



AMERICAN INSTITUTE of
BUILDING DESIGN

AIBD Continuing Education Policies and Procedures

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CONTINUING EDUCATION
PROVIDER



AMERICAN INSTITUTE of
BUILDING DESIGN

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Creating where people live™

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Enhancing, developing, educating and promoting the value of the residential design professional

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Introduction

What is AIBD?

The American Institute of Building Design (AIBD) is an independent not-for-profit professional association for residential and light commercial building designers. In 1992 the Institute established an autonomous council, the National Council of Building Designer Certification (NCBDC), to establish and monitor a national certification program, to identify those building designers who have voluntarily sought and obtained certification, and to maintain a registry of those designers. The Institute is the largest building designer credentialing body targeting professionals who are practicing within the exempted areas of the architectural regulations throughout the United States.

How does recertification work?

NCBDC's primary purpose is to certify professional level building designers. The basic credential is called the Certified Professional Building Designer (CPBD) and is a prerequisite for many AIBD positions and programs. All CPBDs must earn 8.0 continuing education units (credits) each year in order to recertify and to continue using the NCBDC certification mark and CPBD designation. Individuals who do not meet the recertification educational requirement will have their credential revoked and given 36 months to rectify the situation. After 36 months, the credential is terminated and the individual must begin the certification process again, using the policies and procedures in place at the time the new application is submitted.

In addition to CPBDs, AIBD recognizes registered architects, engineers and residential designers (in Nevada) as Certified Members of AIBD. These individuals must also recertify their membership level by obtaining 8.0 credits each year of membership. Individuals who do not meet the membership recertification educational requirement will have their membership level changed to Professional Member. Certified Membership can be regained when the educational requirements have been caught up.

Why do continuing education providers want approval?

AIBD approval is a powerful recognition and marketing tool that assists organizations in attracting credentialed professional building designers to appropriate provider events and programs. Of the 8.0 required credits, AIBD policy requires at least half of the credits be obtained by attending events presented by an AIBD-CEP, AIBD, an AIBD society, an AIBD chapter, or another organization with a recognized continuing education program.

AIBD reviews applications for approval of single continuing education events such as workshops or conferences and organizations or individuals seeking to become AIBD-Approved Continuing Education Providers (AIBD-CEPs). Organizations applying for AIBD-CEP status may seek approval for both live trainings and for certain types of distance learning programs. AIBD retains the right to approve or disapprove any continuing education provider or program.

What's in this document?

This document contains policies governing the AIBD approval program for single events and the AIBD-CEP continuing education approval program, including regulations covering AIBD-CEPs and the requirements for maintaining approval to award AIBD-approved continuing education credits.

Policies and Procedures

What is the Education Committee?

To demonstrate its commitment to continuing education, the Institute formed an Education Committee comprised of at least three Professional Members who are appointed to the Committee by the President. When possible, continuity is maintained by having at least one member continue their position the previous year to the next.

The Education Committee defines the criteria for the continuing education requirements using the authority provided by the Institute's bylaws. They recommend changes in the requirements to the House of Delegates who ultimately establish the policies of the Institute. It is the Committee's responsibility to interpret, monitor and administer the requirements adopted by the House of Delegates and determine whether a request for credit by the certified designer meets the standard requirements. Many of these duties are carried out with the help of the AIBD staff.

The Education Committee endeavors to work with other allied professions, state and local authorities, non-members and consumers to promote educational opportunities for all of the certified designers. Though decisions on awarding continuing education can be appealed to the AIBD Board of Directors, neither the Education Committee nor the Board of Directors has the authority to discipline. Enforcement of any infractions of the continuing education requirements is done by the House of Delegates.

The Education Committee is scheduled to meet by conference call on a monthly basis.

What are the standards?

AIBD Certified Members and NCBDC CPBDs, regardless of membership affiliation, must get 8 continuing education credits each year in order to recertify. At least 4 of the 8 credits must be "Primary" credits and the others can be "Elective" credits. The differences are referenced in the section "What can I get credit for?" on page 8.

