CNU

How to Obtain Continuing Education Credits for Chapter Events

CNU National will apply for your AIA and AICP credits for your events. Please email the Chapter Coordinator, chapters@cnu.org, at least a month before the event.

- Complete the AIA and AICP Continuing Education Credit Forms and send them to the Chapter Coordinator. They will then send you a current AIA Speaker Agreement.

- Have your speaker(s) sign the AIA Speaker Agreement. The agreement must be signed by the speaker and sent to the Chapter Coordinator.

- After the Chapter Coordinator has applied for your credits, you will be sent a course attendance form and a PowerPoint file, which you will need to tailor for your event, with relevant event and speaker information and learning objectives.

- During the event, make sure that attendees see the continuing education credit PowerPoint. Have the course attendance form in a visible spot in the front of the room.

- Within a week after the event, send your completed AIA sheets to the Chapter Coordinator. The Chapter Coordinator will then report attendance on AIA. *AICP credits are self-reporting.

- Chapters are responsible for sending any certificates of completion requested by attendees. CNU National can send you a template that chapters may use to create certificates.

Please direct any questions about continuing educating credits to the Chapter Coordinator, chapters@cnu.org.