

2017 Component Membership Toolkit



The Toolkit contains helpful resources on renewals, retention & recruitment and other helpful membership tools.

► 2017 COMPONENT MEMBERSHIP TOOLKIT

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[MEMBER BENEFIT AND RESOURCES GUIDE](#)
[2016 MEMBER & COMPONENT SUPPORT RESOURCE GUIDE](#)
[TRADEMARK GUIDELINES FOR USE OF AIA DESIGNATIONS](#)

► MEMBERSHIP STRATEGY & SERVICES TEAM OVERVIEW

Membership Strategy & Services Cedric Rush, Managing Director - cedricrush@aia.org – (202) 626-7437	
Christina Thomas Director, Membership Operations; christinathomas@aia.org – (202) 626-7392	Oversees membership operations processing and billing & collections teams; provides support to components, membership data, payment processing and records management, membership lapse/terminations, zip code territory management, membership policies for components;
Kathy Detgen Manager, Membership Operations; kdetgen@aia.org – (202) 626-7565	Manages the Operations processing team that is responsible for the collection of new, reinstating and renewing membership dues; provides support for current and prospective members
Tai Cleveland Manager, Billing & Collections; taicleveland@aia.org – (202) 626-7455	Annual Call for Dues, dues adjustments/waivers, invoicing, renewal reminders, outstanding dues balance collection, Job Board revenue share
Andrew Hogan Director, Membership Strategy; andyhogan@aia.org – (202) 626- 7391	Membership planning and strategy, retention and recruitment, membership reporting & analysis, and Career Center marketing
Steven Bell Manager, Membership Reporting & Analysis; stevenbell@aia.org – (202) 626-7593	Membership reporting - key membership reports (national, component and regional membership rosters/counts, and historical comparison reports); trend analyses (membership demographics, renewal and recruitment tracking); data integrity and validation; ad-hoc reports
VACANT Director, Membership Call Center Operations	Oversees the Operational management teams (CES Support, Informational Central and Membership Operations)
Dana French Sr. Manager, Membership Call Center Operations; dfrench@aia.org – (202) 626-7424	Manages the centralized Membership Call Center team that is responsible for inbound calls and e-mails specific to membership, component support and continuing education for members and CES providers
Wanda Chambers Steinberg Director, Membership Engagement; wandachambers@aia.org – (202) 626-7584	Membership engagement planning and strategy, new member welcome kits, special studies and strategies, career center resources, promotional membership campaigns, membership communications and marketing, project management execution, information technology and web management

► MEMBERSHIP SERVICES & STRATEGY DEPARTMENT CONTACT LIST

Last Name	First Name	Phone	Email	Title
Anderson	Cory	(202) 626-7360	coryanderson@aia.org	Associate, Call Center Operations
Chambers-Steinberg	Wanda	(202) 626-7584	wandachambers@aia.org	Director, Membership Engagement
Claggett	Breia	(202) 626-2559	Breiaclaggett@aia.org	Associate, Membership Operations
Cleveland	Tai	(202) 626-7455	taicleveland@aia.org	Manager, Billing & Collections
Cooper	Kiwani	(202) 626-7488	kiwanicooper@aia.org	Associate, Membership Operations
Crawford	Veletta	(202) 626-7581	vcrawford@aia.org	Associate, Call Center Operations
Der	Jackie	(202) 626-7393	jder@aia.org	Specialist, Billing & Collections
Detgen	Kathy	(202) 626-7565	kdetgen@aia.org	Manager, Membership Operations
French	Dana	(202) 626-7424	dfrench@aia.org	Sr. Manager, Call Center Operations
Hillman	Betteenia	(202) 626-8047	betteeniahillman@aia.org	Associate, Call Center Operations
Hogan	Andrew	(202) 626-7391	andyhogan@aia.org	Director, Membership Strategy
Johnson	Korey	(202) 626-7367	koreyjohnson@aia.org	Associate, Membership Operations
Karfeld	Alison	(202) 626-7454	akarfeld@aia.org	Associate, Membership Operations
Lim	Phillip	(202) 626-7388	philliplim@aia.org	Associate, Membership Operations
Neri	Daniel	(202) 626-8050	danielneri@aia.org	Associate, Membership Operations
Rush	Cedric	(202) 626-7565	cedricrush@aia.org	Managing Director, Membership Services & Strategy
Thomas	Christina	(202) 626-7392	christinathomas@aia.org	Director, Membership Operations

