



THE AMERICAN INSTITUTE  
OF ARCHITECTS

I A M A A A  
A M A A A

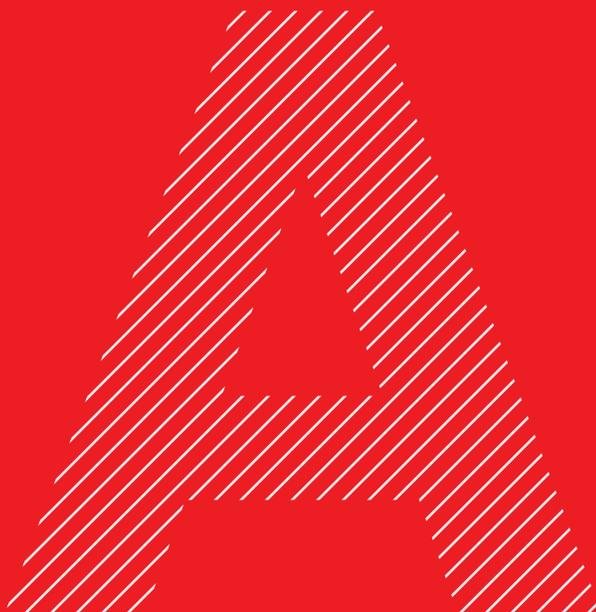


For more than 150 years, members of the American Institute of Architects have worked with each other and their communities to create valuable, healthy, secure, and sustainable buildings and cityscapes.

## CONTENTS

- 3 About the AIA
- 4 For Members
- 10 Practicing Architecture
- 14 AIA Contract Documents
- 15 Conferences and Events
- 16 Issues and Advocacy
- 19 Continuing Education
- 20 Career Stages
- 22 AIA Strategic Initiatives

The organization of this guide is consistent with the navigation of the AIA Web site.



# Our History

On February 23, 1857, 13 architects met in Richard Upjohn's office to form what would become the American Institute of Architects. The group sought to create an architecture organization that would "promote the scientific and practical perfection of its members" and "elevate the standing of the profession."

The founding members decided to invite 16 other architects to the second meeting on March 10, 1857. These forward-thinking individuals agreed on a draft constitution and bylaws. The only change they made was to the name of the organization, at that time the New York Society of Architects. Thomas U. Walter, a well-known Philadelphia practitioner, suggested the American Institute of Architects.

From a small group of professionals sharing a meal, the Institute has grown to a robust, focused, organization providing guidance, service, and standards to architects around the world. The AIA continues to strive for quality, consistency, and safety in the built environment and to serve as the voice of the architecture profession.



## FOR MEMBERS

### AIA Membership Designations

The AIA offers several membership designations based on licensure status and other criteria. These abbreviations, which AIA members (except for Allied members) may show after their names, indicate membership to clients, the public, and other industry professionals:

- **AIA:** U.S.-licensed architects
- **FAIA:** Members elected to the AIA College of Fellows
- **Assoc. AIA:** Unlicensed to practice architecture but meeting other professional criteria
- **Hon. AIA or Hon. FAIA:** Honorary members
- **Intl. Assoc. AIA:** Those with an architecture license or equivalent from a licensing authority outside the United States
- **Allied:** Other building- or design-related professionals
- **Emeritus members:** Architect or associate members in good standing for at least 15 successive years who meet certain age and/or retirement criteria, who may continue using the designation they had prior to approval of their application for emeritus status

### AIA Components—Local, State, and National

[www.aia.org/about/structure](http://www.aia.org/about/structure)

Through more than 260 state and local components (or chapters), AIA members can take advantage of a rich network of relationships and resources that make a significant difference in their practice and for the profession.

In addition, the AIA has international components representing countries in Europe, Asia, and the Middle East.

#### Local

Local components create opportunities for members to connect with each other, share experiences, and celebrate the great work happening in the community. They sponsor a wide range of activities, including educational programs, Architect Registration Exam® prep classes, awards programs, and community awareness campaigns.

#### State

State components advocate for the profession before state legislatures and regulatory agencies. Their efforts ensure that architects' interests are represented and heard on important issues affecting the profession and the built environment. State conferences and meetings provide opportunities that assist AIA members to expand relationships with others throughout the profession.

## National

The national AIA component provides tools and resources to help members build careers or practice while also uniting local and state members in the common causes of advocacy, community, and knowledge. National member groups such as AIA Knowledge Communities, the College of Fellows, the Young Architects Forum, and the National Associates Committee provide additional networking, education, and service opportunities.

