### How to Register as a New IDCEC Course Provider

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

To begin, please start at the "Register a New Account" page on <a href="https://www.idcec.org">www.idcec.org</a>, 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:

REGISTER A NEW ACCOUNT	
chosen password as you will require these to le	nber please log in and complete your administrator and company
First Name*	Last Name *
First	Last
Email Address*  corporate@provider.com	
Password(minimum of 7 characters)*	Confirm Password(minimum of 7 characters) *
I agree with the <u>Privacy Policy</u> *	
Generate New Image Get Audio Code	Type the Code from the image
REGISTER	

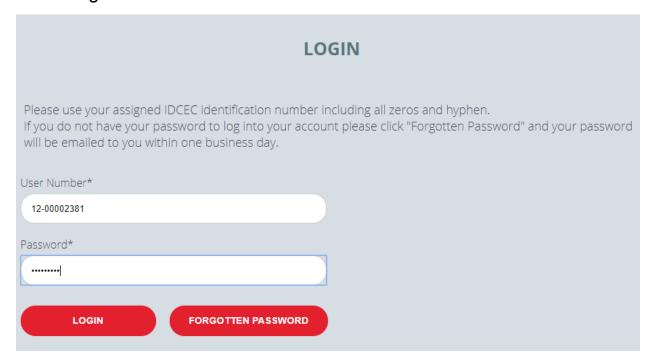
You will receive a confirmation, with your new account number assigned.

Please print this page for future reference.

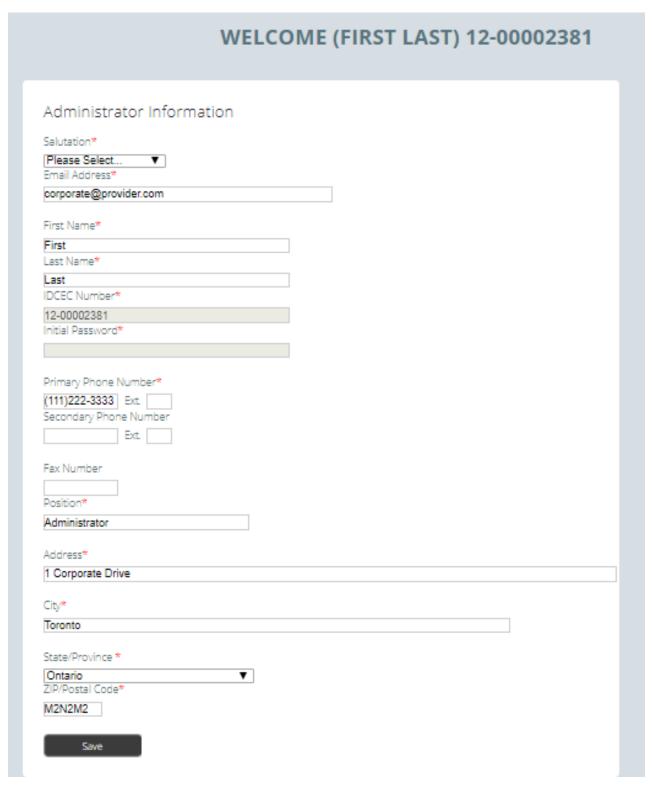
This account number is your user number for logging into your new IDCEC provider account, along with the password you just created.

# 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 <a href="mailto:jroberts@idcec.org">jroberts@idcec.org</a> 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

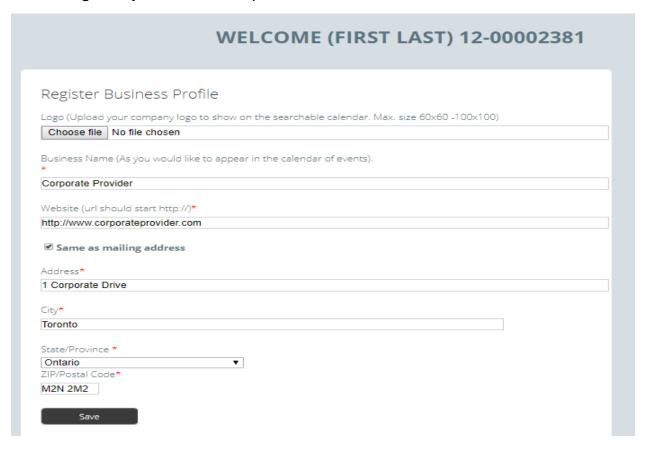
### Click "Log On":



# Enter and save your administrator information:



## 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:

