

IDCEC GUIDE AND APPLICATION

FOR CONTINUING EDUCATION PRESENTATIONS AND PROGRAMS

Prepared by the Interior Design Continuing Education Council
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Member Organizations

American Society of Interior Designers

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260 King Street East
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Toronto, Ontario M5A 1K3
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Fax: (416) 594-9313
E-mail: info@interiordesigncanada.org
<http://www.interiordesigncanada.org/>

Interior Design Educators Council

9202 North Meridian Street
Suite 200
Indianapolis, IN 46260-1810
Tel: 317-816-6261
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Email: info@idec.org
<http://www.idec.org/>

International Interior Design Association

13-122 Merchandise Mart
Chicago, IL 60654
Tel: (312) 467-1950
Fax: (312) 467-0779
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National Kitchen & Bath Association

687 Willow Grove Street
Hackettstown NJ 07840
Tel: (908) 852-0033
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Email: feedback@nkba.org
<http://www.nkba.org/>

TABLE OF CONTENTS

A. OVERVIEW

page 2

General Information
CEUs In Interior Design
Criteria and Policies
Presentation Methods
Course Offerings
The Preparation Process

B. COURSE SUBMISSION INSTRUCTIONS

page 5

Course Information

- Course Title
- Subject Code Index
- Use of Course
- Brief Description of the Course
- Submitted By

Instructors

- Instructors
- References

Contact Hours
Teaching Methods
Maximum Audience Size
Facilities Required
Fees and Expenses

- Instructor Fee
- Instructor Expenses
- Books and Handouts
- Other Expenses

Prior course Presentation
Materials for Review

- Pre-requisite Knowledge
- Course Objectives
- Content Outline
- Handouts
- Bibliography
- Instructor(s) Resumes
- Instructor(s) Biography

C. COURSE EVALUATIONS

page 8

The Review Process
Reviewer Evaluations
Participant Evaluations
Criteria for Evaluation

D. CEU CREDIT FOR TEACHING A COURSE

page 9

E. SUMMARY

page 9

F. SUBJECT CODE INDEX

page 10

COURSE SUBMISSION FORM

page 11

A. OVERVIEW

1. General Information

Continuing education emphasizes attitudes, competencies, knowledge and skills in a specific subject that enhances an individual's performance. Learning experiences focus on the learner through activities dealing with 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.

This instruction manual has been prepared to help facilitate quality and consistency in continuing education course submissions. It is designed for those preparing to present to interior design practitioners and educators. Please follow the guidelines included herein and those provided by the interior design organization sponsoring your course. **Courses submitted that do not follow the guidelines delineated in this manual will be returned.**

Each interior design organization maintains a professional list of continuing education course offerings sponsored by that organization. Information regarding courses may be obtained by contacting the local or national organization.

As you plan your course, please be aware that 1.0 CEU credit is equal to ten contact hours. All continuing education courses given for CEU credit are registered (for a fee), through a sponsoring interior design organization through the National Council For Interior Design Qualification (NCIDQ). Each participant receives a record of course participation from NCIDQ to verify course registration.

Once a course has been approved by an IDCEC member organization, you may then promote and advertise as such. **Advertising prior to approval is not acceptable.**

2. Criteria for Evaluation of CEU Course Proposals

The following are examples of criteria utilized in the evaluation of all CEU course proposals:

Course related:

- 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 Subject Code Index included in the *Course Submission Form*.
- Subject matter must be generic in nature. Product oriented material and promotion of products, services, books video or audio tapes is not permitted.
- Travel/study tours and field trips given by a qualified guide/instructor may be awarded CEUs. Credit unit will be based on actual lecture time. One contact hour of instruction is required for each two experiential hours.
- Course length must be appropriate to the subject matter. The minimum length of a CEU is 60 minutes, however, the Professional Development Committee recommends the full day (5-8) hours program as the most appropriate venue for continuing education.

2. Criteria for Evaluation of CEU Course Proposals (Con't.)

Instruction Related

- 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.
- Presentation methods should be varied and require active and positive responses from participants. Examples of appropriate methods include: discussion groups, labs, audio tapes, video tapes, films/slides, manuals, multi-media presentations, books and handouts. Lecture only, without handouts or supporting materials is considered inappropriate.
- The projected group size must be compatible with topics and methods outlined.

