How to Register Your Continuing Education Units

Step by Step Manual

For

Learners

Last Updated 2021

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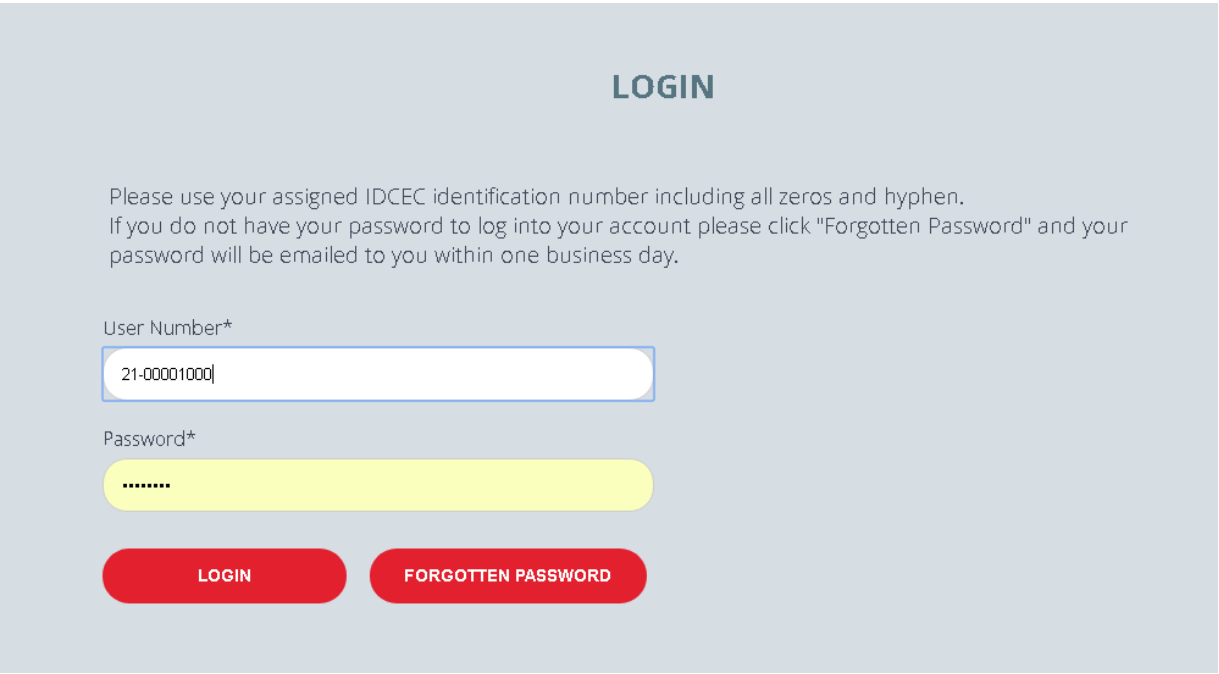
Learner Access

Access the IDCEC website at www.idcec.org

You have been assigned a unique IDCEC number and password. If you have misplaced the information please search for this number on the IDCEC website (top right corner, near the Login button). Once you have your IDCEC number, click on “Forgotten Password” and a new password will be sent to you by email. Please note that the password will only be sent to the email address IDCEC has on your profile.

Check your spam folder as sometimes spam filters may quarantine email received from an unrecognized source. If you do not receive an email within one business day email admin@idcec.org

Click on the Login Button.



Enter your IDCEC identification number with the hyphen and all zeros. Do not include blank spaces.

Enter the password given to you in lowercase. Remember to change the password to one you can remember after you are logged in. You can do this by going to the 'Reset Password' tab on your left navigation bar once you are logged in.

Do not share your password, and remember to take your IDCEC number to all IDCEC approved courses you attend. You must provide the IDCEC identification number to the instructor at all IDCEC approved seminars you attend so that the provider can report attendance (excluding conference seminars) on your behalf.

Mobile App

Effective March 2021, IDCEC introduced the mobile app for IDCEC registry users.
This app can be used for all in-person conferences and courses. All you need is your IDCEC number and password. This unique 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 ANDROID APP ON Google play | Download on the App Store

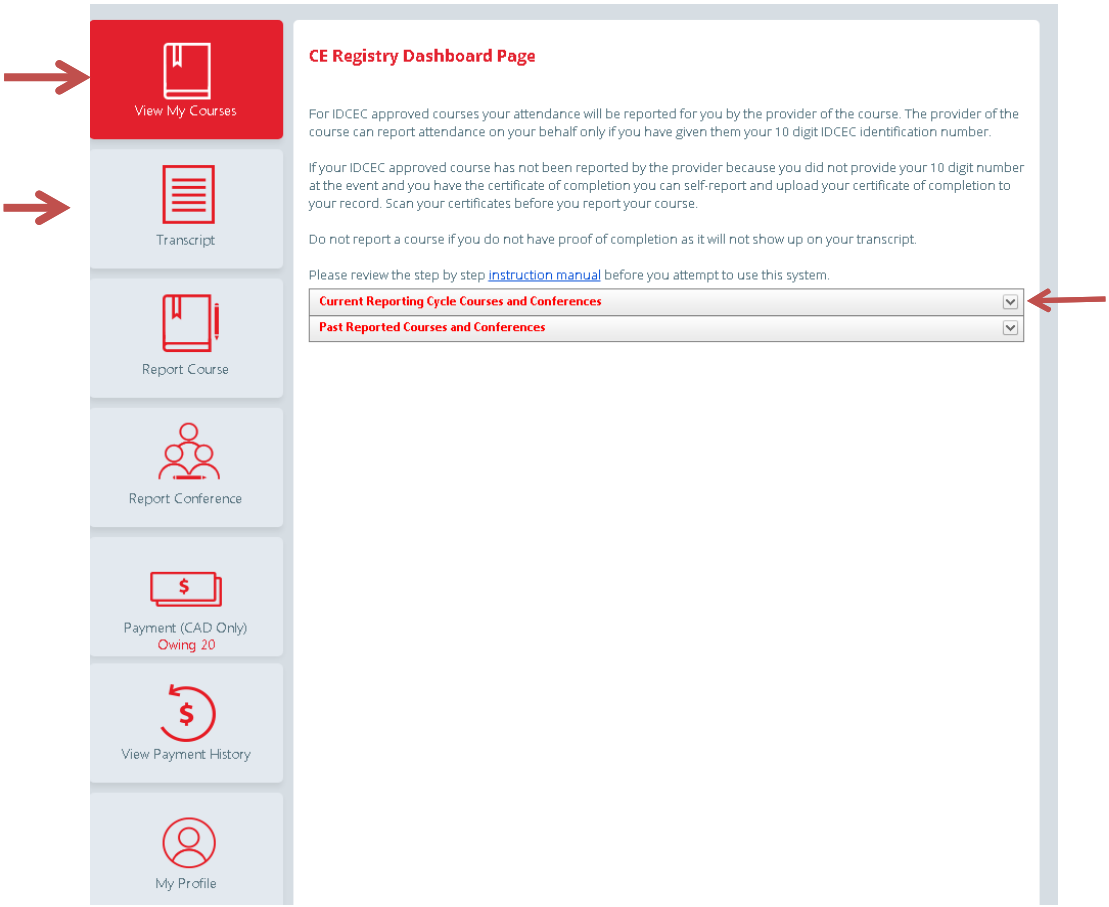
To learn more, scan this QR code:

By using the Mobile App, a user will never have to self-report an IDCEC course or conference. Just scan the QR code at the event and your attendance will be reported immediately.