► 2017 MEMBERSHIP CALENDAR

The 2017 Membership Calendar encompasses invoicing, dues processing and retention, ecruitment & engagement initiatives

January		February		March	
Date	Activity	Date	Activity	Date	Activity
5 th	3 rd Renewal Reminder	7 th	4 th Renewal Reminder	TBD	Membership Recruitment, Retention, Engagement Webinar
31 st	Final Invoicing Sweep for non invoiced members	28 th	Monthly DIP process	6 th	5 th Renewal Reminder
31 st	Monthly DIP process	Weekly	Membership Fulfillment	13 th	6 th Renewal Reminder
Weekly	Membership Fulfillment			31 st	7 th Renewal Reminder – <i>Pre-lapse notification</i>
				31 st	Monthly DIP process
				Weekly	Membership Fulfillment
April		May		June	
Date	Activity	Date	Activity	Date	Activity
11 th	8 th Renewal Reminder (<i>Lapsed notification</i>)	9 th	2017 Official Secretary Lapse communication distributed to all non renewed	20 th	Final Official Secretary Lapse Reminder
TBD	New Member Reception	31 st	Monthly DIP process	31 st	Monthly DIP process
21 st	9 th Renewal Reminder (2 nd Lapsed notification)	Weekly	Membership Fulfillment	Weekly	Membership Fulfillment
28 th	Monthly DIP process				
Weekly	Membership Fulfillment				
July		August		September	
Date	Activity	Date	Activity	Date	Activity
Weekly	Membership Fulfillment	Weekly	Membership Fulfillment	15 th	2018 Call for Dues Deadline!
				15 th	Early Invoicing Begins
				TBD	Membership Recruitment, Retention, Engagement Webinar
				Weekly	Membership Fulfillment
October		November		December	
Date	Activity	Date	Activity	Date	Activity
1 st	– 2018 Invoice Production Begins	1 st	– Target end date for 2018 Invoice Production		
		7 th	2018 Membership Renewal Reminder		
Weekly	Membership Fulfillment	Weekly	Membership Fulfillment	Weekly	Membership Fulfillment

MEMBERSHIP RENEWAL REMINDER NOTIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION

RECURRING PROCESSES

- (1) Weekly Membership Fulfillment:
- (2) Payment Processing and Membership:
- (3) Monthly Debiting Process for DIP enrollees last business day of each month:
- (4) Weekly Renewal Invoicing/Call for Dues and Job Board:
- (5) Monthly Membership Reporting & Analytics:

POINTS OF CONTACT

Wanda Chambers-Steinberg | wandachambers@aia.org
 Christina Thomas | christinathomas@aia.org
 Tai Cleveland | taicleveland@aia.org
 Tai Cleveland | taicleveland@aia.org
 Steven Bell | stevenbell@aia.org

MEMBERSHIP OPERATIONAL RESOURCES

► MEMBERSHIP FORMS AND APPLICATIONS

New members that opt not to join online may complete the membership application that fits the eligibility type for membership. Reinstating members currently do not have the option of reinstating online and are required to complete a paper application. Membership forms are used for current members that wish to change their membership status, transfer to a different chapter or request a reduction/waiver of dues. A completed form is required for all requests.

