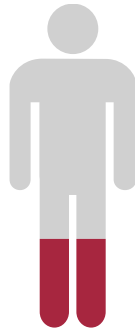




**IDCEC**

INTERNATIONAL DESIGN  
CONTINUING EDUCATION COUNCIL

BECOME AN  
IDCEC PROVIDER



Reach over  
**35,000**  
interior designers



Justify return of  
investment through  
professional continuing  
education.



Centralized,  
self-serve portal  
for CEU management.



Enhance your  
company image  
in the interior  
design industry.

- Visit [www.idcec.org](http://www.idcec.org)
- Review CE Provider requirements.
- Appoint one person as the main point of contact for all administrative CEU activity.
- Create Provider account online and pay annual fee to obtain secured access.
- Submit a CEU online for approval to IDCEC.

- Monitor your CEU dashboard regularly.
- Market your CEU and collect an IDCEC identification number from your registrants at the time of registration in the CEU.
- Schedule your CEU offering online and obtain the unique class-code.
- Submit attendance within 5-7 days of presenting your CEU so that learners can obtain credit.

- Generic Content.
- Content cannot promote an individual or company product, service or project.
- Company logo can only appear on the first and last page of the presentation.
- CEU must be a minimum of one hour and increments of one half hour.

- 1 contact hour equals 60 minutes of instruction.
- A seminar that is one hour and 15 minutes in length will be rounded down to 1 hour.
- Contact hours do not include breaks or meals.
- Contact hours do not include travel to and from venues.

- IDCEC defines a health safety and welfare (HSW) designated CEU as one where a minimum of 75% of the CEU content covers knowledge and practice of interior design that is focused on protection of the public and the environment.
- The subject of these CEUs can include, but is not limited to, codes, fire and life safety systems, sustainability, barrier free, energy compliance (HVAC, water, acoustics, electrical, etc.)
- CEU developers must meet the 75% requirement or their CEU will fall under the General Knowledge designation.
- A CEU developer must devote at least 75% of the slides, statements and training mentioning specific methods to achieve the specific designation.

- Handouts and presentation material used during the CEU presentation must be included in the CEU submission.
- Presentations submitted for approval must include a script or talking notes to give the reviewer insight into the content of the presentation.
- Presentation slides with pictures alone do not allow for a fair evaluation of a CEU.
- Clearly outline the learning objectives at the start of the presentation and recap at the end of the presentation.
- Do not advertise your program as IDCEC approved until you have officially been granted approval through your provider dashboard.



- All providers must schedule and obtain a class-code for a CEU event preferably before the event .
- An instructor can schedule a class-date for an event that has passed.
- The unique class-code is system generated and this must be handed out to learners after the class so that they have a reference when attendance is reported on their behalf.
- The class-code enables online reporting of attendance on behalf of the attendees.

- Providers will be required to report attendance online to IDCEC based on class-code within 5-7 days of presenting the CEU.
- This helps to track and monitor learning activity and obtain statistics for the provider and IDCEC.
- Attendance must be reported so that the CEUs are recorded on the IDCEC transcript for learners.

- Instructors will no longer be required to hand out certificates of completion or course surveys to learners who have a unique IDCEC number. These will be online after attendance has been reported by the provider of the CEU.
- Learners who do not have an IDCEC number must be issued with a certificate of completion (paper copy) by the providers so they can claim CEU's from their membership organizations (Example: AIA, NKBA, etc.)
- Do not issue a certificate of completion to a learner who belongs to ASID, IIDA or IDC. Report their attendance on the IDCEC portal only with their IDCEC number that you will collect at the time of registration.

Please contact:

Please Contact: [admin@idcec.org](mailto:admin@idcec.org)