Courses not registered with IDCEC must be self-reported as a non-IDCEC course. However, IDCEC strongly encourages you to only register or attend a course that has been approved by IDCEC.

Your Dashboard

Once you are logged in, you have access to your personal account. This page will give you a summary of your continuing education activity. Access it frequently and check that your credits are reported correctly. This page allows you to keep track of completion of CEUs that are required by your Association or State Board to fulfill membership or license renewal requirements.



You can click on the 'View My Courses' tab to return to the main page at any time.

Once your courses are reported, use the 'Transcript' tab to view your summarized record by reporting cycle. Refer to the transcript section in this manual for more information.
The arrow keys to the right of the Reporting cycle label allow you to expand and view a summary of your CEUs.

It is important that you have the ability to scan paper copies of your certificates and name them properly to reflect and identify the back-up documents such as certificates of completion. An example of how to name your files for easy recognition would be, Neocon_June2012.

Make sure that the title does not exceed the limit of characters allowed when naming a file. This will help you manage the documents when you upload them to your online record. Upload of documents must be done from the main page on your dashboard after you have entered your activity record.

For directions on scanning documents please consult the instruction manual for your printer/scanner. IDCEC cannot assist with queries specific to the use of your printer or scanner.

Types of Reporting

You can report a Course or a Conference. Before you report a course, you must determine if the course offered was a stand-alone offering or if the course taken was part of a conference. Remember courses or seminars taken as part of a conference are self-reported and normally have a conference card that lists all the courses or seminars as opposed to individual certificates of completion.

All your records will be maintained electronically for a maximum of three reporting cycles including the current reporting cycle.

It is recommended that all users print a copy of the transcript for their records at the end of each year or reporting cycle.

IDCEC Approved Courses

IDCEC approved courses will be reported on your behalf when you provide your IDCEC identification number to the presenter of the course. You will receive an email once your attendance has been reported by the provider of the course. The provider of the course will report attendance on your behalf within 5-7 business days after the event.

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This app can be used for all in-person courses. All you need is your IDCEC number and password. This unique 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:

By using the Mobile App, a user will never have to self-report an IDCEC approved course. Just scan the QR code at the event and your attendance will be reported immediately.

The course will automatically show up on your dashboard where you can fill out the survey and obtain the electronic certificate of completion. The survey is available for a period of 3 days after attendance has been reported for you. If the survey is not completed within 3 days, the system will automatically issue an electronic certificate of completion.

You can self-report courses provided you have valid proof of completion. **Do not self-report a course if you have provided the 10-digit IDCEC number to the course provider at the event as you will create a duplicate record on your account.**

Non-IDCEC Courses

Please contact your Association for approval forms or to find out if other courses will qualify for CEU compliance.

Contact:	IIDA	CEU@iida.org
	ASID	education@asid.org
	Della Swider	dswider@interiordesignsociety.org
	Cindy Beauchemin	support@dsasociety.org

IDCEC Approved Conferences

Conference providers will not report your attendance at seminars or courses within a conference or trade show but will provide either a certificate of completion or a conference card that must be stamped or signed at the event. You must self-report seminars or courses taken at a conference by searching the conference by number or name and choosing from the list of courses or seminars offered.

Effective March 2021, IDCEC introduced the mobile app for IDCEC registry users.
This app can be used for all in-person conferences. All you need is your IDCEC number and password. This unique 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 ANDROID APP ON Google play | Download on the App Store

To learn more, scan this QR code:

By using the Mobile App, a user will never have to self-report a seminar attended at an IDCEC approved conference. Just scan the QR code at the event and your attendance will be reported immediately.

Non-IDCEC Conferences

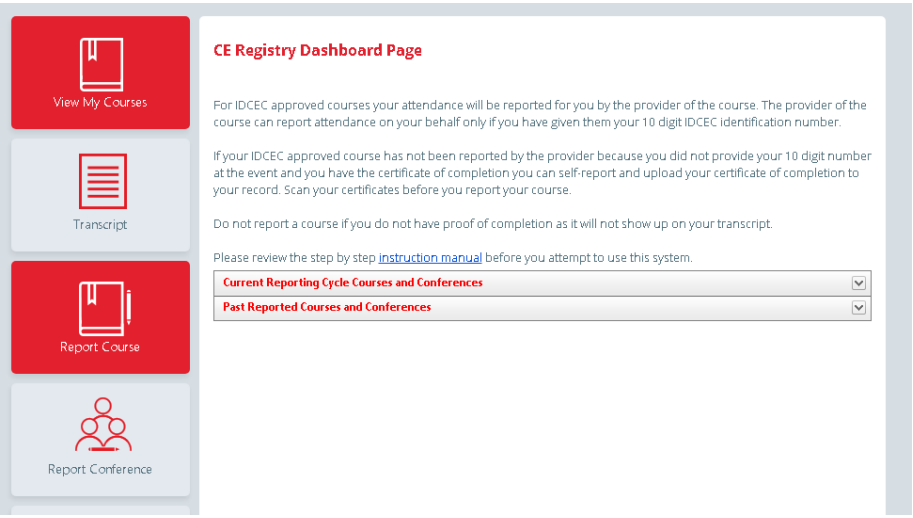
Please contact your Association for approval forms or to find out if other courses will qualify for CEU compliance.

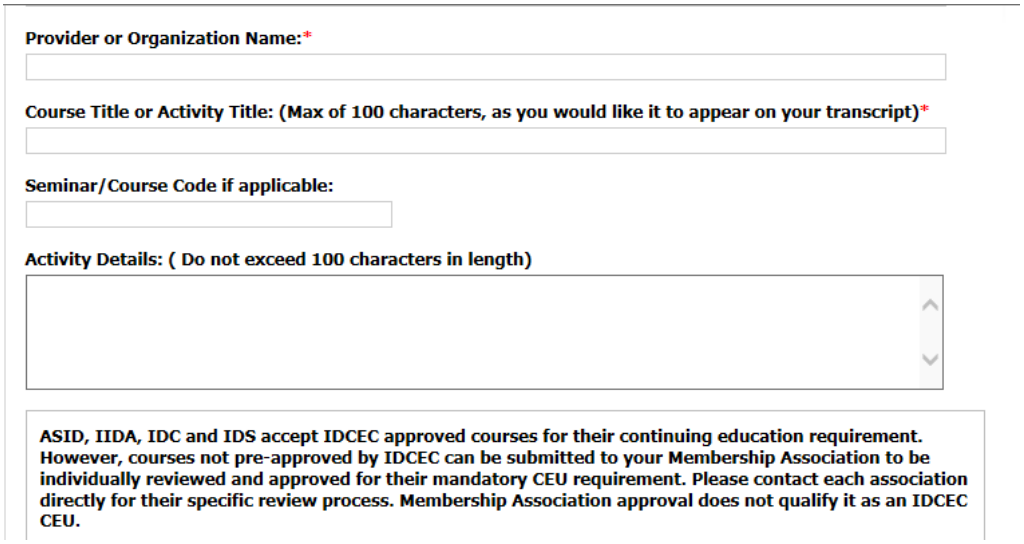
Contact:	IIDA	CEU@iida.org
	ASID	education@asid.org
	Della Swider	dswider@interiordesignsociety.org
	Cindy Beauchemin	support@dsasociety.org

