



Presenter's Manual
for
Continuing Education
Presentations and Programs
2006

Prepared by the Interior Design Continuing Education Council



Core Member Organizations

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The IDCEC Continuing Education course approval system, coupled with the National Council for Interior Design Qualification (NCIDQ) CE Registry assures jurisdiction regulation boards and interior design professionals that instructors are qualified to lead courses, course content is relevant, teaching methodologies are appropriate and CEU credit is quickly and accurately assigned to qualifying participants. Several jurisdictions accept IDCEC-approved courses in order to take advantage of the reduced time and cost associated with course approvals and the smooth, efficient accounting of completed courses via NCIDQ.



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OVERVIEW

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.

This IDCEC Presenter's 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. Follow the guidelines presented herein. IDCEC approves the following types of courses:

- Ongoing
- One-time only
- Correspondence
- Conferences

Important point to remember: Be sure to include all information requested, or your course will not be reviewed. Section B includes detailed instructions on how to complete the official course submission form and how to provide the supporting materials requested.

Each IDCEC Core Member Organization maintains a professional list of continuing education courses that have been approved through that organization. Therefore, your course will be listed in the database for the organization through which you submitted your course for approval. Information regarding courses on this list may be obtained by contacting the professional organization.

Important point to remember: As you prepare your course, please be aware 1.0 CEU credit is equal to 10 contact hours, thus, one contact hour is equal to 0.1 CEU.

One benefit of IDCEC approval system is that all IDCEC-approved continuing education courses are tracked by National Council for Interior Design Qualification (NCIDQ). People who successfully complete your course can have their CEU credit registered with NCIDQ for a fee. If individuals register all the courses they take over a period of time, NCIDQ then can provide them with a record of all their accumulated CEU credit. This is helpful to participants whose professional organization membership renewal or license renewal requires a particular number of CEU credits. (See "Registering CEUs on page 6.)

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

CRITERIA FOR EVALUATION

The following are examples of criteria utilized in the evaluation of all CEU course submissions.

Course-Related Criteria

- 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** included herein.
- Subject matter must be generic in nature. Product-oriented material and promotion of products, services, books, video or audiotapes are not permitted.
- A quantified course outline **MUST** be included in the course submission. Whether the program is one hour or eight hours, the outline must offer specific time allocations to illustrate how the content complements the stated learning objective(s). *IDCEC recommends the outline be as detailed as possible so as to expedite the approval process.*
- 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.** However, IDCEC awards CE only for the actual lecture time of the tour. We do not award credit for travel time.

Some continuing education courses have a significant amount of course hours engaged in a “lab,” factory tour, or “field experience” component. In these cases, one contact hour of instruction is required for each two experiential hours. Examples of “lab” or “field experience” may include, but are not limited to: drawing/drafting labs, personal communication exercises and critique, guided factory tours led by qualified personnel, etc. If the course is predominantly lecture-based with a minor amount of time spent on the “lab,” factory tour, or “field experience” component, then the contact and experiential hours may be considered equal.

- Handouts and presentation material used during the course/presentation **MUST** be included in the course submission. **Note:** any hard copy material such as workbooks or articles, as well as multi-media presentations, must be submitted. Multimedia presentations may be submitted in hard copy form or via CD-ROM. See the addendum regarding Intellectual Property on page 17.
- When using a case study as a means of illustration, if the case study is proprietary to the presenter 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.



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- Course length must be appropriate to the subject matter. The minimum length of a CEU is 60 minutes.
- IDCEC recommends the development of in-depth, comprehensive courses. We believe this is the most appropriate medium for continuing education in interior design. Therefore, we have categories designated for basic and advanced content. Advanced content is defined as content that requires prerequisite knowledge in order for learners to successfully gain new knowledge. The level of prerequisite knowledge for advanced designation should exceed the criteria listed in Foundation of Interior Design Education and Research Standards indicating minimum professional knowledge.

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 instructors, the following guidelines must be followed when submitting your course:
 - ✓ Submit the script that accompanies the presentation material.
 - ✓ Submit proof of your company's training program that assures reviewers that all presenters have been informed of IDCEC policy and procedure regarding continuing education guidelines.
 - ✓ Submit a complete listing of all presenters, including all contact information, the area or region where they will present the information, a brief biography highlighting their individual qualifications to present to industry educators and practitioners, and contact information for two references who may speak to their instructional capabilities.
- Presentation methods should be varied and require active responses from participants. Examples of appropriate methods include, but are not limited to: roundtables, panel discussions, audiotapes and videotapes as supplements to distance learning programs, multimedia presentations and individual lectures with supporting handouts/materials. Lecture only, without handouts or supporting material, is considered inappropriate.
- The projected group size must be compatible with topics and methods outlined.



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CEUS IN INTERIOR DESIGN

Continuing education in interior design is coordinated through the Interior Design Continuing Education Council (IDCEC) Core Member Organizations:

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

Associate members of IDCEC, who enjoy the benefits of reciprocity and adhere to the educational standards set forth by IDCEC, include:

- Network of Executive Women in Hospitality (NEWH)

The stated purpose of IDCEC is to promote life-long 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. Through semiannual meetings, IDCEC 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 (IACET).

