



IASA CONTINUING EDUCATION UNITS

This manual serves to outline the requirements, reporting structure, and options for earning your continuing education units.

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OVERVIEW

Iasa Continuing Education Program exists to ensure that architects are continually learning new skills and keeping current with state of the art practice. By maintaining your certification you not only gain access to tools, knowledge, and career advancement help, but you also support the architecture profession and its practice.

This document serves to outline the requirements, reporting structure, and options for earning your continuing education units. CEUs (Continuing Education Units) are units that are used to quantify approved professional development activities. Iasa quantifies these units through three auditable categories: **Education**, **Contribution** and **Practice**.

Education

The education component is meant to ensure that architects are continually learning new skills and keeping current with the state of IT architecture practice. The level of education credits required are set to ensure that architects attend a specific amount of training, conferences or other learning environments.

Contribution

Contribution units are those gathered developing new knowledge, growing other professionals or giving back to the profession as a whole. They are included to ensure that architects are learning from each other and ensure they partake in activities which require interaction outside of day to day practice.

Practice

The Iasa credentials are based on the ability to successfully delivery on projects and activities within the scope of an architect's specialization and area of practice. As such maintaining work credentials requires a certain amount of ongoing work. These activities include any aspect where the skills from the 5 pillars plus specialization are engaged with real deliverables. A portion of work units must come from each of the 5 pillars and from the individual's specialization or certification area.

REQUIREMENTS

All certified individuals are required to maintain their certification by submitting Continuing Education Units (CEU's) as well as **maintaining full membership**. The CEU requirements are listed below by certification type. Hours indicated are totals for the **2 year reporting period**.

Certification	Education	Contribution	Practice
CITA - F	60 Hours	20 Hours	640 Hours
CITA - A	60 Hours	20 Hours	640 Hours
CITA - S	40 Hours	40 Hours	640 Hours
CITA - P	40 Hours	40 Hours	640 Hours

REPORTING

Iasa credential holders are required to collect at least 80 hours of CEUs (the equivalent of one work week) during the 2 year reporting period by the submission deadline. The submission of these CEU's does not have to be annually and can be submitted at one time (separated by type).

The credential holder is also required to have worked as an architect for a period of at least 8-weeks during the same year. Working as a contract architect is acceptable. CEUs are to be reported in two year cycles.

Final CEU Reporting is due prior to your certification expiration (2 years after obtaining). The submission process is currently administered via the manage 'Professional Development' under 'Content & Features' on the 'Manage Profile' page after login.

Please note that if a certified architect has not reported required CEUs prior to the two-year reporting deadline and has not maintained full membership, his or her certification will expire. If you let your certification expire after its two year cycle, you must become a full member, re-apply for the certification and pass the exam and evaluations again in order to reclaim your credential.

CATEGORY OVERVIEWS

EDUCATION

IASA OFFERINGS

<p>Iasa Community/Chapter Offerings</p>	<p>Iasa continuously offers its members opportunities to participate in educational events. The Iasa community hosts webinars, training courses, e-summits, international networking events, and mentorship matching.</p>
<p>CEU Rule:</p>	<p>1 hour of instruction related to IT Architecture equals 1 CEU. You can report CEUs in 0.25, 0.50 and 0.75 increments.</p>
<p>Documentation required upon audit/request:</p>	<p>Registration form, certificate or letter of attendance.</p>

Note: In order for the Iasa training course to count towards the CEU, a certification must have been obtained previous to the course. For example, the Architect Core training cannot count towards the CITA-Foundation level CEU credit in Education because the CITA-Foundation level certification had yet to be obtained.

OUTSIDE PROVIDERS

<p>Educational Programs by Outside Providers</p>	<p>Iasa recognizes relevant educational activities and programs offered by organizations outside of Iasa.</p>
<p>CEU Rule:</p>	<p>1 hour of instruction related to IT Architecture equals 1 CEU. You can report CEUs in 0.25, 0.50 and 0.75 increments.</p>
	<p>CEU restrictions for Educational Programs by Outside Providers No more than 50% of total education hours can come from a single source.</p>
<p>Documentation required upon audit/request:</p>	<p>Certificate or letter of attendance, unofficial transcript, grade report, brochure or other course materials.</p>

SELF-DIRECTED LEARNING



<p align="center">Self-Directed Learning</p>	<p>Earn CEUs for self-directed learning activities which are individualized learning events involving personally conducted research or study.</p>
	<p>Learning may include informal activities such as:</p> <ul style="list-style-type: none"> • reading articles, books, or instructional manuals; • watching videos, using interactive CD-ROMs, podcasts or other source material; • having formal discussions with colleagues, coworkers, clients or consultants; • being coached or mentored by a colleague, coworker or consultant <p>Qualifying activities must be relevant to IT Architecture and meet a specified purpose, and use knowledgeable resources.</p>
<p align="center">CEU Rule:</p>	<p>1 CEU is awarded for every 1 hour spent in a self-directed learning activity listed in this category.</p>
	<p>CEU restrictions for the Self-Directed Learning category are as follows:</p> <ul style="list-style-type: none"> • CITA - F credential holders can earn no more than 15 CEUs in the Self-Directed Learning category per cycle. • CITA – A and CITA – P credential holders can earn no more than 10 CEUs in the Self-Directed Learning Category per cycle.
<p><i>Documentation required upon audit/request:</i></p>	<p>Evidence supporting your reported learning project, including notes from and dates of discussion or reading.</p>

