

AIA CES Discovery



THE AMERICAN  
INSTITUTE  
OF ARCHITECTS

## CHART YOUR NEW COURSE

CHECK YOUR TRANSCRIPT

SEARCH FOR COURSES AND EDUCATION  
PROVIDERS

MANAGE YOUR CONTINUING EDUCATION

# AIA CES DISCOVERY

The AIA Continuing Education System (CES) has launched AIA CES Discovery—bringing 21st-century technology to CES records management.

The advanced, Web-based CES Discovery platform maintains on-demand access to transcripts while also streamlining credit-reporting processes and helping members to track diverse state and AIA continuing education requirements.

## What Has Changed

- Members sign in using their standard AIA.org usernames and passwords instead of with the AIA membership number—giving members greater control over the security of CES and personal information.
- Complete transcript and other CES support is available from the AIA Member Care Center at 800-242-3837, select option 3, or [AIAMemberCareCES@aia.org](mailto:AIAMemberCareCES@aia.org).
- The site has a different look and feel, consistent with AIA.org branding and designed for intuitive navigation.
- Members are able to submit and view course evaluations online.

## What Has Not Changed

- Transcripts remain accessible through the [www.aia.org/education](http://www.aia.org/education) page. Under “Find Your Transcript,” click “Sign In.” Upon sign-in, click the red “Transcript” tab at the top of the CES Discovery welcome screen.
- The transcript display is similar in format, customizable by date range, and printable for state licensing boards.
- Self-reported credits display on the same transcript page as provider-reported credits.
- Course searches remain customizable by topic, date, location, cost, credits available (HSW or SD), and instructional format.

## Need Help?

Complete transcript and other CES support is available from the AIA Member Care Center.

800-242-3837, select option 3  
[AIAMemberCareCES@aia.org](mailto:AIAMemberCareCES@aia.org)

## AIA.org Resources

AIA members can also find an FAQ for Members that will be updated with current system information,  
[www.aia.org/cesdiscovery](http://www.aia.org/cesdiscovery).

*AIArchitect* will continue to focus on selected AIA CES Discovery functions in future issues.

<http://info.aia.org/aiarchitect>

# SIGN IN

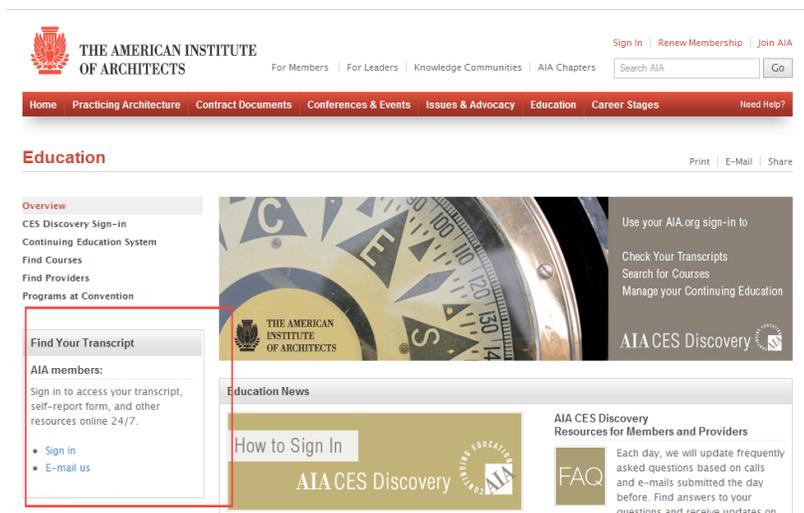
As an AIA member, you'll find AIA CES Discovery to be easy to use. The most important change, however, will be your sign-in information.

To sign in to AIA CES Discovery, you will use the same user name (your e-mail address) and password (self-selected) that you've used for other AIA online applications such as membership renewal or event registration.

**Do not sign in with your membership number**, as you did to enter the previous CES site. This change gives AIA members more control over the security of their CES records and associated personal information.

## Sign In

1. You'll find the sign-in link, as always, on the AIA/CES Education home page at [www.aia.org/education](http://www.aia.org/education).
2. Within the "Find Your Transcript" box on the left side of the screen, click "Sign In."
3. There is a temporary intermediary Web page to communicate a change in the sign in process. Click "Go to Sign-in."
4. On the AIA.org sign-in Web page, fill in your e-mail address and password. Click "Sign in."



## Don't know your password?

1. Click the "Forgot your password?" link on the sign-in page.
2. Enter your e-mail address in the field provided and click "Go."
3. Check your e-mail for a message that will include a link to reset your password.

## REVIEW YOUR TRANSCRIPT

The transcript display will be similar in format, customizable by date range, and printable for state licensing boards. All transcripts will display each course name, code number, provider name, completion date, learning unit (LU) type, and number of LU hours earned.