3. CEUs in Interior Design

Continuing education in interior design is coordinated through the Professional Development Committees of IDCEC (Interior Design Continuing Education Council) member organizations: the American Society of Interior Designers (ASID), the Interior Designers of Canada (IDC), the Interior Design Educators Council (IDEC), the International Interior Design Association (IIDA), the National Kitchen & Bath Association (NKBA).

The stated purpose of IDEC 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. Through semi-annual meetings, IDEC facilitates consistency in continuing education policies, processes, criteria and guidelines. They are based on those established by the International Association for Continuing Education and Training.

4. Policies

Policies for professional development courses have been developed by IDCEC and are used by all of the member organizations. Some important points to remember are that the courses must focus on the practice of interior design, be generic in nature, have qualified instructors, and use a variety of presentation methods.

Policies for professional development courses must be adhered to when submitting courses for review. Course Objectives and course outlines are very important, and should be given precise attention. Courses are automatically reviewed every three years to assess quality and participants' response ratings.

5. Delivery Methods

The active learning strategies may include lecture, application of skill, and distance learning with multi-media and/or handout support. Other possible methods that more fully engage participants include requiring application of skill (for example, drawing) or having participants integrate previous skills and knowledge with new content. Distant education teaching strategies such as CD-ROM, correspondence courses, or internet courses are options to consider.

6. The Approval Process

Submit the completed application to the IDCEC member organization on the following list:

- American Society of Interior Designers
- Interior Designers of Canada
- Interior Design Educators Council
- International Interior Design Association
- National Kitchen & Bath Association

The course, when approved, will then be included in that organization's CEU listing. It is very important that all material outlined on the form is included with your submission. If anything is omitted, the course will not be reviewed.

B. COURSE SUBMISSION FORM

The information provided below follows the outline of the course Submission Form by sequence and number. It will help you complete the required information and forms provided for submission. **Be sure to your form is complete and include copies of all of the information requested, or your course cannot be reviewed.**

1. Course Information

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

Subject Code Index: This index can be found on page 10. It is organized by knowledge and skills categories in interior design practice. From the Subject Code Index, choose one subject code and one design specialty that fall's under this code that is most appropriate for the design specialty(s) to which this course is directed. Some course offerings may encompass more than one subject code, but please choose only one that best describes the course.

Use of Course: Identify if your course is for one time only. For example, at local meetings or conferences, mark the course as a one time only presentation. Or, if it should be listed in the CEU manual, indicate to whom you are submitting for use in the United States and Canada. Also indicate if the course may be cross-listed in the CEU manuals of other interior design organizations.

Note: It is IDCEC Policy that all CEU courses must be offered twice with a minimum of a 4.0 or above evaluation score from participants before the course is placed in the manual. Alternative method study courses must have 5 individual reviews at 4.0 or greater.

Use of Course: This section indicates the level of difficulty of the subject matter. Select **ONE** level for your course.

- A. Basic: Participants apply knowledge, practical concepts and professional skills to encountered problems.
- B. Intermediate: Participants apply knowledge, practical concepts, professional skills.
- C. Advanced: Participants analyze, synthesize and critique information about complex problems, or newly emerging or highly specialized subject areas including mastery of skills, evaluation, management and supervision.

Submitted By: Courses may be submitted by individuals, a local chapter or other organizations. Appropriate name and address information is required for continuing contact.

2. Instructors

Instructors: Please include the name and address of all people involved in the delivery of course content.

References: Please include the name and address of at least two references who may attest to each course instructor's knowledge of the subject content and public speaking ability. These references are usually contacted by the IDCEC Reviewers evaluating the course.

Instructor(s) Resume(s): Each resume should include specific reasons as to why they are qualified to teach this course. Include educational and work experience.

Biography: A brief biography (50-100) words for each instructor suitable for promotional purposes must be submitted.

3. Materials for Review

Learning Objectives: Refer to the general content that a participant should expect to acquire, or master at the completion of the course.

