



## INSTRUCTIONS FOR INDIVIDUAL APPROVAL SUBMISSIONS

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IIDA Members may receive CEU credit for certain educational programs which were not previously approved through the IDCEC (Interior Design Continuing Education Council) Review Board. To submit such a course for credit through IIDA, follow the instructions below:

1. Complete an Individual Approval Reporting Form (IARF) to report a continuing education program which was not previously approved through the IDCEC Review Board. One form must be completed for each separate course or conference track.
2. Include official verification of your attendance which delineates the hours of instruction received, i.e. an official certificate of completion from an AIA CES Provider or a transcript from an accredited college or university.

Allow 6-8 weeks to process your request through IIDA and please print clearly. Please note that submission of the IARF does not guarantee approval. Once reviewed, approval notification will be mailed to you.

**It is the responsibility of the IIDA Member to submit all of the following material if official verification is unavailable:**

- ♦ Official class syllabus/outline with the lecture time quantified
- ♦ Course materials such as hard copy of multi-media presentations or handouts
- ♦ Biography of speaker/instructor

**INCOMPLETE FORMS WILL BE RETURNED WITHOUT REVIEW**

## COMPLIANCE FACTS

**The current compliance period for Professional and Associate Members is January 1, 2010 to December 31, 2011.**

The current compliance period applies if you became either a Professional or Associate Member (active or inactive) prior to January 1, 2010. This allows you a full two years to complete the 1.0 CEU requirement. If you became a Professional or Associate Member after January 1, 2010, your first compliance period will begin January 1, 2012.

- IIDA's 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
- CEUs are not transferable between compliance periods. Any additional credits, above and beyond the required 1.0 CEU and/or accumulated before January 1, 2010, cannot be credited to the current compliance period.
- IIDA does not post-date CEUs. The attendance date will be used as your completed date. You must submit CEUs within one (1) month of attending the program.
- Keep a copy of all CEU records including Individual Approval Reporting Forms and Certificates of Attendance/Completion. According to IIDA policy, Members may be requested to submit proof of course completion to IIDA Headquarters.
- Additional compliance information is available in the Education section of the IIDA website. Details regarding CEU learning options are available on-line, as well as monthly updates for CEU programming via the CEU Calendar and DesignMatters.

## COMPLIANCE FACTS

### ACTIVITIES FOR WHICH CEU IS INTENDED

- Structured travel/study tours led by qualified instructors (self guided tours are NOT acceptable)
- Courses at museums and other cultural institutions which 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 which do not offer automatic reciprocity with IDCEC, i.e. AIA, IFMA, NEWH, 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 IS NOT INTENDED

- Association membership, leadership activities, committee meetings
- Volunteer experiences at industry-related events, i.e. competition judging
- Professional exam preparation
- Courses taken at an accredited college or university toward a industry-related degree
- Stand alone mass media programs (TV, radio, newspaper articles, journal articles) do not qualify 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
- 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 the Individual Approval Reporting Form does not guarantee approval.  
All submissions are subject to review by the IIDA Educational Review Board.

For more information on Continuing Education opportunities through IIDA, or if you have questions regarding CEU compliance, contact IIDA Headquarters at [www.iida.org](http://www.iida.org).

2/2010



## SUBJECT CODE INDEX

### 1. THEORY & CREATIVITY

1. Color
2. Design Creativity
3. Human Factors/Ergonomics
4. Psychology

### 2. INTERIOR DESIGN

1. Universal Design
2. Design Processes
3. Design Trends
4. Furniture Design & Materials
5. Future Issues
6. Interior Landscaping
7. Interior Signage and Graphics
8. Lighting Design
9. Programming & Planning
10. Space Planning
11. Special Populations
12. Sustainable and/or Environmental Design

### 3. INTERIOR DESIGN EDUCATION

1. Not Used
2. Instruction
3. Research
4. Theory

### 4. DESIGN SPECIALTIES

1. Corporate/Office
2. Governmental
3. Hospitality
  - Clubs, Hotels, Restaurants
4. Industrial
5. Institutional
  - Detention/Correction
  - Educational/Day Care
  - Hospital
  - Religious
  - Retirement
6. Retail/Store Planning
7. Residential
8. Not Used
9. Specialty Miscellaneous
  - Fitness/Spas
  - Kitchens/Bathrooms
  - Halls, Theatre, etc.
10. Not Used
11. Not Used

12. Not Used
13. Facilities Management
14. Historic Preservation/ Adaptive Reuse
15. Healthcare
  1. Electrical & Telecommunications
  2. Energy Efficiency
  3. Finite Resources & Uses
  4. Floor Coverings

### 5. TECHNICAL KNOWLEDGE

1. Acoustics
2. Audio Visual
3. Bldg. Construction & Materials
4. Ceiling Treatments
5. Electrical & Telecommunications
6. Energy Efficiency
7. Finite Resources & Uses
8. Floorcoverings
9. HVAC
10. Interior Environments & Indoor Air Quality
11. Lighting
12. Millwork/Cabinetry
13. Paints
14. Plumbing
15. Security Systems
16. Textiles
17. Wall Coverings
18. Window Coverings
19. Ergonomics

### 6. CODES & STANDARDS

1. Barrier Free/ADA
2. Building Codes
3. Fire Safe Design
4. Testing Standards

### 7. COMMUNICATION SKILLS

1. Computer Systems and Applications
  - Accounting
  - CAD
  - Project Management
  - Facilities Management
  - On-Line Training
2. Graphic
3. Oral
4. Written/Presentation
  - Multi-Media Presentation

### 8. BUSINESS & PROFESSIONAL PRACTICE

1. Contract Documents
  - Specification Writing/Working Drawings
2. Design Practice Management
  - Client Relations
  - Consultant Relations
  - Contractor Relations
  - Facility Management Relations
  - Financial Management/ Budgeting
  - Managing & Motivating Designers
  - Professional Fees & Compensation
    - Professional Fees & Compensation
1. Ethics
2. Legal Issues
  - Legal Contracts
3. Ethics
4. Legal Issues
  - Legal Contracts
  - Professional Liability/Insurance
5. Personal Development
6. Project Management
  - Bidding & Negotiating/Cost Estimating
  - Construction Supervision/ Installation
  - Post Occupancy Evaluation
7. Proposals
8. Marketing and Public Relations

### 9. HISTORY & CULTURE

1. Architecture
2. Decorative Arts
3. Not Used
4. Interior Design
5. Travel Study
6. Culture

**As of November 2005. HSW designations will no longer be determined according to subject code. Each new course will be evaluated individually in order to determine if course content meets criteria to receive HS or W designation**