



Continuing Education

Helpful Hints for IDCEC Reporting

Review your [IDCEC Learner Profile](#) to learn what your records show us.

IDCEC user numbers were mailed to members of IIDA who are required to complete CEUs in late June of 2012. If you have not received an IDCEC number please contact the [IIDA Education Department](#) for more information.

Only IDCEC approved courses and those approved by IIDA through the individual review process ([NICA Form](#)) will be used to determine your compliance.

- Complete any pending surveys listed in your dashboard. Incomplete sessions will result in the course not reporting onto your transcript.
- Courses approved by other associations, i.e., AIA, GCBI, do not count towards the IIDA requirement unless submitted and approved for individual review, see below for more information.
- Self-reported courses listed in the IDCEC section must reflect valid IDCEC course/class code numbers in the Course/Seminar area and include an IDCEC Certificate of Completion. Failure to complete any of these steps may result in the course not reporting onto your transcript.
- If you have an IDCEC certificate that does not list the course number, please contact the course provider or IDCEC for the information. Enter the course/approval number in Course/Seminar Code area.
- Self-reported courses listed in the Non-IDCEC section must be approved by IIDA prior to reporting. Don't forget to check the IIDA Approval box and enter the IIDA approval number (listed on IIDA certificate) in the appropriate fields. Upload a copy of the IIDA certificate you received. Failure to complete any of these steps may result in the course not reporting onto your transcript. **Please note: as of March 2013, NICA form approvals are uploaded onto the IDCEC CE Registry by IIDA. You no longer have to self-report.**

Only valid courses completed between January 01, 2012 and December 31, 2013 count towards the current reporting period.

You do not have to complete CEUs if you:

- Joined as an IIDA Professional or IIDA Associate Member after January 01, 2012. Your first compliance period will begin January 1, 2014.
- Are an IIDA Retired Professional or IIDA Retired Associate Member.
- Are not a resident of Northern America. i.e., Japan or Mexico.



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Additional information available on the IIDA website:

[IIDA Compliance Requirements](#)

[FAQ for CEUs](#)

[Individual Review for Non-IDCEC CEU Approval](#)

How to report via IDCEC

[IDCEC Registry Step-by-Step Guide](#)

[IDCEC Learner Information](#)

Need to complete CEUs:

[Perspective Sponsored Articles](#)

[Healthcare Design Online CEUs](#)

[IDCEC Event Calendar](#)

[IIDA Chapter Listing](#)

[IIDA Event Calendar](#)

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