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IES EDUCATION COURSES

CONTINUING EDUCATION / LEARNING UNITS (CEU) AND LEARNING UNITS (LU)

Members of many professional organizations are required to earn a certain number of continuing education units to demonstrate currency of knowledge and skills, and to maintain their professional standing. Practicing professionals also need to earn professional development hours to submit to State agencies to qualify for recertification and licensing. Lighting is a topic among those that "count" if there is an approved course available.   IES offers the opportunity for attendees at its courses, seminars, workshops and conferences to receive educational credits. This also benefits IES Sections by attracting non-members to register and participate in IES educational programs.

IES CEUs – 1 CEU for every 1 contact hour of instruction. The program coordinator should complete the forms contained in the IES Section Guide. CEUs are available for ED-100 and ED-150 courses, other seminar and conference programs, and individual Section meeting programs, provided that a minimum number of hours of instruction are offered.   Contact Pat McGillicuddy at the IES Office for more information.

AIA (American Institute of Architects) Learning Units (LUs) - IES is a registered provider of educational programs. The number of LUs awarded for programs equal the number of hours of instruction. LUs are available for Society courses and seminars and IES will file the necessary paperwork with AIA on your behalf.   Course coordinator should complete the forms contained in the Section Guide. Contact Pat McGillicuddy for more information.

Professional Development Hours – IES will provide an electronic Certificate of Attendance, indicating the number of hours of instruction received for any Society course, seminar or other program, which may be submitted for educational credits to other organizations or State agencies that recognize the program.

NOTE: To obtain approval for any learning units, the Course Coordinator must contact Pat McGillicuddy at the IES Office at least one month before the course is announced. Included in the requirements are details about program content, information about each instructor, teaching methods, number of hours of instruction and learning objectives. (See forms in the Section Guide.)

NCQLP (National Council on Qualifications for the Lighting Professions) – Anyone who has the LC (Lighting Certified) designation must earn 36 Lighting Education Units (LEUs) each three-year cycle for recertification.   Instructors may earn LEUs for teaching courses and participants may earn LEUs for attending. **NOTE: It is the responsibility of each participant to keep a record of his/her involvement in these programs and to self-declare LEUs to NCQLP at the end of the three-year period. Course coordinators do NOT need to request approval to award credits.**

CONTINUING EDUCATION UNITS (CEUS) AND OTHER CREDITS

The Continuing Education Unit (CEU) is a nationally recognized unit of measurement for participation in non-credit continuing education programs. One CEU is defined as one (1) contact hour of participation in an organized, continuing education experience under responsible sponsorship, capable direction, and qualified instruction. The IES CEUs are part of the Society's POLICIES under Education - Policy 4.2. The IES Policies in their entirety are included in Section 9 of this Guide.

The Goals of the IES-CEU program are to provide:

1. Continuing education opportunities for all who may benefit from them in subject matter relating to lighting.

2. Participants with tangible evidence (the IES-CEU) of their satisfactory completion of a continuing education activity.

3. Enhancement of the general image of the Society as an organization that fosters the continued technical and professional growth of its members.

4. A stimulating atmosphere within the Society that encourages continuing education and learning.

5. Evidence to the outside world of IES's interest in and emphasis on professional competence of lighting practitioners.

AIA LEARNING UNITS (LUs)

The American Institute of Architects (AIA), through its Continuing Education Systems (CES), provides professional development opportunities to its members. CES was developed by the AIA to record professional learning as a mandatory requirement for architectural membership. It enables the architect to keep current, master new knowledge and skills and demonstrate professional responsibility. AIA members must complete 18 Learning Unit (LU) hours (4 in health, safety and welfare related topics) for annual membership renewal. IES is a CES registered provider of educational programs.

IES Section Opportunities
Architects and practicing professionals from other disciplines are looking for opportunities to gain knowledge and understanding of new technology, applications and methods. Sections are encouraged to market and promote IES as a course provider to develop mutually rewarding relationships.

The approval procedures to obtain AIA LUs are the same as those described for CEUs. Check the request for AIA LUs on the top of the application form and IES will register the program for you in the CES database and also in the AIA online advertising area … but lots of advance notice please!

GUIDELINES FOR APPROVAL OF AN IES-CEU/AIA-LU PROGRAM

1. An IES CEU is defined as one (1) contact hour of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Additional fractions of IES-CEUs may be earned in increments of 0.25. An AIA-LU is also defined as one (1) hour of participation in such a program.