Content Outline: Should identify the course schedule with the major categories, any pertinent sub-categories, and the time allocated for each category. It should also include introductions, breaks, lunch, and general wrap-up time. However, these non-instruction items will **not** be included in the total contact hours awarded for the course. The course reviewers use the course outline to determine the amount of valid CEU credit to be given for the course, to assess the amount of contact hours indicated, to verify the intended course objectives (see example attached) and to evaluate the presentation methods.

Bibliography: The course reviewers use the bibliography to determine the background knowledge of the instructor in relation to the course being taught.

Target Audience: This information helps the reviewer decide whether or not the course content is sufficient for the level of audience.

4. Contact Hours

The total number of the contact hours **supported by the course outline** should be included here. Contact hours are based on actual class time instruction and should **not** include breaks or meals. All continuing education credit is awarded based on full hour increments only, so contact hours will be rounded to the lowest full hour number. For example, if instruction time is 6 1/2 hours, the course will receive 0.6 CEU credit. 1 hour of learning activity equates to 0.1 CEU. For alternative delivery method courses, state the average number of hours a participant will require to complete the course content.

Travel courses, guided tours, etc. will be awarded 0.1 CEU credit for two hours experience. Time for meals, travel to target destinations, shopping and other non-instructional time will not be counted as CEU credit hours. (see travel CEU Courses under Alternate Delivery Methods for more information).

5. Delivery Methods

Instructors are encouraged to incorporate a variety of presentation methods that relate to the subject of the course and to the number of participants. Check all the learning strategies that will be used in the course and be sure to indicate them on the content outline.

6. Maximum Audience Size

The audience size should correspond to subject content, teaching method and the number of instructor(s).

7. Fees and Expenses

The goal of continuing education is to provide quality education at a reasonable cost.

Instructor Fee: If there is a speaker fee or honorarium, or if the fee is negotiable, state it clearly in this section.

Instructor Expenses: Reasonable costs and customary fees may be charged.

Materials and Handouts: The cost of materials, presentation equipment or handouts should be included in the course fee.

8. Other participant Materials

Submit five copies of course materials, **including multi-media presentations on CD, if applicable**. For special circumstances contact the sponsoring organization. If the course is offered on the Internet, supply the URL address and password to the reviewers.

9. Facilities and/or Equipment Required

The facility requirements should identify the type of seating arrangement most suitable to the presentation, any audio-visual equipment needed.

10. Prior Course Presentation

Identify if your course has been presented before, to which organization or group, and the date(s) presented.

C. COURSE EVALUATIONS

1. The Review Process

Each course submission is reviewed by the sponsoring organization's Professional Development Committee and by at least four members of IDCEC. The review process takes approximately four to six weeks. You will be informed of the decision to accept or reject your proposal by the Professional Development Committee Chair or the organization's staff person.

Remember, you may not advertise your program as IDCEC approved until you have officially be notified of approval.

2. Reviewer Evaluations

Each reviewer is sent a Course Reviewer Report that is filled out with comments and returned to the appropriate professional development person. The reviewer reports are summarized to assess the ratings of *approved, resubmit, denied* or *approved with the following conditions*. If your course submission is not approved the first time, please consider resubmitting it based upon the reviewers' comments.

3. Participant Evaluations

The sponsoring organization may, without notice, review approved courses in order to determine appropriateness of course and adherence to policy guidelines.

Each course participant is requested to evaluate the course at the end of the session. Participants complete the Program Evaluation form at the conclusion of the course. They may either hand in this form to the instructor or the form must be mailed directly to the sponsoring organization.

The Professional Development Committees use these course evaluations to assess the course relevancy, quality, level, presentation and substance. It is IDCEC policy that all CEU courses are offered twice with a minimum of a 4.0 rating or above before the course is placed in the official CEU manual. If there are consistently poor evaluations, a course will be dropped until the necessary modifications have been made. All courses are automatically reviewed every three years by the sponsoring interior design organization.

