

# **How to Register Your Continuing Education Units**

## **Step by Step Manual**

**For**

**Learners**

## Table of Contents

Learner Access .....	3
Mobile App.....	4
Types of Reporting .....	6
IDCEC Approved Courses.....	7
Non-IDCEC Courses .....	7
IDCEC Approved Conferences .....	8
Non-IDCEC Conferences .....	8
How to Self- Report Courses and Conferences .....	9
Non_IDCEC Courses .....	9
IDCEC Approved Courses .....	12
IDCEC Conference .....	15
Non-IDCEC Conferences.....	20
Transcripts.....	24
Compliance with your Association or State Board .....	25
Association Contacts.....	26

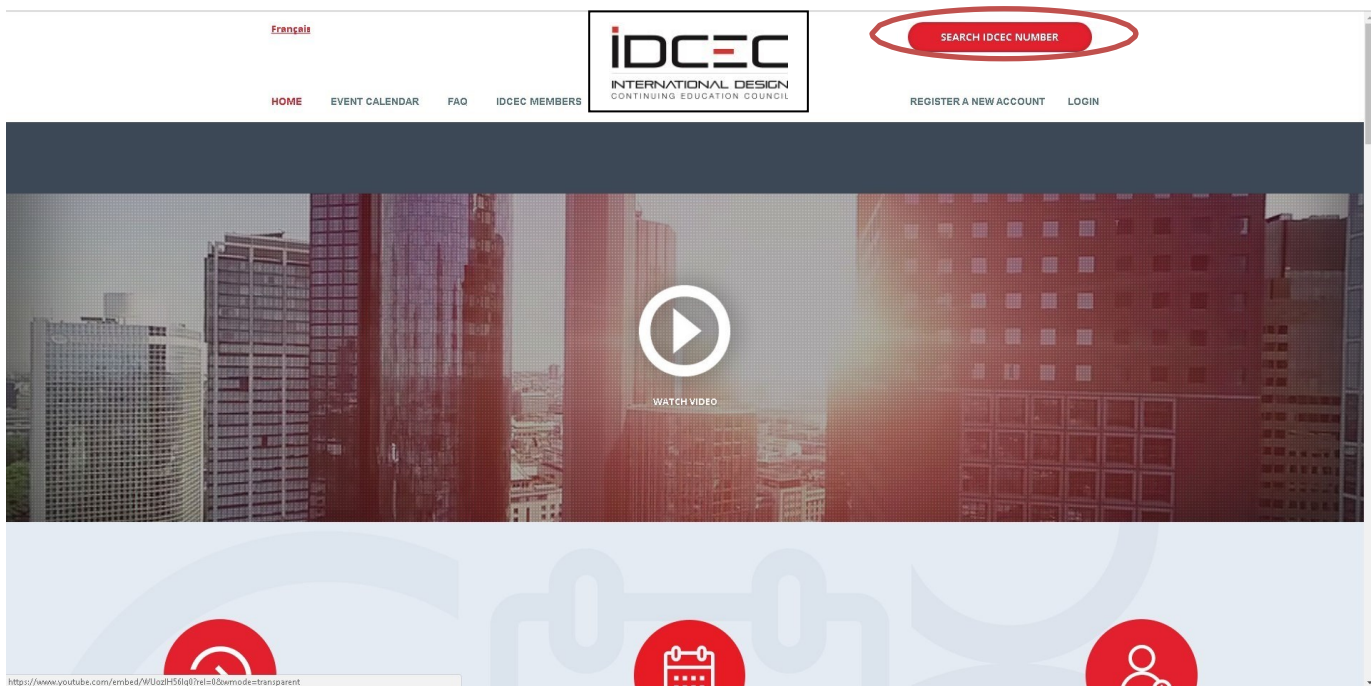
## Learner Access

Access the IDCEC website at [www.idcec.org](http://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](mailto:admin@idcec.org)

Click on the Login Button.



