

IOWA INTERIOR DESIGN EXAMINING BOARD (IDEB)

CONTINUING EDUCATION FAQ

What is the importance of continuing education?

IDEB is committed to the enhancement of the health, safety and wellbeing of the public as supported through continuing education.

What is the CEU requirement for Registered Interior Designers in Iowa?

Twelve contact hours must be acquired within any biennial renewal period. At least 8 contact hours must be in health, safety and welfare subjects in a structured activity. A maximum of 4 contact hours may be in self-directed activities

What is a contact hour?

A 'contact hour' is one 60-minute clock hour of educational activity of which at least 50 minutes is devoted to instructional content.

What are 'health, safety and welfare' or HSW subjects?

HSW subjects relate to the planning and designing of spaces and elements to minimize risk of injury to persons or property. These subjects include the following areas with the purpose of enhancing the health, safety and well-being of the public:

- Compliance with applicable building and safety codes
- Planning and designing of spaces and elements that optimize over time the physically and mentally healthful use of those spaces and elements
- Planning and designing of spaces and elements that are durable, maintainable, cost effective, environmentally conscientious and conservative of resources that function properly in all relevant respects
- Planning and designing of spaces and elements that encourage access, functional independence and use by all relevant populations
- Planning and designing of spaces and elements that encourage user satisfaction, including aesthetic appeal
- Planning and designing of spaces and elements that promote a sense of user confidence and peace of mind; that integrate effectively with the surrounding environment

What is a 'self-directed activity'?

This activity refers to interior-design related learning that occurs outside of a formal course setting.

What is a 'structured activity'?

This activity refers to interior-design related learning led by a qualified individual or sponsored by a professional organization, technical organization, industry source or accredited college or university including monographs, courses of study taught in person or by correspondence, organized lectures, presentations or workshops, formal courses of instruction and other means through which identifiable technical and professional subjects are presented in a planned manner.

What are acceptable sources of continuing education?

Learning activities that may fulfill continuing education credits are noted below. Credit may not be claimed for any activity required as a part of a registered interior designer's routine professional responsibilities.

Self-directed activities (actual hours spent, up to a maximum of 2 contact hours per activity and limited to 4 contact hours per reporting period):

- Tours of interior design-significant sites for specified educational purpose
- A service to the public which uses the registered interior designer's expertise as in interior designer. Examples include serving on a planning commission, building code advisory board or building code study committee
- Informal industry or similar instruction related to new interior design or new interior design-related technology and offered by an individual qualified by education or experience
- Service as an officer or active committee participant in an educational, technical or professional society (such as IIDA, ASID, AIA). One full year of service is required for the service to be considered

Structured activities:

- Completion of a formal college or university course, seminar, tutorial or short-course/monogram
- Completion of a formal program, course, self-study course, monograph or equivalent educational experience sponsored by a professional or technical organization or industry source
- Instruction of a course, seminar, lecture, presentation, workshop or similar formal education program. Credit shall be allowed at a maximum of three preparation hours for each class hour spent for actual presentation, valid for the initial presentation only. College and university faculty may not claim contact or preparation credit for teaching regular curriculum courses

- Research that is published or is formally presented to the profession or public. Credit shall be allowed at a maximum of 4 contact hours per reporting period and shall be valid for the initial presentation only
- Completion of college or university credit courses dealing with interior design-related subjects. Each semester hour shall equal 15 contact hours. A quarter hour shall equal 10 contact hours. There is no limit to hours claimed for this activity

What subject areas are considered acceptable HSW subjects?

In general, activities and courses in HSW subjects are considered to include, but are not limited to the following topics:

- Life safety, ADA, and other codes, standards and administrative regulations governing the practice of interior design
- Safety and security issues (e.g. exit design, fall prevention design, crime prevention design, etc.)
- Physical and mental health issues
- Topics that relate to human physiology, perception, anthropometrics, ergonomics, psychology, sociology, ecology and cultural factors
- Energy efficiency
- Environmental issues
- Accessibility and universal design issues
- Materials and methods
- Building systems
- Statutes and rules relating to Interior design regulation
- Professional ethics
- Legal aspects of professional practice
- Construction documents and services
- Project administration

What are approved continuing education activities and courses?

The board does not pre-approve continuing education activities or courses. Approved continuing education activities and courses may include the following:

- Courses sponsored by IIDA Chapters, City Centers and Forums as well as courses provided by related professional organizations such as ASID, IFMA, and AIA
- IIDA independent studies (available in hard copy or electronic format) as well as other professional organization independent study courses as evaluated by IDEB

- Courses approved through IDCEC (including member organizations AISD, IDC, IDEC, & IIDA)
- Structured travel/study tours led by qualified instructors (self guided tours are not accepted)
- Educational tracks at industry-wide conferences and symposiums
- College courses (not toward a degree)
- Educational courses at museums and other cultural institutions led by qualified instructors
- Self-study courses available via internet, trade publications including *Perspective Magazine*

How are CEU credits registered?

CEU credits are registered through NCIDQ (National Council for Interior Design Qualification), the official clearinghouse for IIDA, ASID, IDC, IDEC and other professional interior design organizations offering CEU courses. Attendees may register credits on site if the course is an IDCEC approved course, or register the credits through the IIDA Education Department via the Individual Approval Reporting Form (IARF) if the course is not pre-approved. Be aware that a submission of the IARF does not guarantee approval and that the IARF is unique to IIDA members.

How do I request a transcript of my continuing education activity?

To request a transcript of registered courses, you may contact NCIDQ at 202.721.0220 or via email at ncidq@ncidq.org. The address for NCIDQ is: 1200 18th Street, NW, Ste. 1001, Washington, DC 20036

What is required for compliance reporting?

Each Registrant, at license renewal, shall submit a log of all courses, seminars, workshops or related study that applies to the current registration period.

For **structured activities** attach acceptable supporting documentation which may include a certificate of completion, letter from the provider/instructor or a transcript from NCIDQ, IIDA, ASID or AIA. Structured supporting documentation should include:

- School, firm or organization conducting course
- Location of course
- Title and course number or description of content
- Instructor name, phone number, contact information and website if available
- Number of total credit hours awarded and amount of credit from the total that are 'HSW'
- Verification of attendance

- Date completed (MM/DD/YY)

For ***self-directed study*** attach acceptable supporting documentation which include a certificate of completion or letter from the specific service organization. Self-directed study documentation should include:

- Title of activity
- Duration of activity
- Location of activity
- Summary of experience & learning outcomes
- Statement with your signature attesting number of contract hours for each self-directed activity
- Date completed (MM/DD/YY)