D. POLICY ON RECEIVING CEU CREDIT FOR TEACHING A COURSE

Instructors may receive CEU credit for preparing and offering a CEU the first time the course is offered. Panel discussions and tours, with the submitter as guide, are not eligible for CEU credit. The CEU credit is equivalent to the CEU credit received by the participants.

E. SUMMARY OF POLICIES FOR PROFESSIONAL DEVELOPMENT COURSES

There is a \$100 submission fee per course. Course renewal fees will be \$40 for each CEU course resubmitted for review.

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 reviewed.

CEU credits are awarded based on the 60 minute hour. Fractional hours are disregarded.

Books or tapes authored by the instructor or others may be recommended for supplemental study.

Request for first class accommodations or travel will not be reimbursed.

The *Course Content Outline* approved by the Professional Development Committee must be distributed to the participants at the beginning of the course. Modifications to the outline are permitted, but must be submitted to the committee for review.

Participants evaluate all courses. All CEU courses must be offered twice with ratings of 4.0 or above before the course is placed in a CEU manual. Courses that consistently receive negative responses will be re-reviewed by the Professional Development Committee.

All courses are automatically reviewed every three years. Instructors will be contacted to re-submit material to the Professional Development Committee.

Participation forms must be submitted to NCIDQ within 30 days after completion of the course. Failure to do so may result in participants not receiving CEU credit.

F. SUBJECT CODE INDEX

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
 - On-Line Training
2. Graphic
3. Oral
4. Written/Presentation
5. Multi-Media 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
 - Marketing & Public Relations
 - Professional Fees & Compensation
3. Ethics
4. Legal Issues
 - Legal Contracts
 - Professional Liability/Insurance
5. Personal & Professional Development
6. Project Management
 - Bidding & Negotiating/Cost Estimating
 - Construction Supervision/Installation
 - Post Occupancy Evaluation
7. Proposals

9. HISTORY & CULTURE

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

INTERIOR DESIGN CONTINUING EDUCATION COUNCIL

American Society of Interior Designers
Interior Designers of Canada
Interior Design Educators Council
International Interior Design Association
National Kitchen & Bath Association

Course Submission Form

All items on this form must be completed. **Incomplete forms will not be reviewed.** Please type or print clearly. The review process will take six to eight weeks following receipt of this form. *Please submit five complete sets of material along with the \$100 submission fee to:*

IIDA
Education Department
13-122 Merchandise Mart
Chicago, IL 60654

Date submitted:

Intended Date of Presentation:

Course Title:

Instructor:

Subject Code:

(Course content must focus on specific applications and/or knowledge directly related to the Subject Code Index attached)

Speciality Area:

(From Subject Code Index attached)

USE OF COURSE: *(Check one)*

One time only _____ *(Specify chapter or conference name & date)* _____

CEU manual _____ *(course will be cross-listed in CEU manuals of other IDCEC organizations after it has been presented twice and received evaluations of 4.0 or greater)*

SUBMITTED BY:

Name:

Firm Address:

Telephone:

Fax:

E-mail:

INSTRUCTOR(S):

Include resume for each instructor. Include a separate, brief biography of each instructor for inclusion in the CEU Manual. Instructors must have a minimum of a Bachelor's Degree or appropriate experience related to the subject matter. Knowledge and skill in instructional methods and learning processes are required, along with the ability to communicate content to participants at an appropriate level.

Name:

Name:

Address:

Address:

INSTRUCTOR(S) (continued):

Phone: Phone:
Fax: Fax:
E-mail: E-mail:

REFERENCES: *Submit references for each instructor's teaching/speaking ability:*

Name:	Name:
Firm:	Firm:
Address:	Address:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:

Please attach additional sheets for references, if necessary.

COURSE OBJECTIVES: *What attendees will learn as a result of attending the program or completing the alternative delivery course. Product-oriented material and promotion of products, services, books, video or audio-tapes is not permitted. Attach additional sheet if necessary.*

CONTENT OUTLINE: *Attach a detailed step-by-step outline of the course schedule with presentation times and teaching methods for each segment. Include all breaks. For Alternative Delivery Courses, the course outline should include descriptions for the various exercises and a summary of how one will proceed through the course (whether independent study, CD-ROM, Internet etc.). Also required is a specific explanation of how the instructor will monitor the successful completion of the course.*

WHO IS YOUR INTENDED AUDIENCE?