## 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\*

21-00001000|

Password\*

\*\*\*\*\*

LOGIN

FORGOTTEN PASSWORD

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



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.

The screenshot shows the 'CE Registry Dashboard Page' with a sidebar on the left and a main content area on the right. Red arrows highlight specific elements:

- An arrow points to the 'View My Courses' tab in the sidebar.
- An arrow points to the 'Transcript' tab in the sidebar.
- An arrow points to the 'Current Reporting Cycle Courses and Conferences' dropdown menu in the main content area.

**CE Registry Dashboard Page**

For IDCEC approved courses your attendance will be reported for you by the provider of the course. The provider of the course can report attendance on your behalf only if you have given them your 10 digit IDCEC Identification number.

If your IDCEC approved course has not been reported by the provider because you did not provide your 10 digit number at the event and you have the certificate of completion you can self-report and upload your certificate of completion to your record. Scan your certificates before you report your course.

Do not report a course if you do not have proof of completion as it will not show up on your transcript.

Please review the step by step [instruction manual](#) before you attempt to use this system.

**Current Reporting Cycle Courses and Conferences** [dropdown arrow]

**Past Reported Courses and Conferences** [dropdown arrow]

**Sidebar Menu:**

- View My Courses
- Transcript
- Report Course
- Report Conference
- Payment (CAD Only) **Owing 20**
- View Payment History
- My Profile

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.

Effective March 2021, IDCEC introduced the mobile app for IDCEC registry users.

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:	Ely Alaniz	<a href="mailto:fbarbini@iida.org">fbarbini@iida.org</a>
	ASID	<a href="mailto:education@asid.org">education@asid.org</a>
	Della Swider	<a href="mailto:dswider@interiordesignsociety.org">dswider@interiordesignsociety.org</a>
	Cindy Beauchemin	<a href="mailto:support@dsasociety.org">support@dsasociety.org</a>

## 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



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:	Ely Alaniz	<a href="mailto:fbarbini@iida.org">fbarbini@iida.org</a>
	ASID	<a href="mailto:education@asid.org">education@asid.org</a>
	Della Swider	<a href="mailto:dswider@interiordesignsociety.org">dswider@interiordesignsociety.org</a>
	Cindy Beauchemin	<a href="mailto:support@dsasociety.org">support@dsasociety.org</a>





## 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.

  
View My Courses

  
Transcript

  
Report Course

  
Report Conference

**CE Registry Dashboard Page**

For IDCEC approved courses your attendance will be reported for you by the provider of the course. The provider of the course can report attendance on your behalf only if you have given them your 10 digit IDCEC identification number.

If your IDCEC approved course has not been reported by the provider because you did not provide your 10 digit number at the event and you have the certificate of completion you can self-report and upload your certificate of completion to your record. Scan your certificates before you report your course.

Do not report a course if you do not have proof of completion as it will not show up on your transcript.

Please review the step by step [instruction manual](#) before you attempt to use this system.

Current Reporting Cycle Courses and Conferences

Past Reported Courses and Conferences

## REPORT COURSE

  
Self Report Non-IDCEC Course

  
Self Report IDCEC Course

**Provider or Organization Name:\***

**Course Title or Activity Title: (Max of 100 characters, as you would like it to appear on your transcript)\***

**Seminar/Course Code if applicable:**

**Activity Details: ( Do not exceed 100 characters in length)**

ASID, IIDA, IDC and IDS accept IDCEC approved courses for their continuing education requirement. However, courses not pre-approved by IDCEC can be submitted to your Membership Association to be individually reviewed and approved for their mandatory CEU requirement. Please contact each association directly for their specific review process. Membership Association approval does not qualify it as an IDCEC CEU.

Fill in the information on the course as requested.

**Activity Details: ( Do not exceed 100 characters in length)**

ASID, IIDA, IDC and IDS accept IDCEC approved courses for their continuing education requirement. However, courses not pre-approved by IDCEC can be submitted to your Membership Association to be individually reviewed and approved for their mandatory CEU requirement. Please contact each association directly for their specific review process. Membership Association approval does not qualify it as an IDCEC CEU.

