



**Presenter's Guide**

**for**

**Interior Design**

**Continuing Education**

**Presentations and Programs**

## Core Member Organizations

### **American Society of Interior Designers**

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E-mail: [idcec@asid.org](mailto:idcec@asid.org)  
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### **International Interior Design Association**

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Chicago, IL 60654  
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E-mail: [idcec@iida.org](mailto:idcec@iida.org)  
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### **Interior Designers of Canada and IDCEC Headquarters**

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### **IDCEC's Purpose**

The purpose of IDCEC is to promote lifelong learning for the interior designer; to serve as a central entity for the sharing of CEU information, accreditation and registration; and to provide strategic planning for CEU programming and activity. IDCEC facilitates consistency in continuing education policies, processes, criteria and guidelines. They are based on continuing education industry standards.

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## INTRODUCTION

### General Information

Continuing education strengthens the interior design profession by improving individual attitudes, competencies, knowledge and skills in specific subject areas essential to interior design.

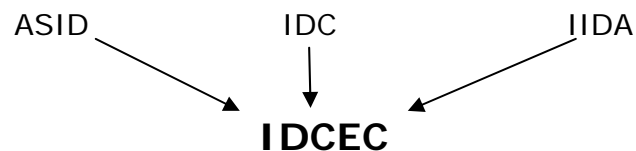
Learning experiences focus on the individual and involve activities that encompass thinking, doing and reflection. In interior design, a select number of continuing education units (CEUs) may be required over a designated period of time by a professional organization or by legal registration through a particular jurisdiction.

### What is IDCEC?

IDCEC is the Interior Design Continuing Education Council, a consortium of professional organizations in the United States and Canada that coordinates continuing education approval activities.

Three core IDCEC members:

- American Society of Interior Designers (ASID)
- Interior Designers of Canada (IDC)
- International Interior Design Association (IIDA)



These core members manage the review of courses. CE providers must submit their application to one of these core members, who facilitate the review process, based on guidelines and policies established by IDCEC

### Review System

The IDCEC Continuing Education course review system assures jurisdiction regulation boards and interior design professionals that instructors are qualified to lead courses, course content is relevant and teaching methodologies are appropriate.

These standards are upheld by IDCEC's roster of reviewers which is composed of about 50 highly experience and qualified volunteer of IDCEC professionals from each of the three core member organizations. All IDCEC reviewers must meet the following minimum qualifications:

- Qualified through examination or licensure
- Experienced (10+ years)
- Demonstrated commitment to profession
- Committed to CEU review process
- Trained on IDCEC guidelines and policies

## How To Use This Guide

This IDCEC Presenter's Guide has been prepared to help facilitate quality and consistency in continuing education course submissions. It is important that you read and understand this guide; you can facilitate the course review process by following the instructions given.

- The Guide first provides an overview of the process of how to submit a course and what you will need to do before, during and after your presentation. The forms you need to complete are provided on the IDCEC Web site at [www.idcec.org](http://www.idcec.org).

Forms:

**Course Submission Form**-For Ongoing and One-time only courses.

**Distance Learning Supplement Form**- Must be filled out in addition to the Course Submission form if your course falls into the distance learning category.

**Instructor Data Form**- Must be filled out and submitted for any intended instructor.

**Multiple Instructor Supplement Form**- Must be filled out in addition to a Course Submission Form if your course has more than one instructor.

**Conference Submission Form**- For conference submissions only.

- Following the overview are comprehensive instructions on what your submission must contain and how the review process works.
- Finally, a summary of IDCEC Course Policies is at the end of this document. Understanding these policies now can save you time later as you prepare your submission.



### Important points to remember:

- All forms are in Word format so you can type directly into them and there should be little need to attach additional documents other than the course materials.
- You must include all information requested on the submission forms, or your course will not be reviewed.
- Send your submission to ONLY one of the core member organizations of IDCEC.
- Incomplete submissions will not be reviewed.

## OVERVIEW OF THE PROCESS

Read this summary carefully to understand what IDCEC expects from CE providers. Read the entire Guide before submitting your course. Pay close attention to the evaluation criteria.

### Submitting a Course for Review

Comprehensive course submission instructions are found on page 9.

