Helpful Hints for IDCEC Reporting

Review your IDCEC Learner Profile to learn what your records show us.

IDCEC user numbers were mailed to eligible members of IIDA who are required to complete CEUs in late June of 2012. If you have not received an IDCEC number you may use the IDCEC search option using your IIDA Member number or contact the IIDA Education Department.

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. Surveys are now only available for the first 5 days after attendance has been reported. After that time frame the course information will automatically list on your transcript and a printable certificate will be available for your use.

- Courses approved by other associations, i.e., AIA, GCBI, do not automatically count towards the IIDA requirement and must be submitted for individual review to IIDA.

- Self-reporting is available for non-IDCEC courses submitted and approved to IIDA prior to March 2013. Self-reported courses listed in the non-IDCEC section **must** be approved by IIDA prior to reporting. If self-reporting, don't forget to check the IIDA Approval box and enter the IIDA approval number (listed on IIDA certificate) in the appropriate fields, or to 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. **NICA form approvals processed after March 2013 are reported onto the learner's IDCEC CE Registry by IIDA. Please do not self-report.**

Only valid courses completed between January 01, 2014 and December 31, 2015 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, 2014. Your first compliance period will begin January 1, 2016.
- Are an IIDA Retired Professional or IIDA Retired Associate Member.
- Are not a resident of Northern America. Your main residence is in i.e., Japan or Mexico.

Where to report your CEUs on your IDCEC Dashboard:

Self-Report IDCEC Course Attendance (JAN-01-2012 to Date) – Use this section to report any IDCEC approved courses you attended after January 01, 2012 that were not reported by the IDCEC Registered Provider.

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.

Report IDCEC Conference Attendance (JAN-01-2012 to JUL-09-2012)- Use this section to report any IDCEC approved conferences you attended prior to July 9, 2012, such as IWCE Vision 12 or Las Vegas Market

Report IDCEC Conference Attendance – Use this section to report any IDCEC approved conference you attended after July 9, 2012, such as NeoCon 2013

Report *NON-IDCEC Course or Activity Attendance - Use this section to report any participation to non-IDCEC courses, such as AIA or GBCI courses

Report *Non IDCEC Conference –Use this section to report any participation to non-IDCEC conferences, such as IFMA's World Workplace Conference & Expo

*Non-IDCEC courses must be submitted to IIDA for individual review to qualify towards the IIDA compliance requirement. Use the NICA form to submit. Once approved, IIDA will report course completion onto your IDCEC learner profile.

Additional information available on the IIDA website:

IIDA Compliance Requirements

FAQ for CEUs

Individual Review for Non-IDCEC CEU Approval (NICA)

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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