<u>How to Register as a New IDCEC Course Provider</u>

Thank you for your interest in becoming an IDCEC Course Provider!

To begin, please start at the "Register a New Account" page on www.idcec.org, located near the top right of the home page.

REGISTER A NEW ACCOUNT

When the registration page opens, please scroll down and select the following option:

A new course provider is an individual or organization that has an interest in developing and providing high quality continuing education courses to interior design practioners. A course provider must abide by the standards set by IDCEC and is responsible for scheduling and reporting attendance for all course attendees who have an IDCEC number.

REGISTER - NEW COURSE PROVIDER

To provide ongoing continuing education through IDCEC, there are 3 basic options for provider registration:

1. Individual Provider
2. Corporate Provider
3. Preferred Provider

Although the features and fee structures differ, as described on the site, the registration process is the same for all three account options. The Corporate Provider registration is being used in the following example.

Register as a New Corporate Provider
Corporate providers represent corporations, non-profits, manufacturers or dealers who provide CEU's to the industry. Education is used as a tool to penetrate the market. This category of provider reaches thousands of professionals each year and operates in cities all over North America.

REGISTER

Select the registration option, then fill in the next screen and register:

You will receive a confirmation, with your new account number assigned.

Please print this page for future reference.

This account number is your user number for logging into your new IDCEC provider account, along with the password you just created.

REGISTRY CONFIRMATION

Thanks for registering at IDCEC as corporate provider. Your IDCEC identification number is 12-00002381.

Please use your IDCEC number and password to access your account. With secured access you may submit a course, schedule an event and submit attendance. This will help you manage your CEUs efficiently. If you have any questions please email Jeremy Roberts at jroberts@idcec.org

Please keep this identification number secure and use it in all email correspondence with IDCEC.

Thank you,

IDCEC Administrator
www.idcec.org

[Print]   [Log On]

Click "Log On":

LOGIN

Please use your assigned IDCEC identification number including all zeros and hyphen.
If you do not have your password to log into your account please click "Forgotten Password" and your password will be emailed to you within one business day.

User Number*

12-00002381

Password*

••••••••

[LOGIN]   [FORGOTTEN PASSWORD]

Enter and save your administrator information:

WELCOME (FIRST LAST) 12-00002381

Administrator Information

Salutation*

[Please Select...   ▼]

Email Address*

[corporate@provider.com]

First Name*

[First]

Last Name*

[Last]

IDCEC Number*

[12-00002381]

Initial Password*

[ ]

Primary Phone Number*

[(111)222-3333] Ext. [ ]

Secondary Phone Number

[ ] Ext. [ ]

Fax Number

[ ]

Position*

[Administrator]

Address*

[1 Corporate Drive]

City*

[Toronto]

State/Province *

[Ontario   ▼]

ZIP/Postal Code*

[M2N2M2]

[Save]

Then, register your business profile:

You have now completed your provider registration, and can begin working on your first CEU submission.

Manage all future courses and attendance reporting through your dashboard landing page:

WELCOME (FIRST LAST) 12-00002381

Dashboard

Submit a New Course

Payment (CAD Only)
Owing 95

$

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
No records to display.					