2017 Membership Applications

Writable PDF Versions:

[Architect Application](#)

[Associate Application](#)

[International Associate Application](#)

[New Grad Application – NAAB Degree Holder](#)

[New Grad Application – Non-NAAB Degree Holder](#)

Word Versions:

[Architect Application](#)

[Associate Application](#)

[International Associate Application](#)

[New Grad Application – NAAB Degree Holder](#)

[New Grad Application – Non-NAAB Degree Holder](#)

2017 Membership Forms

Writable PDF Versions:

[Associate to Architect Form](#)

[Associate to Emeritus Form](#)

[Architect to Emeritus Form](#)

[Transfer Request Form](#)

[Emeritus Secretary Special Exception Request Form](#)

2017 Dues Adjustments/Waivers

Writable PDF Versions:

[Dues Adjustment/Waiver FAQ's](#)

[Dues Adjustment/Waiver Form](#)

[Dues Adjustment/Waiver Form - Exceptional Circumstances](#)

► Contact: Kathy Detgen (Manager, Membership Operations) | kdetgen@aia.org | (202) 626-7565

► 2017 DUES INSTALLMENT PROGRAM INFORMATION

The Dues Installment Program is available from October 1 – April 30 for renewing, reinstating and new graduate members. Renewing members are required to enroll online. Reinstating and new graduate members must complete the enrollment form, accompanied by a membership application.

A Dues Installment Adjustment Form is required when an enrollee requests to change or update the credit card number on file for their installments.

General Information

[2017 Dues Installment Program Policies](#)

[2017 Dues Installment Frequently Asked Questions](#)

2017 Dues Installment Program Enrollment (*Reinstating Members*)

**Enrollment form is for reinstating members only. Renewing members to enroll online.*

[2017 Dues Installment Program Enrollment Form with 6 Installments \(October – January Enrollment\)](#)

[2017 Dues Installment Program Enrollment Form with 5 Installments – \(February Enrollment\)](#)

[2017 Dues Installment Program Enrollment Form with 4 Installments – \(March Enrollment\)](#)

[2017 Dues Installment Program Enrollment Form with 3 Installments - \(April Enrollment\)](#)

[2017 Dues Installment Adjustment Form \(for providing updated credit card information\)](#)

► 2017 MEMBERSHIP RENEWAL RESOURCES

The information below includes materials regarding the annual invoicing call for dues production cycle. It also includes a summary of AIA National dues rates from 2009-2016, as well as samples of the 2017 renewal invoices, Robert Ivy, FAIA Renewal letter, renewal reminders, and the final membership lapse letter from the Secretary.

Call for Dues Information

[2017 Call for Dues Production Cycle Overview and Calendar](#)

[2017 Invoice Renewal Production Cycle Chart](#)

Invoice Templates

[Architect](#)

[Architect Supplemental Dues](#)

[Emeritus Subscription](#)

[Associate](#)

[International Associate](#)

[National Allied](#)

President's Renewal Letters

[Architect](#), [Associates](#), [International Associates](#) and [National Allied Members](#)

Emeritus Members Only

[2017 HTML Renewal Template](#)

Renewal Reminders

November 8: Sample Reminder | Reminder List

December 6: Sample Reminder | Reminder List

January 5: Sample Reminder | Reminder List

February 7: Sample Reminder | Reminder List

March 6: Sample Reminder | Reminder List

March 13: Sample Reminder | Reminder List

March 17: Sample Reminder | Reminder List

Official Lapse Notice

April 11: Sample Letter (Architect) | Sample Letter (Associate) | Sample Letter (International Associate) | Reminder List

April 18: Sample Letter (Architect) | Sample Letter (Associate) | Sample Letter (International Associate) | Reminder List

April 21: Sample Letter (Architect) | Sample Letter (Associate) | Sample Letter (International Associate) | Reminder List

Secretary Official Lapse Notice & Reminders:

May 9: Sample Letter (Architect) | Sample Letter (Associate) | Sample Letter (International Associate) | Reminder List

June 6: Sample Letter (Architect) | Sample Letter (Associate) | Sample Letter (International Associate) | Reminder List

June 20: Sample Letter (Architect) | Sample Letter (Associate) | Sample Letter (International Associate) | Reminder List

Component Webinars

[2017 Membership Renewal Production Process and Operations Highlights Webinar \(June 16, 2016\)](#)