IDCEC POLICIES

Policies for continuing education courses have been developed by IDCEC and are uniformly used by all Core Member Organizations. See page 15 for a summary of IDCEC policies and procedures.

Important points to remember: courses must focus on the practice of interior design, be generic in nature, include a quantified outline and supporting material, have qualified instructors, and use a variety of presentation methods.

Individuals wishing to provide continuing education courses must adhere to IDCEC policies when submitting courses for review and when presenting the course to interior design professionals. Course submission requirements are very important and should be given precise attention. Approved courses are automatically reviewed every three years to assess quality and participant feedback.



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DELIVERY METHODS

Active Learning Strategies: IDCEC promotes active learning strategies; which may include lecture coupled with application of skill, or correspondence courses with multimedia and/or handout support. IDCEC recommends presenters use instructional methods that fully engage participants.

Lab/Field Experience: As a reminder, courses which include 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. Examples of “lab” or “field experience” may include, but are not limited to: drawing/drafting labs, personal communication exercise and critique, guided tours led by qualified personnel, etc. If the course is predominantly lecture-based with a “lab” or “field experience” component, then the contact and experiential hours may be considered equal.

Correspondence Courses: Correspondence courses are a method of acquiring knowledge and skills through designed information and instruction, encompassing technological components and/or other forms of learning modules accessed independently from a distance. Instructional strategies such as correspondence courses, audio seminars, Webinars, or Internet courses utilizing advanced technology are considered distance education. IDCEC requires that course delivered from a distance have an evaluation component. For additional information on guidelines regarding correspondence courses, see page 19.

THE APPROVAL PROCESS

Submit the completed application to an IDCEC Core Member Organization on the following list:

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

The sponsoring organization will then begin the administration of the IDCEC-approval process. During this process, the submission is evaluated by four design professionals representing each IDCEC Core Member Organization. When the submission has been appropriately evaluated and has received IDCEC approval, it will then be included in the CEU course listing of the sponsoring organization and registered with NCIDQ.



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REGISTERING CEUS

Many participants in IDCEC-approved courses or seminars for continuing education credit will want the credit issued for organization membership and/or for jurisdictional registration/licensure. The course provider/presenter must make sure the following steps are completed to ensure proper registration with NCIDQ:

Course Materials

The IDCEC Core Member Organization provides sponsors with master copies of the Attendance Record, Program Evaluations and Certificates of Completion/Attendance once the course has been approved. Please make sure participants sign in when they arrive, drop off their program evaluations at the conclusion of the presentation, and receive a Certificate of Completion/Attendance upon departure.

Note: Official NCIDQ forms will only be sent upon direct request after approval has been granted.

Below is a checklist of materials providers/presenters should provide participants the day of the course presentation:

- Attendance Record
- Program Evaluations
Evaluations should be disseminated, collected and returned to the IDCEC Core Member Organization by someone other than the course presenter to preserve the integrity of the evaluation process.
- Certificates of Completion/Attendance
- Certificates are for participants ONLY and should not be sent back to the IDCEC Core Member Organization.
- NCIDQ Participant Forms
- NCIDQ Class Forms

NCIDQ Participant Form

Each participant must complete the current NCIDQ Participant Form and remit payment (currently \$12 USD/\$12 Canadian) to register their CEU. NCIDQ will only accept checks and credit card payments. Checks should be made payable to NCIDQ. The provider/presenter should collect these forms for those who have payment available on-site and provide receipts for participants' records. The provider/presenter must mail these forms and payments to NCIDQ immediately after the course is given.

NCIDQ Class Form

The course provider/presenter must fill out and sign a NCIDQ Class Form, which will reflect the specific course information, total number of NCIDQ Participant Forms being remitted and correlating registration fees.

Important point to remember: The course provider/presenter can also offer participants the opportunity to register the course independently if they are unable to remit payment on-site. In this case, the course provider/presenter must provide the participant with a completed Class Form, blank Participant Form, and advise them to mail in both forms to NCIDQ with their registration fee.



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The course provider/presenter is responsible for providing proper registration forms. Completion and registration of the Participant and Class Form to NCIDQ is the only way to register your Continuing Education Units (CEUs).

Submit to NCIDQ

Immediately after the course, *either the course provider/presenter or participant* is responsible for mailing the following to NCIDQ to complete the CEU registration process:

- Completed Class Form (signed by provider/presenter or sponsoring organization)
- Completed NCIDQ Participant Form (one for each participant). If the participant is submitting their registration independently post-event, they must include the NCIDQ Class Form with all pertinent course information completed.
- Registration fees should be made payable to NCIDQ (currently \$12 USD/\$12 Canadian) per Participant Form OR one acceptable method of payment equal to \$12 per person if the CEU registration is being underwritten by an outside entity, i.e. the chapter of a professional organization. Mail forms and payment to:

NCIDQ
1200 18th Street, NW Suite 1001
Washington, DC 20036

Submit to IDCEC Core Member Organization

Immediately after the course, the course provider/presenter is responsible for mailing the following to the IDCEC Core Member Organization through which the course was approved:

- Evaluation Form(s)
- Attendance Record(s)

Transcripts

Participants are responsible for keeping their Certificates of Completion/Attendance as part of their individual CEU records.

