



## GUIDE: Continuing Education Program and Reporting Requirements

One of the foundational principles of every profession is the maintenance of Competency.

This Guide to Continuing Education and Reporting Requirements provides the details of the IDIBC professional development program, as defined in the [IDIBC Member Policies and Procedures Manual](#). Included are the amount and types of continuing education activities that Registrants (practicing members of IDIBC) must undertake to maintain Competency, and the requirements for documentation. Registrants must report their compliance. The Program has been designed to provide flexibility and acknowledge the diversity among members. Nevertheless, compliance with the program is mandatory; Registrants who do not meet these requirements may be subject to disciplinary action.

### 1.0 CONTINUING EDUCATION REQUIREMENTS

The current Continuing Education 3-year cycle is January 1, 2022 to December 31, 2024.

#### Registered, Intern and Non-Practicing Members

The following Professional Development (PD) requirements apply to Registered, Intern and Non-Practicing Members.

	REGISTERED AND INTERN MEMBERS	NON-PRACTICING EDUCATORS
<b>Minimum Continuing Education Units (CEU)</b>	<b>30 CEU</b>	<b>20 CEU</b>
Minimum Interior Design Continuing Education Council (IDCEC) approved	10 CEU	5 CEU
Maximum non-IDCEC approved	20 CEU	15 CEU

The total Minimum CEU requirements must include a minimum amount of Health, Safety and Welfare CEU. These requirements can be approved or non-IDCEC approved CEUs.

Health, Safety and Welfare (HSW)	10 CEU	10 CEU
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IDCEC approved CEUs in excess of the minimum requirement can be used to top up non-IDCEC approved CEUs to make up the total minimum CEU requirement.

## New Members

CEU requirements are prorated according to membership admission year for Registrants who join mid-cycle. The table below is provided for guidance.

Year Joined	NEW REGISTERED AND INTERN MEMBERS					
	2022		2023		2024	
	Jan 1-Jun 30	Jul 1-Dec 31	Jan 1-Jun 30	Jul 1-Dec 31	Jan 1-Jun 30	Jul 1-Dec 31
<b>Minimum Continuing Education Units (CEU)</b>	<b>30 CEU</b>	<b>25 CEU</b>	<b>20 CEU</b>	<b>15 CEU</b>	<b>10 CEU</b>	<b>5 CEU</b>
Minimum IDCEC approved	10 CEU	8 CEU	7 CEU	5 CEU	3 CEU	1 CEU
Maximum non-IDCEC approved	20 CEU	17 CEU	13 CEU	10 CEU	7 CEU	4 CEU

The total Minimum CEU requirements must include a minimum amount of Health, Safety and Welfare CEU. These requirements can be approved or non-IDCEC approved CEUs.

Health, Safety and Welfare (HSW)	10 CEU	8 CEU	7 CEU	5 CEU	3 CEU	1 CEU
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## Inactive Members

Registrants 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 reduced by a maximum of 12 months. Members who are inactive for longer than 12 months must continue their professional development and complete the remaining two years of the three-year cycle (20 CEUs). Upon returning to active membership status, notification can be requested of the member's revised CEU requirements.

Inactive Status	REGISTERED AND INTERN MEMBERS	
	Year 1 – no CEUs required	Year 2 and 3
<b>Minimum Continuing Education Units (CEU)</b>		<b>20 CEU</b>
Minimum IDCEC approved		7 CEU
Maximum non-IDCEC approved		13 CEU
Health, Safety and Welfare (HSW)		7 CEU

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

## **2.0 REPORTING REQUIREMENTS**

IDIBC requires members to complete and submit their CEUs via the IDCEC online reporting system. Members are responsible for keeping their records up-to-date and maintaining all support documentation for five years.

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 CEUs by December 31 at the end of the three-year cycle.

### **IDCEC Identification Number**

Upon acceptance of membership to IDIBC, each 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.

## **3.0 COMPLIANCE**

Members must complete and report their required CEUs on the IDCEC online logging system by December 31, 2024.

Failure to comply with the Professional Development requirements will result in fines and possible termination of membership. The first level of fines is \$250. Additional fines, if applicable, will be determined by the Disciplinary Committee.

Members who fail to report their required CEUs will be provided 60 days to submit the required CEUs and pay the fine. 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.

### **Audit**

IDIBC will conduct a random audit at the end of every Professional Development cycle. The audit will be based upon a minimum sample of 5% up to 25% of members.

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.

Members must provide the requested supporting documentation within thirty (30) days of the date on the audit letter.

Members who are unable to furnish suitable proof to meet audit requirements will be subject to fines and provided an additional 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.

### **Appeals**

Appeals must be submitted in writing to the VP Membership at [info@idibc.org](mailto:info@idibc.org). All decisions by the VP Membership are made on a case-by-case basis.

#### **4.0 ADDITIONAL INFORMATION**

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

##### **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.

##### **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.

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).