The annual time frame begins when the individual becomes certified, not necessarily when their AIBD membership renews. If a new Certified Member is already certified, is an architect, engineer or registered residential designer in the State of Nevada, the certification and membership effective and expiration dates will be the same. Otherwise, there is a pretty good chance a member's renewal date is different than their recertification date.

How do I check my status?

To verify what date your certification expires and what events you've been awarded continuing education credit for, visit www.AIBD.org or www.NCBDC.com and click the links to enter the "Member Center" where you can log into your account. Whether you are an AIBD member or not, AIBD and NCBDC share the same database and everyone logs into their account using the same portal. The email address the Institute has on file is your identifying mark. If your email address changes, you must use your old email address to access your account and update your personal information. If you have never logged in before or if it's been a long time and you've forgotten your password, simply click the "forgot password" link to have an email sent to your inbox which will contain the instructions for setting a new password. Once logged in, click the "My Continuing Ed and Certification" tab to access all of your certification information as well as your continuing education transcript.

How do I report my CEs?

There are a number ways to let the AIBD staff know that you've attended an education event.

1. By sending an email to info@AIBD.org;
2. By faxing toll-free to 866-204-0293;
3. By mailing to 529 14th St NW, Suite 750, Washington, DC 20045; or
4. By filling out the electronic form on the AIBD website's Continuing Education Page.

All reporting must include the following items.

- The individual's name and phone number or email;
- The name of the presenter, the title of the course or topic discussed, the length of the event, and supporting documentation verifying participation or supporting the credit request as provided in this policy.

To assist with organizing the information, the AIBD National Office has created a comprehensive CE Credit Self Reporting Form (below). The form asks for some basic personal information. Step 1 and either Step 3 or 4 are required, Step 2 is optional. The other steps help guide the user through the policy while filling out the form. Step 7 lists all the possible events that earn credit and describes the documents that best verify the event was attended and completed. Steps 9 through 14 ask for information about the event and provides for the opportunity to have the form signed by the presenter as verification of attendance.

This form may be downloaded on the AIBD website or at www.AIBDmember.org/ceform.pdf.

AIBD/NCBDC Continuing Education Credit Self Reporting Form			
529 14th Street NW, Suite 750 • Washington, DC 20045 Phone: 1-800-366-2423 • e-Fax: 1-866-204-0293 e-Mail: info@AIBD.org or info@NCBDC.com			
Personal Information		Educational Event Information	
Step 1	Name: _____	Step 8	Date: _____
Step 2	Address: _____	Step 9	Provider: _____
Step 3	Bus. Phone: _____	Step 10	Presenter: _____
Step 4	E-Mail: _____	Step 11	Topic or Title: _____
Step 5	Are you a Certified Professional member of AIBD? Yes No	Step 12	Credits requested: _____ <i>Credits are based on 1 CE / contact hour, unless noted otherwise in Step 7 (below)</i>
Step 6	Are you certified by NCBDC? Yes No	Step 13	Verification of attendance attached: Yes No
		Step 14	Signature of Presenter: _____ If verification of attendance is not provided
Step 7 (The Checklist of Approved Events) Primary Credits <i>These must account for at least of 4 of the 8 required credits each year</i> A. Classroom (Provide a copy of your transcript) University/College/Trade School B. Seminar/Webinar/Workshop (Provide completion certificate, proof of attendance or presenter/teacher signature - see Step 14) AIBD education provided by the National Office or Society/Chapter Provided by an approved AIBD CE Provider Provided by NAHB, ICC, ASID, CEDIA, AIA, NFPA, USGBC, etc.		Elective Credits <i>A maximum of 4 may be credited towards the required 8 each year</i> 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 14) D. Write an Article - 1 credit each (In Step 9, list the name of the publication. Omit Steps 10 & 11.) 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 (Omit Step 9) Please provide one of the following: Presentation/Syllabus Catalog/Pamphlet with your name G. Volunteer Your Services (In Step 9, list the name of the board you serve on or the recipient of your services. Omit Steps 10 & 11.) Provide verification of your service H. Train an Intern (In Step 9, list the name of the intern. Omit Steps 10 & 11.) 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 11 Provide the name and credentials of the tour guide in Step 10	
		Self-Guided Tours Provide a tour outline and subject matter in Step 11 Attach a 250 word composition on the knowledge and skills learned by having taken the tour and how the learning can be applied to the member's career. J. Pass an Exam (Omit steps 9 & 10. In step 11, list the title of the exam you took) Provide a copy of the certificate verifying the certification, licensure or registration earned by passing the exam K. Design Comp's - 1 credit each (Omit steps 10. In step 11, list "Design Competition") Provide a copy of the call for entries J. My event is not listed Provide all materials necessary to describe the event and its educational significance to the Education Committee.	

