

2010 AIA/CES Course Attendance Template

Registered Providers are responsible for reporting to the AIA/CES the names of ALL AIA members.
 Use this form to record the names of all attendees AIA members who have earned credit.
 This document or another sign in sheet must be kept on file for six (6) years with the Provider Point of Contact.



Course Title _____

Provider Number _____

Course Number _____

Provider Name _____

Name of Presenter: _____

Date of Course: _____ City/State: _____

Participants at this course: **(Please print or type)**

| AIA Member | AIA Membership # (required) | Name of Participant | Certificate* Request |
|------------------------------|--------------------------------|---------------------|--------------------------|
| 1. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 2. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 3. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 4. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 5. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 6. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 7. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 8. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 9. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 10. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 11. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 12. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 13. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 14. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |
| 15. <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> |

Submit these attendees within two weeks of course completion online to CES Discovery. Please do NOT mail, email, or fax this form to AIA/CES.

*It is the responsibility of the Provider to send out certificates of completion to all participants that request them.