

## Continuing Education Presenter Quality Commitment Statement

To maintain AIA and IACET standards for continuing education programs, all presenters, facilitators, instructors, speakers, etc. must:

1. Be competent, capable, and prepared to teach the approved continuing education program.
2. Skillfully use appropriate instructional methods and technology.
3. Keep current on the topics, technologies, practices, materials, etc., covered by the learning program.
4. Deliver AIA-approved continuing education programs in a manner consistent with the quality and content standards of the AIA without endorsement, bias, marketing, or sales orientation in accordance with the learning objectives reviewed and approved by AIA CES.
5. Provide only information and handouts germane to the educational content of the course and intended to reinforce stated learning objectives.
6. Defer product-specific and propriety questions for discussion either before the program has started or after the program has formally concluded.
7. Deliver accurate, appropriate, and interesting presentations and materials utilizing sound learning practices.
8. Use program evaluations and self-evaluations for continuous improvement.
9. Notify the provider when corrections to program materials are needed.
10. Ensure that significant features of the program (as described in the AIA Standards for Continuing Education Programs) have been communicated to participants in advance of the course.
11. Verify that participants are present for the full duration of the course.
12. Comply with all AIA standards and ethics for continuing education programs
13. Disclose, in advance of the learning event, any proprietary interest in any product, instrument, device, service or material discussed during the presentation.
14. Identify a backup presenter in the event of an emergency.
15. Grant BNP Media the right to publish, reproduce, distribute and modify the provided submission. While I retain ownership rights, I also consent to BNP Media's use of my name, photograph, image, presentation, or portions quoted or derived from my presentation in related publications, advertising or promotion of such event.

**I have read, understand, and agree to abide by the terms listed above.**

\_\_\_\_\_  
Presenter Name (print)

\_\_\_\_\_  
Presenter Signature

\_\_\_\_\_  
Date