How to Self- Report Courses and Conferences

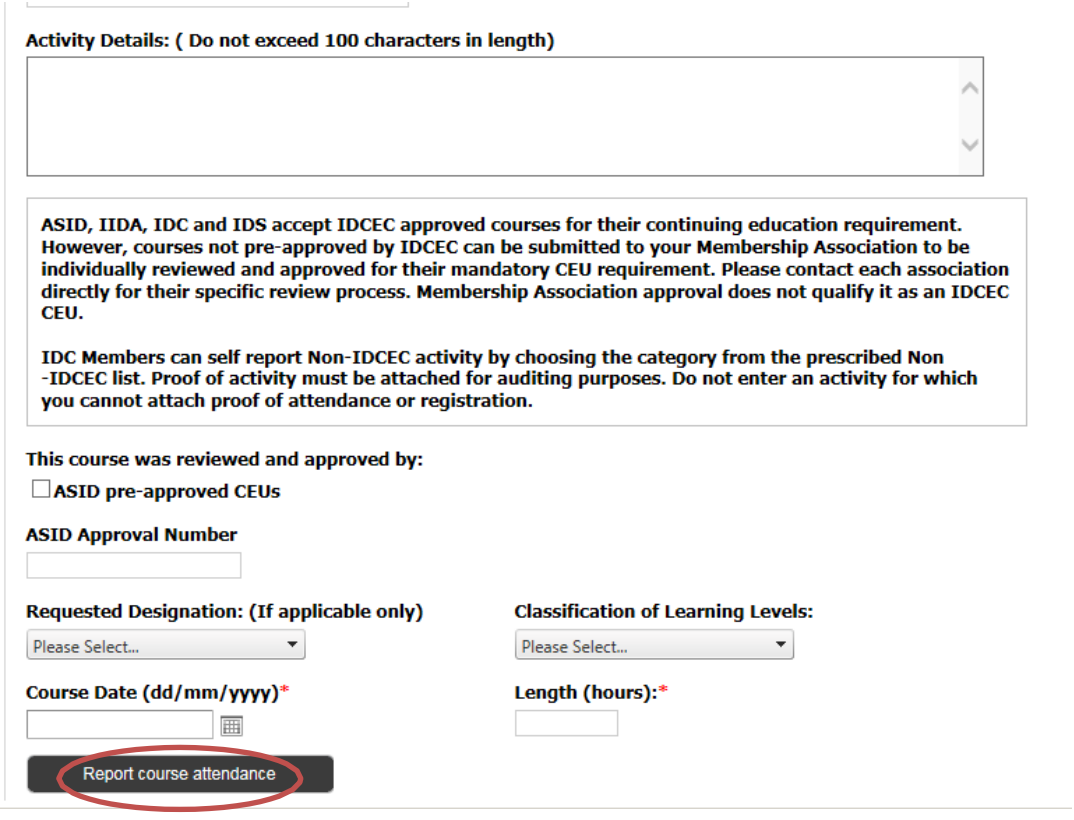
Non_IDCEC Courses

Associations may accept non-IDCEC courses for credit. You must contact your Association for compliance requirements.





Fill in the information on the course as requested.



Report attendance by clicking on the 'Report Course Attendance' button.

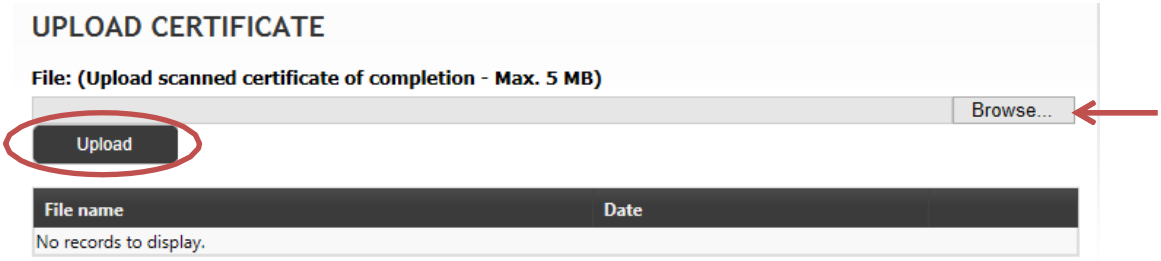
You must then click on the 'View My Courses' tab on the left navigation bar to upload proof of attendance. The upload certificate button will be highlighted in red.

Course Title (Max of 100 characters)	Course Code	Action	Delete	CEU
Test 2 for Non-IDCEC	4563	Certificate[Edit]	Delete	0.2
Test Course	12354	Upload Certificate	Delete	0.1
Test for Non-IDCEC CEU's	1234	Certificate[Edit]	Delete	0.1

Non IDCEC Conference:

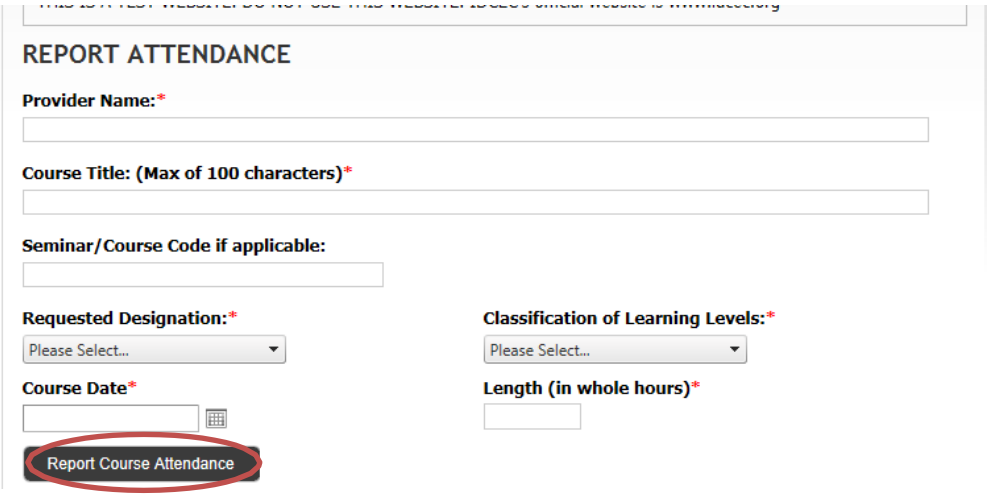
Conference Title (Max of 100 characters)	Conference Code	Delete
Annual Conference 2012	1234	Delete
Annual Conference 2013	N/A	Delete
Test CON1	123456	Delete

Remember to scan the certificate of completion and name it so you can identify it at a later date. Report all courses first and then upload the proof of completion such as certificates of completion to the record by going back to the dashboard and clicking 'Upload Certificate'. This allows you to keep all your records in one place for easy access at any time.



Once the record is uploaded you can go back to the dashboard page to view the uploaded record. The 'Upload Certificate' will change to 'Certificate (Edit)'. This enables you to add more information or simply view the documents you have uploaded. You have now successfully self-reported a course. The course will now show on your transcript.

IDCEC Approved Courses

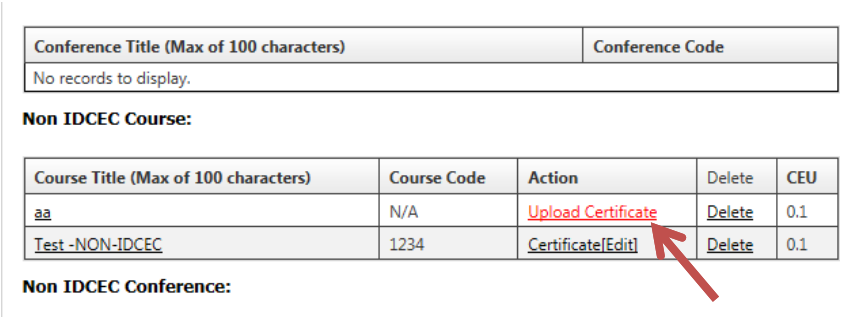


All IDCEC approved courses are reported for you by the course provider.

