

**Minimum National Mandatory Requirements for Continuing Education  
2016-2018 reporting cycle**

**Three year reporting cycle**

**Registered Members**

Minimum 30 hours which includes a mandatory requirement of 15 IDCEC approved CEUs. A minimum of 8 Health, Safety, Welfare (HSW) hours must be met.

IDCEC	HSW	Minimum total hours
15	8	30

**Intern Members**

Minimum 20 hours which includes a mandatory requirement of 5 IDCEC approved CEUs. A minimum of 5 Health, Safety, Welfare (HSW) hours must be met.

IDCEC	HSW	Minimum total hours
5	5	20

**Prorated Cycle for Members joining mid-cycle**

	Total Hours		IDCEC		HSW	
	Reg	Int	Reg	Int	Reg	Int
<b>YEAR 1</b>						
Jan 1 – Jun 30	30	20	15	5	8	5
Jul 1 – Dec 31	15	16	12	4	7	4
<b>YEAR 2</b>						
Jan 1 – Jun 30	20	13	10	3	6	3
Jul 1 – Dec 31	15	10	7	2	4	2
<b>YEAR 3</b>						
Jan 1 – Jun 30	10	6	5	1	4	1
Jul 1 – Dec 31	5	4	2	1	1	1

Type	Activity Code	Description	Instruction for Activities	Maximum Hours per reporting cycle	Supporting Documentation
Education	100	Attending Non-IDCEC seminars, which include lunch and learn seminars, seminars at trade shows, other organizations, associations, manufacturers or suppliers seminars.	Claim activity in hours up to the allowed maximum.	Maximum of 15 hours.	Copy of confirmation, receipt or certificate of completion. Seminars cannot promote a product or service.
Education	110	Attending seminars/courses offered by Colleges & Universities or private institutions. (e.g. Project Management, AutoCAD, Leadership or Toastmaster) participation to upgrade skills knowledge and abilities as an interior designer.	Claim activity in hours up to the allowed maximum.	Maximum of 15 hours.	Copy of confirmation, receipt, certificate of completion or grade transcript.
Education	115	Studying/preparing for a certification program, LEED, Well, NCIDQ, etc	Claim activity in hours up to the allowed maximum.	Maximum of 3 hours.	Course registration or receipt.
Education	120	Attending NCIDQ Study Sessions	Claim activity in hours up to the allowed maximum.	Maximum of 6 hours	Confirmation or receipt.
Education	130	Successfully passing a certification program, LEED, Well, NCIDQ Exam/license.	Claim One hour per activity	Maximum of 6 hours	Certificate.
Education	200	Developing or teaching courses for credit at a university, college, institute, or workplace. This category will be of particular interest to academics, consultants, and corporate trainers.	Claim activity in hours up to the allowed maximum.	Maximum of 6 hours	Evidence of course creation or development.
Education	400	Speaking engagements at seminars and tradeshow are eligible for one time only credit for the same material or content.	Claim activity in hours up to the allowed maximum.	Maximum of 6 hours	Executive summary of presentation.
Education	410	Creating a seminar or writing an article or research paper on the interior design profession, conducting research, authoring and publishing of texts or articles. Project Profiles are excluded.	Claim activity in hours up to the allowed maximum.	Maximum of 3 hours	Copy of article or research paper.
Participation	210	Leading/Facilitating NCIDQ Study Session. Not applicable to Intern Members	Claim One hour per activity	Maximum of 6 hours.	Confirmation of appointment
Participation	300	Participation in NCIDQ Qualified Council Juror Program	Claim One hour per activity	Maximum of 3 hours	NCIDQ letter of appointment.
Participation	310	Participation in the CIDA School Review Program	Claim One hour per activity	Maximum of 3 hours	CIDA letter of appointment
Participation	500	Attending professional Association's Annual General Meetings. One provincial and one national annually.	Claim One hour per activity	Maximum of 6 hours.	
Participation	510	Attending trade show or conference directly or indirectly related to the interior design industry.	Claim One hour per activity	Maximum of 6 hours	Copy of receipt or badge from trade show.
Participation	520	Participating in judging of awards or competitions directly or indirectly related to the Interior Design profession.	Claim One hour per activity	Maximum of 3 hours	Letter of appointment
Participation	600	Board, Association work where the work accomplished is based on application of skills knowledge and ability related to the interior design profession. Example: Board Member.	Claim Two hours per activity	Maximum of 6 hours	Letter from association /organization.
Participation	650	Event committee, community or charitable work where the work accomplished is based on application of skills knowledge and ability Example: Events Committee Member	Claim Two hour per activity	Maximum of 6 hours	Letter from association /organization.
Participation	700	Mentor to an intern or student	Claim One hour per activity	Maximum of 6 hours	Confirmation by intern or student
Participation	800	Volunteering to sign off on intern hours	Claim One hour per activity	Maximum of 6 hours	Confirmation by intern or student

	<b>Notes:</b>
	<b>Points do not carry forward to future cycles and cannot be counted retroactively from the previous reporting cycle.</b>
	<b>Reported activity must be a minimum of one hour and multiples of whole hours. Activity of less than an hour cannot be claimed.</b>
	<b>One event or activity qualifies for one hour.</b>
	<b>All activities can be claimed once only. No duplicate submissions of same item or activity are allowed.</b>