IDC Members can self report Non-IDCEC activity by choosing the category from the prescribed Non-IDCEC list. Proof of activity must be attached for auditing purposes. Do not enter an activity for which you cannot attach proof of attendance or registration.

**This course was reviewed and approved by:**

☐ ASID pre-approved CEUs

**ASID Approval Number**

**Requested Designation: (If applicable only)**

Please Select...

**Classification of Learning Levels:**

Please Select...

**Course Date (dd/mm/yyyy)\***

**Length (hours):\***

**Report course attendance**

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
<a href="#">Test 2 for Non-IDCEC</a>	4563	<a href="#">Certificate(Edit)</a>	<a href="#">Delete</a>	0.2
<a href="#">Test Course</a>	12354	<a href="#">Upload Certificate</a>	<a href="#">Delete</a>	0.1
<a href="#">Test for Non-IDCEC CEU's</a>	1234	<a href="#">Certificate(Edit)</a>	<a href="#">Delete</a>	0.1

**Non IDCEC Conference:**

Conference Title (Max of 100 characters)	Conference Code	Delete
<a href="#">Annual Conference 2012</a>	1234	<a href="#">Delete</a>
<a href="#">Annual Conference 2013</a>	N/A	<a href="#">Delete</a>
<a href="#">Test CON1</a>	123456	<a href="#">Delete</a>

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.

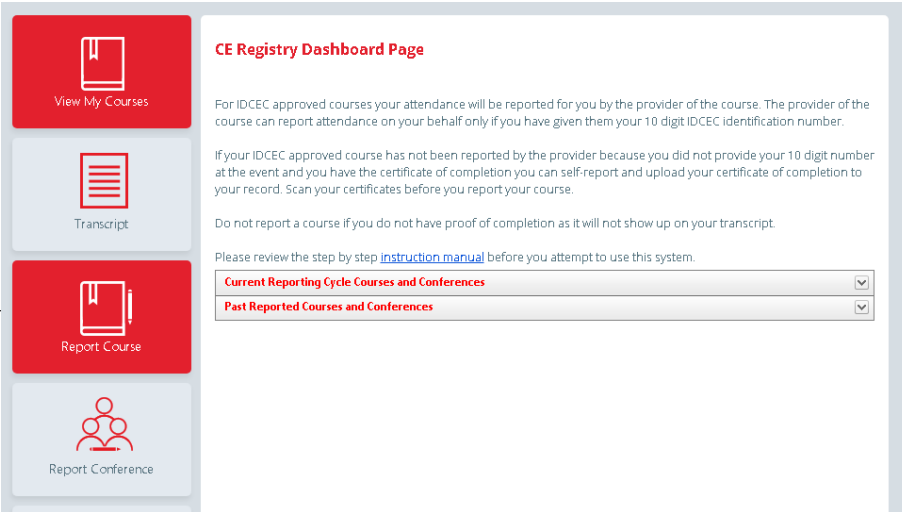
### UPLOAD CERTIFICATE

**File: (Upload scanned certificate of completion - Max. 5 MB)**

File name	Date
No records to display.	

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



The dashboard page features a sidebar on the left with four buttons: 'View My Courses' (book icon), 'Transcript' (document icon), 'Report Course' (book and pencil icon), and 'Report Conference' (three people icon). An arrow points to the 'Report Course' button. The main content area is titled 'CE Registry Dashboard Page' and contains the following text:

For IDCEC approved courses your attendance will be reported for you by the provider of the course. The provider of the course can report attendance on your behalf only if you have given them your 10 digit IDCEC identification number.

If your IDCEC approved course has not been reported by the provider because you did not provide your 10 digit number at the event and you have the certificate of completion you can self-report and upload your certificate of completion to your record. Scan your certificates before you report your course.