Do not self-report a course if you have provided your IDCEC 10-digit number to the instructor of the course or use the mobile app to scan your attendance. You will create a duplicate record on your transcript. You may self-report an IDCEC approved course only if attendance has not been reported for you within 10 business days after the event. You must have a valid certificate of completion to self- report an IDCEC course.

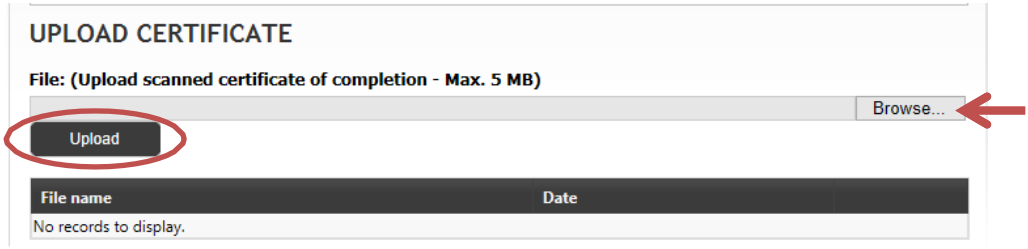
If attendance has not been reported for you and you have provided your IDCEC number on the attendance sheet at the event, please contact the provider directly.

The system will indicate that the record has been created. Click the 'OK' button and then click on the 'View My Courses' tab.



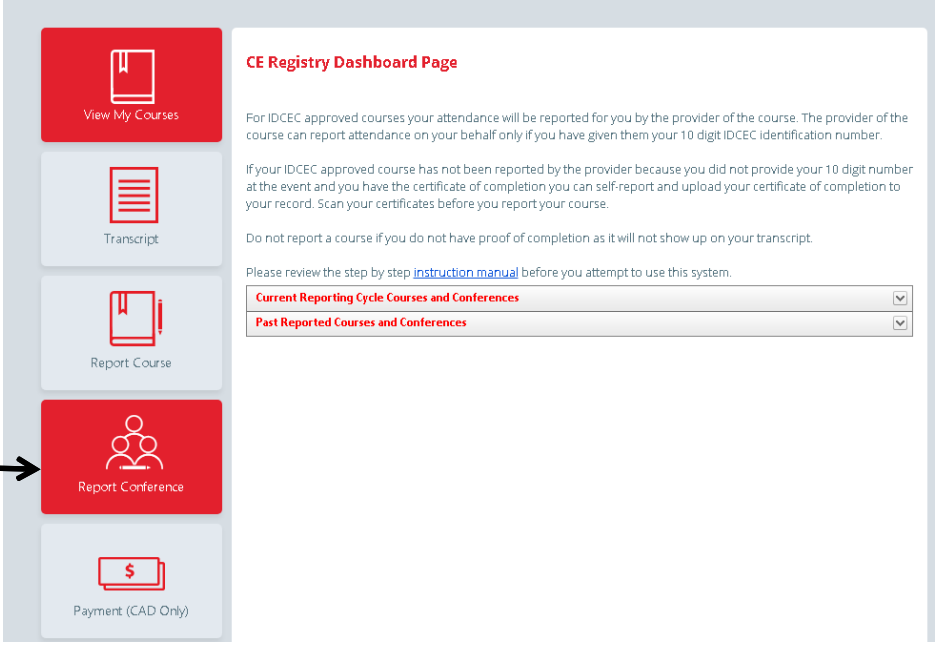
From the course summary page you will see the course has been recorded. You must upload proof of completion and add it to the record you created.

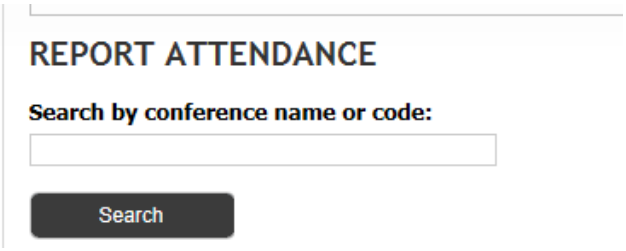
Remember to scan the certificate of completion and name it so you can identify it at a later date. Report all courses first and then upload the proof of completion such as certificates of completion to the record by going back to the summary page. Click on the 'Upload Certificate' link which will be highlighted in red. This allows you to keep all your records in one place for easy access at any time.



Once the record is uploaded you can go back to the summary page to view the uploaded record. The 'Upload Certificate' will change to 'Certificate (Edit)'. This enables you to update the information or simply view the documents you have uploaded. You have now successfully self-reported a course. The course will now show on your transcript.

IDCEC Conference

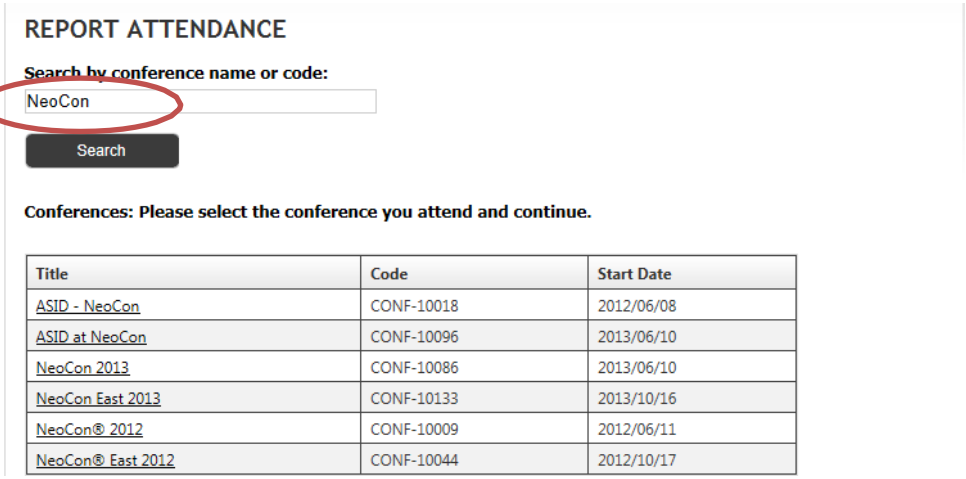




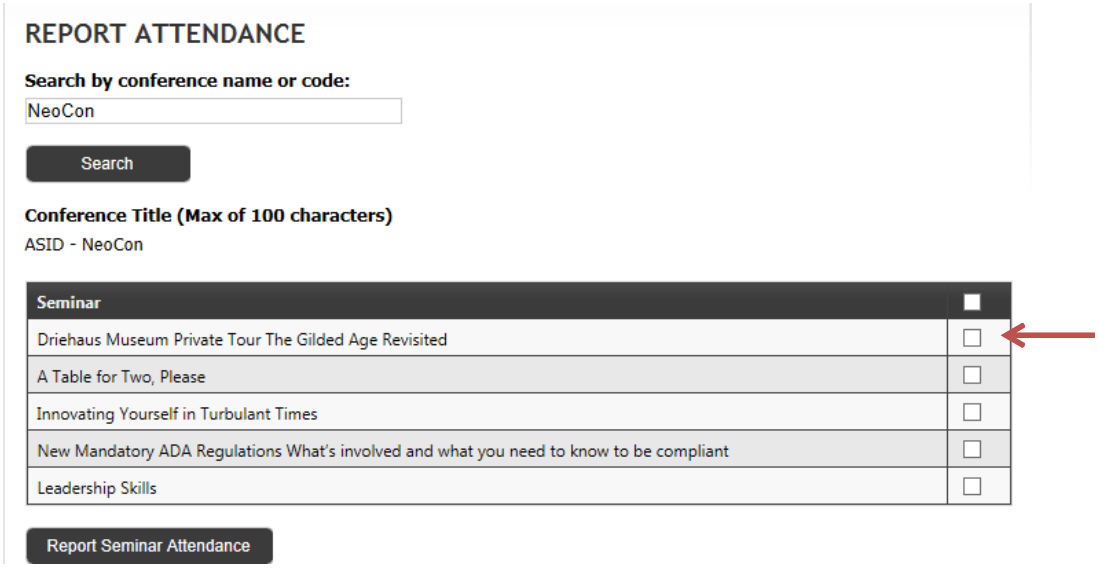
All courses/ seminars taken within a conference or tradeshow are issued with a unique IDCEC course/seminar number to ensure that the learner obtains credit for the seminars attended.