[2017 Membership Renewal Production Process and Operations Highlights PowerPoint Deck \(June 16, 2016\)](#)

► Contact: Tai Cleveland (Manager, Billing & Collections) | taicleveland@aia.org | (202) 626-7455

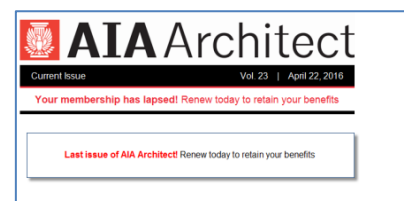
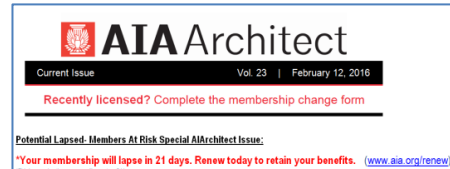
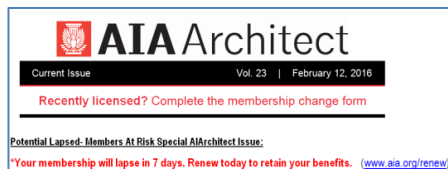
MEMBERSHIP ENGAGEMENT RESOURCES

► 2017 MEMBERSHIP ENGAGEMENT RESOURCES

AIArchitect Renewal Banner Communications for Members at risk of Lapsing

Target Date	List Link	Banner Message
	List	Last Issue of AIA Architect. Renew today to Retain Your Benefits
	List	Recently obtained an additional license? Update your profile. Your Membership is Lapsed! Renew today to retain your benefits
	List	Your membership will lapse in 7 days. Renew today.
	List	Recently licensed? Complete the membership change form. Your membership will lapse in 21 days. Renew today to retain your benefits.
	List	Recently licensed? Complete the membership change form. Your membership is about to lapse. Renew today.
	List	Recently licensed? Complete the membership change form. Your 2016 membership renewal is past due; renew now.
	List	Your 2016 membership renewal is past due; renew now Update your AIA membership information at myprofile.aia.org

Banner Examples



► Contact: Tai Cleveland (Manager, Billing & Collections) | taicleveland@aia.org | (202) 626-7455

► Contact: Wanda Chambers Steinberg (Director, Membership Engagement) | wandachambers@aia.org | (202) 626-7584

► Contact: Andrew Hogan, Director, Membership Strategy | 202-626-7391

Component Webinars

Membership Value proposition statement

“The American Institute of Architects (AIA) is an influential community of nearly 88,000 architects and design professionals seeking to advance their careers and promote the value of architecture. The AIA is an unparalleled source for peer networking, knowledge development, advocacy, community service, and recognition, leading to better career opportunities and greater influence in the global marketplace for our members.”

Letter Templates – **Coming Soon!**

Thank You for Joining Letter Templates

All Member Types

Thank You for Reinstating Letter Templates

All Member Types

Thank You for Renewing Letter Templates

All Member Types

►Component Renewal Communications Pilot



**AIA**
California Council

**AIA**
Orange County

The American Institute of Architects -
California Council

1303 J Street, Ste. 200
Sacramento, CA 95814
T (916) 642-1707
F (916) 442-5348

www.aiaacc.org

The American Institute of Architects -
Orange County

4100 Birch Street Suite 300
Newport Beach, CA 92660
T (949) 225-5900
F (916) 442-5348

aiaorangecounty.org

Dear Member,

The driving force behind the AIA in California is YOU and the ultimate goal of the AIA is to create an environment in which YOU prosper.

