PROVIDER

INSTRUCTION MANUAL

This manual will be beneficial for providers who would like to submit continuing education units (CEU) for IDCEC approval. All providers must be registered with IDCEC before they submit a CEU for approval.

Table of Contents

Contents

IDCEC's Mission

It is the mission of the International Design Continuing Education Council Inc. (IDCEC) to serve as the premier advocate for continuing education approval and registry services. We inspire and guide providers of continuing education programs to deliver high-quality, lifelong learning activities for design practitioners. IDCEC provides learning opportunities and registry services to design professionals under one platform.

IDCEC's Vision

Continuing education strengthens designers from different disciplines by improving individual attitudes, competencies, knowledge, and skills in subject areas essential to the growth and success of the industry. Because of this significance, IDCEC has a streamlined and centralized the support system for learners, providers, reviewers, and administrators. The enhanced administration and approval process of professional continuing education units (CEUs) and the universal CEU registry has a positive influence on the design industry.

Contact Information:

Email: admin@idcec.org
Tel:1(888) 890-5515 ext. 6

All registered providers will use the IDCEC online portal to submit CEUs, report attendance and manage their CEU activity. Paper submissions are not accepted.

Please visit https://www.idcec.org/Pages/Forms/Public/Registry/RegistrationCourseProvider.aspx to create a provider account.

Introduction

This instruction manual has been prepared to help facilitate quality and consistency in IDCEC approved continuing education submissions. It is important that you read and understand these instructions before you submit a CEU for IDCEC approval.

CEUs developed and delivered must primarily support the learning of designers and the community.

IDCEC attributes for CEUs:

- ➢ Inform learners of the objectives.
- ➢ Stimulate recall of prior learning.
- ➢ Teach current content and material.
- ➢ Provide learning guidance and feedback.
- ➢ Enhance retention and transfer of learning.
- ➢ Generic and non-proprietary content.

CEU Categories

Type of Offering

One time

All single offering CEUs are approved for the date indicated in the submission. Approval expires after this date.

Ongoing

Ongoing offerings are valid for a period of two years from the date it is approved. They can be offered any number of times, as the provider sees fit. CEUs cannot be offered after the expiry date. Once expired, a CEU can be renewed twice. After that, it must be submitted as a new course submission. It is recommended that the Providers of the CEU refresh the content to reflect the most current trends.

Conference

Conference offerings are offered as part of a conference or trade show and are one-time offerings.

Type of Delivery

CEUs can be offered in two formats: in-class and distance learning. The mode of delivery for a CEU must be declared at the time of submission.

There is one submission fee for both modes of delivery.

CEU-Related Criteria

CEU content must be directed to the practice of design. In-depth study of one subject or closely allied subjects is required. CEU content must focus on specific application and/or knowledge directly related to the IDCEC Subject Code Index.

CEU Calculation

CEU length must be appropriate to the subject matter. A continuing education unit submitted for IDCEC approval must be a minimum of 30 minutes (0.5 hour) excluding break/recess time.

0.5 contact hour = 0.5 CEU
1 contact hour = 1 CEU
1.5 contact hour = 1.5 CEU

Contact hours = clock hours
Contact hours do not include breaks or meals.
Contact hours do not include travel to destinations.

Subject Index Code

The Subject code is made up of two parts: the primary code which falls under the nine main headings and the secondary which indicates the specific area of learning. Example: 2:10 (Interior design, Space Planning). Most conferences are allocated the 3.1 (Interior Design Education, Instruction).

Non-Proprietary Content of CEUs

Subject matter must be generic and nonproprietary. CEU content and materials containing examples predominately from one manufacturer, product line or source are not permitted. Proprietary product-oriented material and promotion of products, services, books, video, or audio recordings are not permitted and will result in a denial of approval.

When using a case study as a means of illustration, if the case study is proprietary to the CE provider or presenting company, additional nonproprietary case studies must be presented to further augment the stated learning objective(s) and ensure CEU content is generic in nature and not promoting a specific product(s) or service.

Illustrations of products or other visuals in presentation materials must NOT be from only one company - such as the CEU provider's company. Proprietary product numbers or names cannot be included on the illustrations. This violates the concept of generic information.

Authors or providers may make their copyright information visible in a small size only at the bottom of the first and last page/slide, whether it is hard copy material or a multimedia format.

Trademark logos, company and/or an individual's information may be visible on the first slide/page of hard copy handout material or a multimedia presentation and may be listed on the last page of the same presentation if so desired. Trademarks and logos can only be shown on the first and last page/slide.

