

## Frequently Asked Questions

### **What are the AIA membership requirements for continuing education?**

AIA Architect and International Associate members are required to complete 18 learning units (LUs) of continuing education every year. Of those 18 LUs, at least 12 must be for approved health, safety, and welfare (HSW) courses. Architect Emeritus members are required to complete one (1) LU each membership year. Associate and Allied members do not have a continuing education requirement.

**New members are not required to complete the AIA continuing education requirement until their first full year as a member. For example, someone who joins in June will not be required to complete 18 LUs until the following year.**

### **How can I earn continuing education credits?**

You can earn AIA learning units (LUs) by completing approved learning programs from registered AIA continuing education (CE) providers. You can verify whether a learning program is eligible for AIA CE credit and the type of credit in the AIA CE course [catalog](#). Learning programs completed through registered AIA CE providers will be reported to AIA by the provider within 10 business days of successful completion of the program.

Members may also self-report learning that takes place outside the network of registered AIA CE providers. Self-reported learning programs are only eligible for LU|Elective credit unless the program is delivered by a government agency or is a for-credit course through an accredited college or university. Self-reports should be submitted [online](#).

### **How do I know if a learning program is approved for AIA learning units (LUs), how many LUs, and what kind?**

AIA CE providers display the “AIA Continuing Education Provider” logo on their website and other materials.

**AIA**  
**Continuing**  
**Education**  
**Provider**



**Approved**  
**Continuing**  
**Education**

They are also required to clearly indicate the credit designation and number of units with the description and learning objectives for the course. For example, 1.5-hour program that qualifies for health, safety, and welfare credit will be listed as 1.5 LU|HSW.

### **What types of programs are eligible for credit?**

AIA continuing education providers may deliver programs in different formats. AIA approves programs that are delivered live in-person and live online (webinars, streamed videos, etc.). Programs may also be

delivered on-demand as e-learning or in print. On-demand program participants must pass a quiz before credit can be awarded.

### **What is the difference between LU|Elective and LU|HSW credits?**

Programs awarding LU|Elective credits are related to the core competencies of the discipline or practice of architecture but not within the realm of health, safety, and welfare. Learning programs that address professional practice and other aspects of professional development within the field and practice of architecture are still valuable for continuing professional development and education.

LU|HSW programs address topics related to protecting or enhancing the health, safety, and welfare of the occupants of the built environment.

- **Health:** Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by buildings and sites.
- **Safety:** Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.
- **Welfare:** Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

HSW topics and subject areas are defined collaboratively by AIA, the National Council of Architecture Registration Boards (NCARB), and individual state boards. Courses approved by AIA for LU|HSW credit may count toward mandatory continuing education requirements for state license/registration renewal, but the final determination is at the state board's discretion. Check with your state licensing board to determine any jurisdiction-specific requirements for continuing education.

### **Should I keep my own continuing education records?**

Yes. While the AIA transcript is accepted as an official record of continuing education (CE) by most jurisdictions, some may require additional documentation or records beyond what is included in the AIA CE transcript. We recommend that all members regularly check their transcripts and keep their own records in case a credit is not posted.

### **Can I retake the same course for credit?**

No, you cannot repeat the same program for credit. For programs that are refresher courses or updates, we encourage providers to update those courses and register them as new programs so they reflect new content in subsequent years. Members may repeat a course, but no additional credit will be awarded.

### **What should I do if my transcript is incorrect?**

[Contact us](#). While we strive to keep transcripts accurate and up to date, occasionally errors may occur.

### **How are transcript records kept, and how can I access my transcript?**

AIA continuing education providers are required to report your attendance to us within 10 business days of course completion. Members can access their transcript by logging in to AIA.org and viewing their [profile](#)

### **Can I obtain credit for teaching?**

Members who present an approved AIA continuing education program can [self-report](#) their work the first time they lead the program. Teachers are eligible for two (2) learning units (LUs) for each LU awarded for the program. For example, teachers of a 2.5 LU|HSW course are eligible for five (5) additional LU|HSW credits for teaching and prep the first time the program is taught.

### **Do university and college faculty members receive credit for teaching?**

Teachers of a college or university course are eligible for [self-reported](#) credit the first time the course is taught. AIA will award 15 learning units (LUs) per credit hour for semester-system courses or 10 LUs per credit hour for quarter-system programs.

### **I completed a graduate-level class after I registered as an architect. How do I self-report the credit?**

Members can [self-report](#) for-credit university or college classes. AIA will award 15 learning units (LUs) per credit hour for semester-system courses or 10 LUs per credit hour for quarter-system programs. For example, a three-credit course from a college on the semester system would be eligible for 45 LUs, while a three-credit course from a college on the quarter system would be eligible for 30 LUs

### **What is the rollover policy?**

If a member does not meet the annual continuing education requirement but exceeded the requirement the prior year, a limited number of credits may be applied to fill any shortfall. Credits are applied at the end of the following year to address any shortfall and do not appear on the transcript. Only the number of hours needed to meet any deficiency will be applied. For example, a member only completed 16 LUs in the current year but completed 36 LUs in the immediate prior year. Two (2) LUs from the prior year will be applied to the current year to bring the member into compliance with the continuing education requirement. No additional LUs will be added to the current year beyond the 18 LU requirement.

Credits are not moved on the transcript. Completions are always recorded with the actual date of completion and the year in which they were completed.

Be aware that most jurisdictions do not have similar policies and will not roll over credits from prior licensing periods. Be sure to check with the state licensing/registration board with any question about state continuing education requirements.

### **What happens if I don't meet the AIA continuing education requirement?**

AIA conducts an audit of member continuing education compliance annually. Any members who fail the audit are notified that they have been audited and found to be deficient in the required number or type of credits. Members who fail to meet the annual requirement have until September 30 of the following year to make up any LUs needed to meet the prior-year requirement. Members who fail to complete the requisite credits during the grace period will have their membership terminated. Any member terminated for noncompliance with the continuing education requirement is eligible to reinstate their membership at a later date.

Members who fail the annual audit may also request a waiver for cause from the AIA secretary.