2008 Quality Commitment Statement

This quality commitment statement is designed to maintain the highest quality educational standards for AIA/CES. It must be signed and dated once by each presenter of AIA/CES programs registered on Form A and kept on file by the Point of Contact.

Provider Organization Name:_____ Provider Number:_____
Presenter Name:_____

The benefits of a quality commitment include:

1. The Presenter's personal and professional reputation as a resource for quality education and information will be maintained.
2. The Provider organization will be recognized as an excellent, unbiased source of education for architects. In addition, the Provider organization's business goals will be achieved, assuming future marketing and sales opportunities will result.
3. AIA will maintain its stature and credibility with State Licensing Boards as a primary source for mandatory continuing education (MCE) for the architecture profession
4. Architects will continue to receive the quality education they have come to expect from AIA/CES Registered Programs.

To ensure all these benefits are accomplished, I agree to:

1. Deliver the registered program, as approved by AIA/CES, without endorsement, bias, marketing or sales orientation.

2. Not alter the content of the program as it relates to the learning objectives. However, I understand that personalizing programs for presenter and location is allowed.

3. Strive to make my verbal presentation and written and graphic materials as meaningful, accurate, appropriate, and interesting as possible and deliver it in the timeframe for which the program was registered.

4. Promote all programs accurately and consistently with AIA/CES approved language.

5. Ensure that company logos, product name, and branding are limited to the first and last slides *only* of any presentation (unless the copyright slide is used) and recognize that any information and handouts distributed during the *educational portion of the program are done so with the intent to reinforce the learning objectives and will not be proprietary in nature.

6. Ensure that the Quality Assurance Slides are included and reviewed with the participants during every presentation. I understand that this only applies to PowerPoint/slide format programs registered via Form A.

7. Collect Form B's that are accurate and legible. If a different sign-in sheet is used, all the appropriate information will be gathered and be legible so it can be transposed onto a hard copy Form B or entered into the online Form B. They will be submitted to CES Records within the 10-day time frame.

8. Make participants aware their attendance is required for the entire program in order for credit to be issued. Partial credit is not given and credit may not be issued for member numbers not provided, that are illegible or inaccurate.

9. If possible, distribute and collect an evaluation form to gather feedback about program content and delivery.

10. Provide a "Certificate of Completion", within 10 days of the presentation, to any participant who requests one.

11. Defer questions about my products and services to ***after*** the formal educational portion of the program is completed. I understand that I can also discuss proprietary information ***before*** the start of the educational program.

12. Will not build in proprietary content to the program time that has been registered with AIA/CES.

I understand that my compliance is essential to my organization's continued success and participation in AIA/CES.
Agreed:

_____ _____ ___/___/____
Name (print) Signature Date

This document must be kept on file by the POC for each individual selected to deliver AIA/CES programs.

*"Educational portion" of the program refers to how it is has been registered with AIA/CES with respect to time.

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