



### **Offering Continuing Education Credits (AIA/AICP) to Chapters**

CNU National will apply for your AIA and AICP credits for your events. Please email the Chapter Coordinator, [chapters@cnu.org](mailto:chapters@cnu.org), at least a month before with the required documents.

- Complete the CNU Chapter CES Request for both AIA and AICP.
- Have your speaker(s) sign the AIA Speaker Agreement It must be signed by the speaker and sent to the Chapter Coordinator.
- After you have applied, you will be sent a course attendance form and a PowerPoint, which you will need to tailor for your event with event and speaker information, along with learning objectives.
- After the event, send your completed AIA sheets to the Chapter Coordinator within a week. The Chapter Coordinator will then report attendance on AIA. AICP is self-reporting, see the Sample CM instructions for Participants document
- AIA/AICP Certificates will then be made within a month of the event.
- If you ever have any questions about continuing education credits, please feel free to email the Chapter Coordinator at [chapters@cnu.org](mailto:chapters@cnu.org).