Activities that do not qualify for IDCEC approval

IDCEC promotes and strengthens the design profession by approving CEUs that improve individual attitudes, competencies, knowledge, and skills in subject areas essential to the growth and success of the design industry. Types of activities below are some examples of learning that *cannot* be accepted for review by IDCEC.

Travel and Tours

Information CEUs on trips or tours undertaken by an individual to countries or places of interest are not accepted by IDCEC for approval and can be claimed as self-directed learning if accepted by the member organizations to fulfill professional development requirements. Lectures at museums and other cultural institutions which are led by qualified instructors and directly relate to the design industry can be submitted for approval. IDCEC will only approve the individual lecture component and not the entire tour.

A submission of this nature must be developed as a learning unit and include all the components such as learning objectives, time allocation and topic organization. A script or talking notes must accompany the CEU submission. Once approved by IDCEC the lecture can be offered within a tour. IDCEC will not approve the tour, only the lecture as a CEU within the tour.

Exam/Exam Preparation

IDCEC will not accept a submission that has content related to training or preparation for passing, marking, or developing a credentialing exam such as NCIDQ or LEED. Exam preparatory CEUs that address the minimum competency to practice are also not eligible for IDCEC approval.

Committee, Special Taskforce or Advisory Council

Material including case studies and discussion notes, policy documents or white papers that are used by an organization for project work, advisory committee work, or meetings are not considered learning units or professional development and will not be accepted for review.

Self-guided tours, entertainment, and recreation learning

Self-guided or personal trips and visits to historical and cultural places of interest are not accepted by IDCEC. Self- improvement learning courses are for personal development and therefore not accepted as professional development.

Mass media learning programs (i.e., through television, radio, newspaper)

Newspaper articles, television documentaries or films are not accepted by IDCEC for approval as a CEU.

Sales Presentations

Promotional material for specific products or services geared to encourage sales cannot be submitted to IDCEC for review.

Submitting a CEU for Review

Every education provider must have one assigned CEU administrator. The individual who submits the CEU for approval is the main point of contact for the organization. You must have an IDCEC account and pay an annual registration fee to submit a CEU. If you are not registered, please create an account, and register with IDCEC as a provider.

The review process takes approximately 2 weeks. You may not advertise your program as IDCEC-approved until you have officially been notified of approval. Please plan early to allow adequate time for marketing your CEU appropriately following the IDCEC decision. Conditional approvals are not granted.

A CEU approved by AIA or GBCI is not automatically accepted by IDCEC. IDCEC does an independent review and does not rely on approvals granted by AIA or GBCI.

Once registered as a provider and the annual fee is paid, you will obtain a unique provider number. This number is confidential, and it is recommended that you do not share this number unless you are sure and trust the individual(s).

The identification number allows you access to the secured IDCEC provider portal. The provider portal allows the assigned administrator access to submit CEUs, schedule events, report attendance, add instructors, maintain their profile, and manage all activities on behalf of the provider through the portal dashboard.

CEU submission can be completed in sections and saved on the portal. This gives the CEU administrator the flexibility to submit parts of the CEU over a period of time and use the portal functionality as work in progress.

Requirements of a CEU submission

Successful CEU submissions must include:

- Minimum of four learning objectives
- Detailed content outline broken down by topics
- CEU description/ presenter's script or talking notes/CEU Content
- Content bibliography from reliable sources
- Mode of Delivery (In-class or Distance Learning)
- Classification of Learning (Basic, Intermediate or Advanced)
- Designation (General or HSW)
- Instructor Information
- The addition of the mandatory IDCEC slide in your presentation

If a CEU has been previously submitted to AIA or GBCI you will have an opportunity to declare this when you submit the CEU online.

IDCEC does an independent review and will not grant approval based on approval granted by other organizations. It is expected that a provider submits a CEU that is designed for designers. Do not submit the same package that you previously submitted to AIA or GBCI without paying attention to the IDCEC requirements for CEU approval. This will delay approval of the CEU.

A quantified CEU outline must be included in the CEU submission. Regardless of the CEU length, the outline must offer specific time allocations to illustrate how the content complements the stated learning objective(s). IDCEC recommends the outline be as detailed as possible to expedite the approval process.

Handouts and presentation material used during the CEU presentation must be included in the CEU submission. Presentations submitted for approval must include a script or talking notes to give the reviewer insight into the content of the presentation. Presentation slides with pictures alone do not allow for a fair evaluation of a CEU. You may not advertise your program as IDCEC-approved until you have officially been notified of approval.