**First**, determine which type of course you are submitting for approval:

- One-time course
- Ongoing course (approved for 3 years)

**Second**, determine which delivery method your course will entail:

- In-person presentation
- Distance learning
- Conference session

**Third**, fully complete the correct application form for the type of course you are giving. You must fully provide all the supporting data and Instructor Information Forms. Incorrect forms and incomplete submissions **will not be reviewed**, delaying the process. Instructors who submit an incorrect or incomplete course package will receive an automatic denial letter indicating the reason(s) for denial. Instructors will have 15 business days to resubmit the complete package without penalty. After 15 days instructors will be assessed a administrative resubmission fee of \$45.00. Incorrect or incomplete submissions will only be kept for 30 business days.

**Fourth**, submit five copies of the completed application (including supporting materials and Instructor Information Forms) and the required fee (currently \$100 US/\$150 CAN) to one of the IDCEC Core Member Organizations who will be your *managing organization*:

- American Society of Interior Designers (ASID)
- Interior Designers of Canada (IDC)
- International Interior Design Association (IIDA)

You may send your submission to any one of these three organizations. Many CE providers send their submissions to the same organization each time, but it is not required. **Send your submission to only ONE of the organizations!**

### The Review Process

Once your submission has been determined to be complete and your references have been checked, the managing organization will begin the IDCEC-review process. Any reviewer may request additional information from you or your references.

The review process takes approximately 8-10 weeks once a complete submission is received. Submissions that require further information or material will extend this timeline. The managing organization will inform you of the IDCEC decision to accept or deny your submission.

**Note:** You may not advertise your program as IDCEC-approved or advertise CEUs until you have officially been notified of approval.

### Maintaining Approval

Each course participant is requested to complete the Program Evaluation Form at the conclusion of the course. Course evaluations along with complete sign in sheets must be returned to the managing organization. Maintaining your course approval is contingent upon receipt of evaluations.

The managing organizations use these course evaluations to assess the course relevancy, quality, classification and presentation methods. The managing organization may, without notice, review or audit approved courses in order to determine appropriateness of course and adherence to policy guidelines. Auditing may be attending an in-person or live course presentation

unannounced or unscheduled, attending conferences unannounced or unscheduled, or participating in a distance learning course unannounced or unscheduled.

All ongoing courses must be maintained with positive ratings to remain in the CEU database of the managing organization. If there are consistently poor evaluations, a course will lose its IDCEC approval until the necessary modifications have been made.

All ongoing courses are approved for three years time. At the conclusion of that three year period it is the responsibility of the CE provider to contact their course's managing organization to receive the required forms and information to resubmit their course(s) for IDCEC approval.

## **Presenting a Course**

### **1. Attendance Record**

The CE provider and/or sponsoring organization must track attendance (often done by sign in sheet) at the event. The attendance record should include the attendee's full name, company or indicate self employed, email and phone number. A copy of the attendance record should be maintained for at least 4 years. This list may be needed in the event that questions or issues arise at a later date (usually around incomplete personal files or inaccurate transcripts at the time of an audit.) Send a copy of the attendance record to course's managing IDCEC organization. A sample attendance record which indicates all required fields is available on the IDCEC website.

### **2. Certificate of Completion**

Immediately after the course, a signed certificate or exit letter must be provided to all participants upon successful completion. Do not distribute these certificates before the course is complete. This verification of completion is for the learner's personal records as immediate proof of attendance and may be referenced by the learner in the event of an audit by their professional association or regulatory jurisdiction. A sample certificate which indicates all required fields is available on the IDCEC website. Certificates shall not be given to any attendee who is absent from ¼ or more of a course.

### **3. Course Evaluation Form**

The CE provider and/or sponsoring organization must distribute a Course Evaluation Form and collect them from learners at the end of the course. Send a copy of the Course Summary Form to course's managing IDCEC organization.

### **4. NCIDQ CE Registry Participant Forms**

The NCIDQ Continuing Education Registry (formerly known as NCIDQ CE Tracking) is a database that tracks individual participation in IDCEC approved CE courses. Individuals can access their CE course history anytime through the Registry. They can also print transcripts to include with renewal applications to regulatory agencies and professional associations. Participation in NCIDQ's CE Registry is not mandatory. This is an optional service that many interior designers find useful as a way to consolidate all their CE information in one place for a nominal fee

## **After the Course:**

### **1. Follow up with IDCEC**

IDCEC requires that a complete Attendee Record (which differs from a registration list) and a summary of evaluations (includes averaged rating on each question on the evaluation form along with a transcript of open ended comments) is shared with the course's managing IDCEC organization following each instance of the course. This information is incorporated in your course's record and monitored by IDCEC. The Course Summary Form should be used to provide this information to your managing organization. The Attendee Record must include the attendees full name, company or indicate self employed, and an email address or phone number for all attendees.

