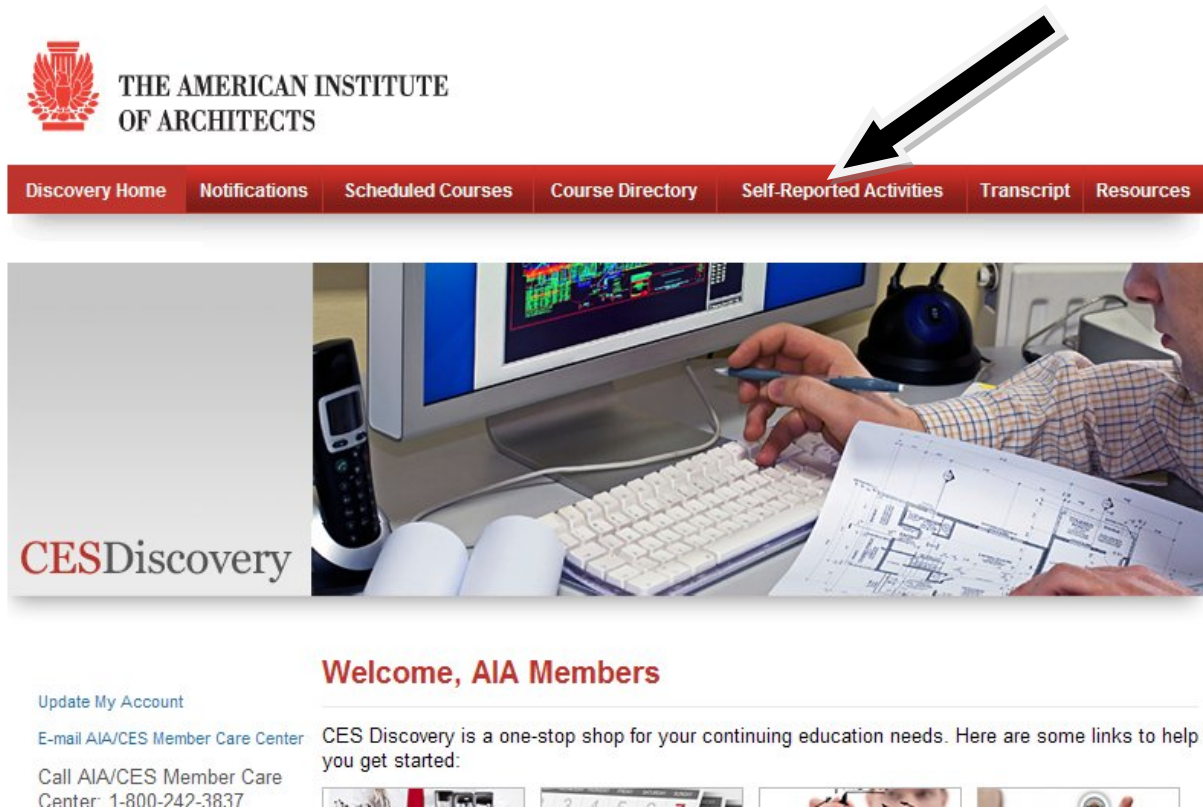


# How to Submit a Self-Report in CES Discovery for Learning Units (LUs)

1. Start by logging into the CES Discovery System with your AIA e-mail address and password.
2. Once you have successfully logged into the system, select the SELF-REPORTED ACTIVITIES link found in the red bar at the top of the screen.



3. From here select the ADD NEW button to submit a new self- report.



## Self-reported Activities

Current Year   
Filter Achievements by year

Self-reported Activities	Achievement Date MM/DD/YYYY	Approval Status

4. Enter the course title and include a description of the activity. The activity must include 4 learning objectives.
5. Fill in all of the required information. The contact name, contact phone, and contact email fields are only required for structured courses.

### Self-reported Activities

#### Add New Self Reported Activity

What are Self-Reported Activities? [click here](#) \*This is a popup. Please select CTRL while clicking\*

Please complete the form below and click Save and Submit to request approval for your self-reported activity.

Beginning February 1, 2012, members may self-report only LU credit. Through January 31, 2012, AIA CES will be offering a grace period for members to self-report any remaining HSW or HSW/SD credits from 2011.

For 2011 activities with HSW or SD credits, an attachment must be included, or your activity will be denied. Only the following file types are acceptable: JPG, GIF and PNG.