When uploading presentation slides and content it is recommended that files are converted to formats that can be opened by the reviewers. It is preferable to convert a PowerPoint presentation into a PDF before uploading it to the portal. Mac users must convert files so that they can be opened by Windows Explorer.

Instruction-Related Criteria

Instructors must have appropriate experience related to the subject matter. They must also understand the purpose and intent of the CEU objectives for continuing education. Knowledge and skill in instructional methods and learning processes are required, along with the ability to communicate content to participants at an appropriate level.

Tours of showrooms will typically result in denial and self-guided tours are not acceptable for CEU credit. Tours cannot in included in the time allocated for professional continuing education. They must be kept separate and will not be included for CEU credit.

Mode of CEU Delivery

In Person:

Most CEUs are classroom based, face-to-face CEUs of any length. These CEUs are guided by an instructor or presenter. Webinars presented in a live, instructor-led format may be considered in-person learning, provided the instructor can verify who has attended the full length of the CEU online. Recordings of webinars are not permitted as in-person learning.

Distance Learning:

Distance learning CEUs allow participants to acquire knowledge and skills through designed information and instruction encompassing multimedia components, text-based information and/or other forms of learning content accessed independently. Distance learning CEUs may be characterized by:

- Separation of time between instructor and learner.
- Absence of real-time interaction between the learner and instructor

Since the instructor is not present when the learning takes place, distance learning CEUs require the use of an assessment instrument to verify learners have achieved the learning objectives. A short quiz at the end of the CEU is appropriate. The quiz must be assessed, and credit given when a learner has achieved at least 80% success on the quiz.

Classification of Learning Levels:

Reviewers will evaluate each CEU for content classification and will assign a classification for pre-requisite knowledge required and for level of learning outcome.

Basic

Basic level CEUs provide general information, awareness and understanding of a topic. They transfer new information without substantial prerequisite knowledge to process or use it. Learning objectives may be to understand, describe, define, or recognize new information. This level is appropriate for CEUs that are presenting new concepts or conveying information in a limited time frame with minimal interaction by the participants.

Intermediate

Intermediate CEUs focus on understanding and comprehension of a topic with in-depth material or explanation by the instructor. They require the learner to be more engaged and produce more tangible outcomes, interacting with the material and using the information in practice applications and therefore require some prerequisite knowledge. Objectives may be to analyze, assess, select, or compare/contrast new information. At this level, CEUs should include activities such as discussions, practice assignments, or self-check assessments.

Advanced

Advanced CEUs focus on extensive application and implementation of highly technical or detailed topics, preparing learners to complete a definitive action after the CEU, and require substantial prerequisite knowledge. The CEU material and activities allow the learner to gain the new knowledge, practice its application and be able to apply the information on their own. Objectives may be to implement, design, calculate, produce, validate, or create a tangible product or action. At this level, CEUs encompass enough material and time, typically several hours to multiple days, to allow the learner to achieve and demonstrate the objectives. CEUs should include interactive activities and assessment measures.

CEU Bibliography

A bibliography is mandatory with the application. It must list the resources, i.e., books, articles, that were used to develop CEU materials. The bibliography also serves as a reference tool for reviewers so they may assess the relevance and timeliness of the research and resources used. IDCEC expects that continuing education is validated through a variety of reliable sources.

For example, Wikipedia would not be considered a valid source. IDCEC understands that there may be cases where providing a bibliography is not possible. If so, you must include written justification. IDCEC reserves the right to deny any application based on its bibliography or justification statement.

CEU Designation:

CEU developers must meet the 75% requirement for a CEU to qualify under the 'HSW' (Health Safety Welfare) designation, otherwise their CEU will fall under the 'General' designation. A CEU developer must devote at least 75% of the slides, statements, and training to achieving the specific designation. It is important to provide a script as picture slides do not make clear the content being taught.

You may request a designation for your submitted CEU; however, the final decision resides with the reviewers. The specific categories are below.

Health, Safety and Welfare Designation:

Courses eligible for IDCEC HSW designation must include course content directly related to requirement analysis, programming, and the creation & development of the design, plans, and technical specifications for the built environment, including its interior materials and finishes, fixtures, furnishings, and equipment.

At a minimum, 75% of the course content must include applicable information required by laws, codes, regulations, testing standards and empirical research.