Participants who are active NCIDQ Certificate holders may print a copy of their transcript anytime from NCIDQ's Web site (www.ncidq.org) with their log-in and password provided by NCIDQ. They may request a printed copy from NCIDQ at no charge every 12 months. Additional copies in this timeframe are US\$30 each.

Participants who are not active NCIDQ Certificate holders may request a copy of their transcript from NCIDQ for \$US50.



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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

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

Subject Code Index: This can be found on page 16. It is organized by knowledge and skill categories in interior design practice. From the Subject Code Index, choose ONE subject code and ONE design specialty area that is most appropriate to the content for which the course was created. 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.

Note: IDCEC no longer determines HSW content based on subject code index. HS and W content is now verified during the review process.

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 sponsoring Core Member 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 CEU courses must be maintained with a minimum evaluation score of 4.0 (on a scale of 5.0) to remain listed in the CEU Database of a sponsoring Core Member Organization.

Submitted By: Courses may be submitted by an individual instructor, local chapter of a professional organization, or other organizations that develop and offer continuing education courses related to the design industry. Appropriate name and address information is required for ongoing contact and information from the IDCEC Core Member Organization.

Instructors

Instructors: Please include the name and address of all people involved in the delivery of course content. For programs that may encompass multiple instructors see page 3 regarding instruction-related guidelines.

Instructor Information Form: An instructor information form should be included for each instructor.

Biographies: For promotional and marketing purposes, a brief biography (50-100 words) about each instructor should be submitted.



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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. The IDCEC Review Board typically contacts these references.

Materials for Review

Learning Objective(s): Refer to the general content that a participant should expect to acquire, or master, at the completion of the course

Content Outline: Provide a course schedule/syllabus that lists major categories, any pertinent sub-categories, and the time allocated for each. 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 validate that the amount of CEU credit requested meets IDCEC policy for allocation of course credit.

Description of Course: 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 sponsoring organization for promotional purposes.

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.

Contact Hours

The total number of contact hours provided on the course outline should be included here. The amount of contact hours are the sum of actual class time instruction and should not include breaks or meals.

Translating contact hours to CEUs: all continuing education credit is awarded based on full-hour increments only. Thus, 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 6 contact hours, or 0.6 CEU. One contact hour of learning activity equates to 0.1 CEU. For correspondence courses, see page 19 for policy and procedure relating to contact hours.

Note: Time for meals, breaks, travel to destinations and other non-instructional time will not be counted toward CEU credit hours.

Delivery Methods

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

Maximum Audience Size

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

Content Classification

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

Prerequisite Knowledge

Minimum subject area knowledge required: Reviewers will assess whether learners could obtain the learning outcomes with general or very basic working knowledge of the subject.

Some knowledge of subject area required: Reviewers will assess whether learners could obtain the learning outcomes with general knowledge of the subject augmented by experience that generates specific knowledge of subject area.

Substantial Knowledge of subject area required: Reviewers will assess whether learners could obtain the learning outcomes if they possess a thorough knowledge of subject.

Classification of Learning Outcome

Basic Knowledge: indicates upon the completion of the course, the participant will acquire information that is basic in nature and requires no advanced or intermediate knowledge to process or use it. All one-hour courses receive basic classification. Exceptions to this rule must be requested on an individual basis and will prolong the evaluation process.

Intermediate Knowledge: indicates that upon completion of the course, the person will have acquired detailed knowledge and new skills regarding the various interior design tasks outlined in NCIDQ's practice analysis study. This classification indicates that there is sufficient time given to the instruction such that the learner will be able to apply knowledge learned once the course is completed.

Advanced Knowledge: indicates that the information covered is of advanced nature, learning requires some prerequisite knowledge in subject area, learners will be able to master concepts and skills and to synthesize the knowledge within the time allotted for the course and that an evaluation instrument is used as a learning tool and to prove learners have achieved learning objectives.



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HS and W designations

Reviewers will evaluate each course for HS content and will assign a HS, a W or No HS or W designation for the content.

Health Safety Designation

More than 75% of the course content covers knowledge and practice of legal codes, building regulations and product performance standards and topics, including but not limited to energy efficiency, acoustics, lighting and fire and life-safety systems that are implemented to protect the public and the environment.

Welfare Designation

More than 75% of the course content covers knowledge and practice of design that enhances the social, psychological, financial and physical well-being of individuals and the environment. The course content may include but not be limited to business practices, ethics, space design, budgets and estimating, construction administration, environmental and sustainability issues, and finish material and methods of construction detailing. Some of the course may overlap into topics relating to "HS," but the course will not be classified as HS because it constitutes less than 75% of the course's content.

General Interior Design Professional Knowledge (no HS or W)

The course covers general knowledge regarding interior design practice and **less than 75%** of the course content covers knowledge and practice of applicable legal codes, building regulations, and product performance standards that are implemented to protect the public and the environment or that enhances the social, psychological, financial, and physical well being of individuals and the environment.

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.

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 so clearly.

Instructor Expenses: Reasonable costs and customary fees for travel and accommodation may be charged and should be noted.