## Publications

### ***AIArchitect***

<http://info.aia.org/aiaarchitect>

The primary AIA member communications vehicle provides member value through news and information about the architecture profession, business and practice resources, and design trends. *AIArchitect* is distributed biweekly by e-mail to all AIA members and is available on AIA.org.

### **AIA/Hanley Wood Integrated Media Partnership**

The partnership between the AIA and Hanley Wood increases the value of AIA membership and expands the reach and impact of member knowledge and expertise. Through *ARCHITECT* (the official magazine of the AIA), *residential architect*, *EcoHome*, and *ECO-STRUCTURE*, the partnership puts the AIA thought leadership at the center of the national debate on architecture and professional practice by capturing the accomplishments of members, AIA Knowledge Communities, emerging professionals, and AIA components.

Editorial coverage analyzes national design trends, practice, and business. The partnership also includes Web content (through Hanley Wood's publication sites), the annual AIA National Convention, joint research initiatives, and support for AIA components.

Members receive a print or digital edition of *ARCHITECT* as well as digital editions of *residential architect*, *EcoHome*, and *ECO-STRUCTURE*. Digital editions can be downloaded through links on *AIArchitect*.

## Web Resources

### **AIA.org**

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

The core AIA Web site is a searchable, interactive resource for the practical knowledge that can enhance members' careers and practice. It's a venue for members' expertise inviting their voices and insights. And it's an online showcase for the work that our members create.

### **The Architect's Knowledge Resource (AKR)**

[www.aia.org/akr](http://www.aia.org/akr)

The Architect's Knowledge Resource (AKR) is an online knowledge base of design and practice information for the architecture profession. The AKR enables members to discover and contribute high quality, authoritative content such as best practices, research, white papers, project profiles, and more. AKR content is highlighted throughout the AIA Web site.

## FOR MEMBERS

### AIA PodNet

[www.aia.org/practicing/AIAPodnet](http://www.aia.org/practicing/AIAPodnet)

The AIA has captured the thoughts of leaders in the profession on subjects ranging from sustainable design, entering the profession, and AIA fellowship, to ergonomics and economics. To address these issues, AIA members have the option of choosing single podcasts or subscribing to all through iTunes.

### Social Media Program

[www.aia.org/socialmedia](http://www.aia.org/socialmedia)

Members can accelerate their careers and businesses by connecting with thousands of colleagues online. The AIA offers several official channels in which AIA members and staff can network with each other and easily share information, ideas, and referrals:

- **LinkedIn:** a networking resource exclusively for AIA members
- **Facebook:** a community of architecture lovers who share a passion for design
- **Twitter:** a source for the latest architecture news and trends
- **YouTube:** videos featuring some of the hottest topics and trends in the architecture profession
- **Foursquare:** a spotlight on award-winning architectural sites from coast to coast
- **AIA KnowledgeNet:** a place to connect and share with members on a variety of topical areas via blogs and forums

2012 Gold Medal Recipient

Steven M. Holl, FAIA ▪ The Vanke Center/Horizontal Skyscraper in Shenzhen, China



## Services and Discounts

### AIA Store

[www.aia.org/store](http://www.aia.org/store)

The AIA Store offers more than 2,000 books, DVDs, and gift items, each specially selected for design professionals. Members receive a 10 percent discount on all purchases and can order either online, in person (at the AIA national headquarters), or by phone (800-242-3837, option 4).



IMAGE COURTESY OF IWAN BAAH

### **AIA Advantage**

[www.aia.org/advantage](http://www.aia.org/advantage)

AIA members are eligible for savings on products and services from leading companies for the office and home.

### **Bank of America**

866-438-6262 | Code: VABB6W

You don't need another credit card; you need a better one. The AIA PlatinumPlus® MasterCard® with WorldPoints® is the best rewards card available today with no annual fee.

### **FedEx**

[www.fedex.com/aia](http://www.fedex.com/aia)

Code: ZRRJOK13

FedEx offers members a one-stop shop for transportation, e-commerce, and business services.

### **HERTZ**

800-654-2200 | Code: CDP#11356

Members can benefit from a Hertz discount of up to 15 percent on car rentals. Enroll in Hertz #1 Club Gold, where the first year's membership fee is waived for AIA members.

### **Market Hardware, Inc.**

<http://aia-websuccess.com>

888-381-6925

Market Hardware offers members assistance with Web site design, search engine marketing, mobile-ready Web sites, and social media services.