As the architectural profession faces many challenges, it is critical for architects to stay connected, keep informed and take an active role in creating a vision for the future - here are just some of the benefits you will continue to enjoy as a member of the AIA:

Knowledge Resource	Connect online to the most current research - from design trends and delivery methods to best practices and new products.
Advocacy	Speaking as one voice to protect and promote your professional interests, the AIA represents you in Sacramento in both the Legislature and the complex regulatory arena.
Continuing Education	Enjoy quality education programs, courses, and activities benefitting the design and construction industry.
Professional Networks	Develop local relationships that will inspire and motivate as networks foster innovation and open doors for project opportunities.
Business Support	Navigate a changing economy with project referrals, alliance benefits and discounts and utilize job banks for career opportunities.
Publications	Stay informed thru local newsletters, white papers, and studies.
Professional Affiliation	Differentiate your practice, inspire confidence, and proudly display your professional accomplishments with the AIA designation.
Mentorship	Participate in programs that mentor the future of our profession on their path to licensure.

Be a part of a tradition of service and dedication to your profession - *renew* your membership today!

Sincerely,

Paul W. Welch, Jr., Hon. AIA, Executive Vice President AIA California Council	Jeffrey T. Gill, FAIA Executive Director AIA Orange County
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The American Institute of Architects
1515 New York Avenue NW
Washington, DC 20006-5292
(202) 242 3837
www.aia.org

►Contact: Christina Thoms (Director, Membership Operations) | christinthomas@aia.org | (202) 626-7392

►Contact: Wanda Chambers Steinberg (Director, Membership Engagement) | wandachambers@aia.org | (202) 626-7584

► MEMBERSHIP PROMOTION RESOURCES – Incentives and Promotions

Renew and Win

Renew your AIA membership by December 31, 2016, and be entered to win either 2018 national, state, and local only Membership Dues or choice between AIA ARE ® Prep: Powered by Black Spectacles or Black Spectacles software tutorial. Terms and Conditions for Renew by December 31, 2016 sweepstakes

[Review terms and conditions](#)

Join and Win

Join or re-join as a member of the AIA October 1, 2016 to December 31, 2016, and be entered to win either 2018 national, state, and local only Membership Dues or choice between AIA ARE Prep: Powered by Black Spectacles or Black Spectacles software tutorial.

[Review terms and conditions.](#)

► MEMBERSHIP FULFILLMENT RESOURCES

New and reinstating members, and those changing from Associate to Architect category generally receive welcome packages within six to eight weeks. The AIA works with an external vendor who mails packages to members via first class mail. Orders are usually placed on a weekly basis. Members or components can request replacements by contacting Information Central at (800) 242-3837, option 2 or send an email to Infocentral@aia.org. It would be helpful to include the member number.

Welcome packages include membership certificates signed by the AIA President and AIA Secretary (11 x 14 for Architect members and 9 X 12 for Associate, International Associate, and National Allied members) and membership pins (gold tone for Architect and silver tone for Associate and International Associate members). National Allied members do not receive pins. In addition, the welcome package includes an AIA membership card and key fob. Downloadable samples of 2016 membership certificates are available using the link: [Sample Fulfillment Certificates](#). Certificates reflecting the 2017 AIA President & Secretary will begin to go out members after January 2, 2017. A sample certificate is shown below.

New Welcome Kit



► Contact: Wanda Chambers Steinberg (Director, Membership Engagement) | wandachambers@aia.org | (202) 626-7584

STRATEGY RESOURCES

► Membership Marketing Resources – Fall Recruitment Prospect List -2016-2017

Obtain prospect lists for the fall new member campaign by region. While every effort was made to ensure no active member was included in this campaign, there is a possibility that a member would receive it due to the complexity of the name/address matching process.

Components are encouraged to inform us of any names that should be removed or addresses that should be updated.

Components may use these prospect lists for their direct marketing outreach recruitment efforts.

Fall 2016-2017 (October) Prospect Lists AVAILABLE NOW

To order samples of the direct mail pieces for your internal marketing efforts, please complete the [Component Membership Marketing Materials Request](#)

[California](#)

[Northwest & Pacific](#)

[Central States](#)

[Ohio Valley](#)

[Florida & Caribbean](#)

[Pennsylvania](#)

[Gulf States](#)

[South Atlantic](#)

[Illinois](#)

[Texas](#)

[Michigan](#)

[Virginias](#)

[Middle Atlantic](#)

[Western Mountain](#)

[New England](#)

International Region

[New Jersey](#)

[New York](#)

[North Central States](#)

*Prospect List Field Guide

*The Prospect List Field Guide provides a glossary of the field names in the prospect list. Components are encouraged to reference the Field Guide when reviewing data contained in the prospect list.