CONTRIBUTION

CREATING NEW CONTENT

Creating new content	<p>Earn CEUs for creating new knowledge for the topic related to your area of expertise. Qualifying activities include:</p> <ul style="list-style-type: none"> • Authoring (co-authoring) a project management textbook • Authoring (co-authoring) a peer-reviewed article • Authoring (co-authoring) a non-peer-reviewed article • Authoring (co-authoring) an article for PMI's Knowledge Shelf • Authoring an article for relevant electronic newsletters • Authoring of article on an official organization, professional, or company blog • Presenting in a webinar • Presenting in a podcast • Creating a course or developing course content. • Serving as a speaker • Serving as a moderator of a relevant discussion • Serving as a subject matter expert for a panel discussion
CEU Rule:	1 CEU is awarded per 1 hour of activity in this category.
<i>Documentation required upon audit/request:</i>	Copies of publications, sample educational materials or course agendas.

VOLUNTEER SERVICE

PRACTICE

Volunteer Service	<p>Examples of Qualifying activities include:</p> <ol style="list-style-type: none"> 1. Serve as an elected volunteer officer for an Iasa Chapter for a minimum of 3 months. This work must be done for a legally recognized non-profit, not-for profit, or charitable groups and organizations. 2. Serve as a volunteer/appointed committee member for an Iasa for a minimum of 3 months. This work must be done for a legally recognized non-profit, not-for-profit, or charitable groups and organizations. 3. Provide volunteer IT Architecture-related services to: <ul style="list-style-type: none"> • a community or charitable group, • a group of college students for educational purposes, or • for being a coach or mentor on IT Architecture topics.
CEU Rule:	1 CEU is awarded for 1 hour of volunteer (non-compensated) service. To claim CEUs for service as an elected officer or appointed committee member, you must serve in the role for a minimum of three months.
<i>Documentation required upon audit/request:</i>	Copies of publications, sample educational materials or course agendas.

<p align="center">Employment as an IT Architect</p>	<p>Examples of Qualifying activities include:</p> <p>Full time or part time employment or contract work as an IT Architect. Yearly amount of hours to be 320 per year (8 weeks).</p>
<p align="center">CEU Rule:</p>	<p>1 CEU is awarded for 1 hour of employment (compensated).</p>
<p><i>Documentation required upon audit/request:</i></p>	<p>Proof of employment (job description), references from the job</p>

SUBMITTING CEUs

The candidate must submit documentation of each CEU by regularly submitting an Iasa CEU Reporting Form. The certified individual must also document evidence of continued architectural practice by submitting an Iasa Practice Reporting Form.

The candidate must submit documentation and location of each CEU including attendance, timeframe, location and length of activity. A separate Iasa CEU Reporting Form must be submitted for each independent CEU project you wish to report. It is recommended that you submit this form to Iasa on an ongoing basis.

The candidate must submit information regarding specific projects, the duration of each project, and a listing of skills used. You have the flexibility to submit this form as often as you like. Please submit one form per project/discrete work activity. This form is due to Iasa before the two-year reporting deadline (see reporting for additional information).

The submission process is currently administered via the manage 'Professional Development' under 'Content & Features' on the 'Manage Profile' page after login.

FAQs

How often do I need to submit a CEU Reporting Form?

A CEU Reporting Form must be submitted for every CEU activity. It is recommended that you submit a CEU Reporting Form after the completion of each activity claimed.

How often do I need to submit a Practice Reporting Form?

A Practice Reporting Form must be submitted for each project or discrete work activity. This form is due to Iasa before the two-year reporting deadline.

Do I need to be logged in as an Iasa member in order to submit a CEU Reporting Form?

No. You may submit the online reporting form without logging into the Iasa website as an Iasa member.

How many CEUs do I need to satisfy the Iasa CEU requirements?

All credential holders are required to collect 40 hours of CEUs annually. In combination with obtaining CEUs, the credential holder is also required to have worked as an architect for a period of at least 8-weeks during the same year.

How often will CEUs be calculated?

Iasa calculates CEUs on a two-year basis. Final CEU Reporting is due on two year anniversary of earning your certification.

Will I ever be required to re-take my exam?

The Iasa CEU Program has been implemented to ensure that professionals maintain their level of capability without the onus of recertification, which is both difficult and expensive. However, failure to maintain CEU requirements will result in the expiration of the credential, and therefore may require re-certification.



What will happen if I fail to complete or report the required CEUs to maintain my certification?

Failure to complete or report required CEUs will result in the expiration of your certification. CEUs must be reported to IASA before the December 31st deadline in even numbered years.

How will CEU reporting be governed?

Governance of CEUs will be managed through random audits. IASA will select a candidate for audit based on a random selection methodology. Selected candidates will be contacted by an IASA employee to review their credential submissions individually.

I'm not sure if a specific activity will be approved by IASA as a CEU activity. How can I know for sure?

If you should have any questions about relevant CEU earning activities, please don't hesitate to contact IASA for support: education@iasaglobal.org or call IASA Headquarters 1.512.637.4272

