



Continuing Education Policy



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AIBD Continuing Education Policy



The Continuing Education year begins January 1 and ends December 31 each year. A minimum of eight (8) CE units in each calendar year is required starting with the first membership renewal date after Professional Membership is approved by the Institute. Units that are submitted during this first membership year will be posted to the first year in which hours are due for that new member.

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.

CE reporting forms may be obtained via the Internet at www.aibd.org. To find the form click on the "AIBD for Professionals" tab. Select the "Continuing Education" option on the drop down menu under "AIBD for Professionals.

The minimum of eight (8) CE units may be obtained as follows: for health, safety and welfare, for business practices and for design related activities.

The fulfillment of these requirements shall be necessary to maintain professional level membership in the AIBD. CE units shall be calculated as follows:

1 CE unit for each contact hour of education based on, but not limited to, the following guidelines:

- 🏛️ Classroom credit from accredited universities, colleges, vocational, or technical training institutions (or the equivalent contact through a correspondence course), in courses relating to architecture, design, engineering, business or related skills
- 🏛️ Educational or career –related self-improvement seminars and workshops
- 🏛️ 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
- 🏛️ Any other educational course or seminar that is reviewed and approved by the Continuing Education Committee

Additional units may be allowed by the CE committee for any of the following activities providing adequate documentation is submitted for review and evaluation:

- 🏛️ 3 CE units for the first year, and 1 unit for subsequent years service on Planning Commissions, Local Government, Architectural/Design Control Committees, etc. A copy of one set of meeting minutes referencing the member and position or service on the board is acceptable for verification.
- 🏛️ 3 CE units for writing and publishing in any media an article related to the profession of building design. Please provide a copy of the article, the medium in which it was published and the date of publication.

- ▣ 3 CE units for developing and presenting an educational workshop seminar. Please provide the topic of the workshop and the date it was presented.
- ▣ 3 CE units 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.
- ▣ 1 CE unit 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 competition. Any 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.
- ▣ 2 CE units per project for participation in either design or construction of charitable projects e.g. Habitat for Humanity. Please provide verification of your participation with a letter acknowledging your in-kind contribution from the charity.
- ▣ 8 CE units for successful completion of the NCBDC certification exam. CE hours shall be credited for the year that the NCBDC certification was issued only.
- ▣ 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 units to each submitted request on a case by case basis.

CE units do not carry over from year to year. CE units submitted to the national office shall always be posted to the past due year(s) first.

CE units cannot be earned by duplication of tests, events, courses, etc. that have previously been taken/submitted.

NCBDC certified building designers are responsible for reporting their CE units to NCBDC in addition to reporting to AIBD.

Approval of an individual's CE units 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.

Submission of fraudulent CE units by either individual members or by societies on behalf of individual members will be subject to disciplinary action by the House of Delegates.

Attendance at an AIBD chapter, society or national business meeting (including committee or board meeting) does not count as CE units. 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 units.

CE courses shall be defined as follows:

🏢 Health, safety and welfare:

- Health: Courses of which at least 75% of the course content covers topics that relate to: improving indoor air quality, using low VOC finishes, sustainability, green building.
- Safety: Topics that affect the safety of users of a structure. Examples might be egress requirements, rise and run of stairs, guardrails, engineering of the structure.
- Welfare: Topics that affect the welfare of users of a structure. Examples might be accessibility, natural light, views from the structure, pleasing scale and proportion of the structure, pleasing materials.

🏢 Business Practices:

Courses of which at least 75% of the course content covers topics that relate to the business practices of a design firm. Examples might be marketing a business, legal issues, intellectual property, copy rights, personnel issues, business taxes, management.

🏢 Design Related Activities:

Courses of which at least 75% of the course content covers topics that relate to the design of structures. Examples might be CAD software training, architectural history, architectural styles, drawing and sketching.