

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 CE registry to keep track of their records centrally. There is a fee of \$5 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 www.idcec.org

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 a 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 ASID, IIDA or IDC and who wish to use the registry can create an account free of cost and pay \$5 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 IDC members claim the HSW designation when reporting Non-IDCEC approved courses?

Non-IDCEC hours related to 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.

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.