

# AIA Continuing Education Facilitator/Speaker Agreement



Provider Name: \_\_\_\_\_ Provider #: \_\_\_\_\_

To maintain AIA standards for continuing education programs, all presenters, facilitators, instructors, speakers, etc., must:

- Be competent, capable, and prepared to teach the approved continuing education program.
- Skillfully use appropriate instructional methods and technology.
- Keep current on the topics, technologies, practices, materials, etc., covered by the learning program.
- Deliver AIA-approved continuing education programs in a manner consistent with the quality and content standards of the AIA without endorsement, bias, marketing, or sales orientation in accordance with the learning objectives reviewed and approved by AIA CES.
- Provide only information and handouts germane to the educational content of the course and intended to reinforce stated learning objectives.
- Defer product-specific and propriety questions for discussion either before the program has started or after the program has formally concluded.
- Deliver accurate, appropriate, and interesting presentations and materials utilizing sound learning practices.
- Use program evaluations and self-evaluations for continuous improvement.
- Notify the provider when corrections to program materials are needed.
- Ensure that significant features of the program (as described in the *AIA Standards for Continuing Education Programs*) have been communicated to participants in advance of the course.
- Verify that participants are present for the full duration of the course.
- Collect and submit course attendance for reporting to AIA CES in a timely manner.
- Comply with all AIA standards and ethics for continuing education programs.

I have read, understand, and agree to abide by the terms listed above.

\_\_\_\_\_ Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date

List all programs facilitated or taught for this provider (additional pages may be added as necessary):

Course Title	Course #

The AIA CES Provider must keep this document on file for each facilitator/speaker who delivers the provider’s AIA CES-approved courses for a period of six (6) years from the most recent date the signer teaches any of the AIA CES Provider’s AIA-approved course.