2. IES-CEUs and AIA-LUs may be earned for participation in approved courses, workshops, tutorial seminars and the like. Credits may not be earned for college degree credit programs, high school equivalency programs, orientation programs, committee meetings, conventions (except for separately programmed educational activities), mass-media programs, lecture series, work experiences, or self-directed studies.

3. Programs for IES educational credit in CEUs may be offered by IES Sections or Regions, post-secondary educational institutions, and other organizations. Any organization that proposes to offer an IES-CEU program must request approval in advance of offering the program. In a formal classroom setting, the number of contact hours is easily determined. In less formal settings, it is the responsibility of the program coordinator to assess and recommend the equivalent number of contact hours. Programs for AIA LUs may be offered by IES Sections or Regions but not by other organizations using the IES provider status. (Other organizations are encouraged to obtain separate provider status with AIA.)

4. In the case of joint sponsorship of an approved program by IES and a post-secondary educational institution or other organization, participants may not receive credits from both organizations for the same program.

5. To obtain approval for a course, workshop, seminar or other educational program, the enclosed forms must be completed and submitted along with a detailed description of the curriculum, instructors' credentials, and other pertinent materials (e.g., sample tests, workshop problems, etc.). Program documentation must be submitted each time the educational program is offered.

6. A key element in the evaluation of the quality of the proposed program is the qualification of the instructor. In choosing an instructor for an IES-CEU or AIA-LU program, the sponsoring organization should be sure that the person selected:

   a. Has had prior teaching experience, preferably at the post-secondary educational institution level.
   b. Has recognized technical expertise in the subject matter being presented.
   c. Understands and relates well to the adult learner.

7. Attendance alone is not sufficient to merit receiving IES or AIA-LUs. Evidence must be presented that learning has taken place and that the participant has achieved some degree of improved competency as a result of the experience. This may be demonstrated by the passing of a final examination, by quizzes, or by the successful completion of assignments throughout the program.

PROCEDURES FOR CONDUCTING AN APPROVED IES-CEU/AIA-LU PROGRAM

1. During the planning stage and at least one month in advance of the starting date, the sponsoring organization is to submit the form "Request for IES-CEU/AIA-LU Program Approval" (**Form 1**) to the IES office for approval.

2. Programs may not be announced or advertised as offering educational credits unless and until acknowledgement of the receipt of **Form 1** and approval for the credits has been received from the Society's office.

3. At the start of the program each participant is to be given the form "Participant's IES-CEU/AIA-LU Program Evaluation" (**Form 2**) with a request that it be completed by the end of the program, collected by the course coordinator, and sent to the IES Education Program Manager. Average course ratings of 3 or above (on a scale or 1 to 4, poor to excellent) are necessary for IES to maintain its approval status as a registered provider with other organizations.

4. At the completion of the program, the program coordinator must complete the "Participant Roster, IES-CEU/AIA-LU Program" (**Form 3**) and send it (together with **Form 2**) to the IES Education Program Manager. The form is to be accompanied by a fee of $5.00 for each participant listed in order to obtain IES-CEUs. The office will register and file the roster and send an IES-CEU verification certificate to the sponsoring organization for presentation to each participant and register the names of AIA members who wish to obtain AIA-LUs with the AIA/CES database.

5. The program coordinator should also collect and submit requests for electronic Certificates of Attendance (**Form 4**) to the IES Education Program Manager (at NO charge).

6. A personal file will be established for each participant listed on the program roster. If an individual wishes to have a printed transcript of IES-CEUs earned to date, this may be obtained from the IES office for a service fee of $5.00.

HOW TO FILL OUT FORM 1

1. At the top of the form please indicate by checking the appropriate box if IES CEUs and/or AIA LUs are being requested.

2. The contact information must be typed or written in a legible way – we may need to write or call you!

3. Please attach information about instructors'/speakers' credentials on separate sheets. Each speaker must complete a Quality Assurance statement (**Form 1A**) and this must be submitted together with **Form 1** before the program can be approved.

4. Please attach the program schedule on separate sheets.

5. Note that AIA members must complete 18 Learning Unit hours for annual membership renewal – 4 of those must in *health*, *safety*, and *welfare* topics (HSW). Programs that offer HSW credits are, therefore, of value to the AIA member. The program coordinator, however, **MUST** demonstrate through clearly stated learning objectives that **seventy five percent** (**75%)** of the content specifically addresses one or more HSW-related issues:

    Health - aspects of lighting that have salutary affects among users of buildings or sites and that address environmental concerns.
    Safety - aspects of lighting intended to limit or prevent accidental injury among users of buildings or sites.
    Welfare - aspects of lighting that engender positive emotional responses among users of buildings or sites.

