

## **IDIBC POLICY & PROCEDURE BULLETIN: CEU REPORTING REQUIREMENTS & PENALTIES**

### **Definitions:**

**CEU:** continuing education unit. 1 CEU = a minimum of 1 hour of activity.

**Approved CEU or IDCEC approved CEU:** refers to a CEU that is approved by IDCEC.

**Non-approved CEU or non-IDCEC approved CEU:** refers to a CEU that is not approved by IDCEC but may still be logged to fulfill a member's CEU requirements.

**PD cycle:** professional development cycle of 3 years during which members must log their prescribed number of CEUs. The current PD cycle is Jan. 1, 2019 to Dec. 31, 2021.

### **1.0 OBTAINING AN IDCEC IDENTIFICATION NUMBER**

Upon acceptance of membership to IDIBC, each Intern and Registered member will automatically be enrolled in the IDCEC database and receive a personal IDCEC identification number. This number provides access to the IDCEC online CEU logging system. This process starts once the member has been deemed to be in good standing, and it can be several months before your identification number is issued.

If it has been several months since you received your welcome letter and you still do not have an IDCEC identification number please contact Brynell D'Mello by emailing [bdmello@idcec.org](mailto:bdmello@idcec.org). Do not register for a number on-line as you will be charged – this option is only for people who are not members of IDIBC, IDC or ASID or IIDA.

You can attend seminars prior to receiving your identification number but be sure to keep the certificate (proof of attendance) so you can upload it and report the CEU when your number arrives.

### **2.0 MAINTENANCE OF MEMBERSHIP STATUS**

#### **2.1 Surplus IDCEC approved CEUs can top up other categories**

Surplus IDCEC general CEUs can be used to top up non-approved general CEUs.

Surplus IDCEC HSW CEUs can be used to top up IDCEC general and/or non-approved general CEUs.

## 2.2 Registered Members

Registered Members shall accumulate a minimum of 30 hours. Of those, 15 must be IDCEC approved CEUs, and 8 must be Health, Safety and Welfare (HSW) CEUs. HSW CEUs can be either IDCEC or non-IDCEC approved. A maximum of 15 of the required CEUs can be non-IDCEC approved CEUs. (See 2.1 Surplus CEUs)

IDCEC approved	15 CEUs
Non-IDCEC approved	15 CEUs
<i>(HSW - IDCEC or non-IDCEC)</i>	<i>8 hours)</i>
<b>Total hours needed</b>	<b>30 hours</b>

## 2.3 Intern Members

Intern Members shall accumulate a minimum of 20 hours. Of those, 5 must be IDCEC approved CEUs and 5 must be Health, Safety and Welfare (HSW) CEUs. HSW CEUs can be either IDCEC or non-IDCEC approved. A maximum of 15 of the required CEUs can be non-IDCEC approved CEUs. (See 2.1 Surplus CEUs)

IDCEC approved	5 CEUs
Non-IDCEC approved	15 CEUs
<i>(HSW - IDCEC or non-IDCEC)</i>	<i>5 hours)</i>
<b>Total hours needed</b>	<b>20 hours</b>

## 2.4 Inactive Members

Registered members who become Inactive for a period of time during a PD cycle will not be required to accumulate points while on inactive status. The total point requirements for the PD cycle for which the member was inactive will be pro-rated. Upon returning to active registered membership status, notification will be sent to the member of their revised point requirement for the current PD cycle.

Registered members must declare inactive status with IDIBC prior to inactivity period to be eligible for pro-rated CEU hours.

## 3.0 REPORTING

### 3.1 Member Reporting

.1 IDIBC requires members to complete and submit their CEUs via the IDCEC online reporting system.

.2 There are no penalties if a member does not report CEUs during the first two years of the three year cycle, but they must report all hours by December 31 at the end of the three year cycle.

.3 Members are responsible for keeping their records up-to-date and maintaining all support documentation for five years.

.4 Confirmation of completion of CEU activity is uploaded electronically by members.

## **4.0 COMPLIANCE**

### **4.1 Maintenance of Membership Status**

- .1 Members must complete and report their required CEUs within the three year cycle.
- .2 Failure to comply with the Professional Development Program requirements will result in fines and possible termination of membership. These fines will be added to their Membership dues. The first level of fines will be \$250. Additional fines if applicable will be determined by the Disciplinary Committee.
- .3 Members who fail to report their required CEUs may be fined and given 60 days from the date of issuance of notification to submit the required CEUs and payment of fine.
- .4 Members shall complete Program requirements and shall make full payment of any outstanding dues prior to reinstatement.
- .5 If the Member has failed to pay the fine, accumulate and report the CEUs by the end of the 60 day extension they will be referred to the Disciplinary Committee for determination of additional fines and possible membership termination.

### **4.2 Appeals**

Appeals must be submitted in writing to the VP Membership. All decisions by the VP Membership are made on a case-by-case basis.

### **4.3 Audit**

- .1 IDIBC will conduct a random audit at the end of every cycle. The audit will be based upon a minimum of 5% up to 25% sample of Intern / Registered members.
- .2 The audit may involve requests from the CEU Audit Committee for members to produce supporting documentation or verification of information submitted. Any false submissions may be cause to terminate membership.
- .3 Members must provide the requested supporting documentation within thirty (30) days of the date on the audit letter.
- .4 Members who are unable to furnish proof suitable to meet the audit requirements will be subject to fines and an extension of thirty (30) days to meet the requirements. If the requirements have not been met by the extension they will be referred to the Disciplinary Committee for further action.

## 5.0 ADDITIONAL INFORMATION

5.1 In the event that a member's membership is terminated; they must re-apply for membership and adhere to all current membership requirements.

### 5.2 PD Cycles

Cycle 1: January 1, 2013 to December 31, 2015.

Cycle 2: January 1, 2016 to December 31, 2018.

**Cycle 3: January 1, 2019 to December 31, 2021.**

All CEUs must be reported on IDCEC online logging system by December 31, 2021.

**Cycle 4: January 1, 2022 to December 31, 2024.**

All CEUs must be reported on IDCEC online logging system by December 31, 2024.

Questions can be emailed to [info@idibc.org](mailto:info@idibc.org) or [ceu.chair@idibc.org](mailto:ceu.chair@idibc.org)