### NCBDC Continuing Education Credit Self Reporting Form

**7059 Blair Road NW, Suite 400 - Washington, DC 20012**  
**Phone: 1-800-366-2423 • e-Fax: 1-866-204-0293**  
**e-Mail: CE@AIBDmember.org**

#### Step 1: Personal Information:
- **Name:** ____________________________
- **Bus. Phone:** _______________________
- **E-Mail:** ___________________________

#### Step 2: Credits Requested:
*Credits are based on 1.0 / contact hour, unless noted otherwise in Step 3 (below)*

#### Step 3: Elective Credits
A maximum of 4 may be credited towards the required 8 each year

- **A. Classroom**
  - University/College/Trade School
- **B. Seminar/Webinar/Workshop**  
  (Provided by a source other than one listed in Primary Credits - B.)
  - Provide completion certificate, proof of attendance or the presenter/teacher’s signature (See Step 5)
- **C. Seminar/Webinar/Workshop**  
  (Provided by a source other than one listed in Primary Credits - B.)
  - Provide completion certificate, proof of attendance or the presenter/teacher’s signature (See Step 5)
- **D. Write an Article - 1 credit each**  
  (In Step 4, list the name of the publication and the date the article was published)
  - Provided a copy of the article or blog (URLs are not acceptable). Must be a minimum of 250 words.
- **E. Study on Your Own**  
  (Provide completion certificate, completion e-mail or self-study exam)
  - Recorded presentation
  - Web based presentation
  - Correspondence course
- **F. Be a Teacher or Presenter**  
  Please provide one of the following:
  - Presentation/Syllabus
  - Catalog/Pamphlet with your name
- **G. Volunteer Your Services**  
  (In Step 4, list the name of the board you serve on or the recipient of your volunteer services)
  - Provide verification of your service
- **H. Train an Intern**  
  (In Step 4, list the name of the intern and the dates they worked for you)
  - Provide a completed AIBD On the Job Training Form.
- **I. Go on an Architectural Tour**
  - Professionally Guided Tours:
    - Provide a tour outline and subject matter in Step 4
    - Provide the name and credentials of the tour guide in Step 4
  - Self-Guided Tours
    - Provide all materials necessary to describe the event and its educational significance to the Recertification Committee.
- **J. Pass an Exam**  
  (In step 4, list the title of the exam you took—taking the NCBDC exam does not qualify for credit)
  - Provided a copy of the certificate verifying the certification, licensure or registration earned by passing the exam
- **K. Design Comp’s - 1 credit each**  
  (In step 4, list “Design Competition”)
  - Provide a copy of the call for entries
- **L. My event is not listed**
  - Provide all materials necessary to describe the event and its educational significance to the Recertification Committee.

#### Step 4: CE Event Information
- **Date(s):** ________________________
- **Topic or Title:** ____________________
- **Presented By:** ____________________

#### Step 5: Signature of Presenter:
*If the presenter signs here, no additional verification is required.*

#### Step 6: NCBDC Approval:
- **Date Approved:** ____________
- **Approved Credit:** ______
- **Approved By:** ____________________________

- **Primary Credit:** ☐
- **Elective Credit:** ☐