

# EARN AIA/CES LEARNING UNITS AT THE ARTAIC PRESENTATION



21 Drydock Ave. Boston, MA 02210 | 617 418 1928 | [www.artaic.com](http://www.artaic.com)



Did you know that you can earn AIA/CES Learning Units (LUs) while attending the Artaic presentation? AIA members can self-report product research, based on the hours spent speaking with experts and investigating a specific type of product or service such as mosaic.

Artaic (with the help of our friends at BSA <http://www.architects.org>) has taken the guesswork out of self-reporting. Use this form to track your research and follow the instructions on the reverse to accurately report your learning to the AIA.

MOSAIC PRESENTATION	NOTES	DURATION OF VISIT 1 hour. 1 Learning Unit
FACTORY TOUR	NOTES	DURATION OF VISIT 1 hour. 1 Learning Unit
SOFTWARE TUTORIAL	NOTES	DURATION OF VISIT 1 hour. 1 Learning Unit

## How to self-report Learning Units to AIA/CES

To be eligible for credit, all self-reported activities must be planned educational activities that provide you with new knowledge that can be applied toward the practice of architecture.

Self-reported activities can be self-designed or structured. A structured activity is offered by an organized, third-party, non-CES provider. Documentation of attendance/participation will usually be required as a supplement when reporting this activity to meet a state licensure requirement. For members who self-report a structured activity, the AIA is not able to assist in acquiring any support documentation that may be required by a state licensing board MCE audit.

Once you have finished your Artaic session, you will need to complete the AIA/CES Self-Report Form found online at <http://www.aia.org/education/ces/AIAS077025> to record credit. The self-report form will ask for your member information and details about your learning including:

- ∞ Activity/Program title: "Mosaic: modern technologies make the medium accessible" Clarity in the title results in quicker processing.
- ∞ Learning Units/Hours: 1 hour mosaic presentation, 1 hour factory tour, 1 hour software tutorial = up to 3 total hours/Learning Units. One hour of research is equal to one contact hour or one Learning Unit.
- ∞ Type of Activity - Check off "Structured Activity".
- ∞ Program sponsor's name: Artaic
- ∞ Program sponsor's phone number: 617-418-1928
- ∞ Learning objective - Describe here what you wanted to learn while researching. Do not write about the process or who you visited but rather what you learned. Sample learning objective follow.
  - Rejected learning objective: Walked the tradeshow floor for an hour. Looked at windows and found I liked one manufacturer the best and will use their windows for my next residential project on the waterfront.
  - Accepted learning objective: Evaluate the energy efficiency of five comparable windows for residential application. Identify the rating system by which energy loss is calculated. Assess the best windows for use in a coastal residence based on energy rating and the windows' resistance to Category winds.
  - Useful verbs in developing learning objectives: Analyze, apply, appraise, build, classify, compare, compute, conclude, contrast, defend, discuss, dissect, estimate, evaluate, examine, explore, extrapolate, formulate, judge, label, list, measure, name, observe, prepare, rank, recognize, represent, select, summarize, systematize, test, theorize, use, weigh.

After you submit your self-report form, your Learning Units will be posted within three weeks. The AIA/CES Records Department will contact you if they have questions about your form or need clarification. Make sure to check your transcript. If your self-report form is rejected, you will not be notified!

*Please note: Self-reporting is not acceptable for health, safety, and welfare (HSW) credit and some state licensing boards will not accept this type of reporting for mandatory continuing education (MCE) requirements. The Massachusetts Board of Registration of Architects accepts any learning program that the AIA accepts, including self-designed activities.*

Questions: Visit <http://www.aia.org/education/index.htm> for more information about Continuing Education.