



**AIA**  
Kansas

## **SPEAKER AGREEMENT AND CONTINUING EDUCATION FORM (AIA/CES)**

Contact Jessica at 785-246-8654 if you need assistance

**AIA Kansas** is a Registered Provider with **The American Institute of Architects Continuing Education Systems (AIA/CES)**. Credit(s) earned on completion of this program will be reported to **AIA/CES** for AIA members. Certificates of Completion for both AIA members and non-AIA members are available upon request. This program is registered with **AIA/CES** for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product. Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.

A **Speaker** is defined as an individual who speaks, presents, moderates or delivers the AIA/CES approved educational course material. The speaker acts as an orator and speaks formally before the attendees in the AIA/CES course. This individual should be deemed an expert on the subject matter and not serve as a salesperson to promote products, goods or services. Also, speakers should never pay a Provider for rights to speak or present an AIA/CES course. According to AIA/CES Approved Provider policy, all speakers delivering AIA/CES approved courses are required to sign a **Speaker Agreement**. The agreement outlines the AIA/CES standards and expectations of the speaker. *(When conducting a tour, you are considered the **Speaker**.)*

### **Speakers must:**

- Have the knowledge, experience and qualifications relevant to the course they are teaching
- Deliver the course as approved by AIA/CES, without endorsement, bias or marketing or sales orientation
- Ensure that company logos, product name and branding are limited to the first and last slides of any presentation
- Ensure that any information and handouts distributed reinforce the learning objectives
- Deliver the course as it relates to the learning objectives
- Ensure that the **\*Quality Assurance slides** are included and reviewed with attendees during all PowerPoint presentations
- If the class is not PowerPoint based, slides must be reviewed verbally
- A Provider must have a signed **Speaker Agreement** on file for each Speaker before presenting any course.
- Must have attendees complete a course evaluation (provided by AIA Kansas)
- Must ensure that information collected on The Course Attendance is accurate

### **\*The Quality Assurance slides include:**

1. Best Practice Slide (required)
2. Course Description Slide (required)
3. Copyright Slide (optional)
4. Learning Objectives Slide (required)
5. Conclusion/Questions Slide (required)

## AIA KANSAS – CONTINUING EDUCATION HELPFUL HINTS

### How to Develop an AIA/CES Course Title:

When developing a title for your AIA/CES course, make sure it encompasses the overall course theme and summarizes what the attendee will learn in a few words. This clarity is important because the title is the only course information displayed on the AIA member's transcript, and it proves to state licensing boards that the course is indeed a quality continuing education course.

### How to Develop an AIA/CES Course Description:

*(The course description cannot be the same as the 4 learning objectives.)*

The course description should contain a brief overview of your course. If you choose one of the topics in the course directory field, this description will allow users to perform searches on your courses.

### How to Develop AIA/CES Learning Objectives:

*(The 4 learning objectives cannot be the same as the course description.)*

A learning objective is an explicit statement that clearly expresses what the participant will learn or be able to do after taking the course. It is an observable and measurable participant outcome statement. Learning objectives should be concise and concrete, so they are open to limited interpretation. Learning objectives should begin with, "At the end of this program, participants will be able to..."

Writing learning objectives is where design and developing an educational program begins. Learning objectives help students clarify their personal goals for a course and give them a framework against which to measure their success.

### Sample action verbs

abstract	calculate	create	discuss	implement	move	rank	summarize
acquire	carry out	criticize	dissect	indicate	name	recall	support
adjust	catalog	defend	distinguish	inspect	observe	recognize	systematize
agree	clarify	define	employ	instruct	offer	relate	taste
analyze	classify	demonstrate	estimate	integrate	order	repair	test
apply	combine	derive	evaluate	investigate	organize	represent	theorize
appraise	compare	describe	examine	join	participate	reproduce	transform
argue	compute	design	explain	judge	perform	resolve	translate
assess	conclude	detect	explore	justify	plan	restate	use
avoid	construct	discover	formulate	label	praise	sequence	utilize
bend	contrast	determine	help	list	predict	solve	verify
breakdown	cooperate	differentiate	identify	master	prepare	specify	weigh
build	convert	discriminate	illustrate	measure	propose	state	write

### Sample verbs to avoid

appreciate	know
be aware of	learn
become acquainted with	realize
comprehend	study
cover	understand
familiarize	

## AIA KANSAS - CONTINUING EDUCATION LEARNING UNIT DESIGNATION

### **Health, Safety, Welfare (HSW) Guidelines:**

AIA members and other architects licensed in states with mandatory continuing education (MCE) requirements for license renewal are required to complete a minimum number of hours of Health, Safety, and Welfare (HSW)-related training. AIA members are required to take 12 learning unit (LU) hours of continuing education per year in approved HSW topics. Because many architects are required to take HSW courses and these courses are in high demand by both AIA members and architects licensed in states with MCE requirements in HSW, providers are encouraged to offer HSW education. The following sections outline the *three primary criteria* that AIA/CES courses must meet to be approved for HSW LUs. All three criteria must be met for your course to qualify for HSW LUs.

