



Continuing Education Credit Self Reporting Form



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Phone: 1-800-366-2423 • e-Fax: 1-866-204-0293
e-Mail: info@AIBD.org or info@NCBDC.com

Personal Information		Educational Event Information	
Step 1	Name: _____	Step 8	Date: _____
Step 2	Address: _____	Step 9	Provider: _____
Step 3	Bus. Phone: _____	Step 10	Presenter: _____
Step 4	E-Mail: _____	Step 11	Topic or Title: _____
Step 5	Are you a member of AIBD? <input type="checkbox"/> Yes <input type="checkbox"/> No	Step 12	Credits requested: _____ Credits are based on 1 CE / contact hour, unless noted otherwise in the education policy
Step 6	Are you certified by NCBDC? <input type="checkbox"/> Yes <input type="checkbox"/> No	Step 13	Verification of attendance attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Step 14	Signature of Presenter: _____ If verification of attendance is not provided

<p>Step 7 Presentation Format</p> <p>A. Classroom (1.0/hour) (Provide completion certificate, proof of attendance, student transcript or presenter/teacher signature)</p> <input type="checkbox"/> Conference/Convention <input type="checkbox"/> Lecture <input type="checkbox"/> Workshop <input type="checkbox"/> Seminar <input type="checkbox"/> University/College/Trade School <p>B. Authored an Article (3.0) (In Step 9, list the name of the publication. Omit Steps 10 & 11.)</p> <input type="checkbox"/> Provided a copy of the article	<p>C. Self Study (1.0/hour) (Provide completion certificate, completion e-mail or self-study exam)</p> <input type="checkbox"/> Recorded presentation <input type="checkbox"/> Web based presentation <input type="checkbox"/> Correspondence course <p>D. Presenting or Teaching (3.0) (Omit Step 9) Please provide one of the following:</p> <input type="checkbox"/> Presentation/Syllabus <input type="checkbox"/> Catalog/Pamphlet <p>E. Charitable Contribution (2.0) (In Step 9, list the name of the recipient. Omit Steps 10 & 11.)</p> <input type="checkbox"/> A letter of verification provided	<p>F. Commission & Committee (3.0) (In Step 9, list the name of the body you serve on. Omit Steps 10 & 11.) Service for the first year receives 3.0 credits. Subsequent years are 1.0</p> <p>Please provide one of the following:</p> <input type="checkbox"/> Meeting minutes provided <input type="checkbox"/> A letter of verification provided <p>G. Architectural Tours Every tour must be approved by the AIBD Education Committee (Provide docent/presenter signature, completion certificate or written essay describing the type of tour and educational significance— photos optional)</p> <input type="checkbox"/> Scheduled guided tour <input type="checkbox"/> Unscheduled self guided tour	<p>H. Passed the NCBDC Exam (8.0) (Omit steps 9 & 10. In step 11, list "NCBDC Exam")</p> <input type="checkbox"/> Provided a copy of the certificate or a verifying certification <p>I. Design Competitions (1.0) All design competition credits, other than the American Residential Design Awards, must be approved in advance. (Omit steps 10. In step 11, list "Design Competition")</p> <input type="checkbox"/> Provide call for entries <p>J. This event is not addressed in the Continuing Education Policy</p> <input type="checkbox"/> All materials necessary to describe the event attended and its educational significance.
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