



November 1, 2011

Dear Provider:

Thank you for your participation as an AIA CES Provider. Your continued collaboration makes the program stronger and more successful with each year, and we hope you have found the partnership equally as beneficial. Our members earn almost one million credits every year to support their professional practice. AIA must maintain a credible system with quality programming to support all participants in their efforts to comply with the AIA membership and state licensure requirements.

I am writing to you today because it has come to our attention that some AIA CES Providers have been allowing third party entities, who are not approved by AIA/CES, to use their AIA CES Provider numbers, contrary to AIA CES Policy. (See www.aia.org/aiaucmp/groups/aia/documents/pdf/aiab086456.pdf). The Policy states:

“AIA/CES Approved Providers are not allowed to share their assigned provider numbers with other agencies, firms, companies, organizations, or individuals who are not approved by AIA/CES to provide courses. AIA/CES provider numbers and approved status are conferred solely for the purpose of providing high-quality continuing education for our members. By allowing others to use your provider number, the quality of the education provided is compromised. AIA/CES Approved Providers are expected to uphold all standards and guidelines in this Provider Manual. Failure to uphold these policies, guidelines, and standards may result in the loss of your Approved Provider status.”

As you may realize, among AIA’s responsibilities to the profession is to ensure the integrity of the education it provides and facilitates. The value of the AIA name, logo and trademarks communicates to the public and to the profession cannot be overstated, and that value certainly extends to the AIA CES Program. Ensuring that AIA CES Provider numbers are only used by those entities AIA authorizes is key to maintaining the integrity of the program. To that end, we are sending this notice to all AIA CES Providers, so there is no ambiguity as to the policy or question as to its interpretation and importance.

If you have any questions or need additional information about the above policy, please contact Alla Orlova, MA, Director, CES Provider Network at 202-626-7459 at your earliest

convenience. If you are aware of any AIA CES Provider allowing unauthorized third parties to use their provider number, please contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Ross', with a long horizontal flourish extending to the right.

Ken L. Ross, Jr., FAIA, FACHA
Vice President, Design & Practice
The American Institute of Architects
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