### **MASTERSPEC**

[www.masterspec.com](http://www.masterspec.com)

800-424-5080

Members get a discount on MASTERSPEC licenses and have access to free continuing education opportunities exclusively for MASTERSPEC licensees.

### **Office Depot**

888-263-3423 | Code: 50728743

Members can save up to 35 percent on Office Depot's retail prices with the convenience of a professional, single-source solution for all your office supplies, coffee/break-room, promotional, copy and print, furniture, and technology needs.

### **UPS**

[www.savewithups.com/aia](http://www.savewithups.com/aia)

800-325-7000

UPS offers members up to 30 percent off an expanded portfolio of air and international Express shipping services.

### **World Architecture News.com**

[www.worldarchitecturenews.com](http://www.worldarchitecturenews.com)

Code: WAN-AIA 0478.

World Architecture News.com (WAN) supplies news and information to the global architectural community. AIA members receive exclusive discounts on WAN Tender Alerts, an e-mail service that provides firms with the latest information on project opportunities from around the globe.

## FOR MEMBERS

### AIA Trust

[www.TheAIATrust.com](http://www.TheAIATrust.com)

The AIA Trust offers insurance and financial programs to protect members, their firms, and their families.

- AIA-commended professional liability insurance
- Term life insurance, including 10- and 20-year plans and firm-employee plans with a new simplified issue as well as high limit plans
- Business owners' coverage for general liability, property and casualty, workers comp, valuable documents, business auto, umbrella, and related coverage
- Disability insurance for both personal and business overhead coverage, plus a firm-employee plan
- Dental insurance, hospital income insurance, cancer insurance, and a medical benefits center to help members find individual or small-group health insurance
- Automobile, homeowner, and tenant insurance, with special member discounts, plus a new travel assistance plan

- Retirement plans including all varieties of 401(k) plans, profit-sharing, and other plans for employee groups or individuals
- Legal information service to help members' firms manage risks and avoid lawsuits

The AIA Trust also offers free, online risk-management resources, including white papers, Webinars, and guidelines especially suited for small to midsize firms.

### Strategic Partner

#### Reed Construction Data

[www.aia.org/about/partners](http://www.aia.org/about/partners)

The AIA Strategic Partnership allows Reed to connect with the architecture community and provide professional support in this rapidly changing field.

Members have free access to *accessArchitecture*, an online database with thousands of project leads. In exchange, they are asked to share their own project information with other users. On average, 20 percent of projects in the database do not have an architect listed yet. Members also benefit from continuing education opportunities, access to thousands of high quality BIM objects, and market insights, analyses, and white papers.

## AIA Members Center

[www.aia.org/members](http://www.aia.org/members)

Members can log in and find many of the most-requested tools and resources, including the Member Resource Guide, Guidelines for Pro Bono Activities, governance documents, directories, discount offers, and more.

Find links to AIA member groups and communities, which enable members to connect more closely with colleagues based on professional interest or career stage. These include the AIA Knowledge Communities, Young Architects Forum, National Associates Committee, and College of Fellows.

## Single Sign-on

The AIA online account gives members streamlined access to multiple online applications, such as AIA CES Discovery, to manage their relationships with the AIA. There is no need to remember multiple user IDs and passwords. Sign in with your e-mail address and one password.

## Edit Your Personal Information

After signing in, edit personal information by clicking on the *Your Personal Information* link from the left-hand navigation. Information to be edited could be contact information, licenses, and degrees.

2012 Architecture Firm Award Recipient

VJAA ■ St. John's Abbey and Monastery Chapter House and Chapel in Collegeville, Minn.



IMAGE COURTESY OF VJAA

## PRACTICING ARCHITECTURE

### AIA Honors and Awards

[www.aia.org/practicing/awards](http://www.aia.org/practicing/awards)

One of the most important AIA traditions is the recognition of the outstanding achievements of individuals and organizations. For architects, the program provides inspiration and insights from this broad range of exemplary activity. For the public, these achievements demonstrate the valuable role that great architecture plays in our lives.

