

American Institute of Architects (AIA) Course Quality Assurance Slides

(The following is an excerpt from the AIA Provider Manual, 2010)

The AIA/CES Quality Assurance slides are made up of four mandatory PowerPoint slides, which must be inserted and addressed in all ULC PROSPECT courses approved for Learning Units (LUs) approved by AIA. If a course is not PowerPoint based, the content found on the four mandatory slides must still be addressed verbally or with handouts.

The Quality Assurance slides include:

1. Best Practice Slide
2. Learning Objectives Slide
3. Course Evaluation Slide
4. Conclusion/Questions Slide

1. Best Practice Slide: Confirms that ULC is registered as an AIA Approved Provider and that your course has been approved. It also confirms that your course will not be used to promote or market your company's products or services during the educational portion of the course. The slide should be inserted after your course's introduction slide. This is also a good place to announce that the AIA members must add their names to the AIA Course Attendance Roster in order to receive credit for the course. If a course is not PowerPoint based, the best practice slide information should be covered at the very beginning of the course.

2. Learning Objectives Slide: Must outline clear and measurable learning objectives. These learning objectives should be taken from the ones used in the Course. Learning objectives let the participants know in advance what they will know after taking your course. This slide should be inserted after the best practice slide. Each course must have at least four learning objectives. More may be added to this slide if necessary. If your course is not PowerPoint based, please address the learning objectives orally or in course handouts.

3. Course Evaluation Slide: Should be included at the end of the presentation, just prior to the Conclusion/Questions slide. This slide is used to maintain high-quality learning experiences for our members through feedback. The ULC is required to encourage AIA members to use the CES Discovery on-line Evaluation – this is in addition to the ULC End of Course (EOC) evaluation. The AIA evaluation will help the AIA identify what parts of a course are most effective as well as any potential concerns with the course content or presenter.

4. Conclusion/Questions Slide: Should be the last slide of the course. This slide lets participants know that the AIA/CES education portion of the course has ended and participants are free to ask questions. It is acceptable to promote and include company, product, and service information on this slide and any following. If your course is **On-demand** distance learning, you may modify this slide so it does not ask participants for questions since it does not apply to that type of delivery.

Where to obtain the quality assurance slides

A template with the quality assurance slides can be found by logging into the online **CES Discovery Homepage** and click on Resources. The template will be under the Quality Assurance heading.