What can I get credit for?

On January 25, 2013 the AIBD House of Delegates adopted a policy that distinguishes between “Primary” and “Elective” credits. At least 4 of the 8 credits each year must come from a “Primary” source such as a college or university, the AIBD, one of AIBD’s societies or chapters, an AIBD-CEP or another nonprofit organization that has a creditable continuing education program. An example of another nonprofit organization is NAHB, USGBC, ICC, CEDIA, NKBA, AIA, ASID, NFPA, etc. “Elective” credits can be earned through any other educational event included in the policy, such as architectural tours, presentations by for-profit companies, training an intern, or some other event listed in the illustration below.

Primary

All 8 credits can be earned in this category

1 hour = 1 credit

- Classes at a university, college or technical school
- AIBD sessions
- Society sessions
- Council sessions
- Education from registered AIBD CE Providers
- Educational events hosted by other related organizations including AIA, ASID, CEDIA, CSI, ICC, NAHB, NARI, NFPA, NKBA, USGBC (others may be approved by the Education Committee on a case-by-case basis).

Electives

Up to 4 credits can be earned in this category

1 hour = 1 credit

- Classroom/Seminars/Webinars
(That do not meet the conditions of the Primary category. Such as a class hosted by a manufacturer who is not an AIBD CEP, regardless of AIA approval.)
- Planning board service
- Writing an article – **1 credit each**
- Presenting a workshop & teaching class
- Training an intern
- Design comp entry– **1 credit each**
- Charitable projects
- Passing a certification or licensure exam.
- Architectural tours

How do I prove I attended?

The easiest way is to provide documentation immediately following the event, such as a follow-up email or some type of certificate of completion. Avoid submitting copies of your event registration or receipts that the event was paid for. This type of documentation only verifies that you intended to go, not that you actually attended. You should be able to count on an AIBD-CEP to report your education for you, but those who are not approved by AIBD or any other education program may not be as thorough. Therefore, please follow the following procedures established by the education committee for each type of event.

Primary Credits:

A. Classroom (1.0 CE/contact hour)

If you have attended classes held at a technical school, college, or university, please provide a copy of your student transcript from the school. You don't have to go to the trouble of having your school send it to us. A copy or online printout of your transcript is preferred. By using a "copy" rather than a "certified copy" you should be able to save time and money.

B. Conferences, Seminars, Webinars, Lectures, etc. (1.0 CE/contact hour)

Provide a copy of some type of written communication, e.g., a letter, email, transcript, certificate, sign-in sheet, or a copy of your attendee badge, or print out a copy of the CE Reporting Form and have the presenter sign it in the space provided. Remember, for the event to be awarded Primary Credit it must have been hosted by one of the following:

- AIBD education provided by the National Office or Society/Chapter
- An approved AIBD CE Provider (registered at the time of the course)
- Education provided by AIA, ASID, CEDIA, CSI, ICC, NAHB, NARI, NFPA, NKBA, or USGBC (Other nonprofit organizations may be approved by the Education Committee).

It is important to note, if an organization has approval from one of the above listed nonprofits, they still may not qualify for Primary Credit. For example, XYZ Corp may be approved to award AIA credits, but unless they are also an AIBD CE Provider, the credits would be considered "Elective Credits."