#### Honors Program

- Gold Medal
- Architecture Firm Award
- AIA/ACSA Topaz Medallion for Excellence in Architectural Education

#### Institute Honors

- Associates Award
- Edward C. Kemper Award
- Institute Honor Awards for Architecture
- Institute Honor Awards for Interior Architecture
- Institute Honor Awards for Regional and Urban Design
- Institute Honors for Collaborative Achievement
- Thomas Jefferson Award for Public Architecture
- Twenty-five Year Award
- Whitney M. Young Jr. Award

#### Membership Honors

- Fellowship
- Honorary Fellowship
- Honorary Membership

#### Cosponsored Programs

- AIA/ALA Library Awards of Excellence
- AIA Housing Awards
- AIA/HUD Secretary's Awards

### Best Practices

[www.aia.org/practicing/bestpractices](http://www.aia.org/practicing/bestpractices)

AIA Best Practices represent the collective wisdom of AIA members and related professionals. The scope of knowledge and information that can be included in AIA Best Practices is unlimited.

Submissions are encouraged from practicing professionals, allied professionals, strategic partners, and industry consultants. Completed articles are preferred, but ideas and knowledge are most important.

### AIA Research Initiatives

[www.aia.org/practicing/research](http://www.aia.org/practicing/research)

Through a variety of venues, the Institute periodically convenes leading academics and practitioners to share their views on architectural research, identify emerging research agendas, and explore ways to elevate the importance of research in the profession. Two research grant programs particularly support these aims.

IMAGE COURTESY OF ART GRAY PHOTOGRAPHY



### **Latrobe Prize**

The AIA College of Fellows sponsors the biannual Latrobe Prize, which awards \$100,000 to a research project with the most potential to advance the architecture profession significantly.

### **Upjohn Research Initiative**

The AIA Board Knowledge Committee, in conjunction with the College of Fellows, manages the Upjohn Research Initiative grant program, which provides funds for applied research that advances professional knowledge and practice.

### **Economics and Market Research**

[www.aia.org/practicing/economics](http://www.aia.org/practicing/economics)

The AIA Economics and Market Research group's reports on firm, business, and practice trends help members manage their careers or businesses better while also providing solid evidence to economists, researchers, consultants, government agencies, Wall Street analysts, and the news media of the significant role that architects play in the economy.

### **The AIA Compensation Report**

A member can compare his or her compensation with others regionally and nationally. Updated and published every three years, the latest full report or any of nine regional reports is available at the AIA Store.

### **The Business of Architecture:**

#### **The AIA Firm Survey**

Updated every three years, the AIA Firm Survey provides valuable information on the viability of markets, the profitability of architectural services, benchmark financial performance, and more, allowing firms to assess their practices and evaluate their operations in comparison to their peers.



2012 Institute Honor Awards for Interior Architecture Recipient  
Patrick Tighe Architecture ■ Memory Temple in Los Angeles

## PRACTICING ARCHITECTURE

### **The Architecture Billings Index (ABI)**

The ABI, a leading economic indicator of the design and construction industry, accurately predicts construction activity approximately 9 to 12 months in advance. Monthly survey participants can compare their firms' experience with that of similar firms regionally and across the country, get a head start on tracking the economy and local business conditions, and target business opportunities better.

### **The AIA Home Design Trends Survey (HDTS)**

The quarterly HDTS receives extensive media coverage and underscores the importance of AIA residential architects in setting trends for the design of new homes and home improvement projects. Surveys cover topics such as home characteristics, home features, neighborhood/community design trends, and kitchen and bath features/products.

### **AIA Environmental Scan Report**

This report compiles key issues in the political, economic, social/cultural, environmental, design/construction, and technological arena that can have significant implications affecting the architecture profession and the construction industry as a whole.

### **Member Groups & Communities**

#### **AIA Knowledge Communities**

<http://network.aia.org>

[www.aia.org/knowledge](http://www.aia.org/knowledge)

AIA Knowledge Communities enable AIA members to share common challenges, opportunities, and passion for given topics or building types through ongoing learning and knowledge sharing. No matter a member's interest, from historic preservation to technology in architecture practice, there is an AIA Knowledge Community.

Knowledge Communities members collaborate on AIA KnowledgeNet, which is a Web site rich in networking, resource sharing, and discussion forums.

There are over 20 national communities on AIA KnowledgeNet, including long-standing communities focused on practice management, residential design, and historic preservation. These communities provide members with timely information on awards, research, industry news, programs, and in-person networking opportunities in their specific area.

AIA KnowledgeNet helps members take their expertise in these areas to another level of online interaction, allowing them to take the lead in the professional dialogue through discussion forums, resource libraries, and blogs.

