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.
___ Computers: 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):

_____

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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
☐ Ethics and regulations governing practice of architecture
☐ Construction administration
☐ Construction contracting, means and methods
☐ Legal Issues: Laws; contracts; documents; insurance
☐ Healthcare Specific Design Issues
☐ Environmental issues
☐ 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?

_____

_____

_____

_____

Date of Program: _____/_____/_____

Resources used in the completion of this activity/program?

Human resources used:
☐ In-house expert
☐ Industry representative
☐ Independent expert/consultant
☐ Other: _____
☐ Practitioner in the field
☐ School faculty member

Material resources used:
☐ Journal articles
☐ Computer software
☐ Product sample
☐ Teleconference
☐ Tutorial software
☐ Books or manuals
☐ Program handouts
☐ Videotape
☐ Slides-overhead
☐ On site observations