

AIA Continuing Education Facilitator/Speaker Agreement

AIA
Continuing
Education
Provider

Provider Name: AIA Lower Rio Grande Valley Provider #: A090

To maintain AIA standards for continuing education programs, all presenters, facilitators, instructors, speakers, etc., must:

- Be competent, capable, and prepared to teach the approved continuing education program.
- Skillfully use appropriate instructional methods and technology.
- Keep current on the topics, technologies, practices, materials, etc., covered by the learning program.
- Deliver AIA-approved continuing education programs in a manner consistent with the quality and content standards of the AIA without endorsement, bias, marketing, or sales orientation in accordance with the learning objectives reviewed and approved by AIA CES.
- Provide only information and handouts germane to the educational content of the course and intended to reinforce stated learning objectives.
- Defer product-specific and propriety questions for discussion either before the program has started or after the program has formally concluded.
- Deliver accurate, appropriate, and interesting presentations and materials utilizing sound learning practices.
- Use program evaluations and self-evaluations for continuous improvement.
- Notify the provider when corrections to program materials are needed.
- Ensure that significant features of the program (as described in the *AIA Standards for Continuing Education Programs*) have been communicated to participants in advance of the course.
- Verify that participants are present for the full duration of the course.
- Collect and submit course attendance for reporting to AIA CES in a timely manner.
- Comply with all AIA standards and ethics for continuing education programs.

I have read, understand, and agree to abide by the terms listed above.

Name (Print) Signature Date

List all programs facilitated or taught for this provider (additional pages may be added as necessary):

Course Title	Course #

The AIA CES Provider must keep this document on file for each facilitator/speaker who delivers the provider's AIA CES-approved courses for a period of six (6) years from the most recent date the signer teaches any of the AIA CES Provider's AIA-approved course.