

The requirements for the 2022 – 2024 reporting period are 70 learning hours (LH) over the twenty-four month reporting period and must include a minimum of 35 Structured LHs. All learning activities for this period must be completed and reported between July 1, 2022 and June 30, 2024.

Learning Activity Category	Definition	LH Requirements / Maximums
<p><b>Structured</b></p> <p>*See list below for details of accepted learning activities.</p>	<p>Organized educational sessions that are related to the practice of architecture or interior design.</p> <p>Structured learning activities should address one of the Structured learning topics. (Refer to the notes section below for a list of topics.)</p> <p>All learning activities recorded to the Structured category of learning <b>require evidence of participation.</b></p>	<p>A minimum of 35 LH in the two-year reporting period</p>
<p>College or university courses, conference sessions, distance education modules (including online courses / webinars), lectures, seminars, workshops</p>	<p>Includes courses / conferences / lectures / seminars / workshops – both in-person and distance learning – where supported by proof of participation.</p>	<p>No maximum</p>
<p>AAA Council / Committees / Task Forces</p>	<p>Participation with AAA Council, AAA Committee, or AAA Task Force. Can also be reported as Unstructured learning &gt; Committee participation.</p>	<p>Maximum of 4 LHs per reporting period</p>
<p>AAA Mentor</p>	<p>Acting as a mentor to one or more intern architects or intern interior designers as part of the AAA Intern Program.</p>	<p>Maximum of 4 LHs per reporting period</p>
<p><b>Unstructured</b></p> <p>*See list below for details of types of accepted learning activities.</p>	<p>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.</p>	
<p>Committee Participation</p>	<p>Includes participation with committees 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. <b>This category also includes participation with AAA Council/Committees/Task Forces.</b></p>	<p>Maximum of 25 LHs per reporting period</p>
<p>Discussion Groups</p>	<p>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.</p>	<p>Maximum of 25 LHs per reporting period</p>

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 <b>part-time</b> teaching only.	Maximum 25 LHs per reporting period
Professional Tours	Organized and <b>guided</b> 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/Podcasts	Includes the reading of books, periodicals and/or journals which are related to architecture and/or interior design. Listening to design-related podcasts is also included.	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 = 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 proof of participation. This documentation can include a certificate of completion, diploma, attendance confirmation letter from the course/conference provider, etc.
- Proof of participation 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.
- Carryovers into the next reporting period will be a maximum of 10 Structured LHs and 20 Unstructured LHs.