Transcripts are also printable formats for submission to state licensing boards. You will find those links below the transcript on the right side of the screen.

1. Upon sign-in, the AIA CES Discovery “Welcome AIA Members” home page will appear in your browser.
2. To see your transcript, simply click the “Transcript” tab in the red horizontal band across the top of the screen.
3. Select the transcript date range from the “Start Date” and “End Date” pull-down menus at the top of the page.
4. Click the “Filter by Date Range” button. To clear the dates you selected and start over, click the “Reset” button.
5. View the transcript for a particular course by clicking on the course name. A pop-up window will display the course-specific information.
6. In that window, click on “Show More” next to the CES Provider’s name to display full contact information for that provider—one of AIA CES Discovery’s new features to help members contact providers directly if necessary.

**NOTE:** Transcript data continues to be imported from our previous service provider. As of November 8, 2010, your transcript may not display course work for which attendance was *reported* in September and October.

We expect this information will be imported into AIA CES Discovery in the second half of November. If you believe your transcript contains inaccurate information, please contact the AIA Member Care Center for assistance.

### Need Help?

Complete transcript and other CES support is available from the AIA Member Care Center.

800-242-3837, select option 3  
[AIAMemberCareCES@aia.org](mailto:AIAMemberCareCES@aia.org)

### AIA.org Resources

AIA members can also find an FAQ for Members that will be updated with current system information,  
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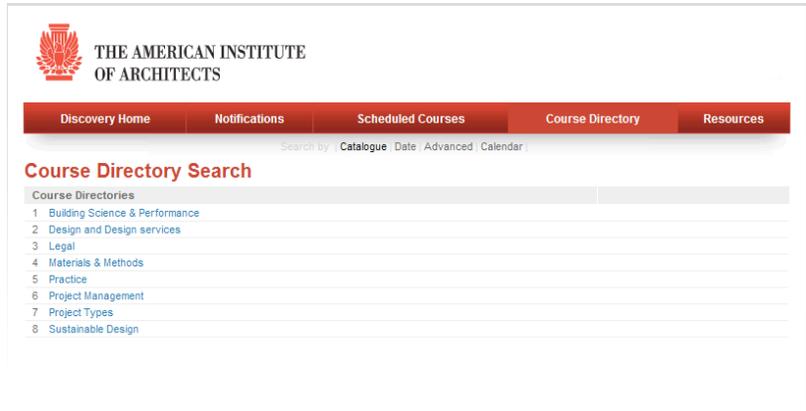
# SEARCH FOR COURSES

AIA members can either expand or narrow their course searches using a wide range of criteria on the new AIA CES Discovery learning management system.

## Search by Catalogue

The Course Directory is organized by subject area and, within each area, by specific topics. After signing in to AIA CES Discovery, select the Course Directory tab in the red horizontal toolbar. “Search by Catalogue” is the default view.

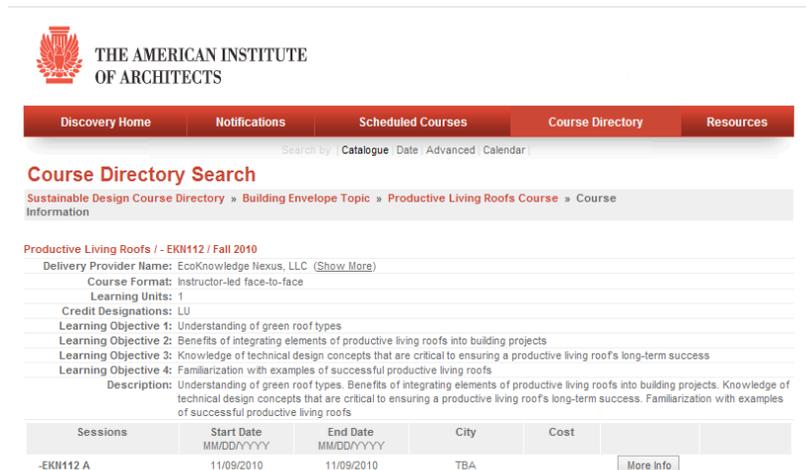
1. Select one of the course directories listed.
2. Select a topic within the chosen directory.
3. Select a course title to see details, including the scheduled sessions.
4. Click “More Info” to the right of a session to learn more about that session.



## Search by Date

Searching by date range will help to narrow your course options to those being held on dates convenient to you.

1. Within the Course Directory, select “Search by Date.”
2. From the pull-down menus, select a directory (or “All”), your desired start and end dates, and click “Search.”
3. Select a course title to see details, including the scheduled sessions.
4. Click “More Info” to the right of a session to learn more about that session.