## 2. Follow up with NCIDQ

The CE Provider or Sponsoring Organization needs to be familiar with NCIDQ's CE Registry service. Attendees wishing to file their CEUs with NCIDQ must now do so directly with NCIDQ. Filing CEUs with NCIDQ is optional.

<http://www.ncidq.org/ContinuingEd/AddingaCourseToYourCERegistry.aspx>

### Ongoing Provider Commitment

Providing superior continuing education courses is an activity consistent with the overall educational mission and purpose of both the CE provider and IDCEC.

IDCEC requires all CE providers to:

- Make an administrative commitment to maintain their programs from submission through to their completion and to support the learner services needed to ensure an effective learning environment.
- Develop procedures to address intellectual property rights concerning ownership, copyright, production and use of course materials.

#### Important points to remember:

- Include all information required on forms. Incomplete submissions will not be reviewed.
- You may not advertise your program as IDCEC-approved until you have officially been notified of approval.
- Mail evaluations and attendance records back to your managing organization.
- Your course is valid for three years from the date of approval. You must resubmit the course to maintain approval. Additional or updated information may be required before your course is renewed.



## CRITERIA FOR EVALUATION

The following are examples of criteria utilized in the evaluation of all CEU course submissions. Read this information before completing your application.

### Course-Related Criteria:

Interior Design Content	Courses must be directed to the practice of interior design. In-depth study of one subject or closely allied subjects is required. Course content must focus on specific application and/or knowledge directly related to the IDCEC Subject Code Index on page 15.
Exam/ Exam Prep Courses	IDCEC approved CEUs recognize continuing professional education coursework. CEU credit is not awarded for passing a credentialing exam such as at NCIDQ or LEED. Exam preparatory courses that address the minimum competency to practice are also not eligible for CEUs.
Non-Proprietary	<ul style="list-style-type: none"><li>• Subject matter must be generic and nonproprietary. Course content and materials containing examples predominately from one manufacturer, product line or source are not permitted. Proprietary product-oriented material and promotion of products, services, books, video or audio tapes are not permitted and will likely result in a denial of approval.</li><li>• When using a case study as a means of illustration, if the case study is proprietary to the CE provider or presenting company, additional non-proprietary case studies must be presented to further augment the stated learning objective(s) and ensure course content is generic in nature and not promoting a specific product(s) or service.</li><li>• Illustrations of products or other visuals in presentation materials must NOT be from only one company—such as the CE provider's company. Proprietary product numbers or names must not be included on the illustrations. This violates the concept of generic information.</li><li>• Copyrights – authors/ CE providers may make their copyright information visible in a small size ONLY at the bottom of the first and last page/slide, whether it is hard copy material or a multimedia format, i.e. PowerPoint presentation.</li><li>• Trademarks and Logos – trademark logos, company and/or an individual's information may be visible on the first slide/page of hard copy handout material or a multimedia presentation, and may be listed on the last page of the same presentation if so desired. Trademarks/logos, etc, can <b>only</b> be shown on the first and last page/slide.</li></ul>
Outline	A quantified course outline must be included in the course submission. Regardless of the course length, the outline must offer specific time allocations to illustrate how the content complements the stated learning objective(s). <i>IDCEC recommends the outline be as detailed as possible to expedite the approval process.</i>
Handouts	Handouts and presentation material used during the course/ presentation MUST be included in the course submission. Handouts are recommended but not required. <b>Five</b> hard copy materials such as workbooks or articles, as well as multimedia presentations, must be submitted. Multimedia presentations may be submitted in hard copy form or via CD-ROM. See the section regarding Intellectual Property on pages 16.
Duration	Course length must be appropriate to the subject matter. The minimum length of a CEU is 60 minutes.

Note:

- 10 contact hours = 1 CEU

- 1 contact hour = 0.1 CEU
  - Minimum course length is 1hr
  - Courses approved in 1hr/.1 CEU increments
- 1 contact hour = 60 minutes of instruction
  - Contact does not include breaks or meals.
  - Contact does not include travel to destinations

### Instruction-Related Criteria

- Instructors must have a minimum of a bachelor's degree or appropriate experience related to the subject matter. They must also have an understanding of the purposes and intended course objectives of the continuing education experience. Knowledge and skill in instructional methods and learning processes are required, along with the ability to communicate content to participants at an appropriate level.
- The number of instructors must be appropriate to the course length and format. Should your presentation be launched nationally and taught by multiple CE providers you must fill out the and Multiple Instructor Supplement form and meet the following guidelines:
  - ✓ Submit the script that accompanies the presentation material.
  - ✓ Submit proof of your company's training program that assures reviewers that all instructors have been informed of IDCEC policy and procedure regarding continuing education guidelines.
  - ✓ Submit a completed Instructor Information Form for each instructor; include biography and two references for each. References may not be from co-workers at the same company, university or firm.
- The projected group size must be compatible with topics and methods outlined.