Do not report a course if you do not have proof of completion as it will not show up on your transcript.

Please review the step by step [instruction manual](#) before you attempt to use this system.

Below the text are two dropdown menus:

- Current Reporting Cycle Courses and Conferences
- Past Reported Courses and Conferences



The 'REPORT COURSE' section has a light blue background and contains two red buttons with white icons (book and pencil):

- Self Report Non-IDCEC Course
- Self Report IDCEC Course

An arrow points to the 'Self Report IDCEC Course' button.

THIS IS THE REPORT ATTENDANCE FORM. USE THIS REPORT ATTENDANCE FORM TO REPORT YOUR ATTENDANCE.

### REPORT ATTENDANCE

**Provider Name:\***

**Course Title: (Max of 100 characters)\***

**Seminar/Course Code if applicable:**

**Requested Designation:\***

Please Select...

**Classification of Learning Levels:\***

Please Select...

**Course Date\***

**Length (in whole hours)\***

**Report Course Attendance**

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.

Conference Title (Max of 100 characters)	Conference Code
No records to display.	

**Non IDCEC Course:**

Course Title (Max of 100 characters)	Course Code	Action	Delete	CEU
aa	N/A	<a href="#">Upload Certificate</a>	<a href="#">Delete</a>	0.1
Test -NON-IDCEC	1234	<a href="#">Certificate[Edit]</a>	<a href="#">Delete</a>	0.1

**Non IDCEC Conference:**

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.

**UPLOAD CERTIFICATE**

File: (Upload scanned certificate of completion - Max. 5 MB)


Browse...

Upload

File name	Date
No records to display.	

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



**CE Registry Dashboard Page**

For IDCEC approved courses your attendance will be reported for you by the provider of the course. The provider of the course can report attendance on your behalf only if you have given them your 10 digit IDCEC identification number.

If your IDCEC approved course has not been reported by the provider because you did not provide your 10 digit number at the event and you have the certificate of completion you can self-report and upload your certificate of completion to your record. Scan your certificates before you report your course.

Do not report a course if you do not have proof of completion as it will not show up on your transcript.

Please review the step by step [instruction manual](#) before you attempt to use this system.

<b>Current Reporting Cycle Courses and Conferences</b>	<input checked="" type="checkbox"/>
<b>Past Reported Courses and Conferences</b>	<input checked="" type="checkbox"/>

The dashboard features a sidebar with five buttons: 'View My Courses' (book icon), 'Transcript' (document icon), 'Report Course' (book with pencil icon), 'Report Conference' (group of people icon, highlighted with a black arrow), and 'Payment (CAD Only)' (dollar sign icon).



## REPORT CONFERENCE

The screen displays two red buttons with white icons of a group of people. The left button is labeled 'Self Report IDCEC Conference' and is highlighted with a black arrow. The right button is labeled 'Self Report Non-IDCEC Conference'.

## REPORT ATTENDANCE

Search by conference name or code:

Search

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.

## REPORT ATTENDANCE

Search by conference name or code:

NeoCon

Search

Conferences: Please select the conference you attend and continue.

Title	Code	Start Date
<a href="#">ASID - NeoCon</a>	CONF-10018	2012/06/08
<a href="#">ASID at NeoCon</a>	CONF-10096	2013/06/10
<a href="#">NeoCon 2013</a>	CONF-10086	2013/06/10
<a href="#">NeoCon East 2013</a>	CONF-10133	2013/10/16
<a href="#">NeoCon® 2012</a>	CONF-10009	2012/06/11
<a href="#">NeoCon® East 2012</a>	CONF-10044	2012/10/17

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



## REPORT ATTENDANCE

Search by conference name or code:

NeoCon

Search

Conference Title (Max of 100 characters)

