Frequently Asked Questions for Registry Users

What is an IDCEC Number and how do I get one?
IDCEC issues an IDCEC number to all ASID, IIDA and IDC members who are required to complete continuing education requirements to keep their membership active. These members can use the IDCEC CE registry free of cost.

An interior designer who does not belong to ASID, IIDA or IDC can also use the IDCEC registry to keep track of their records centrally. There is a fee per event recorded.

They can create an account at:

https://www.idcec.org/Pages/Forms/Public/Registry/RegistrationLearner.aspx

How many hours of CEUs do I need?
The number of hours required are set by each membership association and by the State Boards. Each organization sets its own requirements and members must comply within a set reporting cycle. Please check with your membership organization or State Board.

Where do I search for IDCEC approved CEUs?
IDCEC has an event calendar at https://www.idcec.org/Pages/Forms/Public/About/About.aspx

Am I a member of IDCEC because I have an IDCEC number?
IDCEC registry users are not IDCEC members. IDCEC members are companies or individuals who provide continuing education and pay an annual Provider registration fee to IDCEC. Designers who have an IDCEC number are registry users only. The number gives you secure access to your account and helps you to keep track of your CEU activity.

How do I claim credit for courses I have taken that do not have IDCEC approval?
You may report all courses or conferences that are not approved by IDCEC under the Non-IDCEC category. Please note that to count the credits towards compliance with your Association or State Board you must check with them if the course is acceptable.

Will seminars at a trade show or conference be reported for me?
Seminars at a tradeshow or conference must be self-reported by the attendee. Please ensure that you have a validated conference card showing the seminars you have attended. All self-reported activity must have back-up proof of attendance to be accepted for credit.

To clarify, sessions that have a code format of SE-12345-123 are self-reported by attendees. All sessions with a code format of CC-123456-1234 are reported by the course provider, to whom you provide your IDCEC number.

How can I reset my IDCEC password?
To reset your password, you must have the correct IDCEC number and use the email address that is on your IDCEC account. Use the 'Forgotten Password" function on the login page. A temporary password will be sent to you within one business day.

Please check your spam or junk folder for the email notification. Email admin@idcec.org if you do not receive a password within one business day.

If you have forgotten or misplaced your IDCEC number, please use the search function at the top right corner of the website. Do not create a new account as you will be charged fees if you create a duplicate account.

How do I check the number of hours I have completed?
The CEU value will indicate the number of hours. IDCEC requires a minimum of 1 hour to claim credit. You cannot claim credit for an activity that is less than one hour in length. A maximum of 8 hours can be claimed per day.

To verify your records, please go to the "Transcript" tab, select the year, and view your transcript for the reporting cycle in question.

Do I need to send a copy of my transcript and back up information to meet compliance?
ASID, IIDA and IDC members do not require you to send in paper confirmation as these organizations have online access to their members. You may be requested to send a copy of your transcript to your State Board or any other Association to renew your license or membership.

Do State Boards have access to the IDCEC system?
State Board administrators do not have online access to the IDCEC system. State Board licensees who do not belong to a membership association and who wish to use the IDCEC registry services can create an account free of cost and pay a fee per recorded transaction. Payment is made online by Visa, MasterCard, or American Express once the course is recorded.

How can I claim the Health Safety and Welfare (HSW) designation?
All IDCEC courses reported for you will report the HSW designation if this designation has been approved by IDCEC.

If you are self-reporting a course the certificate of completion must specify that the designation is HSW otherwise it will fall under the General category. 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.)

Can registry users claim the HSW designation when reporting Non-IDCEC approved courses?

Non-IDCEC hours related to underline participation or volunteer hours do not count for the HSW designation.

Only seminars that fall under the category 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.). Non-IDCEC courses taken must specifically indicate that the course has the HSW designation otherwise claim it under the General category.

If your Association accepts Non-IDCEC educational courses for credit, then you may report them through the registry.

Can I update my personal information on the IDCEC account?

ASID, IIDA and IDC send us regular updates electronically for name, email, and address changes. Please ensure that you inform your Association of the change and they in turn will send us the update. If you do not belong to an Association (ASID, IIDA or IDC), please email admin@idcec.org and we will update your information within one business day.

How do I use the scanning feature to report my attendance?

This app can be used for all in-person conferences and courses. All you need is your IDCEC number and password. This unique IDCEC app will allow users to scan their attendance at a CEU event with a click of a button. Attendance is reported for you immediately. It gives you control to manage your credits efficiently.

Download the app now on

To learn more, scan this QR code:

What if the QR Code does not work will I still get my credits?

If using the IDCEC Mobile App correctly the QR code will work.

You will see the credit as soon as the scan is successful. Ensure that you hit the confirm button to establish attendance of the CEU. You will then see the CEU listed on the landing page of the app. Once the CEU shows on your screen, you will be asked to complete the survey. Take a few seconds to complete the survey. Once completed the CEU will be sent to your transcript of record and an electronic certificate will be generated on your learner account.

If you do not scan attendance successfully, please contact the provider, who will report the attendance online for you after the event if you give them your IDCEC number.

How long do I have before the QR Code expires?

The QR code will expire soon after the event. This expiry time is programmed so that learners cannot take a picture of the QR code and share with others or scan it later.