*Criterion # 1: Course content must directly support the HSW definition.*

Health, Safety, Welfare (HSW) in architecture is anything that relates to the structural integrity or soundness of a building or building site. Courses must intend to protect the general public.

*Criterion #2: Course content must include one or more of the AIA/CES-acceptable HSW topics.*

Technical and professional subjects, that the NCARB Board deems appropriate to safeguard the public and that are within the following enumerated areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment.

*Criterion #3: 75 percent of course content must be on HSW topics.*

To qualify for HSW credit, 75 percent of a course's content and instructional time must be on acceptable HSW topics, as outlined above. This means that if your course is 1 hour in length, at least 45 minutes (that is, 75 percent) must be spent discussing HSW topics. In addition, AIA/CES requires that each provider course provide a minimum of four learning objectives. For HSW course qualification, however, three of the four mandatory course learning objectives (that is, 75 percent) must address HSW topics. This is one way that AIA/CES verifies that 75 percent of a course is actually on HSW topics.

### **Learning Unit (LU) Guidelines:**

All approved provider courses are eligible for general course LUs. General course LUs are reserved for courses on a wide range of topics, in which 75 percent of the course content is not related to HSW and/or SD course topics. The total number of course LUs in advertisements and on certificates of completion should be written as (# hours\_ LU Hour). For example, if your course is one hour in length, it would be written as 1 LU Hour. The AIA/CES continuing education program is directed exclusively to architect, engineer, and construction industry (AEC) professionals and primarily serves AIA architect members. A course approved for the Learning Unit (LU) designation must be applicable to the architecture industry and benefit or enhance an architect's practice. In addition, approved courses should help architects to, Acquire new knowledge or skills, Build upon or expand current knowledge or skills, Stay up to date on new developments in the field, Learn best practices, Advance their careers by teaching content that will lead to additional certifications or degrees, think creatively and develop new ideas. Furthermore, Learning Unit courses must be implemented and delivered with the intent to teach and must be strictly educational in nature. Therefore, product or services promotions are not permitted at any time during a course.

**AIA KANSAS THANKS YOU FOR PARTICIPATING IN OUR EVENT. IN ADDITION, WE APPRECIATE THE EDUCATIONAL EXPERIENCE THAT YOU HAVE PROVIDED THE PARTICIPANTS.**

## **AIA KANSAS – AIA/CES SPEAKER AGREEMENT**

**This speaker agreement is designed to maintain the highest quality of educational standards.**

**The benefits of a speaker agreement include:**

- The Presenter’s personal and professional reputation as a resource for quality education and information will be maintained.
- The Provider organization will be recognized as an excellent, unbiased source of education for architects.
- The AIA/CES Provider Network will maintain its stature and credibility with State Licensing Boards as a primary source for mandatory continuing education (MCE) for the architecture profession.
- Architects will continue to receive the quality education they have come to expect from AIA/CES Registered Programs.

**To ensure these benefits are accomplished, I agree to:**

1. Deliver the registered course, as approved by AIA/CES, without endorsement, bias, marketing or sales orientation.
2. Ensure that company logos, product name, and branding are limited to the first and last slides *only* of any presentation. Recognize that any information and handouts distributed are done with the intent to reinforce the learning objectives.
3. Defer product and proprietary specific questions for discussion either **before** or **after** the course has concluded.
4. Deliver the course as it relates to the learning objectives.
5. Strive to make presentation and materials as accurate, appropriate, and interesting as possible within the timeframe for which the course was registered.
6. Ensure that the Quality Assurance slides are included and reviewed with participants during all PowerPoint presentations. If not a PowerPoint, quality assurance statement, course description, and learning objectives must be included in course materials/handouts and reviewed with participants orally.
7. Collect course attendance and submit to POC for submission to the CES Discovery System.
8. Speakers will abide by the Ethics of the AIA/CES Registered Provider System.

**Your signature below indicates that you have read, understand, and agree to abide by the terms listed above.**

Course Title: [Click here to enter text.](#)

Presenter Name (print): [Click here to enter text.](#)

Presenter Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

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*This document is to be kept on file by the CES Provider point of contact for each speaker selected to deliver AIA/CES courses for a period of 3 years.*