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



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- 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 sponsoring Core Member Organization. If the course is offered on the Internet, supply the URL and password so the IDCEC Review Board may evaluate the course in its entirety. Any submission void of supporting materials WILL NOT be reviewed and be returned immediately upon receipt by the sponsoring Core Member Organization.
- 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.
- Bibliography** A bibliography must be submitted with the application. It should list the resources, i.e. books, articles, that were used to develop course materials. The bibliography also serves as a reference tool for reviewers so they may assess the relevance and timeliness of the research and resources used.

COURSE APPROVAL PROCESS

- The Review Process** Each course submission is reviewed by the IDCEC Review Board which is comprised of design professionals from each of the IDCEC Core Member Organizations. The review process takes approximately four to six weeks for complete submissions. Any submissions that require further information or material are not beholden to this timeline. A designated staff member from the sponsoring Core Member Organization will inform you of the decision to accept or deny your submission.
- Note:** You may not advertise your program as IDCEC-approved until you have officially been notified of approval.
- Reviewer Evaluations** Each reviewer is sent a Course Reviewer Report that must be thoroughly completed (with comments) and returned to the sponsoring Core Member Organization. The reviewer reports are summarized to assess the ratings of approved, denied or pending/resubmit with the following conditions: If your course submission is not initially approved, please consider resubmission based upon the reviewers' comments. The \$100 (\$150 Canadian) submission fee is a non-refundable fee, but may be waived upon resubmission of the previously denied course.



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NCIDQ CE REGISTRY PROCESS

Participant Form

Each participant must complete a current year's NCIDQ Participant Form and remit payment (currently \$12 USD/\$12 Canadian) to register CEU credit. NCIDQ will only accept checks and credit card payments. Checks should be made payable to NCIDQ. The provider/presenter should collect these forms for those who have payment available on-site and provide receipts for participants' records. The provider/presenter must mail these forms and payments to NCIDQ immediately after the course is given.

Class Form

The course provider/presenter must complete and sign a NCIDQ Class Form, that reflects the specific course information, total number of NCIDQ Participant Forms being remitted and correlating registration fees.

Important point to remember: The course provider/presenter can also offer participants the opportunity to register the course independently if they are unable to remit payment on site. In this case, the course provider/presenter must provide the participant with a completed Class Form, blank Participant Form, and advise them to mail in both forms to NCIDQ with their registration fee.

The course provider/presenter is responsible for providing proper registration forms. Completion and registration of the Participant and Class Form to NCIDQ is the only way to register your Continuing Education Units (CEUs).

Submit to NCIDQ

Immediately after the course, the course provider/presenter or participant is responsible for mailing the following to NCIDQ to complete participant registration:

- Completed Class Form (signed by course sponsor)
- Completed NCIDQ Participant Form (one for each participant)
- Registration fee payable to NCIDQ (\$12 USD/\$12 Canadian) per Participant Form OR one appropriate method of payment equal to \$12 per person. Checks and credit card payments are the only acceptable methods of payment for the registration of CEUs.

Mail to

NCIDQ CE Registry
1200 18th Street, NW Suite 1001
Washington, DC 20036

COURSE EVALUATION PROCESS**Participant Evaluations**

The sponsoring Core Member 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 complete the Program Evaluation at the conclusion of the course. Please see page 6 for specific procedure regarding participant evaluations and registration of CEUs with NCIDQ. The IDCEC Review Board and sponsoring organizations use these course evaluations to assess the course relevancy, quality, classification and presentation methods.

It is IDCEC policy that all CEU courses are maintained with a minimum of a 4.0 rating or above (based upon a 5.0 scale) to be listed in the official CEU Database of each respective sponsoring organization. If there are consistently poor evaluations, a course will be dropped until the necessary modifications have been made. All ongoing courses are automatically reviewed every three years by the sponsoring organization through which the course was administered.

**Submit to the IDCEC
Core Member Organization**

Immediately after the course, the course provider/presenter is responsible for mailing the following to the appropriate IDCEC Core Member Organization for course record evaluation:

- Evaluation Form(s)
- Sign-in Sheet(s)



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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 submission fee per course or conference/expo. Course renewal fees for ongoing courses are \$40 for each CEU course and assessed three years after initial approval.
- 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 submitted bibliography.
- Advertising or promoting your course as IDCEC-approved prior to official approval is not acceptable.
- Subject matter *must* be generic in nature. Product-oriented material and/or promotion of products, services, books, video or audio tapes is not permitted and will prohibit an expeditious review process.
- Modifications to the course are permitted, but must be submitted to the original sponsoring Core Member Organization for evaluation and dissemination to the IDCEC Review Board. If a course contains the same subject matter, but its CEU credit amount varies due to different teaching methodologies, be sure to contact the sponsoring 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.
- 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 through NCIDQ. Be sure to reference page 6 for specific instructions on registering CEU credit.
- 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 2 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. The CEU credit earned is equivalent to two times the CEU credit received by the participants.

SUBJECT CODE INDEX

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 Plantscaping
 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
4. 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



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ADDENDA

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.

- All IDCEC Review Team Members and Staff from Core Member Organizations who reproduce and distribute this material are expected to comply with this policy.
- Those seeking CEU accreditation via an IDCEC Core Member Organization are recommended to review the following policy regarding their intellectual property rights.

Policy

During the review process, the intellectual property rights of authors/presenters 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 Core Member Organizations or any other individual or group acting on behalf of IDCEC.