A disclaimer regarding free convention registration is referenced in the mailer which points to www.aia.org/join. The disclaimer on the web site states,

Offer is valid only for first-time new architect, associate, and international associate members who join; and lapsed members (five years or more) who rejoin the AIA between May 17, 2015 and May 21, 2016. Lapsed (four years or less), local, and national allied or affiliate members, and associate members who upgrade membership to architect are not eligible for this offer. This offer is not transferable and is a one-time offer. This offer is not related to any other local or state AIA component recruitment, dues, or assessment requirements. Membership dues must be paid in full or enrolled in the Dues Installment Program to receive convention registration.

► **Contact: Steven Bell , Manager, Membership Reporting & Analysis | 202-626-7593**

► **Please contact Andrew Hogan, Director, Membership Strategy | 202-626-7391**

► Membership Marketing Resources – Direct Mailers/Handouts

To order samples of the direct mail pieces for your internal marketing efforts, please complete the
Component Membership Marketing Materials Request

[2016 Fall 15 for 12 \(Oct 2015\) Architect Mailer](#) [2016 Fall 15 for 12 \(Oct 2015\) Associate Mailer:](#)

[2016 Fall 15 for 12 \(Nov 2015\) Architect Mailer](#) [2016 Fall 15 for 12 \(Nov 2015\) Associate Mailer:](#)

[2016 Winter Convention \(Jan 2016\) Architect Mailer](#) [2016 Winter Convention \(Jan 2016\) Associate Mailer](#)

►Membership Marketing Resources – Fall 2015 Print Ads

Recruitment Print Ads (Use Anytime - Not Date Specific)

Architect Print Ads

[2016 Fall Architect Full Page Color – Free Convention Registration - Joseph Lai, AIA](#)

[2016 Fall Architect Half Page Color – No Incentive - Joseph Lai, AIA](#)

[2016 Fall Architect Quarter Page Color – No Incentive - Joseph Lai, AIA](#)

[2016 Fall Architect Full Page Black and White – Free Convention Registration - Joseph Lai, AIA](#)

[2016 Fall Architect Half Page Black and White – No Incentive - Joseph Lai, AIA](#)

[2016 Fall Architect Quarter Page Black and White – No Incentive - Joseph La, AIA](#)

[2016 Fall Architect Full Page Color – Free Convention Registration -Jessyca Henderson, AIA](#)

[2016 Fall Architect Half Page Color – No Incentive - Jessyca Henderson, AIA](#)

[2016 Fall Architect Quarter Page Color – No Incentive Jessyca Henderson, AIA](#)

[2016 Fall Architect Full Page Black and White – Free Convention Registration - Jessyca Henderson, AIA](#)

[2016 Fall Architect Half Page Black and White – No Incentive - Jessyca Henderson, AIA](#)

[2016 Fall Architect Quarter Page Black and White – No Incentive - Jessyca Henderson, AIA](#)

Associate Print Ads

[2016 Fall Associate Full Page Color – Free Convention Registration - Danielle Mitchell, Assoc. AIA](#)

[2016 Fall Associate Half Page Color – No Incentive - Danielle Mitchell, Assoc. AIA](#)

[2016 Fall Associate Quarter Page Color – No Incentive - Danielle Mitchell, Assoc. AIA](#)

[2016 Fall Associate Full Page Black and White – Free Convention Registration - Danielle Mitchell, Assoc. AIA](#)

[2016 Fall Associate Half Page Black and White – No Incentive - Danielle Mitchell, Assoc. AIA](#)

[2016 Fall Associate Quarter Page Black and White – No Incentive - Danielle Mitchell, Assoc. AIA](#)