    Among subject areas that apply:

Energy efficiency	Daylighting design
Environmental issues	Human vision
Lighting systems	Lighting controls
Preservation, renovation, restoration	Lighting to enhance space/architecture
Safety and security	Lighting for seeing tasks
Sustainable design	Psychological and physiological aspects

6. Describe the audience for the program.

7. Every course or program must have at least **four** (**4**) learning objectives. Please provide an explicit statement; for example:

    The objective of this course (program) is to discuss (analyze, apply, calculate, clarify, compare, create, determine, evaluate, examine, identify, provide, specify, understand) the possible design solutions for showcase lighting in museums.

8. Identify all the teaching methods that will be used.

9. Identify all the materials that will be used.

10. What methods will be used to determine how well the learning objectives have been met?

11. Overall how do you rate the level of education for this course or program?

12. What is the registration fee for this course or program (member/non-member/student/other)?

FORM 1
REQUEST FOR IES-CEU/AIA-LU PROGRAM APPROVAL

Date of Request_____

Request for IES CEUs   ☐
Request for AIA LUs   ☐

This form must be completed by the sponsoring organization at least one month prior to the starting date and faxed or e-mailed to the Manager of Technology, **(212) 248-5017 Fax, pmcgillicuddy@ies.org.**

Date(s) of Program:_____

Location: _____

Title of Program: _____

Sponsoring Organization: _____

Submitted by: _____Phone_____ __

Email: _____Fax_____

Address: _____

City, State & Zip: _____

Program Coordinator: _____Phone:_____

Email:_____Fax _____

Address:
_____

_____

City, State & Zip:_____

Number of Hours of Instruction:_____

Name(s) and Qualification(s) of Instructor(s) ___Attach separate sheet

Brief Description of Program (Attach Program Time Schedule):

Health Safety and Welfare
(Check if applicable)

Health ☐   Safety ☐   Welfare ☐

Must list topics that qualify (see instructions for list of suggested topics)

_____

_____

Program qualifies for HSW credit. (HSW topics must be at least 75% of program content) Yes__No__

Who is the target audience?

_____

_____

Learning objective to be achieved. Each program must have at least **four** learning objectives clearly stated to indicate what new knowledge or skill participants will gain from the program. These should be clear, actionable statements of what you want the attendee to learn and must be clearly defined and communicated to participants in meeting announcements and at the beginning of the program. Please list the learning objectives below.

_____

_____

_____

_____

Teaching Methods to be Used (check all applicable)

_____Individual Speakers	_____Group Participation
_____Panel	_____Individual Projects
_____Workshop	_____Group Projects
_____Audio/Visual Aids	_____Video Tapes
_____Case Studies	_____Handout Materials

Describe material resources to be used:

_____IES materials (describe)_____

_____Other printed materials (describe)_____

_____Software

_____Videos

_____Slides/overheads

_____On-site observations

_____Other (describe)_____

How learning objectives are to be evaluated: (check all applicable)

_____Written exam

_____Submission of project

_____Other (explain) _____

Program Level (check one)

_____BASIC AWARENESS -   teaches participants the elements of light and vision and their relationship to living spaces and perception.

_____INTERMEDIATE SKILLS - provides participants with the knowledge and skills required to solve problems in specific areas of lighting.

_____ADVANCED -   teaches participants how to apply knowledge to complex design problems, about newly emerging areas, or about highly specialized subject areas.

Registration fee: _____

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FOR IES OFFICE USE ONLY

Number of IES-CEUs_____   IESNA Program File Number_____

_____Approved

_____Not Approved

Reasons for non-approval: _____

Signature_____Date: _____

==

Number of AIA-LUs_____   AIA/CES Program File Number_____

_____Approved

_____Not Approved

Reasons for non-approval:_____

Signature_____Date:_____

_____

Illuminating
ENGINEERING SOCIETY

FORM 1A
SPEAKERS QUALITY ASSURANCE STATEMENT

2000-2009 IES Quality Commitment Statement

This quality commitment statement is designed to maintain the highest quality educational standards for IES and should be applied to all presentations delivered at IES seminars, conferences, webcasts, and educational courses

Speaker/Instructor
Name:_____

The benefits of a quality commitment include:

1. The Presenter's personal and professional reputation as a resource for quality education and information will be maintained.

