How to Submit a New Course

Log into your account with your IDCEC number and chosen 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 address you used when you created your provider account.

Your custom dashboard will give you a summary and status of all your CEUs submitted.

Before you start a submission make sure that you have all the relevant information ready for upload.

Use the Course Submission Planning Papers for your reference:

To submit a new course, click 'Submit a New Course'.

Course Submission

General Course Infomation - Step 1	Course Content - Step 2

Course submission requires three steps. You must enter the information in each of the steps in sequence to move to the next step.

Step 1 - Submit General information
Step 2 –Submit course content which could include slides, documents or you can provide a link where reviewers can view the content of the course.
Step 3 – Add new instructors and submit the course.

- Choose the use of course: one-time offering or an ongoing offering that allows you to offer the course any number of times within the two-year course approval period.
- Choose the type of presentation: 'In-class', or 'Distance Learning'. If the course is offered in-class and by distance learning formats please choose 'Both'.

All fields with a red asterisk are mandatory. An error message will be generated if the fields are not populated with relevant information.
You can save your information at the end of each page and return to it at a later date.

Choose a primary code that describes your course.

Based on the choice of code in the primary category, the secondary category listing will appear. Please choose one code that best describes the category of your course from the drop-down menu.

- Populate the length of the course in hours (minimum of 30 minutes (0.5hrs) – maximum of 8 hours)
- Deduct time for breaks or recess from the total hours.
- Enter a brief course description.

- A bibliography is very important as it gives reviewers the information on sources used for the presentation. Lack of a bibliography or a justification statement giving details of the sources of information used can result in a pending course status and delay the course approval.
- Choose one designation from the drop-down menu. If you choose a HSW designation, please ensure that 75% of the content and the slides give information specifically about HSW. See the *Provider Instruction Manual* (pages 14 and 15) for detailed information on criteria for an HSW designation.

If your course has been approved by AIA or GBCI please indicate by selecting the approval. This allows users to view this

information when they are searching for courses to register.

Step 2 of the application allows you to fill out core course content and submit presentation material handouts and required information about the course.

Learning Objectives (minimum of four are required).*

#	Learning Objectives (minimum of four are required).	Edit	Delete
1	Understand regulations	Edit	Delete
2	Identify commom problems.	Edit	Delete
3	Know the industry standards.	Edit	Delete
4	Indentify ways for improvement	Edit	Delete

Add a New Learning Objective

Learning objectives are essential to determine the intent of the course. Objectives must be brief and normally start with an action verb.

It is mandatory to submit at least four learning objectives for the course. Remember to save each of these after input.

Content Outline (Total number of minutes must add up to the total number of hours for this CEU)*

#	Description of Topic/Content	Duration (Minutes)	Edit	Delete
1	Inroduction	5	Edit	Delete

Content Outline (Total number of minutes must add up to the total number of hours for this CEU)*

The problems identified

Duration (Minutes)*

15

Save   Cancel

Add a New Content Outline

The content outline allows the reviewer to see the sequence of topics and the time allocation to each of the topics within the course. Allocation of time is important as the value of the CEU depends on the amount of time allocated to the topics that meet the course learning objectives. The total number of minutes in the outline must equal the amount of time in hours entered on step 1.

Exclude breaks and recess time from the learning unit.

A minimum of four topics with time allocation in the outline is mandatory. Remember to save each outline topic after entering it.

Supporting course material files can be uploaded either as a link or a series of documents.

It is important to name the documents clearly so that the reviewer can open them in sequence if necessary.

Each file uploaded cannot be more than 5 MB. If the file is more than 5 MB, you will receive an error message. Before uploading the files make sure that they are broken up into a maximum of 5 MB files and clearly named. You may upload an unlimited number of files to support your course.

We recommend you use Dropbox or a similar service for large files with extensive graphics and provide the link to access these files. Please ensure that links are not password protected; our reviewers have secure logins to our site. Only IDCEC staff and the reviewer assigned to your course will have access to the link.

You need to have at least one active instructor in your account to submit a course.
Instructors can be added at any time through the 'Instructor' tab from the dashboard page.

You are now ready to submit the course for approval.

Payment

Order #: INV-01097-N0H8N0

Description	Qty	Unit Price	Ext. Price
Prorated Membership Registration Fee (Second Quarter).:membership registration	1	110.00	110.00
Course Submission Fee:Ontario Building Codes	1	350.00	350.00
Course Schedule Fee for Distance Learning:Ontario Building Codes--Distance Learning Schedule	1	50.00	50.00
		Total:	510.00

Process Credit Card Payment

All invoicing is done through your online provider account, and all payments must be made upfront by credit card.

If your membership registration is not paid it will appear as a line item on the invoice. Please see the Fee Schedule

for explanation of fees. After payment you can use the left navigation bar to view your payment history or print

an official receipt.

Course Dashboard

Welcome to your dashboard. Please ensure all outstanding balances are cleared every month.

Online reporting of attendance is mandatory for all CEU Providers. Attendance must be reported within 5-7 business days after the event. Attendance Reporting Template

Do not forward copies of attendance records to IDCEC but keep them on file for future reference for a period of four years. You will report attendance on behalf of ASID, IIDA and IDC members only.

All other attendees (example architects) will be given a paper certificate of completion. Certificate of Completion

Course Title	PDF	Submitted Date	Expiry Date	Status	Hours
Test 1				Incomplete	1
Test Plugin PROD	PDF	07/04/2019		Approved	1

You may go back to the dashboard by clicking on 'Dashboard' in the left navigation bar to see the status of your course submission.

We recommend that you check this dashboard two weeks after submission of a course. Monitor the course approval status. Once the status has changed to 'Approved' you can present your course by scheduling an event.

Contact:
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