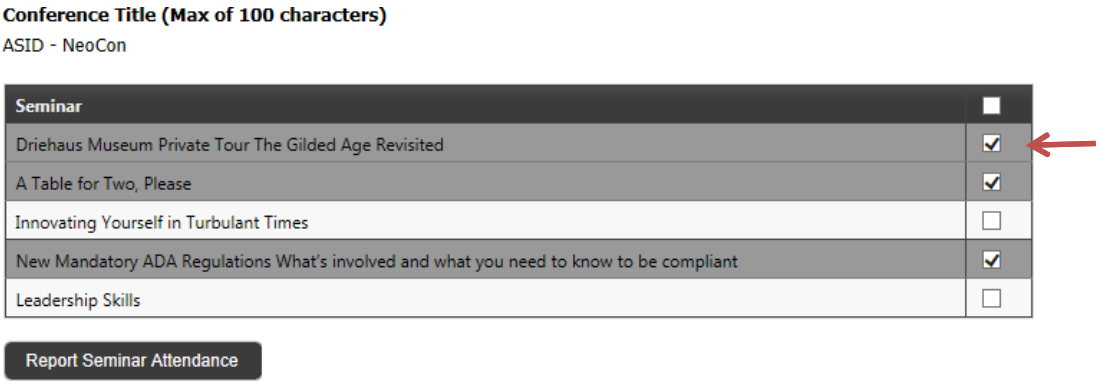
A learner can now report individual seminars attended within the conference and upload the certificate of completion or conference card that shows validation of the individual seminars attended. Individual seminars attended will show on the transcript and will be flagged as conference attendance.

Enter the name or number of the conference (example: CONF-10101 or NEOCON or CONF) and click the 'Search' button.



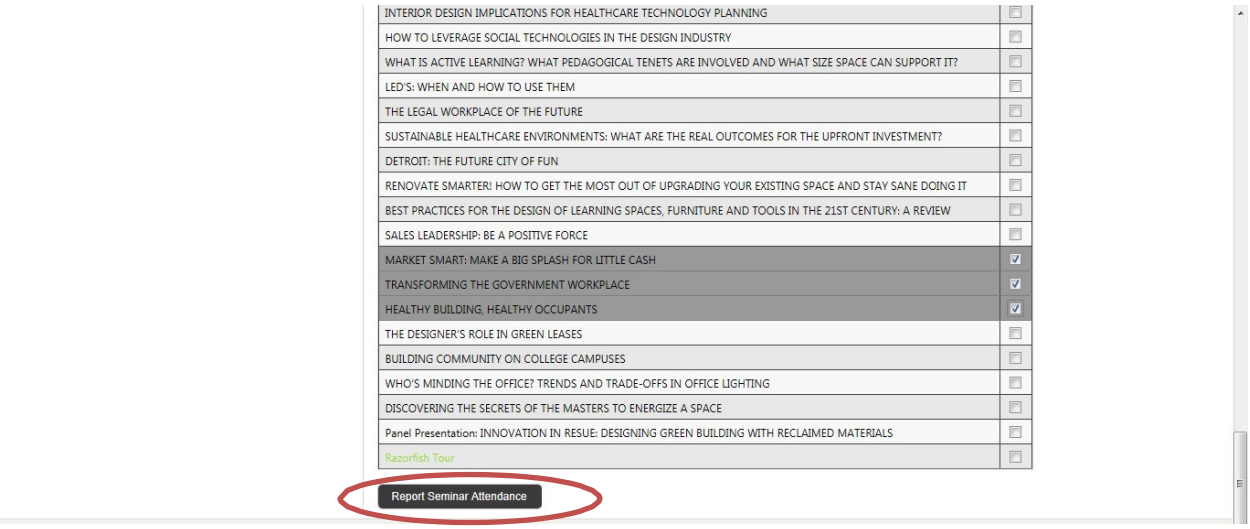
A list of conferences will appear. Click on the conference title to choose the conference you would like to report.



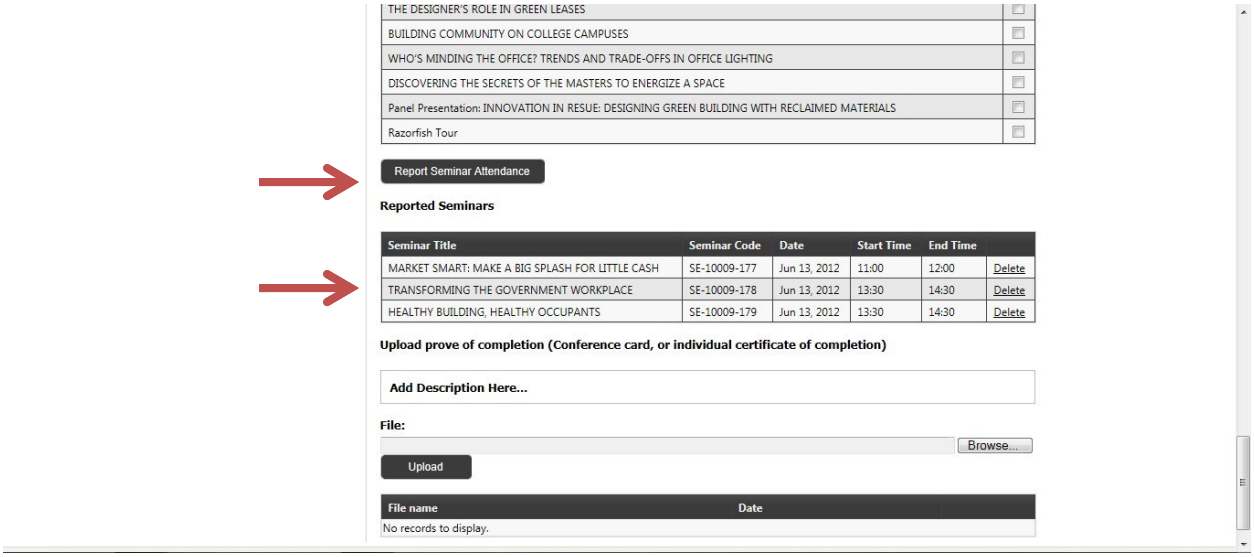


Check off the seminars you attended at the conference to the right of the seminar title. Please only choose the seminars attended for which you have a certificate of completion or conference card that is validated and confirms your attendance at the seminar.