Elective Credits:

C. Conferences, Seminars, Webinars, Lectures, etc. (1.0 CE/contact hour)

If the event is hosted by someone other than those listed in "A or B" above, this category is the proper category for the credit to be recorded. To verify completion, provide a copy of some type of written communication, e.g., a letter, email, transcript, certificate, sign-in sheet or a copy of your attendee badge, or print out a copy of the CE Reporting Form and have the presenter sign in the space provided (in the case of a live presentation).

D. Writing an Article (1.0 CE/article)

Provide a copy of the article (or blog) that you have personally written that relates to the profession of building design. Include the source it was published in and make sure your name is printed somewhere as the author of the post (electronic articles must be printed, links are not acceptable). To receive one credit, articles must be 250 words or more.

E. Self Study (1.0 CE/contact hour)

• Conferences, Seminars, Webinars, Lectures, etc.:

Provide a copy of a written communication, e.g., letter, email, transcript, or certificate sent after the event verifying completion. A receipt of payment or a registration receipt is not acceptable. Those items only verify registration.

F. Presenting or Teaching (1.0 CE/contact hour)

Provide a syllabus, outline or a copy of the PowerPoint presentation used for the class, workshop, seminar, or webinar. The topic must be building design related. Also provide the amount of time it took to develop and present the topic. This credit is only awarded once for a particular presentation. For example, if the same presentation is used for a different audience, only once can CE credit be requested. However, if the content changes, like a building code update class, please make that distinction clear in the request. Another acceptable form of documentation can be the marketing piece used to promote the class, provided it includes the presenter's name, the date, and the topic (such as an email, brochure, post card, etc.).

G. Volunteering Your Services (1.0 CE/contact hour)

- **Charitable Organizations:**

Provide a letter from the organization (e.g. Habitat for Humanity) you are volunteering to work for or attach a copy of a sign-in sheet from the volunteer day. It is possible to get credits for additional work-days on the same project or new projects on the same property. It's tempting to send in a photograph of you hard at work as verification, but how do we know you're not working on your own house? Which can be educational too, but not a part of this policy.

- **Commissions and Committees:**

Provide a letter from the chairperson of the planning board, review board, government commission or whatever body you are volunteering your time and knowledge too. Or you can provide a recent copy of the meeting minutes with your name included somewhere as a part of the document.

H. Training an Intern (1 CE/contact hour)

Provide written verification by using the AIBD On the Job Training Form. This form can be found on the "Join AIBD" page at www.AIBD.org or by directly downloading it at www.AIBDmember.org/otjform.pdf.

I. Architectural Tours (1 CE/contact hour)

An architectural tour can be of a building, community, facility or vessel with architectural, construction, interior design, building code, or engineering significance. There are two types of tours that are awarded credit: guided and self-guided.

- **To verify a professionally guided tour:**

Provide a brief tour outline including location, length and subject matter, e.g., architectural, historical, building science, manufacturing, etc. Also provide the name and credentials of the leader(s): a leader or designer who is a Certified Professional Member, licensed architect or a professional with a relevant educational background or expertise (i.e. a docent).

- **To verify a self-guided tour:**

Provide a brief tour outline including location, length and subject matter, e.g., architectural, historical, building science, manufacturing, etc. Also provide a minimum 250 word composition on the knowledge and skills learned by having taken the tour and how the learning can be applied to your career or business. As a side note, since you've gone to the effort, you may want to submit your 250 word essay to a publisher and have it awarded for credit as an article too.

J. Passing an Exam (1 CE/contact hour)

If you have completed a certification or licensure program, such as an industry related certificate program (CGP, CAPS, etc), or a state architectural, building or engineering licensure exam, not only can you get credit for attending any preparation classes, but you can also get credit for the time you sat for the exam as well. To do so, provide a copy of a certificate or letter verifying successful completion and the length of the exam(s).

K. Design Competitions (1.0 Credit/entry)

For each entry into the American Residential Design Awards (ARDA), a local chapter's design competition, or other AIBD design competition, you can receive 1.0 credit for each entry. To verify your participation, send written verification of the year and number of entries from the competition administrator. No reporting is necessary for AIBD national competitions. Judging a design competition is not awarded credit, though the ARDA Committee would welcome your help.

