

How to Schedule a CEU Event and Manage Your CEUs

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About | IDCEC Members | Event Calendar | Register your CEUs | CE Providers | Reviewers

Attention! This is the Development Environment!

Login

User Name*

Password*

Login | Forgotten Password

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Enter your chosen User Name and Password. If you forget your password click on the 'Forgot Password' button and you will be issued a temporary password. The password will be sent to the email you created for this account.

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Provider Dashboard

Course Title	Submitted Date	Expiry Date	Status	CEU Value
na	15/03/2012		Approved	0.1
Office Space 2012	15/03/2012		Approved	0.6
Alc2	16/03/2012		Approved	0.3
test	21/03/2012		Submitted	0.6
Test123	21/03/2012		Complete	0.6

Dashboard

Submit a Course

Payment

View Payment History

Instructor

Manage Profile

Reset Password

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Click on course you want to schedule. You can only schedule a course that has been approved.

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IDCEC
INTERIOR DESIGN
CONTINUING EDUCATION COUNCIL

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Attention! This is the Development Environment!

Provider Dashboard Approved

Course Title	Class Code	Schedule Date	Location
ACS	CC-100010-1000	29/03/2012	Toronto Indiana

Manage course schedule

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Click on Manage Course Schedule

Submit a Course

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Course Title
Office Space 2012

Type of Presentation
In-Person

Date: **Time:**

City: **State/Province:**

Registration URL

Contact Information: (Please specify name and telephone contact of person who can assist with registration in the CEU)

Add a New Schedule

Schedule

Type of Presentation	Schedule	Location	Action
In person	2012/06/14 09:00	New Jersey Indiana	
In person	2012/04/27 10:00	Boston Iowa	Hidden
In person	2012/07/20 04:00	Toronto Ontario	Hidden
In person	2012/04/06 09:00	toronto Ontario	Hidden
In person	2012/04/19 01:00	Toronto Louisiana	Hidden
In person	2012/04/06 09:00	Toronto Indiana	Hidden
In person	2012/05/18 06:00	Toronto Ontario	Pay Fee
In person	2012/04/18 02:00	Toronto Ontario	Pay Fee Edit

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Fill in the schedule details and click on the 'Add New Schedule' button.

After you click on the 'Add New Schedule' button and input all the details the schedule it will show up in the grid underneath.

Click on the 'Pay Fee' tab and proceed with payment.

After payment go back into the Dashboard and choose the course again. It will take you to the page you left off and you will see that the 'Pay Fee' button has changed to 'Publish'

Click the 'Publish' button to insert your event in the searchable calendar of events. You can schedule and pay for courses in advance and publish them when you are ready to take registrations for the event. To remove an event you can click the 'Publish button to remove the event from the searchable calendar. Event are not searchable once the event date has passed.

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A unique class-code will be issued for each event. This class code will enable you as the provider or your instructors report attendance for the learners. Indicate this class code on all your certificates of completion and on your attendance sheets. You are responsible for reporting attendance for all learners who have an IDCEC identification number. Ensure you collect this identification number at the time of registration starting July 01, 2012.

Important Note:

Online reporting of attendance will commence July 01, 2012, until that time continue to issue paper certificates of completion and surveys. All survey results and attendance will be mailed directly to IDCEC until June 30, 2012.