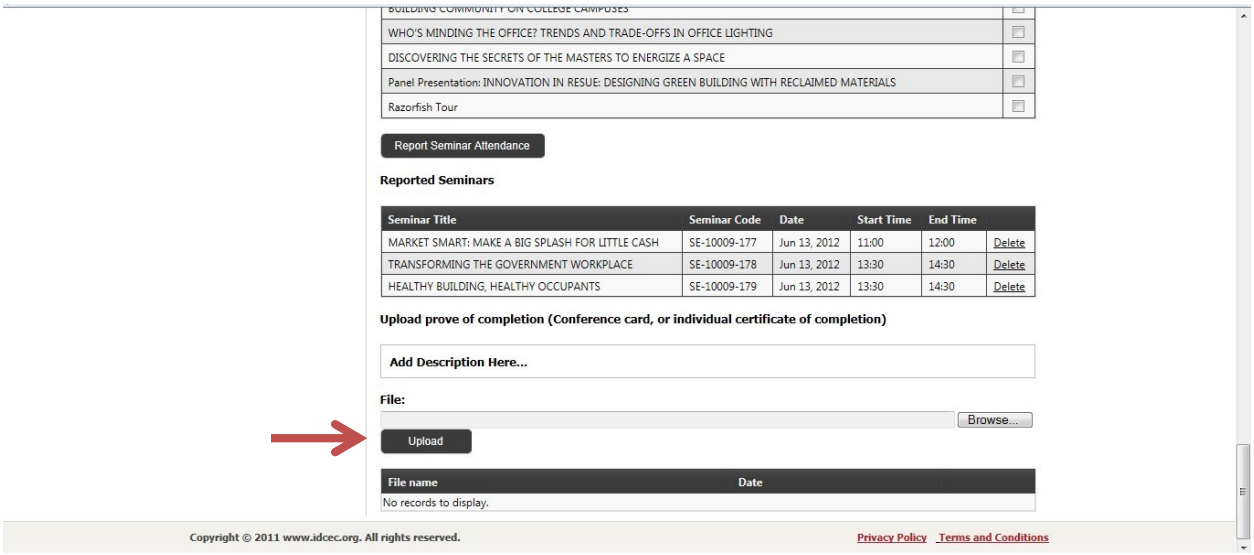
Your confirmation of attendance will be audited by your association at the end of your reporting cycle to make sure you have met the minimum continuing education hours.



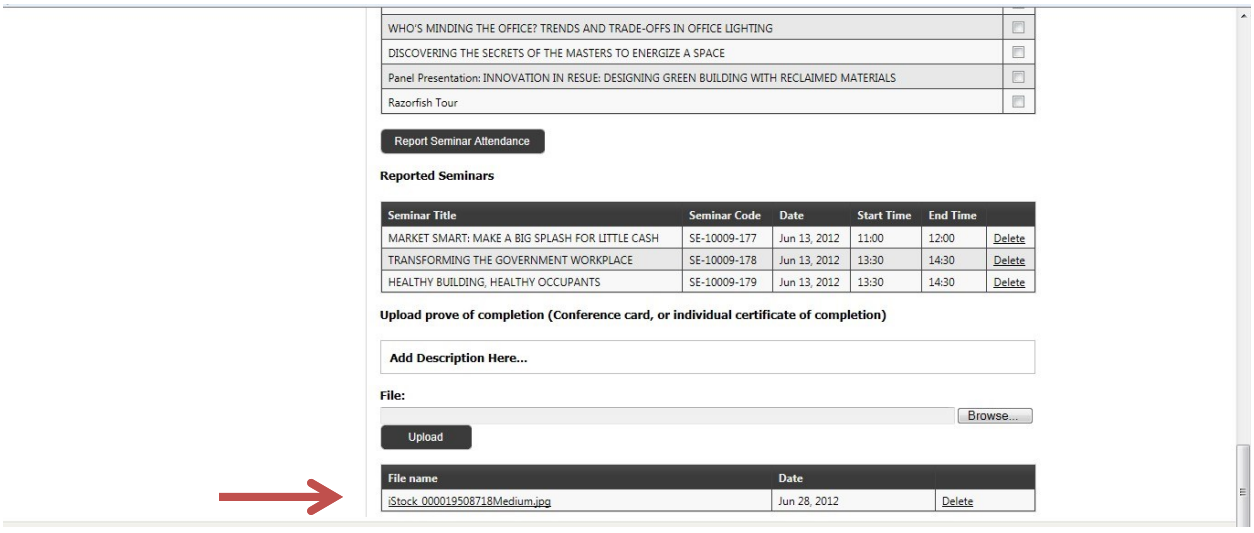
Click the 'Report Seminar Attendance' to confirm and record your attendance.



A list of the seminars attended will show up after you press the 'Report Seminar Attendance' button.

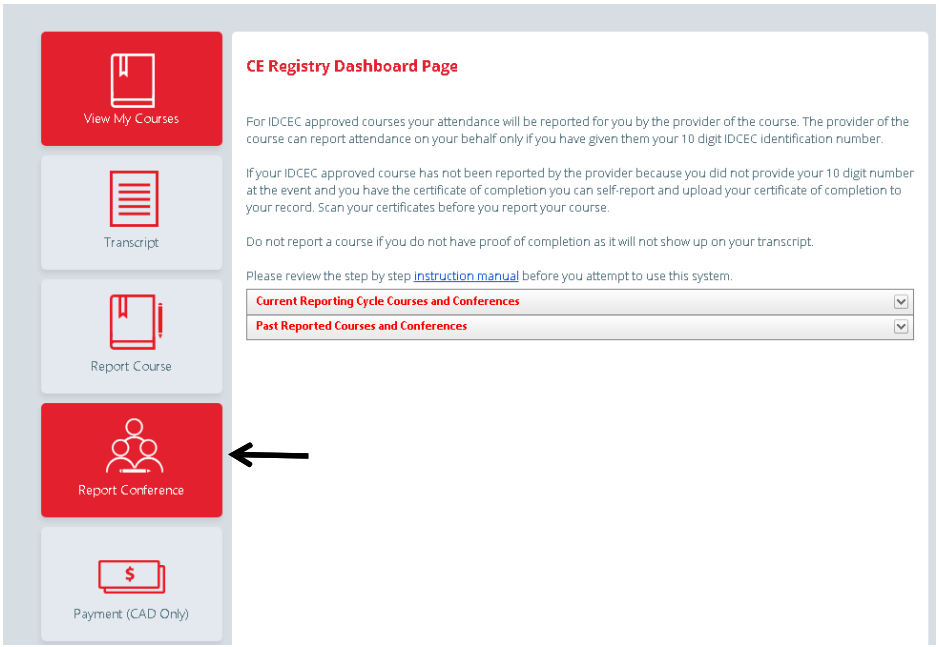


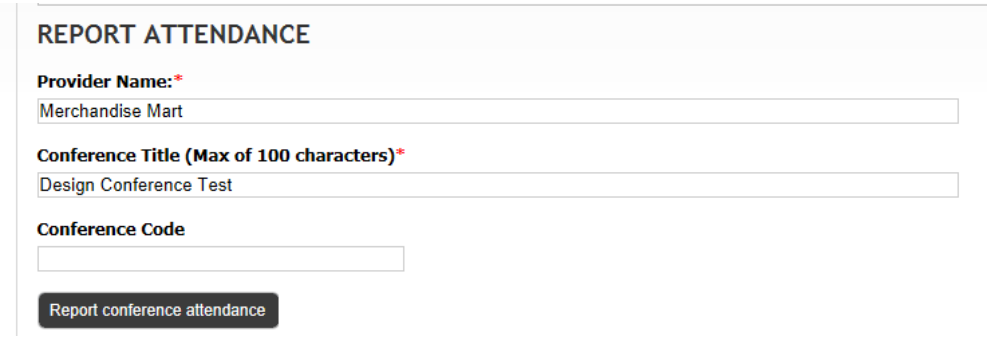
Add your scanned certificate of completion or conference card by clicking on the browse button and choosing the document that has been previously scanned to your computer. Then attach the document as proof of completion. Ensure that your documents are properly labeled so you can identify them (example: file name should typically include the conference name and year). **A document cannot exceed 5 MB in size.**