Sessions	Start Date	End Date	City	Cost
-EKH112 A	11/09/2010	11/09/2010	TBA	

# SEARCH FOR COURSES

## Use Advanced Search

An advanced search tailors course results the most to your specific needs. Use the advanced search to customize your course results by topic, title, key words, location, instructional format, date range, provider name or type, cost, or the type of learning unit (LU) credits available (HSW or SD).

1. Within the Course Directory, select “Advanced.”
2. Fill in the Advanced Search form to set all the criteria you want the search engine to apply. Click the “Search” button.
3. Select a course title to see details, including the scheduled sessions.
4. Click “More Info” to the right of a session to learn more about that session.

## Search by Calendar View

1. AIA CES Discovery also enables you to see your search results in a customizable calendar view.
2. Within the Course Directory, select “Calendar.”
3. In the calendar view, select a month and year using the drop-down options. Click on “Day,” “Week,” or “Month” to further customize the calendar view.
4. Select the day for which you wish to view course results. You will see all course sessions scheduled on that day next to the time they are being held.
5. Select a course title to see details, including the scheduled sessions.
6. Click “More Info” to the right of a session to learn more about that session.

The screenshot shows the 'Advanced Search' form in the Course Directory. The form includes several search criteria fields: Course Directory (Design and Design services), Topic (Building Envelope), Enter Course Title, Enter Course Keywords, Price Range, Session Start Date (January 21, 2011), Course Format (Instructor-led face-to-face), Delivery Provider Type (All), Delivery Provider Name (All), Country - State (UNITED STATES - Maryland), City (All), and Credit Options (LU/HSW). A 'Search' button is located at the bottom of the form.

The screenshot shows the 'Calendar' view for December 2010. The calendar displays course sessions for each day of the month. The sessions are listed with their start and end times, titles, and locations. For example, on Wednesday, December 1st, there is a session from 12:00p-01:00p (GMT -08:00) titled 'Focus on Energy - Wisconsin's Building statewide energy efficiency and' at Tacoma(2106 Pacific Avenue). Other sessions include 'ADA Existing Building Evaluations(A)' and 'Carbon Foot Print Calculation for Federal Buildings(A)'.

Day	Session
1 (Wednesday)	12:00p-01:00p (GMT -08:00) Focus on Energy - Wisconsin's Building statewide energy efficiency and
2 (Thursday)	12:00p-01:00p (GMT -08:00) ADA Existing Building Evaluations(A)
3 (Friday)	01:00p-04:00p (GMT -08:00) Sustainable Design using Natural Building Stone(D)
5 (Sunday)	06:00p-09:00p(GMT -05:00) Greenbuild Design Policy(A)
8 (Wednesday)	10:30a-01:30p (GMT -05:00) Energy Master Plans: The Path to Energy Independence
9 (Thursday)	03:00p-04:30p(GMT -05:00) Carbon Foot Print Calculation for Federal Buildings(A)

## SUBMIT SELF-REPORT DATA

A simplified online form in AIA CES Discovery greatly streamlines self-reporting of LUs from self-designed activities, professional community service, or structured educational programs from non-AIA/CES providers. Once the AIA/CES staff approves your report, the LUs will appear on your transcript along with LUs from your other coursework.

AIA/CES-approved LUs are applicable toward your annual continuing education requirement to maintain AIA membership. State licensing boards may also accept these LUs toward satisfaction of mandatory continuing education (MCE) requirements for license renewal.

**NOTE:** The AIA does not guarantee that state licensing boards will accept any individual course for credit toward an architectural registration or renewal. Please consult the relevant licensing board for its exact regulations.

1. Sign in and click the “Self Reported Activities” tab in the red horizontal toolbar across the top of the screen.
2. The opening screen displays your previously self-reported activities, achievement date, and approval status. To filter the list by year, select the desired year from the pull-down menu at the top right of the screen and check the “Filter Achievements by year” box.
3. To start submitting new self-report information, click the “Add New” button.
4. Complete the online form fields, and click “Save.”
5. To upload any supporting documents from your computer (an optional step), click the “Add Attachment” button. In the resulting form, click “Browse” to select your electronic file, then click “Attach File.” Alternatively, select the “Back” button to return to your report without attaching a file.
6. To view your report, click on the activity title listed on your Self-Reported Activities screen . To edit or delete the report, open it and click the “Edit” or “Delete” buttons.
7. After you have saved your self-report information in AIA CES Discovery, AIA/CES staff will review it to ensure that it meets requirements and will update your transcript.
8. To find out whether AIA/CES approved your report, select “Self Reported Activities” in AIA CES Discovery and look under the “Approval Status” column to the right of your report title. If AIA/CES has not approved your report, a staff representative will contact you.



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1735 New York Avenue, NW

Washington, D.C. 20006

800-242-3837 | [www.aia.org](http://www.aia.org)