Current AIA Knowledge Communities are

- Academy of Architecture for Health
- Academy of Architecture for Justice
- Committee on Architecture for Education
- Committee on Design
- Committee on the Environment
- Construction Contract Administration
- Corporate Architects and Facility Management
- Custom Residential Architects Network
- Design for Aging
- Historic Resources Committee
- Housing
- Interfaith Forum on Religion, Art, and Architecture
- Interior Architecture
- International Committee
- Practice Management
- Project Delivery
- Public Architects
- Retail and Entertainment
- Small Firm Round Table
- Small Project Practitioners
- Technology in Architectural Practice

## **Member Marketing Resources**

### **Architect Finder**

<http://architectfinder.aia.org>

AIA Architect Finder is an online directory for clients to find architects for their projects. It is a forum for members to provide core contact information and profiles of their firms, but also to showcase specific areas of expertise and upload portfolios of their projects. This is consistently among the top-visited areas on the AIA Web site!

### **Career Center**

<http://careercenter.aia.org>

AIA Career Center is the profession's premier online recruitment resource. Here, employers and recruiters can target their efforts to find the most qualified talent and reach the right candidates quickly and easily. Job seekers can showcase their skills and experience to prospective employers to find the best job opportunities and manage their applications. Job seekers can use the service for free. Employers who are members receive a discount on job postings.

### **How Design Works for You**

<http://howdesignworks.aia.org>

Someone who has never worked with an architect probably has questions: Do I really need an architect? What's it like to work with an architect? Here, prospective clients can find answers and tools to guide them through the five stages of design and watch clients and AIA architects describe how the process worked for them.

## AIA CONTRACT DOCUMENTS

### **AIA Contract Documents®**

[www.aia.org/contractdocs](http://www.aia.org/contractdocs)

For nearly 120 years, AIA Contract Documents have set the standard for design and construction contracts—becoming the most trusted standard-form contract documents in the industry.

Now we've made them even better, including

- an industry-leading Building Information Modeling (BIM) Protocol Exhibit
- integrated project delivery and design build agreements
- the newly released D503™-2011, AIA Guide for Sustainable Projects, including agreement amendments and supplementary conditions.

Members get discounts on AIA Contract Documents software licenses. Order the software, contact a distributor, or order individual documents using AIA Documents-on-Demand® from AIA.org.

### **AIA Guide for Sustainable Projects**

[www.aia.org/sustainableprojectsguide](http://www.aia.org/sustainableprojectsguide)

The rapidly changing field of sustainable design and construction presents new roles, responsibilities, risks, and opportunities for those involved in the design and construction industry. This free guide provides model language that can be incorporated into existing AIA Contract Documents to assist parties in defining, documenting, and allocating the specific roles and responsibilities of the owner, architect, and contractor. The guide assists project participants in allocating new risks to the party in the best position to control those risks.

### **AIA Documents-on-Demand®**

<http://documentsondemand.aia.org>

This easy-to-use and cost-effective Web-based solution gives members access to more than 70 of the most popular AIA Contract Documents, including subcontractor forms. Simply select a document and complete the form online by filling in the blanks. PC and Mac platforms are supported.

### AIA National Convention and Design Exposition

[www.aia.org/convention](http://www.aia.org/convention)

The annual AIA convention program focuses the architecture profession's energy and drive on cutting-edge issues. Members interact with and learn from industry leaders and colleagues at the many seminars, tours, and receptions. On the expo floor, members meet representatives from more than 800 leading companies and learn about the best products, services, and technologies for projects.

Members receive a registration discount, making the convention one of the lowest-cost opportunities to increase knowledge, keep skills current, and fulfill annual continuing education requirements in one place.

### Event Calendar

[www.aia.org/conferences/calendar/Events](http://www.aia.org/conferences/calendar/Events)

There is always something going on within the architecture profession—from tours, seminars, and lectures to conferences, meetings, and expos. Keep up with all the happenings in a comprehensive calendar that includes both AIA and affiliate events.

2012 Institute Honor Awards for Interior Architecture Recipient  
Randy Brown Architects ■ ARTifacts, Gallery image in Omaha



IMAGE COURTESY OF FARSHID ASSASSI

## ISSUES AND ADVOCACY

### Government Advocacy

[www.aia.org/advocacy](http://www.aia.org/advocacy)

The AIA represents the interests of architects before federal, state, and local governments and other policy-making bodies and organizations. This outreach, coupled with sustained member participation and active grassroots involvement in the political process, gives members an effective voice on legislative, regulatory, and related issues that affect their practice and the built environment.