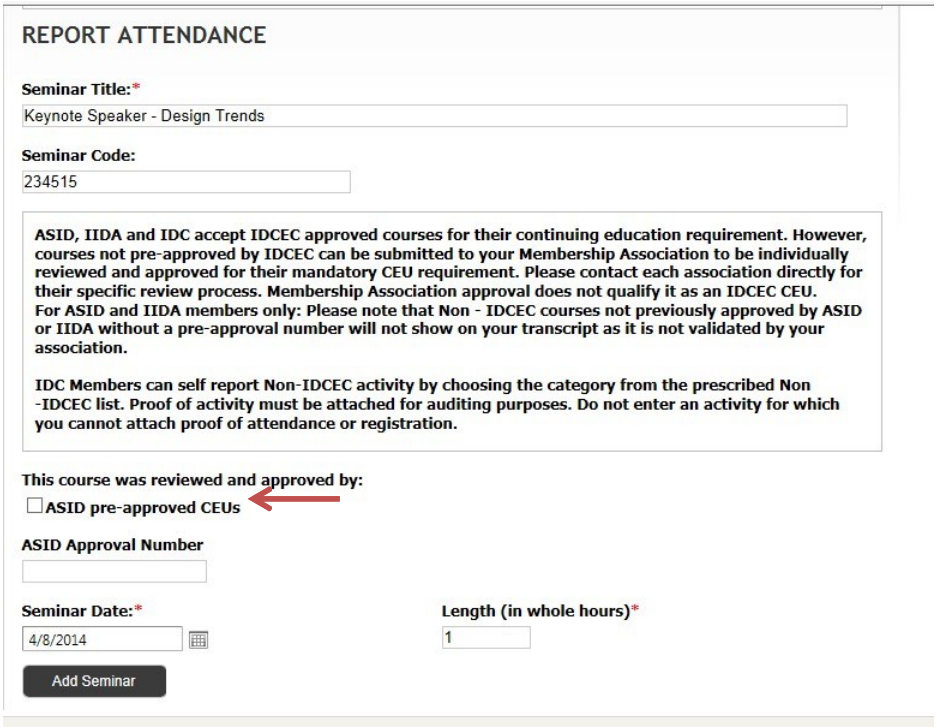
Registration in a seminar or conference is not accepted as valid proof. You may upload more than one document as proof of completion. Ensure that you press the upload button each time. The uploaded file will show up in the grid below the upload button after they have been successfully uploaded. You can upload other information if necessary. Each uploaded document cannot exceed 5 MB in size.

Non-IDCEC Conferences





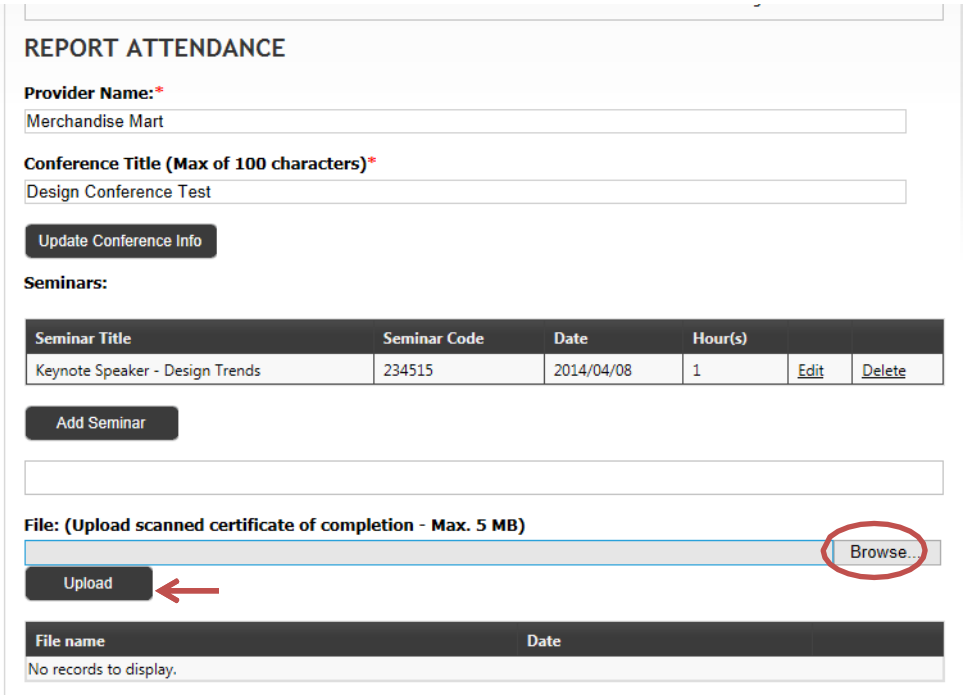
Enter the provider and conference name first. Enter conference code if applicable.



Add seminars within the tradeshow or conference. All conferences or tradeshows that are not IDCEC approved can be reported. Please check with your associations about counting it towards compliance.

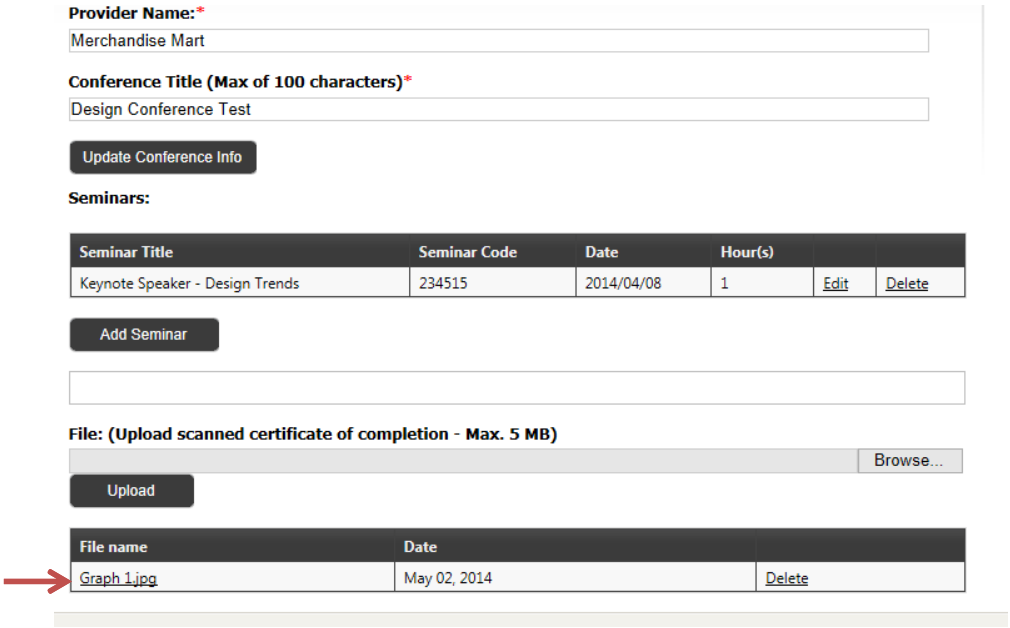
ASID		education@asid.org
IIDA	Mary Tokar	CEU@iida.org
IDS	Della Swider	dswider@interiordesignsociety.org
DSA	Cindy Beauchemin	support@dsasociety.org

If you do not belong to an Association you can report this conference and upload proof of attendance.



