

American Institute of
Building Design

**CONTINUING EDUCATION
PROVIDER PROGRAM**



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www.aibd.org



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, product and contractor choices. It makes sense to secure the design services of a qualified, experienced source - a member of the **American Institute of Building Design (AIBD)**

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 Europe, Asia and Australia. 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 would be 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 of 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. Now, as time and technology has progressed, education is sought after more than ever.

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 Membership** position. The AIBD would like to invite your organization to help us in our goal of providing practical, high quality, ongoing, and up to date continuing education.

Requirements and Instructions

All AIBD/CEU 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 1 contact hour.
- The Provider must structure the program as a learning activity.
- Program must be presented by individuals qualified by education or experience in the subject matter.

Educational activities that could qualify for AIBD/CEU credit can include:

- 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-rom)
- Computer based training
- Internet based courses
- Other programs approved by the Continuing Education Committee

Continuing Education Reporting

- All programs are given a Continuing Education Unit (CEU) value based on 1 credit for each contact hour.
- Courses must be a minimum of 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 written certification of the completion of each Continued Education Course to the Member, or to the national office of the Institute, within two (2) weeks of course completion.

AIBD/CEU Registered Providers receive these *Basic Benefits and Services*:

- Continuing Education Providers receive **Affiliate Membership** in the Institute.
- Receipt of the Institute's national roster of members.
- License to use the term **"Approved CEU Provider"** and/or the term "Affiliate Member of the American Institute of Building Design" as it relates to the Providers title or program.
- License to use the Institute **"Approved CEU Provider" logo** as it relates to the marketing or identification of the Provider's education courses, seminars or tours.
- Listing as an Approved CEU Provider in the Institute magazine, **Design Line**.
- Subscription to the Institute magazine, **Design Line**.
- Listing in the Institute's **Continuing Education Library** catalog, distributed to the membership four times annually.
- Eligible to receive the Institute's **Continuing Education Special Award**.

**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 Email Address

Website Address

With payment enclosed in the amount of \$ 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. (**The fee to be listed as a Continued Education Provider is included in the full membership fee structure of all existing Corporate Members of AIBD**)

Credit Card Information:

I authorize \$_____ to be applied to the credit card listed below:
Credit Card: VISA MASTERCARD
Credit Card Number _____ exp. date _____
Cardholder's Name _____
Credit Card Billing Address _____

Authorized Signature _____ Date _____

Or Return this form with check made payable to:

A.I.B.D.
Continued Education
2505 Main Street, Suite 209B
Stratford, CT 06615

General Course Information

(may be submitted on separate pages)

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

List the general locations(s) of your 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-rom)
- 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.