For questions concerning self-reported activities please contact AIA/CES at 800-242-3837 option 3 or e-mail us at E-mail AIA/CES Member Care Center.

Self-reported Course Title:

Description of Activity:

Presenter Contact Name:

Presenter Contact Email:

Presenter Contact Phone:

Learning Units:

Category:

Credit Designation:

Start Date:  January  1982

Date Completed:  January  1982

6. Enter the number of learning units (1 LU is equal to 1 contact hour).
7. Select the category of self-reported activity:

a. Professional Community service for time spent on community boards, panels, commissions, volunteer work. Members can self-report at most 2 hours total/calendar year for professional community service. This time is not eligible for health safety welfare or sustainable design credit.

b. Self Designed for time spent in research, study time, writing an article, self-guided tours. This time is not eligible for health safety welfare or sustainable design credit. Members can self-report at most 50 hours per self-designed activity.

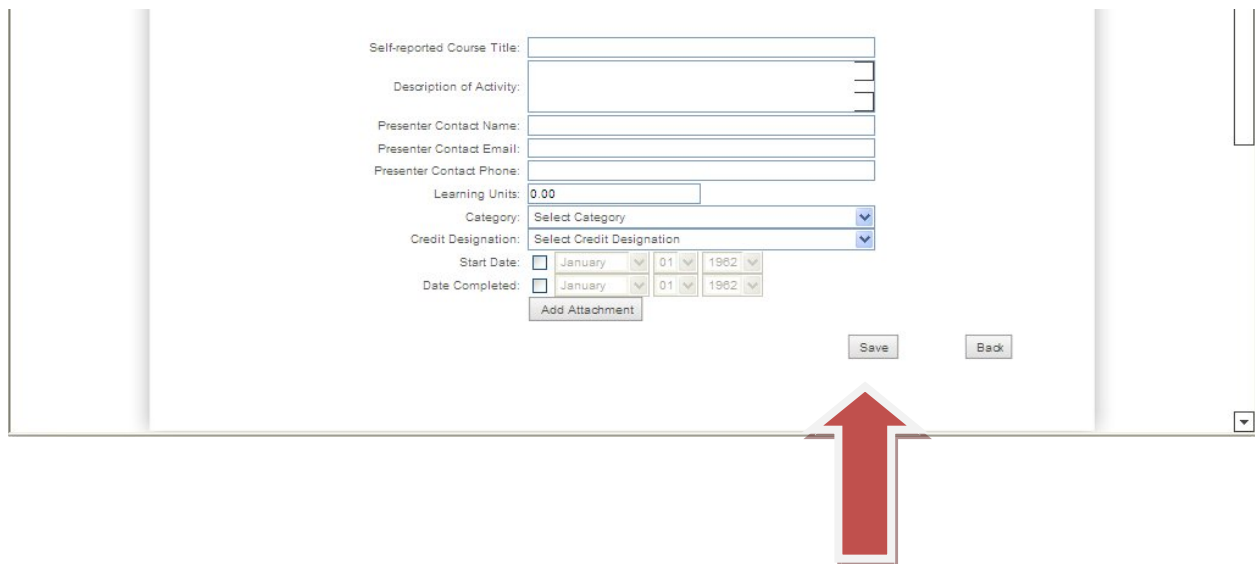
c. Structured for formal courses not offered by approved CES providers.

8. Select credit designation (LU). Please note, you can ONLY self-report LUs, not LU/HSW or LU/HSW/SD.

9. Chose the start date and end dates of the activity.

10. Ignore 'Add Attachment.'

11. Click 'Save.'



The image shows a screenshot of a web-based form for reporting a course. The form fields include:

- Self-reported Course Title: [Text input field]
- Description of Activity: [Text area]
- Presenter Contact Name: [Text input field]
- Presenter Contact Email: [Text input field]
- Presenter Contact Phone: [Text input field]
- Learning Units: [Text input field with value 0.00]
- Category: [Dropdown menu with "Select Category" selected]
- Credit Designation: [Dropdown menu with "Select Credit Designation" selected]
- Start Date: [Date picker with month (January), day (01), and year (1982) dropdowns]
- Date Completed: [Date picker with month (January), day (01), and year (1982) dropdowns]
- Buttons: "Add Attachment", "Save", and "Back".

A large red arrow points upwards from the bottom center of the page towards the "Save" button.

If you have any questions, please contact [AIAMemberCareCES@aia.org](mailto:AIAMemberCareCES@aia.org).