What if the event I attended isn't on this list?

The preceding list isn't an exhaustive one. New educational opportunities are popping up everywhere. The items we've mentioned so far are events that the AIBD staff have been given authority by the policy to award credit to immediately. Other events that are not on the list will require a review and evaluation by the Education Committee. To get that process started, send all the materials you feel would be necessary to describe the event and its educational significance to the Education Committee. For example, write a short description of what you learned, how the learning applies to your career or business and how you could apply what you've learned. To help formulate your thoughts, feel free to add any marketing materials or brochures, if they exist, for the event you attended.

What happens if I don't get enough CEs this year?

Certified Members of AIBD will have their membership level changed to Professional Member, but you're still a member. Any new CEs earned will be applied to the prior year and as soon as the 8 credits are recorded your Certified Membership status will be restored. However, additional CEs earned can ONLY be applied to prior years. If you get more than your 8 required credits in any given year and you are fully caught up, they can't be carried ahead to future years.

If you're certified by NCBDC, you'll have a 30-day grace period after which your certification is revoked if you're not fully compliant. If your certification is revoked, you'll not be able to use your seal and certificate but it doesn't mean you've lost the certification completely. Individuals with revoked certifications have 36 months to correct the situation, before having their certification formally terminated. After this action, the only way to regain the certification is to apply as a new applicant and begin the full process, including taking the certification exams again.

What if I want to take the class again?

It would be great if you found the information so valuable it was worth a second round. However, you'll have to wait 36 months to take a course, tour, or event twice and get CE credit the second time. Sometimes courses use the same name but are changed from year to year. For example, updates to building codes. Attending these types of events can be approved by the Education Committee on a case-by-case basis. Check out "What if the event I attend isn't on the list" (above) to gather the information needed to be sent to the Committee.

CE Provider Program

What is an AIBD-CEP?

The Education Committee has established the policies and procedures for registering individuals and companies to be referred to as AIBD CE Providers (AIBD-CEP). AIBD-CEPs regularly deliver one or more continuing education curriculums and may have events that increase skill or knowledge in the practice of building design pre-approved for Primary Credit.

Those wishing to be recognized as an AIBD-CEP are instructed to submit a registration form and pay an annual fee of \$450. The annual fee is based on the individual or company not the number of CE events or curriculums. One fee includes all the continuing education provided within the one year period.

What if I'm already an AIBD member?

The AIBD-CEP yearly fee is waived for all Corporate, Affiliate and Certified Professional Members. However, a registration form and all other curriculum requirements still apply.

Is an AIBD society an AIBD-CEP?

An AIBD society is considered a provider of continuing education but not an AIBD-CEP. All of the education hosted by a society is considered Prime Credits. Registration as an AIBD-CEP, any associated fees and curriculum requirements are waived.

Beginning January 1, 2014 all AIBD state societies will be required to have at least one officer attend an annual ***Train the Trainer*** session provided by the Education Committee in order to qualify their events for Prime Credits. Otherwise, the education hosted by societies who have not completed the ***Train the Trainer*** session will be recorded as Elective Credits.

How is a course or event approved?

Registered AIBD-CEPs receive pre-approval of a course or event by submitting an application form to the Education Committee. Those who are not registered AIBD-CEPs may accompany their registration with course applications. Along with the application form, AIBD-CEPs shall provide a syllabus or course description, learning objectives, the method used to enlist and train presenters, the length of the event, the delivery method and the means the provider will use to verify completion.

What if my courses are already AIA approved?

Continuing education events already approved by another industry related provider program, e.g. NAHB, NKBA, AIA, ASID, etc., or those approved to issue IACET (International Association for Continuing Education and Training) CEUs, may be administratively approved by the AIBD staff. Please indicate on the application form your prior approvals by other organizations.

How long is a course approved for?

Continuing education event approvals expire 36 months from the date of approval. Remember, one annual fee includes multiple courses. The registration expiration is a way for AIBD to make sure the course is still available.

Do AIBD-CEPs get special recognition?

