I I D A

INTERNATIONAL INTERIOR DESIGN ASSOCIATION

Continuing Education

Helpful Hints for IDCEC Reporting

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

IDCEC will send user login information via email to eligible members of IIDA who are required to complete CEUs within 30 days of joining. 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, AIA/CES and USG/GBCI approved courses and those approved by IIDA through the individual review process (NICA Form) will be used to determine your compliance. Once you have logged into your IDCEC Learner Profile, use the following steps to report your continuing education credits:

- Complete any pending surveys listed in your dashboard. Surveys are now only available for the first five 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., NKBA, IFMA, do not automatically count toward the IIDA requirement and must be submitted for individual review to IIDA.

- Self-reporting is available for non-IDCEC courses approved by AIA/CES and USG/GBCI. Self-reported courses listed in the non-IDCEC section must list an IIDA approval number. Other non-IDCEC courses must be submitted to IIDA for review. Do not forget to check the IIDA Approval box and enter the IIDA approval number in the appropriate fields. You will be required to upload a copy of the certificate you received. Failure to complete any of these steps may result in the course not reporting onto your transcript. NICA form approvals are reported onto the learner's IDCEC CE Registry by IIDA. Please do not self-report these.

Only valid courses completed between January 01, 2018 and December 31, 2019 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 1, 2018. Your first compliance period will begin January 1, 2020.

- Are an IIDA Retired Professional or IIDA Retired Associate Member.

- Are not a resident of the United States or Canada.

Where to report your CEUs on your IDCEC Dashboard:

REPORT COURSE

Self-Report Non-IDCEC Course: Use this section to report any participation in AIA/CES or USG/GBCI courses. Enter **IIDA 1819** under both <u>Seminar/Course Code</u> and <u>IIDA Approval Number</u> sections. Upload your AIA or GBCI certificate of attendance. Other non-approved courses must be submitted to IIDA for review, see <u>Receiving Credit</u> for more information.

Self-Report IDCEC Course: Use this section to report any IDCEC-approved courses you attended that were not reported by the IDCEC Registered Provider. Enter IIDA class code number under <u>Seminar/Course Code</u>. Upload your IDCEC certificate of attendance.

REPORT CONFERENCE

Self-Report IDCEC Conference: Use this section to report any IDCEC-approved conference you have attended, such as NeoCon, NeoCon East, etc. Select program sessions attended and upload proof of attendance/ stamped CEU Verification Card.

Self-Report Non-IDCEC Conference: Use this section to report any participation in AIA/CES or USG/GBCI conferences, such as IFMA's World Workplace Conference & Expo. Enter **CFIIDA 1819 under** <u>Conference Code</u>. Add program sessions attended, use code **CF-1819-001, CF-1819-002, etc**., under <u>Seminar Code and IIDA Approval Number</u> and upload proof of attendance/ stamped CEU Verification Card. Other non-approved conferences must be submitted to IIDA for review, see <u>Receiving Credit</u> 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, contact the course provider or IDCEC. Enter the course/approval number in Course/Seminar Code area.

*Non-IDCEC, AIA/CES, or USG/GBCI courses or conferences must be submitted to IIDA for individual review to qualify towards the IIDA compliance requirement. Use the IIDA NICA form or IIDA NICA Conference form to submit. Once approved, IIDA will report approval onto your IDCEC learner profile. Please do not self-report these.

Additional information available on the IIDA website:
<u>IIDA Compliance Requirements</u>
<u>FAQ for CEUs</u>
<u>Individual Review for Non-IDCEC CEU Approval (NICA)</u>

How to report via IDCEC:
<u>IDCEC Registry Step-by-Step Guide</u>
<u>IDCEC Learner Information</u>

Need to complete CEUs:
<u>Distance Learning Programs</u>
<u>IDCEC Event Calendar</u>
<u>IIDA Chapter Listing</u>
<u>IIDA Event Calendar</u>

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