#### Important points to remember:

- Illustrations of products or other visuals in presentation materials must NOT be from only one company – such as the CE provider's company. Proprietary product numbers or names must not be included on the illustrations. This violates the concept of generic information.
- Submit five copies of all forms and supporting materials.
- One contact hour of learning activity equals 0.1 CEU.
- If your course has more than one instructor you must fill the Multiple Instructor Supplement Form, and an Instructor Data form for each intended presenter.
- CEU credit is not awarded for passing a credentialing exam such as at NCIDQ or LEED. Exam preparatory courses that address the minimum competency to practice are also not eligible for CEUs.



## COURSE TYPES

### In Person

The most common type of course, these are classroom based face-to-face courses of any length.

**Lab/Field:** A course which includes a "lab" or "field experience" component must make note of the following caveat: one contact hour of instruction is required for each two experiential hours because IDCEC awards CE only for the actual lecture time. If the course is predominantly lecture-based with a "lab" or "field experience" component, then the contact and experiential hours may be considered equal. Therefore a detailed timed outline is very important in evaluating field studies. **Note** that tours of showrooms will typically result in denial and self-guided tours are not acceptable for CEU credit.

### Distance Learning

**Distance learning** courses are a method of acquiring knowledge and skills through designed information and instruction, encompassing multimedia components, text based information and/or other forms of learning content accessed independently. Distance learning courses may be characterized by 1) Separation of place and/or time between instructor and learner 2) Interaction between the learner and instructor conducted through one or more media. The instructor is not physically present when the learning takes place; therefore these courses require an assessment instrument be used to verify learners have achieved the learning objectives. These courses also require a diagnostic test with at least a three person sample to validate course length and evaluation instrument. (**Note:** Be sure to fill out the Distance Learning Supplement in addition to the Course Submission Form when submitting a distance learning course.)

### Conferences

Technically, a **Conference** is a series of one time only courses for which the organizer (host) submits only one conference application. Typically, conference seminars are reviewed and selected by a qualified conference review committee, therefore, IDCEC seeks to determine if the qualifications and evaluation/selection process is rigorous enough to insure quality presentations. A different review process is employed and the submission does not require the same type of information required for other courses. When submitting a conference use the Conference Submission Form. If you need additional space then what the Conference Submission Form allots for then use the Conference Supplement Form as well.



#### Important points to remember:

- Tours of showrooms will typically result in denial and Self-guided tours are not acceptable for CEU credit.
- Be sure to fill out a Distance Learning Supplement if your course falls into that category.
- Fill out the Conference Submission form ONLY when submitting a conference for IDCEC review.

## COURSE SUBMISSION INSTRUCTIONS

The information provided below follows the outline of the IDCEC Course Submission Form by sequence and number to help you complete the required information for submission.

### Course Information

Managing Organization: Select ONE core member organization of IDCEC to submit your course submission to who will be considered your submission's managing organization.

Payment: Select the type of payment you intend to use to pay for the course submission fee.

Agree to the IDCEC terms: Read and sign form to ensure you agree to the set IDCEC terms.

Course Title: The title should reflect the content of the course.

Subject Code Index: This can be found on page 14. It is organized by knowledge and skill categories in interior design practice. From the Subject Code Index, choose ONE subject code that is most appropriate to the content for which the course was created. For example a Building Codes & Standards course would be listed as 6. Codes & Standards, 2. Building Codes = Subject Code Index 6.2. Some course offerings may encompass more than one subject code, but you must choose only one that best describes the course. You may list other subject codes you feel describe the course as a secondary classification and point of reference.

Length: Total length of course. This and the course outline will help the reviewers determine how many CEUs would be appropriate for the course.

Instructors: List all instructors here. More information is required on the Instructor Information Form. If your course has more than one instructor be sure to fill out an Instructor Information Form for each instructor and the Multiple Instructor Supplement Form.