Evidence-Based Design (EBD) course content is eligible for HSW designation if the presentation is grounded in and cites empirical research data obtained through observation, survey research, or experiments relevant to human behavior that could be used to guide policy and/or design decisions that could support the health, safety, and welfare or well-being of an occupant(s) within the built environment.

General Designation

Courses eligible for IDCEC 'General' designation must, at a minimum, have 75% course content related to design history and trends, design relevant to color theory, human behavior and cultures, design education, design business, professional practices and process, design specialties such as hospitality or residential design, and/or design theory and creativity.

Instructor Information

Basic contact information for each instructor is required. Ensure that all instructors that are approved by you to present the CEU are entered under the IDCEC account.

Intellectual Property

During the review process, the intellectual property rights of authors/CE providers will be protected, regulated, and maintained, no matter how vast the distribution of information in print, electronically, or otherwise. IDCEC will make sure that copyrights and other intellectual property rights are respected and not infringed upon by IDCEC or any of its subcommittees residing in managing organizations or any other individual or group acting on behalf of IDCEC.

IDCEC recommends authors/CE providers copyright their material.

CEU Maintenance and Assessment

All ongoing CEUs must maintain positive ratings to remain in the CEU database. If there are consistently poor evaluations, a CEU will lose its IDCEC approval until the necessary modifications have been made. All ongoing CEUs are approved for a maximum of two years. At the conclusion of that two-year period the CE provider is the required resubmit their CEU(s) for IDCEC approval.

Record Keeping

By submitting your CEU for IDCEC approval you are agreeing to abide by the requirements, policies and guidelines set forth by IDCEC.

If you use attendee sign-in sheets, they must be retained for a period of three years. In the event of an audit, instructors must produce these records if requested.

Audit

IDCEC conducts quality control audits. Audits may be random, at will, or the result of an attendee complaint. Instructors and their CEUs may be audited at any time without notice. Should an instructor be selected for an audit, he/she will be expected to comply with all requests for IDCEC to successfully complete the audit process. IDCEC reserves the right to attend an in person CEU or a distance learning event without notification for the purpose of auditing that CEU.

Probation

An instructor/provider may be placed on probation if IDCEC finds them in violation of the policies, processes, criteria, and guidelines set forth by IDCEC. Probation is a minimum of 30 days and no longer than 90 days. Violations include but are not limited to:

- Routinely violating the submission process
- Presenting misleading and/or inaccurate information
- Failure to present a CEU as it was submitted and approved
- Including proprietary information during the presentation
- Inaccurately offering a HSW credit
- Failure to complete post presentation documentation
- Giving credits that were not earned
- Failing to provide attendance records
- Poor CEU evaluations
- Offering a CEU that has expired

Suspension

Providers may be permanently suspended should a violation of any of the following occur:

- Failure to make necessary revision during the probation period
- Being placed on probation three times

CEU Retraction

A CEU may be retracted if it is determined to contain inaccurate, outdated, or inappropriate information. Once a CEU has been retracted it will no longer carry IDCEC approval. Providers will have 30 days to make necessary corrections and resubmit for approval. Additional fees will apply for the resubmittal process. A CEU may not be advertised as IDCEC approved until it has been reviewed and approved.

Provider Responsibilities After Approval

Include the IDCEC dedicated slides in all presentations. The IDCEC stamp of approval is available to all registered providers for download in the secured CEU Provider section of the website. The administrative contact must monitor the provider dashboard and ensure that outstanding items are attended to in the required timeframe.

https://www.idcec.org/Pages/Forms/Public/Registry/RegistrationCourseProvider.aspx

Event registration and IDCEC identification

Providers must collect the IDCEC unique identification numbers of learners when they register for a CEU. Please include space for the IDCEC number in your CEU registration form. A provider will not be able to report attendance on behalf of the learner if the learner does not provide an IDCEC number upon registration for the CEU.

Credit will not be granted for those CEUs that have expired. Please make sure that a CEU is current and has not expired before you offer it.

Schedule of events and class code

As soon as the CEU is approved, a provider must fill out the schedule of events. The event must be declared in the online form through the IDCEC website and CEU portal. Once an event is scheduled, a unique class code is generated for each event. This class-code must be handed out to CEU/seminar attendees at the end of the event. You may also obtain a class-code after the event is held.

The provider/instructor is also responsible for taking attendance and submitting this to IDCEC through the online provider portal. This allows IDCEC to match the attendance record from the provider and enable audit and control of records. This allows for credible records for the IDCEC transcript.