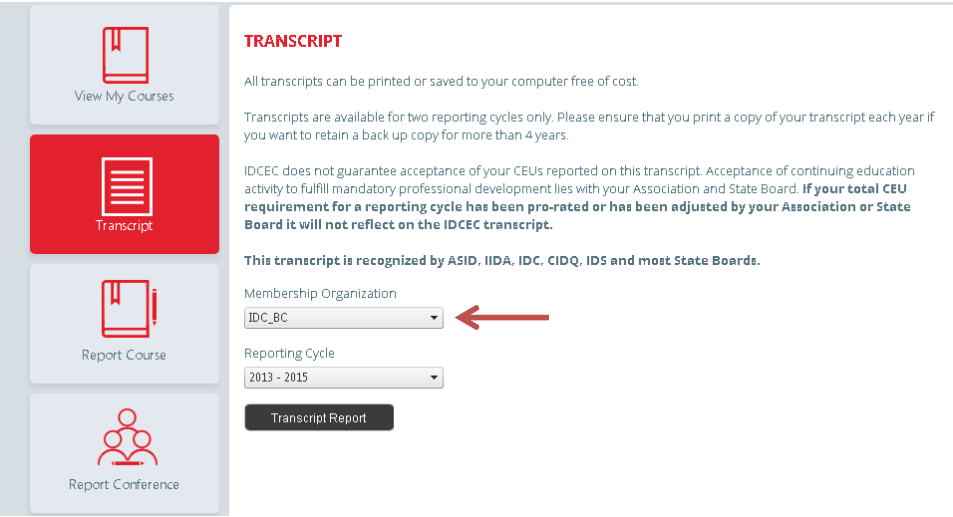
Once you have entered all the course/seminar details within the conference you can upload proof of completion by pressing the 'Browse' button and upload the document that has been previously scanned to your computer showing proof of attendance or the approval number issued by your Association.

Ensure that you press the upload button each time you attach a file to confirm upload.



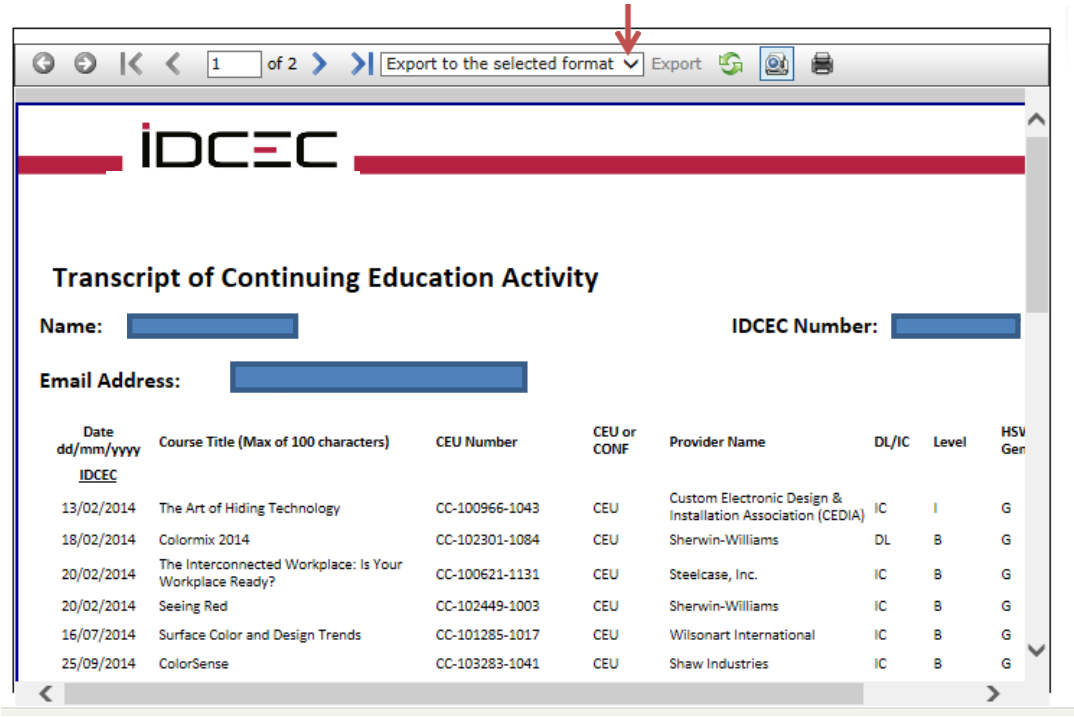
The uploaded file(s) will show up in the grid below the upload button after they have been successfully uploaded.

Transcripts



Transcripts will be issued for individual associations as the reporting requirements and reporting cycles may differ. If you belong to more than one Association you must print the transcript separately for each membership organization as requirements for each organization are different. Please choose the membership organization and reporting cycle from the drop down list.

If you belong to an association other than a core association (ASID, IIDA , IDC) or are a State Board licensee, your membership organizations will show up as “None_IDCEC Core Member” and your reporting cycle will display by year (January- December).



You can export and save the transcript to your computer or print it. To print a transcript, choose the PDF version from the drop-down menu first.

Compliance with your Association or State Board

Compliance requirements and reporting periods for Associations and State Boards vary. Please contact your Association or State Board for information regarding the number of CEUs required per reporting period to maintain or renew your membership or license.

Association Contacts

American Society of Interior Designers (ASID)
1152 15th St. NW, Suite 910
Washington, D.C. 20005, USA
Tel: (202) 546-3480
Fax: (202) 546-3240
Web: www.asid.org

International Interior Design Association (IIDA)
111 E. Wacker Drive, Suite 222
Chicago, IL 60601
Tel: (312) 467-1950
Fax: (312) 467-0779
Web: www.iida.org

Interior Designers of Canada (IDC)
901 King Street W.,
Suite 400
Toronto, ON, M5V 3H5
Tel: (416) 649-4425
www.idcanada.org

International Design Continuing Education Council Inc. (IDCEC)
405-4576 Yonge Street
Toronto, ON M2N 6N4
1(888) 890-5515
www.idcec.org

Interior Design Society (IDS)
Interior Design Society
164 S. Main St. - Suite 404
High Point, NC 27260
Tel: (336)884-4437
Fax: (336)-885-3291
www.interiordesignsociety.org

Designer Society of America (DSA)
11420 US HWY 1 #109,
Palm Beach, FL 334080
Tel: (866) 721-7857
Web: www.dsasociety.org

Interior Designers of Alberta (IDA)
600, 900 - 6 AVENUE SW,
Calgary, AB T2P 3K2
Tel: (825) 222-7044
www.idalberta.ca

Interior Designers Institute of British Columbia (IDIBC)
Suite 400 – 601 Broadway
Vancouver, BC V5Z 4C2
Tel: (604) 298-5211
Fax: (604) 421-5211
www.idibc.org

Professional Interior Designers Institute of Manitoba (PIDIM)
2 -137 Bannatyne Ave E,
Winnipeg MB R3B 0R3
Tel: (204) 925 -4625
www.pidim.ca

Association of Registered Interior Designers of New Brunswick (ARIDNB)
P.O. Box 1541
Fredericton NB E3B 5G2
Tel: (506) 459-3014
www.aridnb.ca

Interior Designers of Nova Scotia (IDNS)
P. O. Box 2042
Halifax NS B3J 3B4
Tel: (902) 425-4367
www.idns.ca

Interior Designers Association of Saskatchewan (IDAS)
Box 32005
Erindale Postal Outlet
Saskatoon SK S7S 1N8
Tel: (306) 343-3311
Fax: (306) 249-3011
www.idas.ca