ASID - NeoCon

Seminar	<input type="checkbox"/>
Driehaus Museum Private Tour The Gilded Age Revisited	<input type="checkbox"/>
A Table for Two, Please	<input type="checkbox"/>
Innovating Yourself in Turbulant Times	<input type="checkbox"/>
New Mandatory ADA Regulations What's involved and what you need to know to be compliant	<input type="checkbox"/>
Leadership Skills	<input type="checkbox"/>

Report Seminar Attendance

Conference Title (Max of 100 characters)

ASID - NeoCon

Seminar	<input type="checkbox"/>
Driehaus Museum Private Tour The Gilded Age Revisited	<input checked="" type="checkbox"/>
A Table for Two, Please	<input checked="" type="checkbox"/>
Innovating Yourself in Turbulant Times	<input type="checkbox"/>
New Mandatory ADA Regulations What's involved and what you need to know to be compliant	<input checked="" type="checkbox"/>
Leadership Skills	<input type="checkbox"/>

Report Seminar Attendance

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.

INTERIOR DESIGN IMPLICATIONS FOR HEALTHCARE TECHNOLOGY PLANNING	<input type="checkbox"/>
HOW TO LEVERAGE SOCIAL TECHNOLOGIES IN THE DESIGN INDUSTRY	<input type="checkbox"/>
WHAT IS ACTIVE LEARNING? WHAT PEDAGOGICAL TENETS ARE INVOLVED AND WHAT SIZE SPACE CAN SUPPORT IT?	<input type="checkbox"/>
LED'S: WHEN AND HOW TO USE THEM	<input type="checkbox"/>
THE LEGAL WORKPLACE OF THE FUTURE	<input type="checkbox"/>
SUSTAINABLE HEALTHCARE ENVIRONMENTS: WHAT ARE THE REAL OUTCOMES FOR THE UPFRONT INVESTMENT?	<input type="checkbox"/>
DETROIT: THE FUTURE CITY OF FUN	<input type="checkbox"/>
RENOVATE SMARTER! HOW TO GET THE MOST OUT OF UPGRADING YOUR EXISTING SPACE AND STAY SANE DOING IT	<input type="checkbox"/>
BEST PRACTICES FOR THE DESIGN OF LEARNING SPACES, FURNITURE AND TOOLS IN THE 21ST CENTURY: A REVIEW	<input type="checkbox"/>
SALES LEADERSHIP: BE A POSITIVE FORCE	<input type="checkbox"/>
MARKET SMART: MAKE A BIG SPLASH FOR LITTLE CASH	<input checked="" type="checkbox"/>
TRANSFORMING THE GOVERNMENT WORKPLACE	<input checked="" type="checkbox"/>
HEALTHY BUILDING, HEALTHY OCCUPANTS	<input checked="" type="checkbox"/>
THE DESIGNER'S ROLE IN GREEN LEASES	<input type="checkbox"/>
BUILDING COMMUNITY ON COLLEGE CAMPUSES	<input type="checkbox"/>
WHO'S MINDING THE OFFICE? TRENDS AND TRADE-OFFS IN OFFICE LIGHTING	<input type="checkbox"/>
DISCOVERING THE SECRETS OF THE MASTERS TO ENERGIZE A SPACE	<input type="checkbox"/>
Panel Presentation: INNOVATION IN RESUE: DESIGNING GREEN BUILDING WITH RECLAIMED MATERIALS	<input type="checkbox"/>
Razorfish Tour	<input type="checkbox"/>

Report Seminar Attendance

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

THE DESIGNER'S ROLE IN GREEN LEASES	<input type="checkbox"/>
BUILDING COMMUNITY ON COLLEGE CAMPUSES	<input type="checkbox"/>
WHO'S MINDING THE OFFICE? TRENDS AND TRADE-OFFS IN OFFICE LIGHTING	<input type="checkbox"/>
DISCOVERING THE SECRETS OF THE MASTERS TO ENERGIZE A SPACE	<input type="checkbox"/>
Panel Presentation: INNOVATION IN RESUE: DESIGNING GREEN BUILDING WITH RECLAIMED MATERIALS	<input type="checkbox"/>
Razorfish Tour	<input type="checkbox"/>