The extensive advocacy resources on AIA.org include issue briefs, public policies, and testimony as well as assistance for members who want to write their representatives in Congress, state legislators, and mayors about key AIA issues.

### The Angle

[www.aia.org/angle](http://www.aia.org/angle)

The AIA government relations e-newsletter keeps members up-to-date on public policy developments that affect their practices and the profession as a whole, and reports on AIA advocacy successes and ways for architects to get involved in the policy process. The Angle is distributed within *AIArchitect* and is available on AIA.org.

### Federal Relations

[www.aia.org/advocacy/federal](http://www.aia.org/advocacy/federal)

The AIA Federal Relations team works with the U.S. Congress, White House, and key agencies to educate policymakers about the profession and the Institute's positions on building design,

community development, and the practice of architecture. A leading voice in Washington on sustainability, historic preservation, and livable community policies, the AIA has taken the lead in recent years advancing legislation that puts architects back to work and reduces red tape on design and construction.

### ArchiPAC

[www.archipac.org](http://www.archipac.org)

The AIA's federal political action committee supports candidates for Congress who are in the best position to support the Institute's policies and strategic goals on Capitol Hill. Federal law prohibits the AIA from using members' dues to support candidates, so ArchiPAC is funded solely by the voluntary contributions of AIA members and staff. To learn more and contribute, visit [www.archipac.org](http://www.archipac.org), call (202) 626-7403, or write to [archipac@aia.org](mailto:archipac@aia.org).

### Advocacy 365

[www.aia.org/advocacy365](http://www.aia.org/advocacy365)

There is no better advocate for our communities than architects. An engaged profession can let Washington know that architects are ready to lead the way toward a stronger economy and a better built environment. All architects need to do is take Seven Easy Steps that will make a big difference for the profession.

### Codes Advocacy

[www.aia.org/codesadvocacy](http://www.aia.org/codesadvocacy)

The AIA's codes advocacy program works to ensure that members are an integral part of the codes and standards development process. Through participation on codes committees and working with associated organizations to develop codes that are more responsive to the issues of design and the environment, the AIA makes sure that architects are at the table when codes are developed.

In partnership with the Codes and Standards Committee and the Board Advocacy Committee, AIA staff work alongside code consultants, industry partners, and dedicated volunteer member architects to advocate for our members' interests in building and energy codes and other codes and standards that affect the practice of architecture.

### State Relations

[www.aia.org/advocacy/state](http://www.aia.org/advocacy/state)

AIA components and leaders across the country collaborate not only on federal level advocacy, but they also promote the value of design and the profession to legislators and regulatory agencies within their states.

State-specific issues, such as professional licensing, project delivery methods, and qualifications-based selection, are among the items addressed. Another area of emphasis is to develop relationships with stakeholders outside the profession to enhance our advocacy efforts.



IMAGE COURTESY OF IWAN BAAN

Included in those partnerships is the National Conference of State Legislators, the Council of State Governments, the National Association of State Facility Administrators, and other regulatory and legislative organizations.

## ISSUES AND ADVOCACY

### Local Relations

[www.aia.org/advocacy/local](http://www.aia.org/advocacy/local)

The AIA Local Relations team helps local components manage their legislative, regulatory, and legal efforts more effectively, focusing on issues pertaining to green building and sustainable design, government procurement of architectural services, permitting and zoning issues, education, civic engagement, and other local matters important to architects. Several programs and activities enhance the local advocacy effort, including

- the local Government Network, which supports local components' government advocacy efforts
- outreach and partnerships with the National Association of Counties, the U.S. Conference of Mayors, National League of Cities, and other relevant stakeholders
- a Citizen Architect program supports and encourages architects that are or would like to become civically engaged
- Local Leaders in Sustainability, a national research study on green building policy, analyzes green building programs, green incentives, green schools, and other related areas that lead to sustainable communities

### AIA Center for Communities by Design

[www.aia.org/communitiesbydesign](http://www.aia.org/communitiesbydesign)

The AIA Center for Communities by Design is the leading provider of pro bono technical assistance programs that focus on creating more healthy and sustainable communities. To join this effort, write to [communitiesbydesign@aia.org](mailto:communitiesbydesign@aia.org).

### Design Assistance Teams

The Center's programs includes the Regional/Urban Design Assistance Team (R/UDAT), which helps communities respond to urban design challenges, and the Sustainable Design Assessment Team (SDAT), which gives communities broad assessments of current practice and policy to put them on the path to sustainability. Through these programs, the Center has worked in more than 200 communities across the United States and Canada. The programs have also been modeled by partners across Europe.

