



IDIBC Continuing Education Program Guide

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

IDIBC Continuing Education Program Guide provides the details of the IDIBC professional development program, as defined in the [IDIBC Policy: CEU Program](#), which include the reporting procedures, credits and types of continuing education activities that Registrants and Non-practicing Registrants must undertake to maintain competency and documentation requirements for their professional IDIBC designation.

1. IDCEC IDENTIFICATION NUMBER

- Upon acceptance of membership to IDIBC, Registrants will receive a membership welcome letter with instructions about the outstanding fees for the current/upcoming calendar year and guidelines for submitting mandatory proof of professional liability insurance or exemption.
- Once the eligibility requirements for a new member have been met, the member automatically be enrolled in the IDCEC database.
- This process starts once the member has been deemed in good standing and automatically generated through monthly IDIBC member updates provided to IDCEC.
- IDCEC shall provide and send the personal IDCEC identification number to access the IDCEC online recording system.
- Check your spam folder as spam filters may quarantine emails received from an unrecognized source.
- If you do not receive your IDCEC number within 2 months of joining IDIBC, please email info@idibc.org.
- **IDIBC will register new members for their IDCEC number. Do not register on the IDCEC website to request a personal identification number, this option is only for people who are not IDIBC members.**
- You can participate in CEU activities prior to receiving your identification number but be sure to keep the proof of attendance so you can upload it and report the CEUs when your number are available.

2. DEADLINE CEU CYCLE AND MEMBER REPORTING

- Members must complete and report their required CEUs on the IDCEC online logging system by December 31.
- IDCEC CEUs that are not self-reported (ie. CEUs logged by the provider), must be completed by December 15, at the latest, or they may not be processed in time.
- Members can access the IDCEC website at www.idcec.org or IDCEC mobile app following up the [IDCEC Manual](#) which describes **step by step to Register your CEUs**.
- Frequent access is recommended to check that credits are reported correctly. Use the 'Transcript' tab to view summarized records by reporting cycle.
- All records will be maintained electronically for a maximum of three reporting cycles including the current reporting cycle.

3. CONTINUING EDUCATION CREDITS AND ACTIVITIES

- In all categories 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.

Note: There is no maximum CEU amount for each cycle, but members should observe the minimum for each type and therefore the recommended total for each category.

3.1 Registered, Intern and Non-Practicing Educator Members

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

MEMBERS	REGISTERED AND INTERN	NON-PRACTICING EDUCATORS
Minimum CEU	30 CEU	20 CEU
Minimum IDCEC approved CEU	10 CEU	5 CEU
Non-IDCEC approved CEU	20 CEU	15 CEU

The total Minimum CEU requirements must include **a minimum amount below** of HSW CEUs. These requirements can be approved or non-IDCEC approved CEUs.

HSW	10 CEU	5 CEU
-----	--------	-------

3.2 New Registered and Intern 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	Jul 1	Jan 1	Jul 1	Jan 1	Jul 1
	Jun 30	Dec 31	Jun 30	Dec 31	Jun 30	Dec 31
Minimum CEU	30 CEU	25 CEU	20 CEU	15 CEU	10 CEU	5 CEU
Minimum IDCEC approved CEU	10 CEU	8 CEU	7 CEU	5 CEU	3 CEU	1 CEU
Non-IDCEC approved CEU	20 CEU	17 CEU	13 CEU	10 CEU	7 CEU	4 CEU

The total Minimum CEU requirements must include **a minimum amount below** of HSW CEUs. These requirements can be approved or non-IDCEC approved CEUs.

HSW	10 CEU	8 CEU	7 CEU	5 CEU	3 CEU	1 CEU
-----	--------	-------	-------	-------	-------	-------

3.3 Inactive Members

All inactive non-practicing registrants must complete a minimum of 2 years of CEU credits every cycle.

CEU points are not required for inactive members in their first year of inactive status. Members who are inactive for longer than 12 months must continue their professional development and complete the remaining hours required during the three-year cycle (20 CEUs).

Registrants must declare inactive status with IDIBC prior to inactivity period to be eligible for pro-rated CEU requirements.

Inactive Status	REGISTERED AND INTERN MEMBERS	
	Inactive Year – no CEUs required	Active (2 years minimum)
Minimum Continuing Education Units (CEU)		20 CEU
Minimum IDCEC approved CEU		7 CEU
Non-IDCEC approved CEU		13 CEU
HSW		7 CEU

4. Additional Information

- This guide supplements the [IDIBC Policy: CEU Program](#) and shall guide all registrants during the current cycle. Any false submissions is subject to audit, fines and possible termination of membership as described in the policy.
- For CEU assistance please email info@idibc.org.

5. Types of CEUs

One of the foundational principles of every profession is the maintenance of competency. The Guide to Continuing Education and Reporting Requirements provides the amount, details and the requirements for documentation of the IDIBC professional development program, as defined in the IDIBC Policy.

The types of continuing education activities that Registrants must undertake to maintain competency, should reflect the personal development and career function of each professional member of IDIBC. The Continuing Education 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.

IDIBC Staff are working to refine clarifications on the types and limits for different CEU categories. All IDIBC registrants can continue to take continuing education credits that advance their personal professional career progression.

Please reference the [2019-2021 Non-IDCEC Approved CEU List of Activities](#) for current limitations and category maximums.

APPENDIX

Definitions:

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

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 IDCEC's 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.

IDIBC approved CEU: Member events and educational programming that is hosted by IDIBC.

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

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 to complete a set number of CEUs to fulfill the knowledge required in maintaining their professional designation in good standing.

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.

Professional Designation in Good Standing: Members in good standing must maintain professional commitments 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 knowledge
- Current payment of dues and proof of Professional Liability Insurance or waiver.