Date: Indicate the first intended date of this course.

Use of Course: Identify if your course is intended for "one-time use" or as an "ongoing" course. Examples of a one-time course would include programs given for a specific event, or a conference/expo, which occurs once a year. An ongoing course (or multi-use course) is one that may be given numerous times over the course of a three-year period. These courses, when approved by IDCEC, are then listed in the CEU Database of the managing organization. Such courses are optimal for individuals or companies wishing to reach an extended audience in multiple venues.

**Note**: It is IDCEC policy that all ongoing courses must be maintained with positive ratings to remain listed in the CEU database of the managing organization.

Type of Presentation: A course will either fall under an in-person presentation or distance learning. Once that is determined, you can specify which type of presentation your course is.

Submitted By: This is the person who is filling out the form and will be the main contact for the course.

Learning Objectives: Refer to the general content that a participant should expect to acquire, or master, at the completion of the course. This is not the same as a description of the course.

Content Outline: Provide a course schedule/syllabus that lists topics/subject matter, any pertinent sub-categories, and the time allocated for each in a minimum of 15-minute intervals. Include introductions, breaks, lunch, and general wrap-up time. Please note however, these non-instructional items will not be included in the computation of total contact hours awarded for the course. The course reviewers expect the course outline to: illustrate how the content complements the stated learning objective(s), identify appropriate presentation methods, and validates that the amount of CEU credit requested to meet IDCEC policy for allocation of course credit.

Course Description: This information will be used to evaluate how the content relates to the course outline and stated learning objective(s). It may also be used by the managing organization for promotional purposes. It is recommended that the description be no longer than 100 words.

Intended Audience: Accurately indicate the level of professional experience appropriate to the course content. This information helps the course reviewers decide whether the course content is sufficient and appropriate for the general level of audience. Please avoid listing ALL levels of target audience. As illustration, course material that is commonly offered in design schools may be appropriate for junior designers, but would be far too elementary for senior designers.

Maximum Audience Size: The audience size should correspond and be appropriate to subject content, teaching methodology and the number of instructors.

Degree of Interactivity: Learning strategies and methodologies may employ various levels of interactivity with the audience and should be appropriately noted in relation to the subject matter submitted.

Classification of Learning Levels: Reviewers will evaluate each course for content classification and will assign a classification for pre-requisite knowledge required and for level of learning outcome.

- Basic: Basic level courses provide general information, awareness and understanding of a topic. They transfer new information without substantial prerequisite knowledge to process or use it. Learning objectives may be to understand, describe, define, or recognize new information. This level is appropriate for courses that are presenting new concepts or conveying information in a limited time frame with minimal interaction by the participants. All one-hour courses receive basic classification.
- Intermediate: Intermediate courses focus on understanding and comprehension of a topic with in-depth material or explanation by the instructor. They require the learner to be more engaged and produce more tangible outcomes, interacting with the material and using the information in practice applications, and require some prerequisite knowledge. Objectives may be to analyze, assess, select, or compare/contrast new information. At this level, courses should include activities such as discussions, practice assignments, or self-check assessments.

- **Advanced:** Advanced courses focus on extensive application and implementation of highly technical or detailed topics, preparing learners to complete a definitive action after the course, and require substantial prerequisite knowledge. The course material and activities allow the learner to gain the new knowledge, practice its application, and be able to apply the information on their own. Objectives may be to implement, design, calculate, produce, validate or create a tangible product or action. At this level, courses encompass enough material and time, typically several hours to multiple days, to allow the learner to achieve and demonstrate the objectives. Courses should include interactive activities and assessment measures.

**Bibliography:** A bibliography **must** be submitted with the application. It **MUST** list the resources, i.e. books, articles, that were used to develop course materials. The bibliography cannot consist of only websites or proprietary information from the speaker's place of employment. The bibliography also serves as a reference tool for reviewers so they may assess the relevance and timeliness of the research and resources used. IDCEC expects that continuing education is validated through a variety of reliable sources. For example, Wikipedia would not be considered a valid source.

IDCEC understands that there may be cases where providing a bibliography is not possible. If so, you must include written justification. IDCEC reserves the right to deny any application based on its bibliography or justification statement.

**Requested Designation:** You may request a designation that you think your course best falls into but the final decision resides with the reviewers. The specific categories are below.