What specific target audience is your course designed for? Include a brief description.

BRIEF DESCRIPTION OF COURSE: *Please be concise. This information will be used by the reviewers to determine if the content relates to the course outline and objective. It may also be used by the sponsoring organization to advertise the course and list it in the CEU manual. The description should be no longer than 100 words.*

CONTACT HOURS: _____ *(Do not count breaks, introductions or meals. The course must be a minimum of one hour long. For alternative delivery courses, state the average completion time a participant will need to complete the content.)*

DELIVERY METHOD(S): *(For example: individual speakers, multi-media such as CD-ROM, panel discussions, independent study)*
Please specify:

MAXIMUM AUDIENCE SIZE *(if applicable):* _____



IDENTIFY TARGET AUDIENCE:

____ Sr. Designer (10+ Years) ____ Educator
____ Principal/Partner ____ Student
____ Intermediate Designer (4-10 Years) ____ Other (please specify) _____
____ Junior Designer (0-3 Years)

LEVEL OF THE COURSE CONTENT: ____ Basic ____ Intermediate ____ Advanced

The level of course content can be basic for someone who has been in the industry for years and can be advanced for someone who has just entered the industry.

DEGREE OF INTERACTIVITY: ____ Low ____ Medium ____ High

FEES AND EXPENSES:

Instructor's speaking fee \$ _____

Expenses (Hotel, travel, meals) \$ _____

First class accommodations and travel will not be honored. Any extra expenses are the responsibility of the speaker.

Books and Handouts/ Materials \$ _____

This fee must be indicated if an additional fee will be charged for handouts. Please indicate also if instructor will provide printed handouts, or whether handouts are to be duplicated by the sponsoring organization. Provide 8 sets of printed handouts with submission.

FACILITIES and/or EQUIPMENT REQUIRED:

____ Classroom seating with tables ____ Overhead projector
____ Auditorium seating ____ Microphone
____ Other seating (please specify) _____ ____ Slide projector
____ Lectern ____ Internet
____ Multi-media projection equipment ____ Personal Computer
____ VCR ____ Other (please specify) _____

(Sponsoring organization may not be able to provide all AV equipment. Specialty equipment should be negotiated with the sponsoring organization.)

PRIOR COURSE PRESENTATION: *Please identify if your course has been presented before, to which organization or group and the dates presented.*

BIBLIOGRAPHY: *Please list on a separate sheet books and/or articles that would be helpful for attendees to read for additional information.*

BIOGRAPHY: *A brief biography (50-100) words for each instructor, suitable for promotional purposes, must be submitted.*

All sections of this form must be completed and supporting material included for review. Modifications to the course are permitted, but must be submitted to the committee for review. All courses are evaluated by participants. Courses that consistently receive negative responses will be re-reviewed by the Professional Development Committee.

By signing this form, provider agrees to present this course, if approved, as described herein, including the format, content and fees named.

Signature _____ **Date** _____



INTERIOR DESIGN CONTINUING EDUCATION COUNCIL

American Society of Interior Designers
Interior Designers of Canada
Interior Design Educators Council
International Interior Design Association
National Kitchen & Bath Association

CHECKLIST:

***Have you enclosed the following items for review?
Failure to do so will result in submission not being reviewed.***

Course Objectives

(Indicate all specific skills and/or knowledge the practicing interior designer can expect to gain from this course).

Content Outline

(Attach a detailed step-by-step outline of the course schedule with presentation times and teaching methods for each segment. Include all breaks).

Description of Intended Audience

(What specific target audience is your course designed for? Include a brief description).

Brief Description of Course

(Please be concise. This information will be used by the reviewers to determine if the content relates to the course outline and objective. It will also be used by the sponsoring organization to advertise the course, and list it in the CEU manual. The description should be no longer than 100 words).

Handouts/Materials

(5 copies of printed materials)

Bibliography

(List any books or articles that would be helpful for those interested in learning more information).

Biography

(Brief biography of each instructor of 50 - 100 words).