

Continuing Education Credit Self Reporting Form

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<p>Step 1</p> <p>Personal Information:</p> <p>Name: _____</p> <p>Bus. Phone: _____</p> <p>E-Mail: _____</p>	<p>Step 2</p> <p>Credits Requested: _____ Credits are based on 1.0 / contact hour, unless noted otherwise in Step 3 (below)</p>	<p>Step 4</p> <p>CE Event Information</p> <p>Date(s): _____</p> <p>Topic or Title: _____</p> <p>Presented By: _____</p> <p>Step 5</p> <p>Signature of Presenter: _____</p> <p><i>If the presenter signs here, no additional verification is required.</i></p>
<p>Step 3</p> <p>(Please mark the type of event you attended and provide the requested verification)</p> <p>Primary Credits These must account for at least of 4 of the 8 required credits each year</p> <p>A. Classroom (Provide a copy of your transcript) <input type="checkbox"/> University/College/Trade School</p> <p>B. Seminar/Webinar/Workshop (Provide completion certificate, proof of attendance or presenter/teacher signature - see Step 5) <input type="checkbox"/> Education provided nationally by the AIBD <input type="checkbox"/> Provided by an approved AIBD CE Provider <input type="checkbox"/> Provided by NAHB, ICC, ASID, CEDIA, AIA, NFPA, USGBC, etc.</p>	<p>Elective Credits A maximum of 4 may be credited towards the required 8 each year</p> <p>C. Seminar/Webinar/Workshop (Provided by a source other than one listed in Primary Credits - B.) <input type="checkbox"/> Provide completion certificate, proof of attendance or the presenter/teacher's signature (See Step 5)</p> <p>D. Write an Article - 1 credit each (In Step 4, list the name of the publication and the date the article was published) <input type="checkbox"/> Provided a copy of the article or blog (URLs are not acceptable). Must be a minimum of 250 words.</p> <p>E. Study on Your Own (Provide completion certificate, completion e-mail or self-study exam) <input type="checkbox"/> Recorded presentation <input type="checkbox"/> Web based presentation <input type="checkbox"/> Correspondence course</p>	<p>F. Be a Teacher or Presenter Please provide one of the following: <input type="checkbox"/> Presentation/Syllabus <input type="checkbox"/> Catalog/Pamphlet with your name</p> <p>G. Volunteer Your Services (In Step 4, list the name of the board you serve on or the recipient of your volunteer services) <input type="checkbox"/> Provide verification of your service</p> <p>H. Train an Intern (In Step 4, list the name of the intern and the dates they worked for you) <input type="checkbox"/> Provide a completed AIBD On the Job Training Form.</p> <p>I. Go on an Architectural Tour Professionally Guided Tours: <input type="checkbox"/> Provide a tour outline and subject matter in Step 4 <input type="checkbox"/> Provide the name and credentials of the tour guide in Step 4</p> <p>J. Pass an Exam (In step 4, list the title of the exam you took—taking the NCBDC exam does not qualify for credit) <input type="checkbox"/> Provided a copy of the certificate verifying the certification, licensure or registration earned by passing the exam</p> <p>K. Design Comp's - 1 credit each (In step 4, list "Design Competition") <input type="checkbox"/> Provide a copy of the call for entries</p> <p>L. My event is not listed <input type="checkbox"/> Provide all materials necessary to describe the event and its educational significance to the Recertification Committee.</p>
<p>Step 6</p>	<p>NCBDC Approval:</p> <p>Date Approved: _____ Approved Credit: _____ Approved By: _____</p> <p>Primary Credit: <input type="checkbox"/> Elective Credit: <input type="checkbox"/></p>	