AIBD-CEPs may use the AIBD CE Provider logo, as approved by the Board of Directors, and use the term “Approved AIBD CE Provider” as it relates to the marketing of the educational program or programs approved by the Education Committee.

A listing of the AIBD-CEPs is found on the AIBD website. Providers are listed based on the delivery methods available. Such as, webinars, lunch-and-learns, conferences, etc. Therefore, the more delivery methods there are, the more listings that you or your company will be listed. http://www.aibd.org/for_professionals/continuing_education.html

In addition, AIBD-CEPs who have events scheduled for specific dates in advanced may contact the AIBD National Office and have their events added to the AIBD website calendar and listed in the weekly email blog - The Monday Minute.

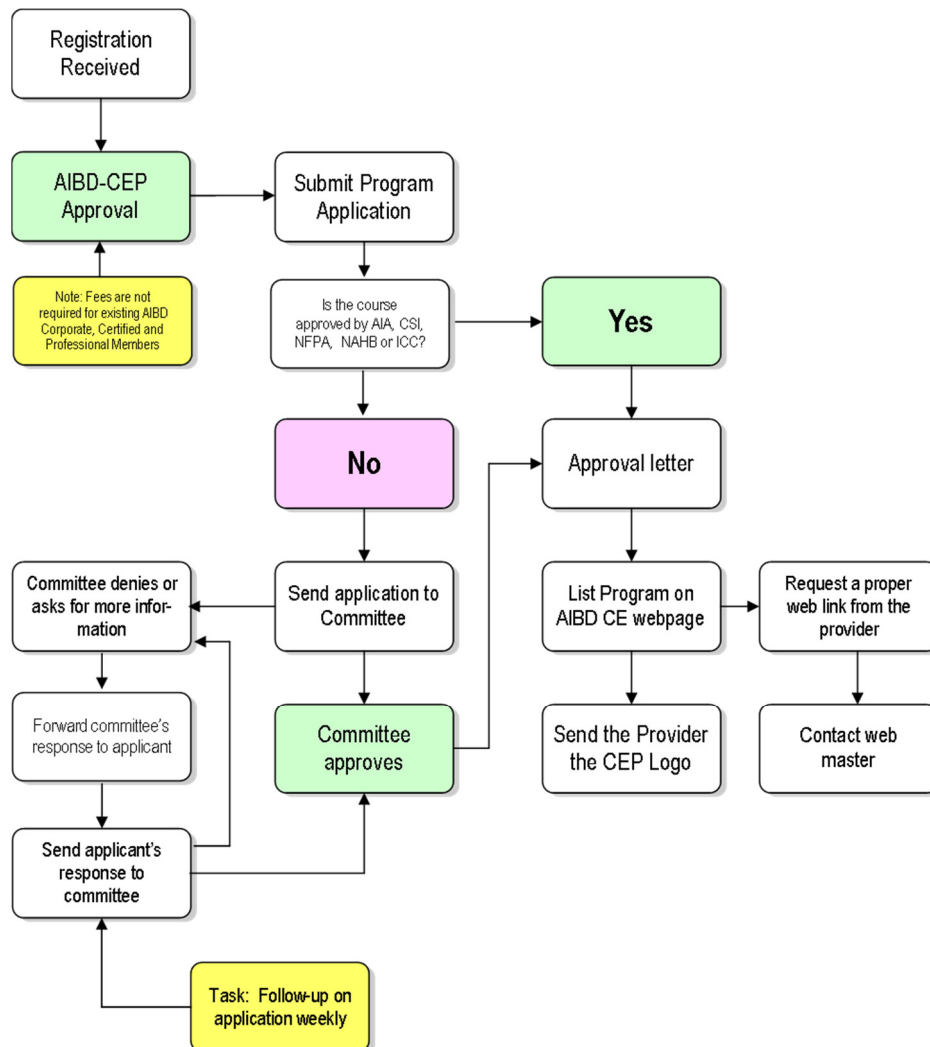
Lastly, AIBD offers between 30 and 40 hours of online continuing education annually and depends on its CEPs to provide much of the content. Please contact the AIBD National Office and schedule a webinar as soon as possible.