Electronic Networks – as more sophisticated technology becomes available and utilized, CEU submissions may be transmitted electronically to the IDCEC Review Board. The Copyright Act provides protection for works fixed in any tangible medium from which they can be perceived, reproduced, or otherwise communicated. IDCEC recommends authors/presenters review this Act if they wish to copyright their CEU course or material contained within. For complete information on the U.S. Copyright Act, visit www.copyright.gov.

Intellectual Property Implementation – authors/presenters may make their copyright information visible in eight-point font ONLY at the bottom of a page, whether it be hard copy material or a multimedia format, i.e. PowerPoint presentation.

Intellectual Property Implementation – trademark logos, company and/or an individual's information must 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.

Scope – this policy applies to any material as outlined below, i.e. Types of Intellectual Property.



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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.

IDCEC recommends authors/presenters copyright their material when submitting courses for CEU accreditation via IDCEC Core Member Organizations.



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Correspondence Courses

Definition

Correspondence courses are a method of acquiring knowledge and skills through designed information and instruction, encompassing technological components and/or other forms of learning modules accessed independently from a distance.

Correspondence courses may be characterized by the following:

- Separation of place and/or time between instructor and learner
- Interaction between the learner and instructor conducted through one or more educational mediums

Important point to remember: You must use the Correspondence Course Submission Form when applying for approval of a correspondence course. Incorrect forms will be returned, delaying the approval process.

Processes may employ a multiple set of delivery methods in the learning experience, such as written correspondence study, interactive audio and/or video, computer and other electronic technologies. Each of these may be used alone or in combinations. Use of electronic or digital media is not necessarily required; technology is a tool to aid the delivery and provision of educational opportunities.

Processes may be “live” or display concurrent interaction between learners and instructors. Additionally, the processes may “asynchronous” involving the access of instructors and materials by learners at any time.

Examples include: audio seminars; Webinars; articles published in industry publications with an incorporated CEU exercise; and correspondence courses, both written and electronic.

Learning Outcomes

The correspondence course provider must communicate clear and concise written statements of intended learning outcomes for the educational program. These outcomes will guide the selection of appropriate instructional strategies, technology and methods used in the delivery of educational programs. Additionally, these outcomes will form the basis for the mode of assessment and evaluation by the correspondence course provider.

Design and Implementation

Learning experiences are designed to facilitate the acquisition and application of knowledge by the learner from a distance. Program content, instructional materials and delivery processes must be relevant and timely for achieving the intended learning outcomes.



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As with the stated IDCEC guidelines for course submission, correspondence course providers must have a minimum of a bachelor's degree or demonstrated appropriate experience related to the subject matter. Additionally, they must illustrate an understanding of the purpose and learning outcomes of the continuing educational experience.

Learning experiences are designed to promote relevant interaction and comprehension between instructor and learner, with resource materials to achieve the stated learning outcomes.

The correspondence course provider selects delivery methods and technology that are consistent with the most efficient and effective modes by which to meet the stated learning outcomes.

Learning experiences should be designed to provide timely feedback to learners regarding their completion of tasks and comprehension of material.

Assessment and Evaluation

Correspondence 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 correspondence course programs by comparing the degree of learner achievement to the intended learner outcomes via assessment learner outcomes.

Evaluation of learning outcomes shall be determined by the following:

- Appropriateness of technology used
- Cost-effective value of the program
- Variation of assessment methodology used, i.e. essay, short-answer questions, multiple-choice questions, special projects, etc. to provide evidence of understanding

Determining Contact Hours

- Correspondence course programs that include learning activities where learners progress at their own pace should use a trial run of the course to establish number of contact hours. The trial should use at least three representative learners.
- Contact hours are the sum of the time representative learners need to complete the program's educational activities with the time needed to complete the learning outcome assessment.



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- The provider should document each member of the sample learners, including their name, title, address and phone number; their relationship to the provider; the total amount of time spent completing the learning activities; and the amount of time spent completing the learning assessment. Documentation of such sampling should be included in the course submission. The larger the representative sample, the better.
- Correspondence course providers should continue to monitor the amount of time necessary for learners to complete the learning event. The standard should be adjusted, if necessary. This continuing validation provides credibility to the established standard of the provider.
- Contact hours shall be determined by the IDCEC Review Board. We do not guarantee that the contact hour amount requested by the correspondence course provider will be the amount IDCEC grants.

Provider Commitment

Involvement in correspondence courses is an activity consistent with the overall educational mission and purpose of both the provider and the IDCEC.

The correspondence course provider makes an administrative commitment to maintain correspondence course programs through to their completion and to support the learner services needed to ensure an effective learning environment.

The correspondence course provider makes available to learners (in advance) clear, complete, accurate and timely information on the learning experience, including: program content, learning outcomes and expectations, required instructor/learner interaction, CEU credits to be awarded, learner required technical competence and skills, technical equipment requirements, support services and cost and payment policies.

The correspondence course provider is responsible for the development of policies and procedures to address intellectual property rights concerning ownership, copyright, production and use of course materials for the educational activity. All materials utilized, including diagnostic exercises, must be submitted to the IDCEC Review Board for CEU consideration and accreditation.

