## COURSE INFORMATION
Continuing education has been a mainstay of IIDA. IIDA supports the pursuit of life-long learning and accepts all IDCEC-approved courses as well as other educational programming. Use the following table to determine how to report your course participation.

### QUALIFIED CEUS

<table>
<thead>
<tr>
<th>IDCEC-approved programs</th>
<th>Submitted to IDCEC by Provider. If unreported after 2 weeks, self-report under Self-Report IDCEC Course Attendance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses approved by AIA/CES or USG/GBCI</td>
<td>Self-report to IDCEC under Report Non-IDCEC Course or Activity Attendance. Enter IIDA-1819 under the Seminar/Class Code and IIDA Approval Number sections. Upload proof of attendance. Must show affiliated organization logo and course number.</td>
</tr>
<tr>
<td>Conferences approved by AIA/CES or USG/GBCI</td>
<td>Self-report to IDCEC under Report Non-IDCEC Conference. Enter IIDA IIDACF1819 as the Seminar Code and the IIDA Approval Number for each session entry. Upload proof of attendance. Must show affiliated organization logo and course number.</td>
</tr>
<tr>
<td>Courses offered by other providers, including those offered at an accredited college or university (not taken toward a degree)</td>
<td>Complete the IIDA NICA CEU Approval Form and submit along with proof of attendance. Include $25 processing fee. Sessions are reported to IDCEC in eight-hour increments per day. For example: A 10-hour day will be divided into two days for reporting purposes. IIDA will report to IDCEC.</td>
</tr>
<tr>
<td>Conferences offered by other providers</td>
<td>Complete the IIDA NICA Conference Form and submit along with proof of attendance. Include $25 processing fee. Sessions are reported to IDCEC in eight-hour increments per day. IIDA will report to IDCEC.</td>
</tr>
</tbody>
</table>

### NON-IDCEC CEU APPROVAL (NICA) FORM INSTRUCTIONS
1. Complete a Non-IDCEC CEU Approval (NICA) Form to report a continuing education program that was not previously approved through the IDCEC, AIA/CES, or USG/GBCI.
2. One form must be completed for each separate course:
   a. Courses must meet the one-hour minimum education requirement.
   b. Round down to the nearest hour. Exclude lunches, breaks, introductions, etc.
3. Include official verification of your attendance that delineates the hours of instruction received, i.e. an official certificate of completion from an educational provider or a transcript from an accredited college or university. You may be asked to submit a delineated course outline for courses exceeding one hour of instruction.
4. Include a non-refundable fee of $25.00 per submission.
5. Once approved, IIDA will report your credit on to the IDCEC CE Registry. Allow three to four weeks for IIDA to process your request. Please note that submission does not guarantee approval. Once reviewed, approval notification will be emailed to you.

It is the responsibility of the IIDA member to submit all of the following materials if official verification is unavailable:
- Official class syllabus/outline with the lecture time quantified
- Course materials, such as hard copy of multimedia presentations or handouts
- Biography of speaker/instructor

INCOMPLETE FORMS WILL BE RETURNED WITHOUT REVIEW.
IIDA COMPLIANCE FACTS

The current compliance period for IIDA Professional and Associate members is January 1, 2018 to December 31, 2019.

The current compliance period applies if you became either a Professional or an Associate member (active or inactive), including educators, IIDA Fellows, and chapter officers, prior to January 1, 2018. This allows you two years to complete the 10 hour = 10 CEU requirement. If you became a Professional or Associate member after January 1, 2018, your first compliance period will begin January 1, 2020.

IIDA compliance requirements are independent from individual state licensing continuing education requirements. NOTE: Some, but not all, courses may be submitted for consideration for both IIDA and your individual state requirements. Please check with your state licensing board to verify continuing education policies and procedures.

Courses must meet the one-hour minimum education requirement. CEUs are awarded based on half-hour increments after the first 60 minutes. One contact hour of learning activity equates to one CEU. Contact hours are rounded to the lowest half-hour increment. For example, if instruction time is 75 minutes the course will receive one contact hour or one CEU; 90 minutes will receive 1.5 contact hours, or 1.5 CEUs.

CEUs are not transferable between compliance periods. Any additional credits, above and beyond the required 10 CEUs and/or accumulated before January 1, 2018, cannot be credited to the current compliance period. IIDA does not post-date CEUs. The attendance date will be used as your completed date.

Submit CEUs within one month of attending the program.

Keep a copy of all CEU records, including Non-IDCEC CEU Approval Forms and Certificates of Attendance/Completion. According to IIDA policy, members may be requested to submit proof of course completion to IIDA Headquarters. IIDA recommends the use of the IDCEC CE Registry to maintain your CEU records. For more information, visit www.idcec.org.

Additional compliance information is available in the Professional Development section of the IIDA website. Details regarding CEU learning options are available online.

ACTIVITIES FOR WHICH CEU CREDIT IS INTENDED

• Structured travel/study tours led by qualified instructors (self-guided tours are NOT acceptable)
• Courses at museums and other cultural institutions that are led by qualified instructors and directly relate to the interior design industry
• Courses taken at an accredited college or university (courses will not qualify if they are taken as part of a degree program)
• Courses taught by professional consultants that are related to the design industry
• Courses approved through professional organizations that do not offer automatic reciprocity with IDCEC, i.e., IFMA, NEWH, NKBA, etc.
• Distance education courses via the Internet or trade publications that directly relate to the interior design industry
• Education tracks at industry-wide conferences and symposia

It is the responsibility of the individual member to display direct correlation between their educational experience and its application of learned outcomes to their daily practice within the interior design industry.

ACTIVITIES FOR WHICH CEU CREDIT IS NOT INTENDED

• Association membership, leadership activities, committee meetings
• Volunteer experiences at industry-related events, i.e. competition judging
• Professional exam preparation, i.e., NCIDQ, LEED, etc.
• Courses taken at an accredited college or university toward an industry-related degree
• Stand-alone mass media programs (TV, radio, newspaper articles, journal articles), unless they are a planned, integral part of an established continuing education experience subject to IDCEC CEU criteria
• Conventions and expos; only planned learning activities through the program sponsor within such events may qualify for CEU credit
• Self-guided tours, showroom tours
• Work experience and internships
• Individual scholarship, such as articles, books, research projects, presentations of papers, or teaching a course that has not been IDCEC-approved

Submission of a Non-IDCEC CEU Approval Form does not guarantee approval.
All submissions are subject to review by the IIDA Educational Review Board.