2. IES will be recognized as an organization that offers excellent, unbiased educational programs for all audiences.

3. IES will maintain its stature and credibility with other organizations and State Licensing Boards as a primary source for mandatory continuing education

To ensure all these benefits are accomplished, I agree to:

1. Deliver the requested program without endorsement, bias, marketing or sales orientation.

2. Strive to make my verbal presentation and written and graphic materials as meaningful, accurate, appropriate, and interesting as possible and deliver it in the allocated timeframe.

3. Ensure that company logos, product name, and branding are limited to the first and last slides *only* of any presentation (unless the copyright slide is used) and recognize that any information and handouts distributed during the program are done so with the intent to reinforce the learning objectives and will not be proprietary in nature.

4. Defer product and proprietary specific questions of my particular products/services for discussion one-on-one *after* the formal, educational portion of the program has concluded.

Agreed:

_____   _____   ___/___/____
Name (print)   Signature   Date

FORM 2
PARTICIPANT'S IES-CEU/AIA-LU PROGRAM EVALUATION

Participants are asked to complete this form and e-mail or fax it to the Manager of Technology, IES, (212) 248-5017 Fax, pmcgillicuddy@ies.org.

Date of Completion:_____

Title of Program: _____

IES Section or other sponsoring Organization:_____

Program evaluation (please rate)	Poor = 1	2	3	4 = Excellent
Overall rating of program	☐	☐	☐	☐
Content and program organization	☐	☐	☐	☐
Quality of visuals	☐	☐	☐	☐
Effectiveness of course materials (handouts, binders)	☐	☐	☐	☐
Did content meet your needs/expectations?	☐	☐	☐	☐

How would you rate the content?

Basic___   Intermediate___   Advanced____

Speaker(s) Evaluation

Overall rating of instruction	☐	☐	☐	☐
Quality of presentation/delivery	☐	☐	☐	☐
Were instructor(s) knowledgeable?	☐	☐	☐	☐
Were instructor(s) responsive to audience?	☐	☐	☐	☐
Was the course free of commercialism?	☐	☐	☐	☐

General Comments

What aspects of the program did you like best?

_____

What aspects of the program did you like least?

_____

Any additional comments are welcome as an aid in improving future programs

_____

Optional:

Your Name:_____

Company:_____

Address:_____

FORM 3
PARTICIPANT ROSTER – IES-CEU/AIA-LU PROGRAM

Please complete this form at the end of the program and Fax or e-mail to the Manager of Technology, IES,(212) 248-5017 Fax, pmcgillicuddy@ies.org.

Title of Program:_____

Starting Date:_____ Completion Date:_____

For IES Office Use Only
IES Program File Number:_____ Number of IES-CEUs:_____
AIA Program File Number:_____ Number of AIA-LUs_____

Sponsoring Organization:_____

NOTE: ATTACH COMPLETE ROSTER OF PARTICIPANTS

Name of participant PRINT NAME LEGIBLY!	IES CEUs (check box)	AIA LUs (check box)	AIA Membership #

I certify that those listed have satisfactorily completed the program and are entitled to the award of the IES-CEUs/AIA/LUs approved for this program.

Signature
(Program Director):_____Date:_____

FORM 4
E-MAIL CERTIFICATE REQUEST

FOR ATTENDEES WHO WISH TO OFFER PROOF OF PARTICIPATION TO EARN CONTINUING EDUCATION CREDITS WITH OTHER ORGANIZATIONS OR STATE AGENCIES.

Title:

Date:_____

IES CERTIFICATE REQUEST FORM

Attended	Session End Date	Program Title	Hours of Instruction
Yes ☐			
		Total:	

I hereby certify that the above information is true and accurate to the best of my knowledge and that I have attended the reported sessions. Credit will not be awarded without signature.

ATTENDEE SIGNATURE   DATE

Participants: Complete and return this form to the program organizer

Or e-mail or Fax to: Pat McGillicuddy
                                          Manager of Technology
                                          pmcgillicuddy@ies.org
                                          FAX: 212-248-5017

A certificate will be e-mailed to you:
(Please write legibly!)

Name:_____

E-mail address:_____

Phone:_____