The correspondence course provider maintains records and documentation of the learner's successful completion of the educational activity. Furthermore, the correspondence course provider is responsible for the direct registration of CEU credit for each individual learner through NCIDQ.



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INSTRUCTOR DATA FORM

- All items on this form must be completed. Incomplete forms will not be reviewed.
- Type or print clearly.
- Do not exceed two pages per instructor.
- Please use this form or duplicate this format. PDFs of this form are available online at www.idcec.org.

Submitted by:

Name: _____

Firm Name: _____

Telephone: _____ Fax: _____

E-mail: _____

Complete the following sections for each instructor.

Instructor Name: _____

Has this instructor completed a degree in interior design? Yes No

Has this instructor passed the complete NCIDQ Exam? Yes No

Educational background (degrees, discipline, university/school, and year of completion):

Positions held in academic institutions (title of position/rank, year and tenure):



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Positions held in design practice (firm name, title, and year):

Positions held in businesses that provided experience related to course subject matter (firm name, title, description of experience related to course subject matter and year):

Courses taught in the past two years:

Awards, recognitions, grants, competitions:

Professional development (meetings/conferences attended, continuing education courses, etc., in the last five years):



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COURSE SUBMISSION FORM

- All items on this form must be completed. Incomplete forms will not be reviewed.
- Type or print clearly.
- Please use additional sheets, if necessary
- The review process will take four to six weeks following receipt of this complete submission form.
- The IDCEC Presenter's Manual offers explanation and examples for each requirement of the Course Submission Form.
- IDCEC strongly recommends course providers/presenters review the IDCEC Presenter's Manual to ensure a complete submission and expeditious review.
- Please submit all required information with the US\$100 (\$150 Canadian) submission fee to the approving organization (see page i for a listing.)

Date submitted: _____ **Intended Date of Presentation:** _____

Course Title: _____ **Instructor:** _____

Subject Code: _____ **Specialty Area:** _____ **Secondary classification:** _____
(optional)

Course content must focus on specific applications and/or knowledge directly related to the Subject Code and Specialty Area Index.

Use of Course: *(Check one)*

One-time only *(Specify event & date of event)* _____

Ongoing *(Course will be listed in the CEU Database of the sponsoring IDCEC Core Member Organization. Submit five copies of this form and five sets of support materials for evaluation.)*

Submitted by:

Name: _____

Firm Name: _____

Firm Address: _____

Telephone: _____ Fax: _____

E-mail: _____



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Instructors(s):

- Include an Instructor Data Form for each instructor.
- Include a separate, brief biography (50-100 words) of each instructor for promotional purposes.
- Instructors must have the 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, coupled with the ability to communicate content to participants at an appropriate level.

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

References:

- Submit references for each instructor's teaching/speaking ability.
- Attach additional sheets, if necessary.

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

Learning Objectives:

- Detail what participants should expect to acquire, or master, at the completion of the course.
- Product-oriented material and promotion of products or services is not permitted.



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Content Outline:

- Attach a detailed outline of the course with appropriate time allocations in relation to designated teaching methods. Include all breaks.
- For distance education courses, the outline should include a detailed summary of how participants will proceed through the course. To review the policy on correspondence courses, see page 19 of the IDCEC Presenter's Manual.
- A specific explanation of how the instructor will monitor the successful completion of the course is also required.

Bibliography:

Please list (on a separate sheet) all resources, i.e. books, articles, that were used to develop the course content.

Intended Audience:

For what specific target audience is your course designed? Include a brief description.

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 sponsoring IDCEC Core Member Organization for promotional purposes.

Contact Hours: _____

- Do not count breaks, introductions, meals or travel time.
- The course must be a minimum of one-hour long.
- For distance education courses, reference page 19 of the IDCEC Presenter's Manual.

Delivery Methods:

Identify learning strategies for the course. (For example: individual speakers, multimedia presentations, roundtables, distance education, or a combination thereof.)

Maximum Audience Size: _____

Degree of Interactivity: Low Medium High



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Prerequisite Knowledge Required for the Course:

The reviewers who evaluate this course will seek to establish the level of prerequisite knowledge the learners should possess in order to reach your stated learning outcomes in the amount of time and with the types of learning activities you describe in your application. Please use this section to provide a brief description of what you expect learners to know upon entering your course.

Classification of Learning Outcome:

The reviewers who evaluate this course will seek to establish the level of learning outcomes from the course. They will use the following indications to classify the learning outcome:

- Basic Knowledge:
- Intermediate Knowledge
- Advanced Knowledge

Please see page 10 of the Presenter's Manual for complete information on learning outcomes.

HS and W Designations:

The reviewers will seek to establish the amount of Health Safety and the Welfare content of each course. Courses will receive:

HS designation if more than 75% of the course content covers knowledge and practice of legal codes, building regulations, and product performance standards and topics including but not limited to energy efficiency, acoustics, lighting and fire and life safety systems that are implemented to protect the public and the environment.

W designation if more than 75% of the course content covers knowledge and practice of design that enhances the social, psychological, financial, and physical well-being of individuals and the environment. The course content may include but not be limited to business practices, ethics, space design, budgets and estimating, construction administration, environmental and sustainability issues and finish material and methods of construction detailing. Some of the course may overlap into topics relating to "HS," but the total course will not be classified as HS because it constitutes less than 75% of the content.