Report Seminar Attendance

#### Reported Seminars

Seminar Title	Seminar Code	Date	Start Time	End Time	
MARKET SMART: MAKE A BIG SPLASH FOR LITTLE CASH	SE-10009-177	Jun 13, 2012	11:00	12:00	<a href="#">Delete</a>
TRANSFORMING THE GOVERNMENT WORKPLACE	SE-10009-178	Jun 13, 2012	13:30	14:30	<a href="#">Delete</a>
HEALTHY BUILDING, HEALTHY OCCUPANTS	SE-10009-179	Jun 13, 2012	13:30	14:30	<a href="#">Delete</a>

Upload prove of completion (Conference card, or individual certificate of completion)

Add Description Here...

File:

Upload

Browse...

File name	Date
No records to display.	

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

BUILDING COMMUNITY ON COLLEGE CAMPUSES  
WHO'S MINDING THE OFFICE? TRENDS AND TRADE-OFFS IN OFFICE LIGHTING  
DISCOVERING THE SECRETS OF THE MASTERS TO ENERGIZE A SPACE  
Panel Presentation: INNOVATION IN RESUE: DESIGNING GREEN BUILDING WITH RECLAIMED MATERIALS  
Razorfish Tour

Report Seminar Attendance

Reported Seminars

Seminar Title	Seminar Code	Date	Start Time	End Time	
MARKET SMART: MAKE A BIG SPLASH FOR LITTLE CASH	SE-10009-177	Jun 13, 2012	11:00	12:00	Delete
TRANSFORMING THE GOVERNMENT WORKPLACE	SE-10009-178	Jun 13, 2012	13:30	14:30	Delete
HEALTHY BUILDING, HEALTHY OCCUPANTS	SE-10009-179	Jun 13, 2012	13:30	14:30	Delete

Upload prove of completion (Conference card, or individual certificate of completion)

Add Description Here...

File:

Browse...

Upload

File name	Date
No records to display.	

Copyright © 2011 www.idcec.org. All rights reserved. [Privacy Policy](#) [Terms and Conditions](#)

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.**

WHO'S MINDING THE OFFICE? TRENDS AND TRADE-OFFS IN OFFICE LIGHTING  
DISCOVERING THE SECRETS OF THE MASTERS TO ENERGIZE A SPACE  
Panel Presentation: INNOVATION IN RESUE: DESIGNING GREEN BUILDING WITH RECLAIMED MATERIALS  
Razorfish Tour

Report Seminar Attendance

Reported Seminars

Seminar Title	Seminar Code	Date	Start Time	End Time	
MARKET SMART: MAKE A BIG SPLASH FOR LITTLE CASH	SE-10009-177	Jun 13, 2012	11:00	12:00	Delete
TRANSFORMING THE GOVERNMENT WORKPLACE	SE-10009-178	Jun 13, 2012	13:30	14:30	Delete
HEALTHY BUILDING, HEALTHY OCCUPANTS	SE-10009-179	Jun 13, 2012	13:30	14:30	Delete

Upload prove of completion (Conference card, or individual certificate of completion)

Add Description Here...

File:

Browse...

Upload

File name	Date
iStock_000019508718Medium.jpg	Jun 28, 2012

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

View My Courses

Transcript

Report Course

Report Conference

Payment (CAD Only)

### CE Registry Dashboard Page

For IDCEC approved courses your attendance will be reported for you by the provider of the course. The provider of the course can report attendance on your behalf only if you have given them your 10 digit IDCEC identification number.

If your IDCEC approved course has not been reported by the provider because you did not provide your 10 digit number at the event and you have the certificate of completion you can self-report and upload your certificate of completion to your record. Scan your certificates before you report your course.

Do not report a course if you do not have proof of completion as it will not show up on your transcript.

