CEU Self Report Form

Last Name                                             First Name                                                       Middle Initial or Name

ACHA Membership Number                                                E-mail address

ACHA Activity/Program Title: _______________________________________________________

Learning Units/Hours       Start Date: ______/______/_______           Completion Date: ______/______/_______

Self-Reporting

Indicate the number of hours spent in direct learning activities. (Credit is not awarded for the time spent on breaks, registration, travel, receptions or meals.) 1 hour minimum (.25 for each additional hour)

Activity you are reporting:

☐ Individual Activity
  Learning activity is self-designed. You, the learner, designed the activity and determined what will be learned.  
  Not acceptable for HSW credit regardless of subject.  
  Recommended minimum of three (3) hours.

Sample Categories:

Research: Time spent researching new information, preparing for lectures, presentations, study-travel, committee or board research, etc.

Computation: Time spent learning new computer programs that you can apply toward the profession.

☐ Structured Activity Program
  This is a structured activity offered by a formal organization that is not a CEU Registered Provider.  
  One (1) hour minimum.

Program Sponsor’s Name: _______________________________________________________

Program sponsor’s phone number (if known): ______________________________________

Design

Aspects of Architecture that engender demonstrable positive emotional responses among, or enable equal access by, users of building or sites.

☐ Building design and materials, methods & systems
☐ Construction documents and services
☐ Construction contracting, means and methods
☐ Legal Issues: Laws; contracts; documents; insurance
☐ Ethics and regulations governing practice of architecture
☐ Construction administration
☐ Other(s) list all that apply

Life Safety

Aspects of architecture intended to limit or prevent accidental injury or death among users of buildings or sites.

☐ Codes and regulations
☐ Natural Hazards: Earthquakes, flood, and hurricane
☐ Life safety systems - suppression, detection and alarm standards
☐ Other(s) list all that apply

What new knowledge or skill did you gain from this learning activity?

What resources used in the completion of this activity/program?

Human resources used:

☐ In-house expert
☐ Industry representative
☐ Independent expert/consultant
☐ Other: ___________________

Material resources used:

☐ Journal articles
☐ Computer software
☐ Program handouts
☐ Product sample
☐ Teleconference
☐ Tutorial software
☐ Books or manuals
☐ On site observations

Date of Program: ______/______/_______