



# AIAU Group Viewing Policies and Procedures

AIAU is AIA’s platform for delivering online continuing education for AIA members and non-members. AIAU features high-quality, curated, educational content for and, in many cases, by architects. Available around the clock on most devices with Internet access (including computers, tablets, and smartphones), AIAU provides on-demand, continuous learning that meets continuing education requirements for AIA membership and state licensing, including learning units designated as HSW.

AIA Components and other organizations are eligible to request group viewing of an AIAU course. In this situation, a component or organization may host a gathering of members with the purpose of watching an AIAU course, and all attending would receive the Learning Units associated with the course.

Group viewing of AIAU courses is requested and approved on a case-by-case basis. Interested organizations should follow this process:

1. Host contacts AIA to request group viewing of an AIAU course.
2. AIA approves group viewing
3. Host pays AIAU according to the schedule below
4. Host creates new course/event in Discovery, utilizing objectives and description already in AIAU. The Learning Unit value should be adjusted as appropriate to account for the extra time for the group discussion.
5. Host holds event, collects revenue if any, and documents attendance
6. Host holds a facilitated group discussion immediately following the viewing of the course (AIAU courses each require quiz completion to award credit for individuals. However, since this is a group viewing, we strongly recommended the host hold a facilitated group discussion after viewing in lieu of the quiz.)
7. Host provides course completion certificates to attendees as necessary
8. Host submits attendance records to CES Discovery

AIA Components  
\$100 flat fee

AIA CES Providers, Architecture Firms and Educational Institutions

5-10 attendees	\$20/member	\$35/non-member
11-25 attendees	\$15/member	\$30/non-member
26 or more	\$10/member	\$25/non-member

## Group-Wide Purchases

A firm or other organization may wish to purchase a course or courses for their entire staff. A discount rate for such purchases will be applied as listed below. A set of promo codes will be provided to the purchasing organization for distribution, and individuals are responsible for completing each courses or set of courses.

5-10 viewers	\$20/member	\$35/non-member
11-25 viewers	\$15/member	\$30/non-member
26 or more viewers	\$10/member	\$25/non-member

Contact AIAU at 202-626-7495 or [aiau@aia.org](mailto:aiau@aia.org) if you have questions.