Please review the step by step [instruction manual](#) before you attempt to use this system.

Current Reporting Cycle Courses and Conferences	✓
Past Reported Courses and Conferences	✓

## REPORT CONFERENCE

Self Report IDCEC Conference

Self Report Non-IDCEC Conference

## REPORT ATTENDANCE

**Provider Name:\***

Merchandise Mart

**Conference Title (Max of 100 characters)\***

Design Conference Test

**Conference Code**

Report conference attendance

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

## REPORT ATTENDANCE

**Seminar Title:\***

Keynote Speaker - Design Trends

**Seminar Code:**

234515

ASID, IIDA and IDC accept IDCEC approved courses for their continuing education requirement. However, courses not pre-approved by IDCEC can be submitted to your Membership Association to be individually reviewed and approved for their mandatory CEU requirement. Please contact each association directly for their specific review process. Membership Association approval does not qualify it as an IDCEC CEU. For ASID and IIDA members only: Please note that Non - IDCEC courses not previously approved by ASID or IIDA without a pre-approval number will not show on your transcript as it is not validated by your association.

IDC Members can self report Non-IDCEC activity by choosing the category from the prescribed Non -IDCEC list. Proof of activity must be attached for auditing purposes. Do not enter an activity for which you cannot attach proof of attendance or registration.

This course was reviewed and approved by:

☐ ASID pre-approved CEUs

**ASID Approval Number**

**Seminar Date:\***

4/8/2014

**Length (in whole hours)\***

1

Add Seminar

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

ASID		<a href="mailto:education@asid.org">education@asid.org</a>
IIDA	Ely Alaniz	<a href="mailto:ealaniz@iida.org">ealaniz@iida.org</a>
IDS	Della Swider	<a href="mailto:dswider@interiordesignsociety.org">dswider@interiordesignsociety.org</a>
DSA	Cindy Beauchemin	<a href="mailto:support@dsasociety.org">support@dsasociety.org</a>

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

### REPORT ATTENDANCE

**Provider Name:\***

**Conference Title (Max of 100 characters)\***

**Seminars:**

Seminar Title	Seminar Code	Date	Hour(s)		
Keynote Speaker - Design Trends	234515	2014/04/08	1	<a href="#">Edit</a>	<a href="#">Delete</a>

**File: (Upload scanned certificate of completion - Max. 5 MB)**

←

File name	Date
No records to display.	

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.

**Provider Name:\***

Merchandise Mart

**Conference Title (Max of 100 characters)\***

Design Conference Test

Update Conference Info

**Seminars:**

Seminar Title	Seminar Code	Date	Hour(s)		
Keynote Speaker - Design Trends	234515	2014/04/08	1	<a href="#">Edit</a>	<a href="#">Delete</a>

Add Seminar

**File: (Upload scanned certificate of completion - Max. 5 MB)**


Browse...


Upload


File name	Date	
<a href="#">Graph 1.jpg</a>	May 02, 2014	<a href="#">Delete</a>


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

## Transcripts

  
View My Courses

  
Transcript

  
Report Course

  
Report Conference

**TRANSCRIPT**

All transcripts can be printed or saved to your computer free of cost.

Transcripts are available for two reporting cycles only. Please ensure that you print a copy of your transcript each year if you want to retain a back up copy for more than 4 years.

IDCEC does not guarantee acceptance of your CEUs reported on this transcript. Acceptance of continuing education activity to fulfill mandatory professional development lies with your Association and State Board. **If your total CEU requirement for a reporting cycle has been pro-rated or has been adjusted by your Association or State Board it will not reflect on the IDCEC transcript.**