[2016 Fall Associate Full Page Color – Free Conference Registration - Jonathan Tolbert, Assoc. AIA](#)

[2016 Fall Associate Half Page Color – No Incentive - Jonathan Tolbert, Assoc. AIA](#)

[2016 Fall Associate Quarter Page Color – No Incentive – Jonathan Tolbert, Assoc. AIA](#)

[2016 Fall Associate Full Page Black and White – Free Convention Registration - Jonathan Tolbert, Assoc. AIA](#)

[2016 Fall Associate Half Page Black and White – No Incentive - Jonathan Tolbert, Assoc. AIA](#)

[2016 Fall Associate Quarter Page Black and White – No Incentive - Jonathan Tolbert, Assoc. AIA](#)

► Membership Marketing Resources – Spring 2016 New Grad Materials

Keep in touch with your new grads this year by promoting 18 months of free membership and registration to Convention 2017:

[New Grad Email](#)

[New Grad Print Ad](#)

► Membership Marketing Resources – Winback Efforts

We currently have 28,000 former members of the AIA. These are great opportunities for reinstatements. Call them or email them. This is great project for board members or volunteers. Here are the lists that are available for your use:

[Terminated member roster](#) (sort by state or local chapter)

2016 Campaign Lists for Components:

Campaign	List Link
First Quarter Terminated Win Back	List
First Quarter New Grad Outreach	List
January Mail Roster	List
Second Quarter Terminated Win Back	List
Second Quarter Terminated Follow-Up (Convention Area)	List
April Prospect Email	List
May Prospect Email	List
Third Quarter Terminated Win Back	List
Prospect Email	List

2017 Campaign	List Link
2016 Fourth Quarter Terminated Win Back	List
2016 October Email Roster	List

► Please contact Andrew Hogan, Director, Membership Strategy | 202-626-7391

► Membership Marketing Resources – Fall Recruitment and Retention Web Ads

Recruitment Advertisements – Web Jump Start Your Career

[Web Ad 120x240 Recruitment](#)

[Web Ad 150x150 Recruitment](#)

[Web Ad 220x180 Recruitment](#)

[Web Ad 300x100 Recruitment](#)

[Web Ad 470x60 Recruitment](#)

[Web Ad 600x100 Recruitment](#)

Retention Advertisements - Web Jump Start Your Career

[Web Ad 120x240 Retention](#)

[Web Ad 150x150 Retention](#)

[Web Ad 220x180 Retention](#)

[Web Ad 300x100 Retention](#)

[Web Ad 470x60 Retention](#)

[Web Ad 600x100 Retention](#)

► Membership Marketing Resources – Career Center Handouts

New 2016 Career Center Handouts are available for both Employers and Job Seekers:

[Employers – 5 versions](#)

[Job Seekers – 5 versions](#)

Please help promote the AIA Career Center by bringing these materials to your next event, firm or school visit.

► RESOURCES TO VERIFY FELLOWSHIP (FAIA) ELIGIBILITY

Eligibility Requirement: Architect members who have been in good standing for at least ten years may be nominated for Fellowship.

During previous system conversions, there has been some data transfer issues that affect our ability to determine with 100% accuracy the historical data without additional, manual fact checking. We are working to correct data in our system to be able to identify all members' history with complete accuracy. Once that process is complete we can provide a list of FAIA eligible members with certainty. Until that time, we can only provide resources to help verify members' eligibility.

Once you have determined a list of members that you would like to submit to be considered for Fellowship, and prior to completing the application process, you need to verify that the members are, in fact, eligible. There are two resources to be used to verify the 10 years of membership for a member to be eligible for Fellowship.

