

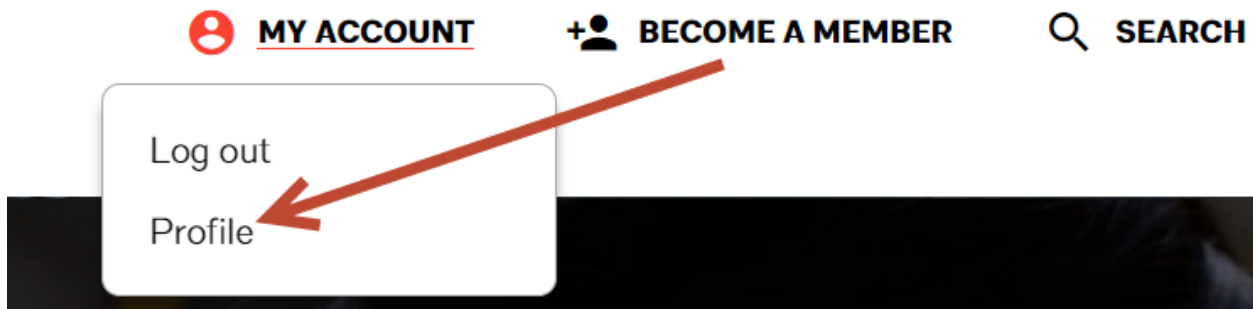
## How to Submit a Self-Report Form

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.