A self-report form should be submitted for the following reasons:

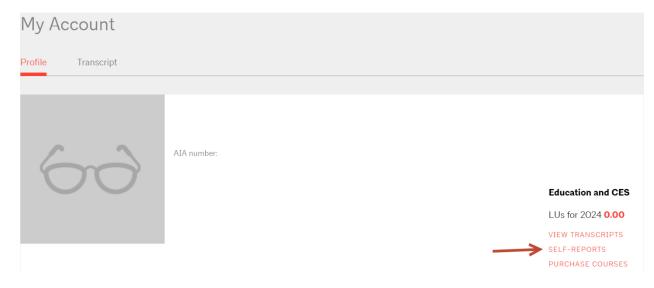
- Earn credit for attendance of a non-AIA provider course
- Complete studies (including for the LEED exam), write a book or perform research/teaching related to the profession
- Volunteer in the related profession
- Participate in a self-guided walking tour

One may submit this form online.

- 1) Begin at <u>www.aia.org</u>
- 2) 'Login' at the top middle of the page
- 3) Once logged in click My Account, then 'Profile'



4) Click, 'Self-Reports' on the right'



- 5) Fill out the entire online self-report form
- 6) Click, 'Submit'

Once submitted, each self-report will be reviewed within 10 business days. If approved, the activity will be added onto your AIA transcript.

* Please Note: There is a character requirement for both the 'description of activity' and the 'learning statement'. Your self-report will not successfully submit until you are within the character requirement.