



# SELF-REPORTING CEU SUBMISSION FORM

## Personal Information

Name \_\_\_\_\_ ASID Member Number \_\_\_\_\_

[Interior Design Continuing Education Council \(IDCEC\) Number](#)

## ASID Accepts:

Type of Course	Number of CEUs	Information to Submit to ASID	Fee	Information to Submit to Your IDCEC Registry
<b>IDCEC approved education</b>	Unlimited	Non-applicable	<b>None</b>	Refer to IDCEC tutorial on "Tracking and Reporting Continuing Education"
<b>Courses approved by relevant organizations</b> [AIA/CES, GBCI, NKBA, IFMA]	Unlimited	Non-applicable	<b>None</b>	Select report "Non-IDCEC Course or Activity Attendance" and fill in course information, select "ASID pre-approved CEUs," and use ASID approval code: 31400. Once submitted, upload certificate of completion.
<b>State Regulatory Board approved courses*</b>	Unlimited	<b>ASID Self-Reporting Submission Form</b> and course transcript from regulatory board	<b>None</b>	ASID will report to IDCEC for member.
<b>Higher education courses</b>	.1 CEU (1 hour) per credit hour for coursework not earned toward a degree program.	<b>ASID Self-Reporting Submission Form</b> and course transcript with passing grade	<b>None</b>	Upload ASID approval to your IDCEC registry along with certificate of completion.
<b>Courses offered by other providers</b>	Unlimited	<b>ASID Self-Reporting Submission Form</b> and certificate of completion or supporting materials	<b>\$25 USD</b>	Upload ASID approval to your IDCEC registry along with certificate of completion.

- Note: Continuing education requirements for State Regulatory Boards vary. Check with your jurisdiction for requirements.



# SELF-REPORTING CEU SUBMISSION FORM

---

## Self-Reported Course Information

Complete this course information for any course that is not offer through one of the providers listed above.

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Course Date

\_\_\_\_\_  
Provider/Sponsoring Organization

\_\_\_\_\_  
Provider Email

\_\_\_\_\_  
Instructor Name

\_\_\_\_\_  
Length of Course / Total Number of Credit  
Hours \*

*\* Note: Total number of CEUs cannot exceed 0.8 (eight hours) per day. Round down to nearest hour. Calculate number of CEUs for college/university courses on total number of credit hours earned, not the actual hours spent in class.*

Have you attended this course before?

YES

NO

### Target Audience(s)

Residential

Healthcare

Government/Institutional

Facilities Management

Office/Corporate (commercial)

Hospitality/Entertainment

Retail/Store Planning

Other, \_\_\_\_\_

### Type of Course

In-person presentation learning:

Lecture

Field Lab

Accredited college/university course

*Course cannot count toward a  
degree program*

### Description

Please provide a short description of the course.



# SELF-REPORTING CEU SUBMISSION FORM

## Outline/Agenda

Please provide course schedule/syllabus by listing the topics addressed, any pertinent sub-topics, in five-, 10- and 15-minute intervals. If the course had a printed agenda with the course outline you may use that.

*If the schedule/syllabus is longer than the given space, please include it as a separate document.*

Order	Duration	Description of Topic/Content
1		
2		
3		
4		
5		
6		
<b>Total:</b>		

## Learning Objectives

Please list what you, as a learner, are able to perform at the conclusion of instructional activities.

Number	Description of Objective
1	
2	
3	

## Supporting Materials

### Verification of Attendance

Submit a copy of proof verifying your attendance at and successful completion of the course (one of the following). **You cannot receive credit without providing proof of your attendance.**

- Instructor-signed certificate of completion       Copy of transcript from accredited college or university  
 Instructor-signed exit letter

*Verification must include the duration of the course, provider, date and participant name.*