- 1) [AIA History Archive Data](#)
 - [AIA History Archive Data – User Guide](#)
- 2) [FAIA Netforum Report – Instructions and User Guide](#)

► Contact: Nancy Hadley (Manager, Archivist & Records) | nhadley@aia.org | (202) 626-7496

► Contact: Steven Bell , Manager, Membership Reporting & Analysis | 202-626-7593

► Contact: Andrew Hogan, Director, Membership Strategy | 202-626-7391

►MEMBERSHIP REPORTING RESOURCES

Member & Component Support will continue to support the Components with management of their membership data report. We have outlined a glossary that allows each Component to know what the report we are producing, frequency of the report and where the report can be found. Listed below are reports that can be accessed by the Components on a weekly or monthly basis.

Report Type	Frequency	2015 Location	2016 Location
Membership Renewal Comparison	Monthly	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2015 Membership Reports > 2015 Membership Renewal Comparison Reports	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2016 Membership Reports > 2016 Membership Renewal Comparison Reports
National Membership Demographics Reports	Monthly	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2015 Membership Reports > 2015 Monthly Demographics Report	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2016 Membership Reports > 2016 Monthly Demographics Report
National Historical Membership Performance Summary Report	Monthly	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2015 Membership Reports > National Historical Membership Performance Summary Report	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2016 Membership Reports > National Historical Membership Performance Summary Report
Regional Historical Membership Performance Summary Report	Monthly	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2015 Membership Reports > Regional Historical Membership Performance Summary Report	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2016 Membership Reports > Regional Historical Membership Performance Summary Report
Component Historical Membership Performance Summary Report	Monthly	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2015 Membership Reports > Component Historical Membership Performance Summary Report	Component Service Network: Membership Resources > Reports - Membership Counts and Rosters > 2016 Membership Reports > Component Historical Membership Performance Summary Report

►Contact: Steven Bell , Manager, Membership Reporting & Analysis | 202-626-7593

►Contact: Andrew Hogan, Director, Membership Strategy | 202-626-7391

CONTINUING EDUCATION RESOURCES

► Continuing Education Resources

Continuing education resources are designed to provide guidelines, tools, how-to's and templates at your finger tips to assist in day-to-day continuing education duties and responsibilities.

Frequently Asked Questions

[AIAU FAQ's](#)

[Provider FAQ's](#)

[Audit Process FAQ's](#)

[AIA CES Member FAQ's](#)

CES Guidelines

[CES Provider Manual 1.0: Policies and Procedures](#)

[Course Catalog and Topics](#)

[HSW Guidelines](#)

[Speaker Agreement](#)

CES Logos

[CES Logo Black- JPEG](#)

[CES Logo Black- PNG](#)

How-To Guides

[How to Search for AIA Approved Courses](#)

[Guidelines for Renewing a Course](#)

[How to Check Your Course Status](#)

[How to Submit Course Attendance by Course, Session or User](#)

[How to Submit a Course for Approval via bulk Import](#)

[How to Submit Attendance via Bulk Upload](#)

[How to Submit Course for Approval](#)

[How To View Member Attendance- Report](#)

[Verify Attendance Reporting](#)

CES Templates

[AIA CES Course Submission Template](#)

[Certificate of Completion](#)

[CES Course Attendance Template](#)

[Course Achievement Import Template](#)

[Course Evaluation Template](#)

[Course Import Template](#)

[Quality Assurance Slides](#)

Resources For CES Audit Questions

[Audit Process FAQ's](#)

[Waiver Form](#)

[Sample letter from Components to members regarding CES Audit](#)

[Instructions - How to download audit lists in NetForum](#)

▶ OTHER HELPFUL RESOURCES

2017 Membership Policies

▶ Contact: Kathy Detgen (Manager, Membership Operations)
kdetgen@aia.org | (202) 626-7565

[Member Benefit and Resources Guide](#)

▶ Contact: Wanda Chambers Steinberg (Director, Membership Engagement)
wandachambers@aia.org | (202) 626-7584

[2016 Member & Component Support Resource Guide](#)

▶ Contact: Christina Thomas (Director, Membership Operations)
christinathomas@aia.org | (202) 626-7392

[Trademark Guidelines for Use of AIA Designations](#)

▶ Contact: Christina Thomas (Director, Membership Operations)
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