- **Health Safety Designation-**IDCEC defines a health safety (HS) designated course as one where **75-100%** of the course content covers knowledge and practice of interior design that is focused on current building codes implemented to protect the public and the environment. The subject of these courses can include, but is not limited to, fire and life safety systems, sustainability, energy compliance (HVAC, water, acoustics, electrical, etc.)
- **Welfare Designation-** IDCEC defines a welfare (W) designed course as one where **75-100%** of the course covers knowledge and practice of interior design that is focused on the well-being of individual members of the public. The subject of these courses can include, but is not limited to, ethical business practices that relate to social, psychological, financial and physical well-being. Subjects may also include ethics, space planning, fees and sound contract administration within the design process. Courses including health safety (HS) content that constitutes less than 75% of the overall course may be considered for a W designation when the HS and/or W content totals 75-100%.
- **General Interior Design Professional Knowledge (no HS or W)-**IDCEC defines a general knowledge course as one where the course covers general knowledge regarding interior design practice and process, and **less than 75%** of the course content covers health, safety and welfare. The subject of these courses may include, but is not limited to, the five phases of design including programming, schematic design, design development, construction documents and contract administration.

Facilities and/or Equipment Required: The facility requirements should identify the physical environment and type of seating arrangement most suitable to the presentation, as well as any audiovisual equipment that may be necessary.

Prior Course Presentation: Identify if your course has been presented before, to which organization or group, and the date(s) of presentation.

Supporting Materials: Submit **five** copies of course materials, including multimedia presentations on CD, if applicable. For special circumstances, i.e. format or size, contact the managing organization. If the course is offered on the Internet, supply the URL and password so the IDCEC reviewers may evaluate the course in its entirety. Submissions without supporting materials will be returned. Internet courses without a URL listing as part of the submission will be returned. Presenter's notes and/or a script must accompany all presentations.

## Instructor Information

The information provided below gives further detail on certain aspects of the IDCEC Instructor Information Form that are not self-explanatory. An Instructor Information Form must be filled out completely for each intended instructor.

Instructor Information: Contact information for all instructors must be included. For programs that may encompass multiple instructors see page 7 regarding instruction-related guidelines.

References: Please include the contact information of two references who may attest to each instructor's capability in instructional methods/design and learning processes, coupled with the ability to communicate content effectively and at an appropriate level to the desired audience. IDCEC representatives will contact these references. If we are unable to contact these representatives, your approval will be delayed.

Your references should be someone who has attended one of your previous presentations or someone outside your firm who can speak to your presentation skills and professional background. References may not be from co-workers at the same company, university or firm

Biography: A brief biography (50-100 words) about each instructor MUST be submitted.

Submitted By: The person who filled out this form. It can be some one other than the instructor.

## Distance Learning

This information is **ONLY** for people who are submitting a Distance Learning course. (If you are unsure if your course falls in a the distance learning category refer to page 8.)

If you are submitting a distance learning course you must submit the Distance Learning Supplement Form in addition to a Course Submission Form when applying for approval of a Distance learning course. Incorrect forms will be returned, delaying the approval process.

Representative Learners: Distance learning course programs that include learning activities where learners progress at their own pace must use a trial run of the course to establish number of contact hours. The trial should use at least three representative learners. On the Distance Learning Supplement Form you must provide contact information and the time it took for each learner to complete the course. The representative learners' average time will be used to help reviewers determine an accurate CEU value.

Assessment and Evaluation: Distance learning course providers must systematically and appropriately determine learning outcome using an assessment method such as a multiple-choice test, written essay or project. Include the time learners take to complete the assessment in the total contact hours for the course.

Evaluation of Course Content: IDCEC evaluates distance learning course programs by comparing the degree of learner achievement to the intended learner outcomes via assessment of learner outcomes. Evaluation of learning outcomes shall be determined by appropriateness of technology to content.



**Important points to remember:**

- Include all information required on forms. Incomplete submissions will be returned.
- Include your check for US\$100/CAD150 payable to the managing organization to which you are submitting. Do not make your check payable to IDCEC.
- The content outline must break the course content down into 15 minute increments or less. If this is not done it will delay the review of your course.
- Presenter's notes and/or a script must be included with all presentations.
- Submit a bibliography. Many CE providers overlook this component.
- Be sure to fill out a Distance Learning Supplement if your course falls into that category.



## Course Maintenance and Assessment

### Instructors/Provider Commitment

By submitting your course for IDCEC approval you are agreeing to the policies, processes, criteria, and guidelines set forth in the Official IDCEC Presenter's Guide. Instructors who are in violation of this Guide may face disciplinary action.

