



# Self-Report Form A-1

This form must be submitted to obtain Learning Unit (LU) credits for each self-reported activity \*. Please return the completed, **legible** form to AIBC so the data can be entered accurately into your individual transcript (**do not send back-up documentation with your submission**). Members calculate LU hours for self-reported activities by reporting the number of hours spent in architecturally relevant learning.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Initial or Name: \_\_\_\_\_

ID #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Activity title/Description: \_\_\_\_\_

Provider's name: \_\_\_\_\_

Provider's address: \_\_\_\_\_

Provider's phone number (if known): \_\_\_\_\_

What were the learning objectives of the activity?  
\_\_\_\_\_  
\_\_\_\_\_

How did the activity meet those objectives? (Please continue on another sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learning units I am reporting: Core: \_\_\_\_\_ Non-Core: \_\_\_\_\_ Total: \_\_\_\_\_

Indicate the number of hours spent in direct learning activities. Report LUs in ¼ hour increments, minimum ½ LU per activity. Credit is not awarded for time spent on breaks, registration, travel, receptions, or meals (unless an educational presentation is being offered and then credit is awarded only for educational time, not time spent eating). All submissions are considered on an individual basis and are subject to review and adjustment of LUs assigned.

Start date: \_\_\_\_\_

Completion date: \_\_\_\_\_ Signature of MAIBC: \_\_\_\_\_

**\*Note: We encourage you to report on-line at [www.aibc.ca](http://www.aibc.ca) under Membership Access by using your ID# as your user name and password. Should you have any questions please contact Catherine Bolter or Aleta Cho, Professional Development Coordinators.**

## Self-Reported Activities

To be eligible for credit, self-reported activities must be planned, educational, new knowledge for the individual member, and apply to the practice of architecture. Self-reported activities may be formatted as a structured activity or independent activity.

Self-reported activities are activities that are **NOT** AIBC delivered or AIBC-Accredited. These activities can be grouped into two different types, either structured or independent programs.

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### Structured Self-Reported Activity

These are activities offered by an organized, external party, but not pre-accredited by the AIBC. They are educational activities including teaching that are generally offered in a classroom, conference, lecture or seminar format (**Note: No LUs are available for teaching time if this is the member's normal line of work**). Familiar examples are seminars by construction trade associations, commercial educators or institutes of learning.

Reading articles and publications such as 'Architectural Record' or similar with self-tests and pre-determined learning units is deemed to be a structured self-reported activity.

Structured self-reported activities may qualify for CORE or NON-CORE LUs.

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### Independent Self-Reported Activity

These are educational activities in which members engage independently. Educational activities often provide support to the profession or society, as well as providing education to members. Examples are architecturally relevant civic and professional committees (including Advisory Design Panels, AIBC Council, Boards, committees or task forces). Other such activities include self-designed learning experiences, such as applicable travel, investigation and research.

Reading articles and publications, which are not supported with self-tests and pre-determined learning units, qualify for NON-CORE LUs only.

Regular, active *volunteer* participation in an architecturally relevant civic/professional service committee may earn an architect one NON-CORE LU per committee, per year to a collective maximum of 4 LUs, in a typical reporting period. See Bulletin #80 Section 3.3.2.2 (d) for complete details.

Independent self-reported activities may qualify for NON-CORE LUs only.

To obtain Learning Unit credits for each self-reported activity, members must submit an AIBC Self-Report Form either by on-line reporting (which we encourage) or by mail or fax (**do not send back-up documentation with your submission**). The information from the completed form is then entered by AIBC staff into the members' transcripts. Members calculate LU hours for self-reported activities by reporting the number of hours spent in architecturally related learning with a minimum of ½ hour or .5 LUs of educational activity.

### The Learning Objectives of the Activity:

Learning Objectives: each activity or program **must** have a **minimum** of **one** learning objective related to the profession of architecture. This is a clear goal of what you the architect **wanted** to learn.

### How did the Activity meet those objectives?

What did you know or what were you mainly able to understand or do when you finished this learning activity?