General Knowledge (no HS or W) designation is awarded if the course covers general knowledge regarding interior design practice and **less than 75%** of the course content covers knowledge and practice of applicable legal codes, building regulations, and product performance standards that are implemented to protect the public and the environment or that enhances the social, psychological, financial, and physical well being of individuals and the environment.



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Fees and Expenses:

Instructor(s) speaking fee/ course fee \$ _____

Expenses (travel and accommodation) \$ _____

Materials/Handouts \$ _____

The cost of materials and/or presentation equipment should be noted and included in the course fee.

Supporting Materials:

- Submit five copies of course materials, including multimedia presentations.
- Submissions void of supporting materials *will not* be reviewed.
- If the course encompasses correspondence courses, and is offered via the Internet, supply the URL and password in your course outline so the IDCEC Review Board may evaluate the course in its entirety.

Facilities and/or Equipment Required:

Interested party may not be able to provide all AV equipment. Specialty equipment should be negotiated with the interested party.

- | | | |
|--|--|--|
| <input type="checkbox"/> Classroom seating with tables | <input type="checkbox"/> Overhead projector/screen | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Auditorium seating | <input type="checkbox"/> Slide projector/screen | <input type="checkbox"/> Lectern |
| <input type="checkbox"/> Other seating _____ | <input type="checkbox"/> VCR/screen | <input type="checkbox"/> Personal computer |
| _____ | <input type="checkbox"/> LCD projector/screen | <input type="checkbox"/> Internet access |
| <input type="checkbox"/> Other (<i>please specify</i>) _____ | | |

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

Bibliography: List resources used to develop the course. Attach additional pages, if necessary.

PLEASE NOTE

- All sections of this form must be completed with supporting materials included for review.
- Modifications to the course are permitted, but must be submitted to the original sponsoring organization for review.
- By signing this form, the course presenter/ provider agrees to present this course, if approved, as described herein, including the format, content and fees named.

Name: _____

Date: _____



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COURSE SUBMISSION CHECKLIST

Have you enclosed the following items for review?

Incomplete submissions will not be reviewed and will be returned immediately upon receipt by the sponsoring IDCEC Core Member Organization.

- Instructor Data Forms
For promotional purposes ,also include a brief biography (50-100 words) about each instructor.
- Learning Objectives
Indicate specific skills and/or knowledge the practicing interior designer should expect to acquire or master at the completion of the course.
- Content Outline
Attach a detailed and incrementally quantified outline of the course with designated teaching methods. Include all breaks.
- Description of Intended Audience
For what specific target audience is your course designed?
- Description of Course
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 sponsoring organization for promotional purposes. The description, typically, should be no longer than 100 words.
- Supporting Materials
Submit five copies of course materials, including multimedia presentations on CD-ROM, if applicable.
- Bibliography
List resources used to develop the course.

DO NOT INCLUDE THIS CHECKLIST IN YOUR COURSE SUBMISSION!

Should you have questions concerning the IDCEC Course Submission Form, feel free to contact an IDCEC Core Member Organization.



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CORRESPONDENCE COURSE SUBMISSION FORM

- All items on this form must be completed. Incomplete forms will not be reviewed.
- Type or print clearly.
- Please use additional sheets, if necessary
- The review process will take four to six weeks following receipt of this complete submission form.
- The IDCEC Presenter's Manual offers explanation and examples for each requirement of the Correspondence Course Submission Form.
- IDCEC strongly recommends course providers/presenters review the IDCEC Presenter's Manual to ensure a complete submission and expeditious review.
- Please submit all required information with the US\$100 (\$150 Canadian) submission fee to the approving organization (see page i for a listing.)

Date submitted: _____ **Intended Date of Presentation:** _____

Course Title: _____ **Instructor:** _____

Subject Code: _____ **Specialty Area:** _____ **Secondary classification:** _____
(optional)

Course content must focus on specific applications and/or knowledge directly related to the Subject Code and Specialty Area Index.

Submitted by:

Name: _____

Firm Name: _____

Firm Address: _____

Telephone: _____ Fax: _____

E-mail: _____



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Instructors(s):

- Include an Instructor Data Form for each instructor.
- Include a separate, brief biography (50-100 words) of each instructor for promotional purposes.
- Instructors must have the 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, coupled with the ability to communicate content to participants at an appropriate level.

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

References:

- Submit references for each instructor's teaching/speaking ability.
- Attach additional sheets, if necessary.

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

Learning Objectives:

- Detail what participants should expect to acquire, or master, at the completion of the course.
- Product-oriented material and promotion of products or services is not permitted.



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Content Outline:

- Attach a detailed outline of the course with appropriate time allocations in relation to designated teaching methods. Include all breaks.
- For correspondence courses, the outline should include a detailed summary of how participants will proceed through the course. To review the policy on correspondence courses, see page 19 of the IDCEC Presenter's Manual.
- A specific explanation of how the instructor will monitor the successful completion of the course is also required.

Bibliography:

Please list (on a separate sheet) all resources, i.e. books, articles, that were used to develop the course content.

Intended Audience:

For what specific target audience is your course designed? Include a brief description.

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 sponsoring IDCEC Core Member Organization for promotional purposes.

