

The requirements for the 2018 – 2020 reporting period are 70 learning hours (LH) over the two-year reporting period with a minimum of 35 Structured LHs. All learning activities for this period must be taken and reported between July 1, 2018 and June 30, 2020.

Learning Activity Category	Definition	LH Requirements / Maximums
Structured *See chart below for detailed list of accepted activities.	Organized educational sessions that are related to the practice of architecture or interior design. Structured learning activities should address one of the Structured learning topics. (Refer to the notes section below for a list of topics.) All learning activities recorded to the Structured category of learning require evidence of participation.	A minimum of 35 LH in the two-year reporting period
College or university courses, conference sessions, distance education modules (including online courses / webinar), lectures, seminars, workshops	Includes courses / conferences / lectures / seminars / workshops – both in-person and distance learning – where supported by evidence of participation.	No maximum
AAA Council / Committees / Task Forces	Attendance at AAA Council, AAA Committee, or AAA Task Force meetings.	Maximum of 4 LHs per reporting period
AAA Mentor	Acting as a mentor to one or more intern architects or intern interior designers as part of the AAA Intern Program.	Maximum of 4 LHs per reporting period
Unstructured *See chart below for detailed list of accepted activities.	Learning activities that are typically of a more informal nature and which do not require evidence of participation. This category covers a broad range of activities that can include in-person and distance learning. It can also include learning activities that an architect or licensed interior designer may participate in outside of the office or classroom.	A minimum of 35 LHs in the two-year reporting period
Committee Meetings	Includes attendance at committee meetings as a member of an organized group with a directive or activities which relate to the business or practice of architecture or interior design. This may include civic, professional organizations, and community committees. Does not include AAA Council / Committee / Task Force meetings.	Maximum of 25 LHs per reporting period
Discussion Groups	An organized group of individuals gathered to discuss a specific topic or issue that is intended to support the practice of architecture or interior design. This can include lunch and learns, focus groups, design juries/critics and roundtables.	Maximum of 25 LHs per reporting period

Learning Activity Category	Definition	LH Requirements / Maximums
Distance Education	Includes webinars, courses, and online education modules.	No maximum
In-Person Learning	Includes lectures, seminars, workshops, and college / university courses.	No maximum
Presenting/Teaching	Presenting /public speaking/teaching for the purpose of informing others on a topic related to the practice of architecture or interior design. These presentations can take place at a conference, meeting, workshop, seminar or educational institution. This includes curriculum development. *This category applies to part-time teaching only.	Maximum 25 LHs per reporting period
Professional Tours	Organized and guided tours which are intended to support or advance the practice of architecture and/or interior design by participating.	Maximum 15 LHs per reporting period
Professional Writing	A body of writing that has been prepared by the member and which is connected to the practice of architecture and/or interior design. This writing is shared with others through publication for the purpose of educating or informing others.	Maximum 25 LHs per reporting period
Reading	Includes the reading of books, periodicals and/or journals which are related to architecture and/or interior design.	Maximum 15 LHs per reporting period
Scholarly Research	Includes research that is conducted by the member for the purpose of advancing information and knowledge related to business or architecture and/or interior design. The research is used to educate and inform others, for example, through publication.	Maximum 45 LHs per reporting period

Notes:

- All learning activities must be a minimum of 1 hour in length.
- A one hour lecture/course/webinar/reading etc. is equivalent to 1.0 learning hour.
- Structured learning activities should address one of the following Structured Learning Topics:
 - Legal Issues & Legislation
 - Safety, Health, Accessibility, Fire Protection & Energy Conservation
 - Planning, Design & Technology
 - Practice, Project and Business Management
 - Energy & the Environment
- All Structured learning activities require evidence of participation. This documentation can include a certificate of completion, diploma, attendance confirmation letter from the course/conference provider, etc.
- Proof of completion is not required when reporting Unstructured learning activities.
- Learning Activities must not be a part of normal practice requirements. Normal business and practice activities carried out on a day-to-day basis do not qualify for learning hours.
- Carry-overs into the next reporting period will be a maximum of 10 Structured LHs and 20 Unstructured LHs.