Submission of Attendance

All providers are required to submit attendance within 5 business days of the event being held. Failure to submit attendance records will result in the CEU's removal from the searchable calendar of events on the IDCEC website.
Attendance will only be accepted through the online template. Provider records in paper format will not be accepted. Attendance cannot be reported to IDCEC via email.
All resources on how to report attendance can be found at:
https://www.idcec.org/Pages/Forms/Public/Registry/RegistrationCourseProvider.aspx

Watch the video for IDCEC's mobile attendance app at the link below.
https://www.youtube.com/watch?v=32ffH_Qmb8Q

CEU Survey

CEU surveys will be completed by the attendees online after attendance has been reported by the Provider of the CEU. CEU survey results will be reviewed and released to providers on request to ensure that the CEUs are maintaining the IDCEC required ratings. Surveys that show poor ratings will be removed from the calendar of events and the provider will be required to update and resubmit the CEU for approval. To request a copy of your survey results please email jroberts@idcec.org

Certificates of Completion

All certificates of completion will be issued to the learner online. Certificates will be issued for IDCEC approved CEUs and only for learners who have a unique IDCEC identification.

Providers are required to issue certificates of completion for non-IDCEC learners (E.g., Architects). The certificate of completion template can be found in the secured provider section on the IDCEC website.

Do not issue a paper certificate of completion to any learner who is a member of ASID, IIDA or IDC. They can search for their number at www.idcec.org (top right corner near the login button)

Learners who do not have an IDCEC number and would like to use the IDCEC registry can create an IDCEC Registry account free of cost at https://www.idcec.org/Pages/Forms/Public/Registry/RegistrationLearner.aspx

There is a fee of $5 per recorded CEU. All payments must be made online by credit card.

Adding instructor names after CEU approval

Additional names of instructors can be added once the CEU is approved. The instructor can present the CEU as soon as training is completed by the Provider.

Submitting a Conference

A Conference is a series of one time only CEUs or seminars offered within a specific period or number of days. The organizer of the conference must submit information on the conference, description of the CEUs and presenter information.

Typically, conference CEUs are reviewed and selected by a qualified conference review committee. IDCEC does everything possible to ensure that all conference CEU presentations are of the best possible quality and use a rigorous evaluation and selection process.

A separate review process is employed for these types of CEUs and therefore these submissions do not have the same information requirements as ongoing CEUs. Unique IDCEC numbers will be issued for each individual CEU taking place during the conference.

Organizers must first register as a conference provider and obtain a unique identification number to submit a conference. Conferences must be submitted in advance so that they can be marketed as approved by IDCEC. The IDCEC stamp of approval must be included in all marketing material for the conference pertaining to approved CEUs.

Attendance records

All conference providers must supply attendees with proof of attendance. Proof of attendance can be provided with either a conference attendance card or a certificate of completion. Proof of completion must contain the Conference name and number, title of the CEU, date, CEU value and the issuing authority signature. Attendance cards must be stamped by room monitors as proof of attending the CEU.

Attendance will be self-reported by the attendees directly to their associations. Those attendees who belong to ASID, IIDA and IDC will self-report their attendance through the IDCEC portal.

Attendance card and certificate of completion templates can be found in the secured provider section on the IDCEC website.

We also have the mobile app for attendees with an IDCEC number. Attendance can now be reported with a click of a button by the attendee at the event.
This app can be used for all in-person conferences and courses. The scanning feature does not apply to distance learning courses.
➢ Obtain the QR code from your IDCEC account dashboard.
➢ Play IDCEC video that explains the scanning feature before the CEU.
➢ All attendees with an IDCEC number must download the IDCEC app.
➢ Display the QR code at the exit and ensure all attendees with an IDCEC number scan their own attendance.

Click on the link below for more resources:
https://www.idcec.org/Pages/Forms/Public/Registry/RegistrationConferenceProvider.aspx

Benefits to the CEU Provider

- Convenient secure access and tracking of attendance records
- Direct link from IDCEC website to provider website to register for CEUs
- Provider logo with CEU title and description
- Searchable CEU once approved for North America
- Increased visibility for provider with IIDA, ASID, IDC and State Boards
- Quick turnaround of CEU approvals
- Direct contact with IDCEC in a self-serve centralized environment
- Reporting and metrics provided by IDCEC portal
- Reminders and dashboard for every registered provider
- Automated certificates of completion and CEU survey