### AIA Continuing Education System (CES)

[www.aia.org/education](http://www.aia.org/education)

AIA/CES is the most reliable source regarding how and where to acquire the continuing education to maintain and build professional skills. Members find the latest news, frequently asked questions, professional program resources, access to transcripts, and more.

Members also find courses tailored to their needs, and an easier, more secure way to report them and check transcripts through AIA

CES Discovery, an upgraded, Web-based resource.

#### AIA CES Discovery

[www.aia.org/education/cesdiscovery](http://www.aia.org/education/cesdiscovery)

Members have access to an online transcript service recognized by many state licensing boards as proof of attendance of continuing education activities. The transcript includes name of the course, course number, link to a course description, provider, date of course, number of credits, and types of credits.

### Mandatory Continuing Education (MCE)

[www.aia.org/education/mce](http://www.aia.org/education/mce)

Mandatory Continuing Education is education required by a state for an architect to renew his or her license. More than 40 states, and the District of Columbia, have implemented an MCE requirement, but the requirements vary from state to state. Each state has the legal right to establish its own guidelines and requirements for licensure. However, most states' requirements are similar, whether they require architects to meet them annually or biannually. Typical AIA members have four or more state licenses and must meet the continuing education requirements for each of the states in which they practice.

#### AIA Virtual Convention

[www.aia.org/virtualconvention](http://www.aia.org/virtualconvention)

With AIA Virtual Convention, members can satisfy continuing education requirements for licensure and AIA membership on their schedule whether at home, at the office, or shuttling somewhere in between. With courses recorded at the AIA National Convention, members have their choice of quality, authoritative education on topics that are relevant to their careers or practice; from ADA to BIM, and from practice management to sustainable design. Courses can be viewed on computers, tablets, and Smartphones.

Viewing a course is free. To receive credit, members must pay a small fee and pass a short quiz. Learning units are posted automatically to a member's transcript within 48 hours.

#### Member Continuing Education Requirements

[www.aia.org/education/ces/AIAB088935](http://www.aia.org/education/ces/AIAB088935)

The AIA member annual renewal requirement is 18 learning unit hours (LUs), of which at least 12 hours must be in health, safety, and welfare (HSW) topics. Of the 12 HSW hours, at least 4 hours must be in topics relating to sustainable design. The AIA continuing education requirement enables AIA members to fulfill state licensing requirements for most states. As of January 2012, the AIA Board of Directors voted to reallocate 12 hours for HSW education so that AIA members master new knowledge and skills to meet the changing requirements of the profession.

AIA Member Care CES offers personal assistance to members with questions or concerns regarding their professional development.

800-242-3837, option 3  
[aiamembercareces@aia.org](mailto:aiamembercareces@aia.org)

## CAREER STAGES

### Internship and Licensure Support For Interns

#### Intern Development Program (IDP) Resources

[www.aia.org/idp](http://www.aia.org/idp)

The AIA helps interns in the NCARB's Intern Development Program succeed by providing resources, information, supplementary education, and practical support while on their paths toward licensure. In addition, interns can

- find an IDP coordinator
- learn about IDP mentoring
- get IDP supplementary education credit
- learn about IDP Outstanding Firms
- browse the IDP FAQ

#### AIA Transcripts and the IDP

[www.ncarb.org/Experience-Through-Internships/Meeting-NCARB-Experience-Requirements/Supplementary-Education.aspx](http://www.ncarb.org/Experience-Through-Internships/Meeting-NCARB-Experience-Requirements/Supplementary-Education.aspx)

Participants in NCARB'S Intern Development Program can receive supplementary education credit from attending AIA approved courses. One AIA learning unit hour is equal to one IDP training hour. Interns can earn IDP credit anywhere they see the AIA/CES logo. Based on an agreement between NCARB and the AIA, interns can also use AIA CES Discovery, the Institute's online transcript service, to track supplementary education.

#### ARE® Resources

[www.aia.org/professionals/licensed](http://www.aia.org/professionals/licensed)

The current version of the NCARB-administered Architect Registration Examination®, ARE 4.0, consists of seven examinations concentrating on public health, safety, and welfare. The annual AIA National Convention and many AIA components often provide test prep workshops. The AIA also offers information on test prep classes, test prep materials, and components' lending libraries, study materials, and study groups.

