

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 [www.aia.org](http://www.aia.org)
- 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'

## My Account

Profile

Transcript



AIA number: .

### Education and CES

LUs for 2024 **0.00**

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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.