

IDNS

Continuing Education Unit Types & Requirements

v.3 September 2021

Notes:

1. No CEU activity may promote a product or service.
2. Hours do not carry forward to future cycles and cannot be counted retroactively from the previous reporting cycle.
3. Reported activity must be a minimum of 1 hour and multiples of whole hours. Activity of less than 1 hour cannot be claimed.
4. To maintain membership in good standing, members are responsible to acquire the specified quantity of CEU's based on membership classification and keep track
5. Registered Members and Non-Resident Registered Members require 30 CEUs per reporting cycle with a minimum of 15 IDCEC Approved or Self-Reported IDCEC Approved CEUs as defined below , 8 of which must be HSW (Health Safety & Welfare) designated, the remainder to be Non-IDCEC as defined below.
6. Intern Members and Non-Resident Registered Members require 20 CEUs per reporting cycle with a minimum of 5 IDCEC Approved or Self-Reported IDCEC Approved CEUs as defined below, all 5 of which must be HSW (Health Safety & Welfare) designated, the remainder to be Non-IDCEC as defined below.

Type	Description	Instruction for Activities	Max. Hours per Reporting Cycle	Supporting Documentation
IDCEC Approved	(Any course with an IDCEC #)	Upload certificate. Usually course provider will log w/ IDCEC for you. If they haven't you can self report w/ the course number	No Maximum	Certificate
Self-reported IDCEC Approved.	Courses approved by professional associations of AIA, IES, CSME or CHES **LOGGED AS A SELF REPORTED IDCEC APPROVED CEU	(These CEU's IDNS will recognize IDCEC approved or Non-IDCEC credits as reviewed by IDNS) Self reporting required. Claim activity in hours to the allowed maximum as written in course description.	No Maximum	Copy of confirmation, attendance sheet, receipt or certificate of completion.
Non-IDCEC	Attending Non-IDCEC seminars, which include seminars at trade shows, other organizations, associations. (E.g. BOMA, Legal Seminars for the profession, Fire Marshall/Building Officials, IDNS sponsored Seminars at meetings or Trades shows, Professional Organization Seminars that do not promote products or services, Green Building Council)	Claim activity in hours to the allowed maximum as written in course description.	Maximum of 15 hours.	Copy of confirmation, receipt or certificate of completion.
Non-IDCEC	Attending professional development seminars/courses offered by Colleges & Universities or private institutions. (e.g. Project Management, AutoCAD, Leadership or Toastmasters participation to upgrade skills knowledge and abilities as an interior designer.	Claim activity in hours to the allowed maximum as written in course description.	Maximum of 10 hours	Copy of confirmation, receipt, certificate of completion or grade transcript.
Non-IDCEC	Attending NCIDQ Study Sessions	Claim activity in hours to the allowed maximum.	Maximum of 6 hours	Confirmation or receipt.
Non-IDCEC	Developing or teaching courses for credit at a university, college, institute, or workplace.	Claim activity in hours to the allowed maximum.	Maximum of 6 hours	Confirmation or receipt.
Non-IDCEC	Speaking engagements at seminars and tradeshow are eligible for one time only credit for the same material or content. General information relative to interior design. Not promoting a product or services of a specific company or firm.	Claim activity in hours up to the allowed maximum.	Maximum of 6 hours	Executive summary of presentation.
Non-IDCEC	Creating & presenting a seminar on the interior design profession Not promoting a product or services of a specific company or firm.		Maximum of 3 hours	Copy of presentation
Non-IDCEC	Authoring and publishing of an academic research paper for a peer reviewed academic journal.		Maximum of 6 hours	Copy of research paper.
Non-IDCEC	Writing an article on interior design for newspapers, magazines, etc. Project Profiles are excluded.	Claim 1 hr per article	Maximum of 3 hours	Copy of published article
Non-IDCEC	Leading/Facilitating NCIDQ Study Session. Not applicable to Intern Members	Claim 1 hour per activity	Maximum of 6 hours	Confirmation of appointment
Non-IDCEC	Participation in NCIDQ Exam Review		Maximum of 3 hours	NCIDQ letter of appointment.
Non-IDCEC	Participation in the CIDA School Review Program		Maximum of 6 hours	CIDA letter of appointment.
Non-IDCEC	Attending IDNS Annual General Meeting.	Claim 1 hour per activity	Maximum of 3 hours	Proof of Attendance
Non-IDCEC	Attending trade show or conference directly or indirectly related to the interior design industry.	Claim 1 hour per trade show/conference	Maximum of 6 hours	Copy of receipt or badge from trade show
Non-IDCEC	Participating in judging of awards or competitions directly or indirectly related to the Interior Design profession.	Claim 1 hour per activity	Maximum of 3 hours	Letter of appointment
Non-IDCEC	Mentor to an intern or student. Portfolio Reviews.	Claim 1 hour per activity	Maximum of 3 hours	Confirmation by intern or student
Non-IDCEC	Charitable or community volunteer work related to the interior design profession. (e.g. Habitat for Humanity, Green Building Council, etc.)	Claim 1 hour per activity	Maximum of 3 hours	Letter from the organization.
Non-IDCEC	Certification Courses Including LEED, WELL, GreenGlobes, CSA courses, Rick Hansen courses etc.		Maximum of 5 hours	Proof of completion

End of List