

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
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Step 1 Personal Information: Name: _____ Bus. Phone: _____ E-Mail: _____	Step 4 CE Event Information Date(s): _____ Topic or Title: _____ Presented By: _____	
Step 2 Credits Requested: _____ <small>Credits are based on 1.0 / contact hour, unless noted otherwise in Step 3 (below)</small>	Step 5 Signature of Presenter: <small>If the presenter signs here, no additional verification is required.</small>	
Step 3 <small>(Please mark the type of event you attended and provide the requested verification)</small> Primary Credits <small>These must account for at least of 4 of the 8 required credits each year</small> A. Classroom <small>(Provide a copy of your transcript)</small> <input type="checkbox"/> University/College/Trade School B. Seminar/Webinar/Workshop <small>(Provide completion certificate, proof of attendance or presenter/teacher signature - see Step 5)</small> <input type="checkbox"/> Education provided nationally by the AIBD <input type="checkbox"/> Provided by an approved AIBD CE Provider <input type="checkbox"/> Provided by NAHB, ICC, ASID, CEDIA, AIA, NFPA, USGBC, etc.	Elective Credits <small>A maximum of 4 may be credited towards the required 8 each year</small> C. Seminar/Webinar/Workshop <small>(Provided by a source other than one listed in Primary Credits - B.)</small> <input type="checkbox"/> Provide completion certificate, proof of attendance or the presenter/teacher's signature (See Step 5) D. Write an Article - 1 credit each <small>(In Step 4, list the name of the publication and the date the article was published)</small> <input type="checkbox"/> Provided a copy of the article or blog (URLs are not acceptable). Must be a minimum of 250 words. E. Study on Your Own <small>(Provide completion certificate, completion e-mail or self-study exam)</small> <input type="checkbox"/> Recorded presentation <input type="checkbox"/> Web based presentation <input type="checkbox"/> Correspondence course	F. Be a Teacher or Presenter <small>Please provide one of the following:</small> <input type="checkbox"/> Presentation/Syllabus <input type="checkbox"/> Catalog/Pamphlet with your name G. Volunteer Your Services <small>(In Step 4, list the name of the board you serve on or the recipient of your volunteer services)</small> <input type="checkbox"/> Provide verification of your service H. Train an Intern <small>(In Step 4, list the name of the intern and the dates they worked for you)</small> <input type="checkbox"/> Provide a completed AIBD On the Job Training Form. I. Go on an Architectural Tour Professionally Guided Tours: <small>(In step 4, list "Design Competition")</small> <input type="checkbox"/> Provide a tour outline and subject matter in Step 4 <input type="checkbox"/> Provide the name and credentials of the tour guide in Step 4 J. Pass an Exam <small>(In step 4, list the title of the exam you took—taking the NCBDC exam does not qualify for credit)</small> <input type="checkbox"/> Provided a copy of the certificate verifying the certification, licensure or registration earned by passing the exam K. Design Comp's - 1 credit each <small>(In step 4, list "Design Competition")</small> <input type="checkbox"/> Provide a copy of the call for entries L. My event is not listed <input type="checkbox"/> Provide all materials necessary to describe the event and its educational significance to the Recertification Committee.
Step 6 NCBDC Approval: Date Approved: _____ Approved Credit: _____ Approved By: _____ Primary Credit: <input type="checkbox"/> Elective Credit: <input type="checkbox"/>		