### Record Keeping

Instructors are required to maintain one copy of all current (approved) courses and attendee sign in sheets for a period of three years. In the case of an audit instructors must produce these records if requested.

### Audit

From time to time IDCEC conducts quality control audits. Audits may be random, at will, or the result of an attendee complaint. Instructors and their courses may be audited at any time without notice. Should an instructor be selected for an audit the instructor will be expected to comply with all requests in order for IDCEC to successfully complete the audit process.

IDCEC reserves the right to attend an in person course or a distance learning event without notification for the purpose of auditing that course.

### Probation

An instructor/provider may be placed on probation if IDCEC finds them in violation of the policies, processes, criteria, and guidelines set forth in the Official IDCEC Presenter's Guide. Probation is no less than 30 days and no longer than 90 days. Violations include but are not limited to:

- Routinely violating the submission process
  - Incomplete forms
  - Incorrect forms
  - Misleading and inaccurate information
  - Incorrect speaker information
- Failure to present a course as it was submitted and approved
  - Including proprietary information during presentation
  - Inaccurately offering HSW credit
- Failure to complete post presentation documentation:
  - Giving credits not earned
  - Not sending Attendance Record
  - Not supplying and collecting Evaluation Forms from attendees
  - Not completing Course Evaluation Summary
- Poor course evaluations

A course may be retracted during the probation period and should not be presented. See additional information below.

### Suspension

Instructors/Providers may be permanently suspended should a violation of any of the following occur:

- Failure to make necessary revision during the probation period
- Placed on probation three times

### Course Retraction

A course may be retracted if it is determined to contain inaccurate, outdated or inappropriate information. Once a course has been retracted it will no longer carry CEUs or IDCEC approval. Instructors will have 30 days to make necessary corrections and resubmit for approval. Additional fees may be assessed for the resubmittal process. A course may not be advertised as IDCEC approved until it has been reviewed and approved.

## SUBJECT CODE INDEX

As of December 2005, HSW designations are no longer determined according to subject code. Each new course will be evaluated individually in order to determine if course content meets criteria to receive HS or W designations

### 1. Theory & Creativity

1. Color
2. Design Creativity
3. Human Factors/  
Ergonomics
4. Psychology

### 2. Interior Design

1. Universal Design
2. Design Processes
3. Design Trends
4. Furniture Design &  
Materials
5. Future Issues
6. Interior Landscaping
7. Interior Signage and  
Graphics
8. Lighting Design
9. Programming & Planning
10. Space Planning
11. Special Populations
12. Sustainable and/or  
Environmental Design

### 3. Interior Design Education

1. Not Used
2. Instruction
3. Research
4. Theory

### 4. Design Specialties

1. Corporate/Office
2. Governmental
3. Hospitality
  - Clubs, Hotels,  
Restaurants
4. Industrial
5. Institutional
  - Detention//Correction
  - Educational/Day Care
  - Hospital
  - Religious
  - Retirement
6. Retail/Store Planning
7. Residential
8. Not Used
9. Specialty Miscellaneous
  - Fitness/Spas
  - Kitchens/Bathrooms
  - Halls, Theatre, etc.
10. Not Used
11. Not Used
12. Not Used
13. Facilities Management
14. Historic Preservation/  
Adaptive Reuse
15. Healthcare

### 5. Technical Knowledge

1. Acoustics

2. Audio Visual
3. Bldg. Construction &  
Materials
4. Ceiling Treatments
5. Electrical &  
Telecommunications
6. Energy Efficiency
7. Finite Resources & Uses
8. Floorcoverings
9. HVAC
10. Interior Environments &  
Indoor Air Quality
11. Lighting
12. Millwork/Cabinetry
13. Paints
14. Plumbing
15. Security Systems
16. Textiles
17. Wall Coverings
18. Window Coverings
19. Ergonomics

### 6. Codes & Standards

1. Barrier Free/ADA
2. Building Codes
3. Fire Safe Design
4. Testing Standards

### 7. Communication Skills

1. Computer Systems and  
Applications
  - Accounting
  - CAD
  - Project Management
  - Facilities Management
  - Online Training

