

SCIP AIA-CES Provider Committee Information Sheet for SCIP Members

SCIP offers a new member benefit in which a committee will assist SCIP members with getting live in-person and live online presentations accredited by AIA for learning units. Share your knowledge! (Note: At this time this is a pilot program.)

Suggested audiences for presentations:

- Architects or designers that the presenter works with.
- Architects or designers that the presenter would like to work with.
- Architects or designers that the presenter would like to share knowledge with.
- Product representatives.
- Building owners.
- Consultants.

Committee members will be available to answer questions. A summary of the AIA "Standards for Continuing Education Programs" will be available for members.

The committee can be contacted at aia-ces@scip.com.

How to do this - the basics:

- Submit information about proposed presentations to the committee at least one month ahead of a one- or two- hour presentation, and at least six weeks ahead of a longer presentation, to allow the committee time for review, to allow AIA review, and to allow for potential re-review by AIA.
- At this time, these presentations are limited to only live in-person and live online.
- It can be challenging to draft learning objectives and an HSW justification statement that are likely to be approved as HSW (Health, Safety, and Welfare) by AIA. The committee will attempt to help the presenter with this.
- The presenter will need to collect the AIA numbers and names of the audience members, and give them to the committee for upload to the AIA system.
- The committee will provide the presenter with a template of a certificate. The presenter will need to prepare certificates to be presentation-specific and distribute the certificates to the audience members.
- The committee will provide the presenter with a template of an evaluation form, or a link to an online evaluation form. The presenter will need to prepare the evaluation form to be presentation-specific and distribute the evaluation form to the audience members. The presenter will need to collect the paper evaluation forms from the audience members and send them back to the committee.

The presenter will be representing SCIP - there is an expectation that presentations for which SCIP will be the AIA-CES Provider will be on the higher end regarding level of quality. Because of this, the committee wants to review more than just the course description and learning objectives. An overview or outline of the content, or a draft of the presentation (slides), or some representative slides would be helpful to submit to the committee, in addition to the basic information such as course description and learning objectives. These items are not things that the committee will need to submit to AIA, but are things that the committee wants to review to assure that SCIP's quality standards are met.

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