition would require previous approval by the AIBD. Judging any design competition shall not be counted towards continuing education hours.

- f) 2 CE hours per project for participation in either design or construction of charitable projects e.g. Habitat for Humanity
- 3) Architectural tours or documented architectural travels may be considered for continuing education, providing adequate documentation is submitted for review and evaluation. The CE Committee will assign CE hours to each submitted request on a case by case basis.

- F. CE hours do not carry over from year to year. CE hours submitted to the national office shall always be posted to the past due year(s) first.
- G. CE hours cannot be earned by duplication of tests, events, courses, etc. that have previously been taken/submitted.
- H. Approval of an individual CE hours shall be made at the discretion of the Committee after review and after verification of the Member's submitted CE Form(s) and proof of participation.
- I. Submission of fraudulent CE hours by either individual members or by societies on behalf of individual members will be subject to disciplinary action by the board of directors.
- J. Attendance at an AIBD chapter, society or national business meeting (including committee or board meeting) does not count as CE hours. Only that portion of any business meeting that is devoted specifically to continuing education—such as a program speaker or presentation relating to building design—can count towards CE hours.