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AIBD-CEP Flow Chart





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How To

Register:

- Complete this AIBD Continuing Education Provider Registration Form.

- Calculate your fees:

Existing Certified,
Professional and Corpo-
rate members pay no
fees.

AIBD-CEP status
without a membership is
\$450 annually.

- Return your
registration form and
payment to the AIBD
National Office.

Contact:

Phone: 800-366-2423

Fax: 866-204-0293

Email: info@aibd.org

Address:
7059 Blair Rd NW
Suite 400
Washington, DC 20012
www.AIBD.org

CONTINUING EDUCATION PROVIDER REGISTRATION FORM

GENERAL INFORMATION

Date: _____

Name of Company/Organization: _____

Mailing Address: _____

City/State/Zip: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

URL address to your education information (this will be used to link to the AIBD website):

CORPORATE RELATIONSHIP

Does your company have a national corporate membership with AIBD?

☐ YES (\$0/year AIBD-CEP Fee)

☐ NO (\$450/year AIBD-CEP Fee)

BUSINESS INFORMATION

Please describe your product and/or services:

PAYMENT INFO ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover ☐ Paying by check

To research the initial investment in your state: www.AIBDmember.org/dues.pdf

Total Amount to be Charged: \$ _____

Credit Card Number: _____

Exp. Date: _____

Cardholder's Name: _____

Credit Card Billing Address: _____

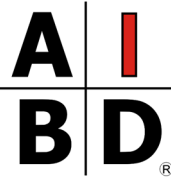
ADMINISTRATIVE USE ONLY

Staff Approval: ☐ Yes ☐ No, please explain: _____

Name: _____ Initials: _____ Date: _____

Paid: \$ _____ By: ☐ Check ☐ Credit Card

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How To Apply:

- Only registered AIBD-CEPs may submit a program for approval
- Complete this Program Approval Form.
- No fees are required.
- Attach a copy of the complete program (For Internet-based programs, submit a hard copy of the text information and completion verification process).
- Return your registration form and payment to the AIBD National Office.

Contact:

Phone: 800-366-2423

Fax: 866-204-0293

Email: info@aibd.org

Address:
7059 Blair Rd NW
Suite 400
Washington, DC 20012
www.AIBD.org

AIBD-CEP Program Approval Application

GENERAL INFORMATION

Date: _____

AIBD-CE Provider Name: _____

Program Title: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

LIST EDUCATIONAL PROGRAMS:

(Provide the name of the event, its length, any prior approvals (ICC, AIA, etc.) and check all the delivery options that apply)

Title: _____

Prior Approvals (Provide org name and #): _____

Total Length of Event: _____

Delivery: ☐ Lunch & Learn ☐ Webinar ☐ On Demand Recording ☐ Conference ☐ Tour ☐ Other

Title: _____

Prior Approvals (Provide org name and #): _____

Total Length of Event: _____

Delivery: ☐ Lunch & Learn ☐ Webinar ☐ On Demand Recording ☐ Conference ☐ Tour ☐ Other

Title: _____

Prior Approvals (Provide org name and #): _____

Total Length of Event: _____

Delivery: ☐ Lunch & Learn ☐ Webinar ☐ On Demand Recording ☐ Conference ☐ Tour ☐ Other

Title: _____

Prior Approvals (Provide org name and #): _____

Total Length of Event: _____

Delivery: ☐ Lunch & Learn ☐ Webinar ☐ On Demand Recording ☐ Conference ☐ Tour ☐ Other

Title: _____

Prior Approvals (Provide org name and #): _____

Total Length of Event: _____

Delivery: ☐ Lunch & Learn ☐ Webinar ☐ On Demand Recording ☐ Conference ☐ Tour ☐ Other

ADMINISTRATIVE USE ONLY

Staff Approval: ☐ Yes ☐ No, please explain: _____

Committee Approval: ☐ Yes ☐ No, please explain: _____

Name: _____ Initials: _____ Date: _____

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