



**IDIBC POLICY: CEU PROGRAM
REPORTING REQUIREMENTS & PENALTIES
Cycle 4: January 1, 2022 to December 31, 2024**

1. PURPOSE

The Policy establishes the IDIBC professional development program requirements and criteria for the permanent record of the continuing education of IDIBC registrants and non-practicing registrants. Information is included on technical concepts, operational systems for reporting, mandatory credits, deadlines and compliance with penalties and responsibility of the registrants.

2. DEFINITIONS

Registrants: Intern, Registered and Intern Extended professional designations.

Non-practicing registrants: Inactive Registered, Inactive Intern, and Non practicing Educator members.

Note: **Student, Retired and Honourary members** are not required to complete the IDIBC continuing education program.

CEU: Continuing Education Unit. 1 CEU = 1 hour (minimum) of activity.

IDIBC CEU Program: The IDIBC professional development program is designed to protect the public through support of the interior design career path and compliance of professional standards. This includes ongoing professional education, professional experience, certifications, and ethical professional conduct.

CEU Cycle: The CEU Program operates on a 3 year reporting period. Each cycle requires registrants and non-practicing registrants to complete a set number of CEUs to fulfill the knowledge required in maintaining their professional designation in good standing.

IDIBC Continuing Education Program Guide: Details of the IDIBC professional development program including the reporting procedures, credits and types of continuing education activities that Registrants and Non-practicing Registrants must undertake to maintain competency.

IDCEC: Interior Design Continuing Education Council. International organization that registers the continuing education program of interior design professionals.



IDCEC Approved CEU: Refers to a CEU that is approved by IDCEC and listed on their online CEU directory.

Non-IDCEC approved CEU: Refers to a CEU that was not approved by IDCEC but may still be logged to fulfill a member's CEU requirements.

HSW: Health, Safety and Welfare CEUs (can be IDCEC Approved or Non-IDCEC Approved).

Personal IDCEC identification number: IDCEC supplied login information and password to access the CEU reporting system.

IDCEC Proof of Attendance: If the CEU includes a certificate of completion, use this to upload as proof of attendance to IDCEC database. If no certificate is provided, a confirmation of registration email, screen shot of the course materials or confirmation of event attendance.

Professional Designation in Good Standing: Members in good standing must follow the criteria below:

- Complete the required professional development Continuing Education Units (CEUs).
- Compliance with [Bylaws](#), including the [Code of Ethics and Professional Conduct](#).
- Compliance with NCIDQ exam writing deadline and BC Building Code course completion.
- Current payment of dues and proof of Professional Liability Insurance or waiver.

3. IDCEC ONLINE REPORTING SYSTEM

The IDCEC online registration system will be used to register CEUs using an IDCEC personal identification number.

Registrants can participate in CEU activities prior to receiving your identification number but be sure to keep the proof of attendance.

Notes:

Any updates on accessing the online recording system or personal ID number will be provided in the first quarter of each cycle start and available on guide entitled IDIBC Continuing Education Program Guide.



4. CREDIT HOURS PER CEU CYCLE

4.1 Registered and Intern Members

Registered and Intern Members shall accumulate a minimum of 30 CEUs per CEU cycle.

+10 hours **must be** IDCEC approved CEUs.
 +20 hours can be non-IDCEC approved CEUs.

= 30 total hours needed

Note: Of the 30 hours total, 10 hours must be HSW CEUs which can be either IDCEC approved or non-IDCEC approved.

4.2 Non-Practicing Educator Members

Non-Practicing Educator Members shall accumulate a **minimum** of 20 CEUs per CEU cycle.

+5 hours **must be** IDCEC approved CEUs.
 +15 hours can be non-IDCEC approved CEUs.

=20 total hours needed

Note: Of the 20 hours total, 5 hours must be HSW CEUs which can be either IDCEC approved or non-IDCEC approved.

Note: Surplus CEUs (must be IDCEC Approved)

- IDCEC Approved CEUs can be used to top up other categories to meet the minimum total credits required (for all registrant members.)
- Surplus IDCEC CEUs and HSW CEUs can top up non-IDCEC approved CEUs or general CEUs.

4.3 New Members

CEU requirements are prorated according to membership admission year for registrants who join mid-cycle.

The table with prorated credits for new members will be updated in the first quarter of each cycle start and available on IDIBC Continuing Education Program Guide.



4.4 Inactive Members

Inactive members must complete a minimum of 2 years of CEU credits every cycle and declare inactive status with IDIBC prior to inactivity period to be eligible for pro-rated CEU hours.

The total CEU requirements for the CEU cycle for which the member was inactive will be pro-rated for 1 year (or less if the member returns to active status in less than 6 months).

The IDIBC Continuing Education Program Guide will outline the total credits required each cycle (approved or not approved by IDCEC and HSW) and the grace period for inactive members to remain in good standing until becoming active.

Upon returning to practice, active registrant membership status, a member can contact IDIBC Admin for an updated record of their revised CEU requirement for the current cycle.

5. DEADLINES AND MEMBER REPORTING

IDIBC requires members to complete and log their CEUs via the IDCEC online reporting system prior to December 31 of the last year of the CEU cycle.

CEUs are cumulative over a three-year period and CEU reporting should be ongoing during each cycle.

There are no reporting requirements in year 1 and year 2 of a cycle but all registrants are responsible for accumulating the prescribed total number prior to the end of the three-year cycle.

Members are responsible for keeping their records up-to-date and ensuring the correct documentation of CEU activity (proof of attendance) which must be uploaded electronically to the IDCEC reporting system.

6. COMPLIANCE

6.1 Fines and Disciplinary Committee

Members who fail to report their required CEUs, by December 31 of the year following the three-year current cycle will be audited and given 60 days from the date of issuance of notification to submit any outstanding requirements.

If registrants are not in good standing after 60 days, fines will be issued for non-compliance. The first level of fines will be \$250.00.

Failed to pay the fine, accumulate and report the CEU points by the end of the extension will be referred to the Disciplinary Committee for determination of additional fines and possible termination.



6.2 Appeals & Special Consideration

Exceptions and Special Considerations must be submitted in writing to the Executive Director, by December 31 of the cycle conclusion.

Appeals must be submitted within 30 days of notification of non-compliance.

The result of the appeal will be given in 15 days.

All decisions are made on a case-by-case basis.

6.3 Audit

IDIBC will conduct a sample, random audit at the end of every cycle. The audit will be based upon a 25% random sampling of those Intern / Registered/ Non-practicing Educator members.

The audit may involve requests from the CEU Audit Committee to produce supporting documentation or verification of information with associations, institutions, etc.

Members must provide the requested supporting documentation within fifteen (15) days of the date on the audit letter.

Members who are unable to furnish proof suitable to meet the audit requirements will be subject to fines subscribed above (item 6.1) and an extension of sixty (60) 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.

Any false submissions may be cause to terminate membership.

6.4 Maintenance of Membership Status

Registrant must complete and report their required number of CEUs within the three-year CEU cycle.

Members are responsible for keeping accurate Proof of Attendance documents in case they are selected for a CEU Audit and should maintain all support documentation for five years.

Failure to comply with the CEU Program requirements will result in fines and possible termination of membership.

Members shall complete CEU Program requirements and shall make full payment of any outstanding dues prior to reinstatement.



7. ADDITIONAL INFORMATION

In the event an Intern /Registered/ Non-practicing Educator member's membership is terminated; their re-admission will be determined by current IDIBC policies, Disciplinary Committee recommendations and completion of any outstanding compliance issues. In case of doubts about the applicability of the clauses, please email info@idibc.org.

- **Interior Designers Institute of British Columbia**