2012 Institute Honor Awards for Interior Architecture Recipient  
David Jameson Architect ▪ Record House Revisited in Owings Mill, Md.



IMAGE COURTESY OF PAUL WARCHOL

### **Emerging Professional's Companion**

[www.epcompanion.org](http://www.epcompanion.org)

The *Emerging Professional's Companion* is an online resource developed by the AIA and NCARB primarily for use by interns in gaining IDP credit. The *Companion* can also be used by educators, young architects, AIA components, and firm leaders in a variety of ways to provide professional development opportunities and to enhance or create new learning opportunities.

### **For Firms**

[www.aia.org/mentorship](http://www.aia.org/mentorship)

The AIA provides tools, resources, and best practices to help firms, supervisors, mentors, and IDP Coordinators foster interns' professional development on the path toward licensure.

### **IDP Firm Awards Program**

[www.aia.org/IDPFirmAwards](http://www.aia.org/IDPFirmAwards)

Through this awards program, the AIA and NCARB recognize firms that actively embrace the Intern Development Program and demonstrate a commitment to interns by making the path to licensure an integral part of the firm's culture.

### **For Associates**

#### **National Associates Committee (NAC)**

[www.aia.org/nac](http://www.aia.org/nac)

The NAC is an AIA member community comprising volunteer leaders who serve emerging professionals by promoting excellence; providing information and leadership; fostering inclusiveness; and encouraging individual, community, and professional development. The NAC produces a quarterly online journal, *Forward*, as well as the monthly *AssociateNews*, available through various social media outlets.

### **For Young Architects**

#### **Young Architects Forum (YAF)**

[www.aia.org/yaf](http://www.aia.org/yaf)

The YAF, an AIA member community, fosters professional and leadership development and addresses issues of particular importance to architects who have been licensed for 10 years or fewer. The YAF's e-newsletter, *YAF Connection*, carries articles on leadership, mentorship, and fellowship as well as book reviews for young architects by young architects.

## AIA STRATEGIC INITIATIVES

### Diversity and Inclusion

[www.aia.org/diversity](http://www.aia.org/diversity)

The diversity of the architecture profession, and the mix of race, ethnicity, gender, national origin, physical ability, sexual orientation, gender identity, age, practice, geography, programs, and organizations, is one of the AIA's strategic initiatives because nothing less than the strongest, most inclusive profession can meet the unprecedented challenges of the future. AIA diversity programs foster diversity and inclusiveness to strengthen the architectural profession and, consequently, improve the quality of life in our communities. A continued focus on diversity and inclusion is critical to the long-term sustainability of the profession.

### The AIA Center for Emerging Professionals

The AIA Center for Emerging Professionals exists to support, educate, and advocate for students, intern architects, and architects licensed for fewer than 10 years, regardless of age. To support the issues and initiatives for emerging professionals, the AIA works with a collateral organization, the American Institute of Architecture Students (AIAS). The Center also supports two AIA member groups: the National Associates Committee and the Young Architect's Forum.

### Integrated Practice/Integrated Project Delivery

[www.aia.org/cip](http://www.aia.org/cip)

The AIA's Integrated Practice/Integrated Project Delivery initiatives are led by the AIA Center for Integrated Practice (CIP), which coordinates the activities of three constituent Knowledge Communities (Project Delivery, Project Management, Technology in Architecture Practice); creates and collects resources related to project delivery, technology, architectural practice, and stakeholder relationships; and champions the AIA's IPD initiatives. Access these resources, including events, audio, articles, case studies, industry white papers, contract documents, and IPD/IP newsfeed, online at [www.aia.org/cip](http://www.aia.org/cip).

### Sustainability

[www.aia.org/sustainability](http://www.aia.org/sustainability)

Architects are positioned to be leaders with regard to an expanded view of health, safety, and welfare that include many of the broader issues of sustainability. As an Institute, we must provide the access to knowledge, research, and professional collaborations that are critical to ensure our members become more informed and better prepared to lead. The AIA will advance, disseminate, and advocate to the profession, the building industry, the academy, and the public design practices that integrate built and natural systems and enhance both the design quality and environmental performance of the built environment.

---

Have a question about the AIA, your membership, or our programs and services?  
We're here to help.

800-242-3837, option 2  
infocentral@aia.org

The American Institute of Architects  
1735 New York Avenue, NW  
Washington, D.C. 20006

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





The American Institute of Architects



1735 New York Avenue, NW  
Washington, D.C. 20006

800-242-3837  
[www.aia.org](http://www.aia.org)