**This transcript is recognized by ASID, IIDA, IDC, CIDQ, IDS and most State Boards.**

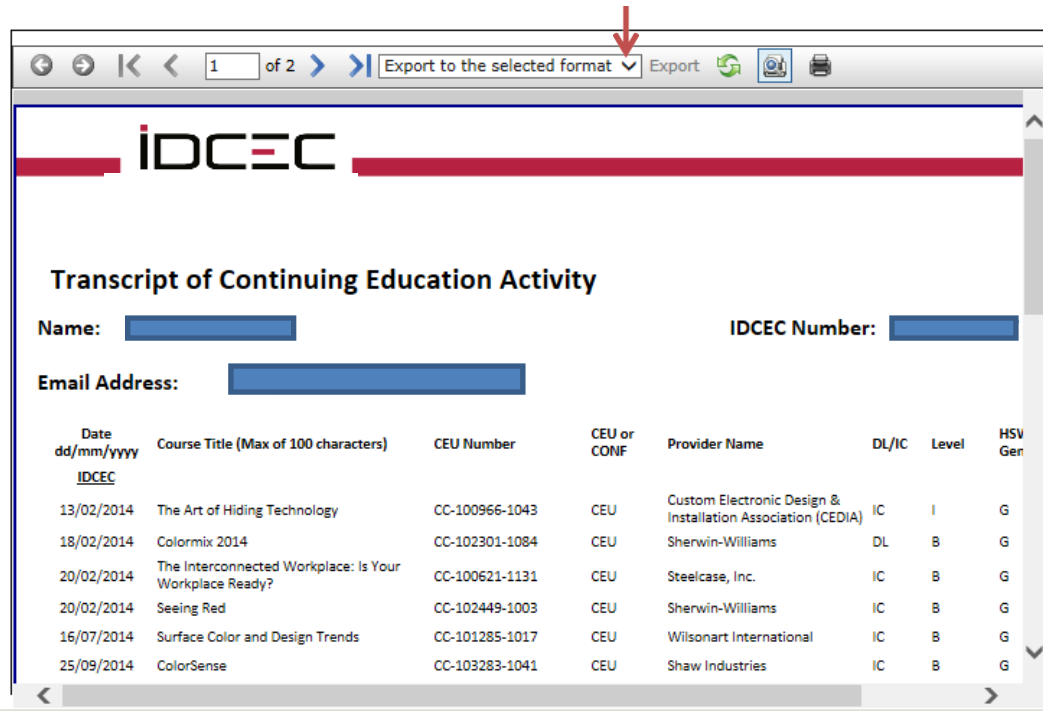
Membership Organization  
 ←

Reporting Cycle

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).





**IDCEC**

### Transcript of Continuing Education Activity

Name:  IDCEC Number:

Email Address:

Date dd/mm/yyyy	Course Title (Max of 100 characters)	CEU Number	CEU or CONF	Provider Name	DL/IC	Level	HSV Gen
13/02/2014	The Art of Hiding Technology	CC-100966-1043	CEU	Custom Electronic Design & Installation Association (CEDIA)	IC	I	G
18/02/2014	Colormix 2014	CC-102301-1084	CEU	Sherwin-Williams	DL	B	G
20/02/2014	The Interconnected Workplace: Is Your Workplace Ready?	CC-100621-1131	CEU	Steelcase, Inc.	IC	B	G
20/02/2014	Seeing Red	CC-102449-1003	CEU	Sherwin-Williams	IC	B	G
16/07/2014	Surface Color and Design Trends	CC-101285-1017	CEU	Wilsonart International	IC	B	G
25/09/2014	ColorSense	CC-103283-1041	CEU	Shaw Industries	IC	B	G

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](http://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](http://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](http://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](http://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](http://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](http://www.dsasociety.org)

**Interior Designers of Alberta (IDA)**

600, 900 - 6 AVENUE SW,  
Calgary, AB T2P 3K2  
Tel: (825) 222-7044  
[www.idalberta.ca](http://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](http://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](http://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](http://www.aridnb.ca)

**Interior Designers of Nova Scotia (IDNS)**

P. O. Box 2042  
Halifax NS B3J 3B4  
Tel: (902) 425-4367  
[www.idns.ca](http://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](http://www.idas.ca)