Contact Hours: _____

- Do not count breaks, introductions, meals or travel time.
- The course must be a minimum of one-hour long.
- For correspondence courses, reference page 19 of the IDCEC Presenter's Manual.

Delivery Methods:

Identify learning strategies for the course. (For example: individual speakers, multimedia presentations, roundtables, distance education, or a combination thereof.)

Maximum Audience Size: _____

Degree of Interactivity: Low Medium High



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Prerequisite Knowledge Required for the Course:

The reviewers who evaluate this course will seek to establish the level of prerequisite knowledge the learners should possess in order to reach your stated learning outcomes in the amount of time and with the types of learning activities you describe in your application. Please use this section to provide a brief description of what you expect learners to know upon entering your course.

Classification of Learning Outcome:

The reviewers who evaluate this course will seek to establish the level of learning outcomes from the course. They will use the following indications to classify the learning outcome:

- Basic Knowledge
- Intermediate Knowledge
- Advanced Knowledge

Please see page 10 of the Presenter's Manual for complete information on learning outcomes.

HS and W Designations:

The reviewers will seek to establish the amount of Health Safety and the Welfare content of each course. Courses will receive:

HS designation if more than 75% of the course content covers knowledge and practice of legal codes, building regulations, and product performance standards and topics including but not limited to energy efficiency, acoustics, lighting and fire and life safety systems that are implemented to protect the public and the environment.

W designation if more than 75% of the course content covers knowledge and practice of design that enhances the social, psychological, financial, and physical well-being of individuals and the environment. The course content may include but not be limited to business practices, ethics, space design, budgets and estimating, construction administration, environmental and sustainability issues and finish material and methods of construction detailing. Some of the course may overlap into topics relating to "HS," but the total course will not be classified as HS because it constitutes less than 75% of the content.

General Knowledge (no HS or W) designation is awarded if the course covers general knowledge regarding interior design practice and **less than 75%** of the course content covers knowledge and practice of applicable legal codes, building regulations, and product performance standards that are implemented to protect the public and the environment or that enhances the social, psychological, financial, and physical well being of individuals and the environment.



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CORRESPONDENCE COURSE SUBMISSION CHECKLIST

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Incomplete submissions will not be reviewed and will be returned immediately upon receipt by the sponsoring IDCEC Core Member Organization.

- Instructor Data Forms
For promotional purposes, also include a brief biography (50-100 words) about each instructor.
- Learning Objectives
Indicate specific skills and/or knowledge the practicing interior designer should expect to acquire or master at the completion of the course.
- Content Outline
Attach a detailed and incrementally quantified outline of the course with designated teaching methods. Include all breaks.
- Description of Intended Audience
For what specific target audience is your course designed?
- Description of Course
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 sponsoring organization for promotional purposes. The description, typically, should be no longer than 100 words.
- Supporting Materials
Submit five copies of course materials, including multimedia presentations on CD-ROM, if applicable.
- Bibliography
List resources used to develop the course.



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ONE-TIME-ONLY SUBMISSION FORM

- All items on this form must be completed. Incomplete forms will not be reviewed.
- Type or print clearly.
- Please use additional sheets, if necessary
- The review process will take four to six weeks following receipt of this complete submission form.
- The IDCEC Presenter's Manual offers explanation and examples for each requirement of the Course Submission Form.
- IDCEC strongly recommends course providers/presenters review the IDCEC Presenter's Manual to ensure a complete submission and expeditious review.
- Please submit all required information with the US\$100 (\$150 Canadian) submission fee to the approving organization (see page i for a listing.)

Submitted by:

Name: _____ Date Submitted: _____

Chapter: _____

Telephone: _____ Fax: _____

E-mail: _____

Course Information:

Course Title: _____

Course Location: _____

Course Date & Time: _____

Subject: _____



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Instructors(s):

- Include an Instructor Data Form for each instructor.
- Include a separate, brief biography (50-100 words) of each instructor for promotional purposes.
- Instructors must have the 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, coupled with the ability to communicate content to participants at an appropriate level.

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

Contact Hours: _____

- Do not count breaks, introductions, meals or travel time.
 - The course must be a minimum of one-hour long.



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CONFERENCE SUBMISSION FORM

- All items on this form must be completed. Incomplete forms will not be reviewed.
- Type or print clearly.
- Please use additional sheets, if necessary
- The review process will take four to six weeks following receipt of this complete submission form.
- The IDCEC Presenter's Manual offers explanation and examples for each requirement of the Course Submission Form.
- IDCEC strongly recommends course providers/presenters review the IDCEC Presenter's Manual to ensure a complete submission and expeditious review.
- Please submit all required information with the US\$100 (\$150 Canadian) submission fee to the approving organization (see page i for a listing.)

Date Submitted: _____ **Date of Conference:** _____

Conference Title: _____

Subject Code: _____ **Specialty Area:** _____

Submitted by:

Name: _____

School Address: _____

Telephone: _____ Fax: _____

E-mail: _____

List of Session Titles and presenter's names:

(Provide a list of sessions that have been reviewed and accepted for presentation)



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Provide a brief description of review process.

Provide a list of reviewers and their qualifications.

Contact Hours: _____ (*Designate length of time allotted for paper presentations at the conference*)