

GLOSSARY OF TERMINOLOGY

- **CEU: Continuing Education Unit.**
The amount of credit for attending an IDCEC approved continuing education course. One clock hour equates to .1 CEU for lecture-type presentations. Two clock hours equates to .1 CEU for any directed tour or study program. Therefore, 10 hours of CEU's equals 1.0 CEU. In the event the length of the program is not a whole number, the CEU is calculated by rounding down. For example, a one-hour and 30 minute program is 1.0 CEU. The minimum length of time for a CEU is one hour.
- **IDCEC: Interior Design Continuing Education Council.**
Continuing Education in interior design is coordinated through the professional development committees of IDCEC which is comprised of ASID, IDC, IDEC and IIDA. The state purpose of IDCEC is to promote life long learning for the interior designer; to serve as a central clearinghouse for the sharing of CEU information, approval, and registration; and to provide strategic planning for CEU programming and activity.
- **Independent Study**
An independent study course is approved through IDCEC. Independent study is a course in which the participant completes the requirements "independent" of a traditional classroom and at their own pace. Independent study courses are developed through the Professional Development Committee of the IDCEC member organizations and include a method of monitoring the successful completion of the course.
- **Alternative Delivery Methods**
Alternative Delivery Methods include other forms of presenting a CEU such as independent study courses, c.d rom, the Internet and other forms of distance learning (teleconferencing, etc.). Alternative delivery methods must be clearly identified in the proposal for developing a CEU course.
- **Instructor's Manual for CEU Presenters**
The IDCEC Manual for how to prepare a proposal for CEU proposal. All guidelines, policies and procedures are included. The necessary forms to propose, present and evaluate a CEU course are included.
- **Subject Code Index**
The subject code index is utilized to categorize an approved CEU. For example, a CEU on healthcare would be categorized as 4.15. A CEU may fall under more than one subject code. This system assists IDCEC in indexing CEU's and the registry process which is operated by NCIDQ.
- **Course Objectives**
A course objective(s) identifies the content that a participant should expect to acquire, understand, develop apply or master at the end of the continuing education course. Course objectives are very important as they assist the individual in selecting an appropriate course for their interest and experience level.
- **NCIDQ Registry**
The National Council for Interior Design Qualification (NCIDQ) is the organization that operates the registry for all CEU's approved by IDCEC. The purpose of the registry is to maintain a reciprocity of all CEU's available to the interior designer and to keep a record of courses offered for the IDCEC member organizations. For the individual designer, the registry maintains an individual record of CEU's attended for a 3-year periods of time. Transcripts are maintained and available to all participants for a nominal fee.

- **Reciprocity**
All IDCEC member organizations have a reciprocity agreement for continuing education courses. This means that a member of any of the IDCEC organizations may take any of these organizations approved CEU's. For example, an IIDA member may take an ASID, IDC, or IDEC sponsored CEU and receive credit.
- **Individual Approval Process**
All continuing education courses approved by IDCEC go through a rigorous approval process. In order to receive CEU credit, all courses must be IDCEC approved. In the event an individual attends an event that they feel merits continuing education credit, then that individual may appeal to their member organization to receive CEU credit by documenting certain types of information. There are no provisions for automatically receiving continuing education credit UNLESS that experience is pre-approved through IDCEC.
- **Generic Course Content.** All IDCEC courses must be of generic nature. The intent of continuing education courses is to present new ideas, methods, innovations, or procedures, etc. Course content must not promote specific products of any kind, books, self-promotional item(s) or any item that results in profit. Many CEU's are sponsored at the generosity of manufacturers. Appropriate materials that may be supplied on a volunteer basis at the end of a course (perhaps located on a display venue at the rear of a room) include:
 - business card(s) of sales representatives
 - brochures on product
 - information on how a course participant may obtain further information