2. Graphic
3. Oral
4. Written/Presentation  
Multimedia Presentation

### 8. Business & Professional Practice

1. Contract Documents
  - Specification Writing/  
Working Drawings
2. Design Practice  
Management
  - Client Relations
  - Consultant Relations
  - Contractor Relations
  - Facility Management  
Relations
  - Financial Management/  
Budgeting
  - Managing & Motivating  
Designers
  - Professional Fees &  
Compensation
3. Ethics
4. Legal Issues
  - Legal Contracts
  - Professional Liability/  
Insurance
5. Personal Development
6. Project Management
  - Bidding &  
Negotiating/Cost  
Estimating
  - Construction  
Supervision/ Installation
  - Post Occupancy  
Evaluation
7. Proposals
8. Marketing and Public  
Relations

### 9. History & Culture

1. Architecture
2. Decorative Arts
3. Not Used
4. Interior Design
5. Travel Study
6. Culture

## SUMMARY OF POLICIES FOR CONTINUING EDUCATION COURSES

- All sections of the Course Submission Form must be completed and all supporting materials included. Failure to do so will result in a submission not being processed or reviewed and material returned.
- There is a \$100 US/\$150 CAN fee per CE submission. The approval is valid for three years for an ongoing course, pending quality of evaluations.
- Ongoing courses may be resubmitted after the three year initial approval. These courses will be treated as a new submission and a \$100 US/\$150 CAN fee per CE submission is applicable. You must contact the course managing organization for resubmission information.
- CEU credits are awarded based on the 60-minute hour. Fractional hours are disregarded. Your submission must include a quantified course outline.
- Books, articles or multimedia authored by the instructor may be recommended for supplemental study and reference in the bibliography.
- Advertising or promoting your course as IDCEC-approved prior to official approval is not acceptable.
- Subject matter MUST be generic and nonproprietary. Course content and materials containing examples predominately from one manufacturer, product line or source are not permitted. Proprietary product-oriented material and promotion of products, services, books, video or audio tapes are not permitted and will prohibit an expeditious review and likely result in a denial of approval
- Minor modifications to the course are permitted. After approval, major modifications that affect course content or timing must be submitted to the original managing organization for evaluation and dissemination to IDCEC reviewers. If a course contains the same subject matter, but its CEU credit amount varies due to different teaching methodologies, you must contact the managing organization to submit appropriate, updated course content outlines and materials for each version.
- Participants must be given the opportunity to evaluate the course(s). Courses that consistently receive negative responses will be re-evaluated by IDCEC.
- Travel/study tours and field trips given by a qualified guide/instructor may be awarded CEUs. Self-guided tours are not acceptable for CEU credit. See page 8 for further information on travel/study tours for CEU credit.
- Instructors may receive CEU credit for preparing and offering an IDCEC-approved CEU the first time the course is offered. This applies only to courses that have been approved by IDCEC.

**INTELLECTUAL PROPERTY** The purpose of this policy is to specify and protect the interests of IDCEC regarding intellectual property rights and those who present/instruct per IDCEC accreditation.

### Policy

During the review process, the intellectual property rights of authors/CE providers will be protected, regulated and maintained, no matter how vast the distribution of information in print, electronically, or otherwise. Thus, it is the policy of IDCEC that copyrights and other intellectual property rights be respected and not infringed upon by

IDCEC or any of its subcommittees residing in managing organizations or any other individual or group acting on behalf of IDCEC.

## **Types of Intellectual Property**

Intellectual property includes trademarks, patents, copyrights and trade secrets as defined in various federal and state laws:

**Patent** – A patent is a property right granted by the government to individuals who invent new and useful inventions. Patents may be granted on any new and useful process, machine, manufactured article, composition of matter or any new and useful improvements thereof. During a patent limited term, its owner has the right to exclude others from making, selling, using, offering for sale or importing the patented invention.

**Copyright** – A copyright is a property right granted to the creators (i.e. authors) of original works, which are fixed and in a tangible medium of expression and which are independently created and possess some minimal degree of creativity. The exclusive rights provided by a copyright include protection against unauthorized printing, publishing, copying, selling, distributing, and/or performing of the copyrighted work. Copyrighted materials include not only traditional written works, but also such things as computer software, electronic files and publications, Internet/Web site files and publications, multimedia presentations, CD-ROMs, videotapes, audiotapes and training programs.

**Trademark** – A trademark is a word, phrase, symbol or design, or combination thereof, which identifies and distinguishes the source of goods and services of one party from those of another. A service mark is the same as a trademark with the exception that it identifies and distinguishes the course of a service rather than a product. Trademark rights may be used to prevent others from using a confusingly similar mark, but not to prevent others from making the same goods or from selling them under a non-confusing mark.

## **The Copyright Act**

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