

Continuing Education Guidance

Please use the following guidelines to ensure content is eligible for AIA and GBCI continuing education units (CEUs).

To be eligible for general CEUs (not GBCI LEED-specific or AIA-HSW-specific), the following conditions must be met:

- Course content must be organized around a minimum of 4 learning objectives that attendees will be able to achieve after taking the course.
- Subject matter must relate to sustainability.
- Subject matter is designed and intended for LEED and AIA Credential holders.
- Information is truthful, accurate, timely, and current.
- CE credit is given at a rate of .5 CE per thirty minutes of contact time for GBCI and a minimum of 1 CE per one hour of contact time for AIA. Non educational sections such as networking time or breaks cannot be included.
- Information is not presented with bias. Commercial logos can only be shown for proprietary reasons on the first and last slides of the presentation.

To be eligible for LEED-specific GBCI CE hours, in addition to the first list of criteria above, the following conditions must be met:

- 75% of course content addresses topics that are considered "LEED-specific" (including descriptions and learning objectives).
- Applicable Specialty (BD+C, ID+C, etc.) and Version (2009, v4 etc.) of the rating system is correctly identified.
- Course is taught by a qualified professional preferably with a LEED AP with the appropriate specialty (comparable work experience can be considered on a case-by-case basis).
- At least one person on the course development team is a LEED AP with the appropriate specialty (comparable work experience could be considered on a case-by-case basis).
- Facts about LEED are truthful and accurate.

To be eligible for AIA-HSW LUs, in addition to the first list of criteria above, the following conditions must be met:

- 75% of course content addresses topics focused on health, safety, and/or wellness (including descriptions and learning objectives).