

How to Report Courses

How to Self-Report Non-IDCEC Courses

Reporting for ASID, IIDA and IDS Members

IIDA, ASID and IDS will accept a non-IDCEC course for credit provided it has been previously approved. Please ensure that you have an approval number before you report a non-IDCEC course. You must contact your Association for an approval number. **Courses reported without an approval number will not count for ASID, IIDA or IDS compliance.**



Report NON-IDCEC Course or Activity Attendance	Provider or Organization Name:* <input type="text"/>
Self-Report IDCEC Course Attendance	Course Title or Activity Title: (Max of 100 characters, as you would like it to appear on your transcript)* <input type="text"/>
Transcript	Seminar/Course Code if applicable: <input type="text"/>
Payment (CAD Only)	Activity Details: (Do not exceed 100 characters in length) <input type="text"/>
View Payment History	
Manage Profile	

ASID, IIDA, IDC and IDS accept IDCEC approved courses for their continuing education requirement. However, courses not pre-approved by IDCEC can be submitted to your Membership Association to be individually reviewed and approved for their mandatory CEU requirement. Please contact each association directly for their specific review process. Membership Association approval does not qualify it as an IDCEC CEU.

IDC Members can self report Non-IDCEC activity by choosing the category from the prescribed Non-IDCEC list. Proof of activity must be attached for auditing purposes. Do not enter an activity for which you cannot attach proof of attendance or registration.

Fill in the information on the course as requested.

Transcript

Payment (CAD Only)

View Payment History

Manage Profile

Activity Details: (Do not exceed 100 characters in length)

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This course was reviewed and approved by:

ASID pre-approved CEUs

ASID Approval Number

Requested Designation: (If applicable only)

Classification of Learning Levels:

Course Date (dd/mm/yyyy)*

Length (hours):*

Report course attendance

Report attendance by pressing the 'Report Course Attendance' button.

You must then click on the 'Dashboard' tab on the left navigation bar to upload proof of attendance. The upload certificate button will be highlighted in red.

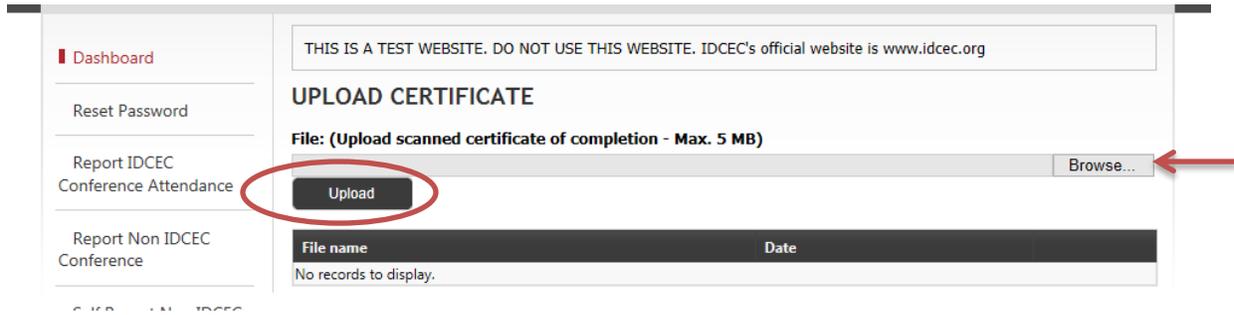
Course Title (Max of 100 characters)	Course Code	Action	Delete	CEU
Test 2 for Non-IDCEC	4563	Certificate[Edit]	Delete	0.2
Test Course	12354	Upload Certificate	Delete	0.1
Test for Non-IDCEC CEU's	1234	Certificate[Edit]	Delete	0.1

Non IDCEC Conference:

Conference Title (Max of 100 characters)	Conference Code	Delete
Annual Conference 2012	1234	Delete
Annual Conference 2013	N/A	Delete
Test CON1	123456	Delete

Self Reported Courses

Remember to scan the certificate of completion and name it so you can identify it at a later date. Report all courses first and then upload the proof of completion such as certificates of completion to the record by going back to the dashboard and clicking 'Upload Certificate'. This allows you to keep all your records in one place for easy access at any time.



Once the record is uploaded you can go back to the dashboard page to view the uploaded record. The 'Upload Certificate' will change to 'Certificate (Edit)'. This enables you to add more information or simply view the documents you have uploaded. You have now successfully self-reported a course. The course will now show on your transcript.

Reporting for IDC Members

IDC members report Non-IDCEC attendance by selecting the activity from the prescribed list. This list applies to all provinces in Canada and allows reporting of non-approved seminars and participation in various Association events.

The screenshot shows a web interface for reporting attendance. On the left is a sidebar menu with the following items: Dashboard, Reset Password, Report IDCEC Conference Attendance, Report Non IDCEC Conference, **Self Report Non IDCEC Course or Activity Attendance** (highlighted with a red arrow), Self-Report IDCEC Course Attendance, Transcript, Payment (CAD Only), View Payment History, and Manage Profile. The main content area is titled 'REPORT ATTENDANCE' and contains a 'Select Activity' button circled in red. Below this are input fields for 'Provider Name:*', 'Course Title: (Max of 100 characters)*', and 'Seminar/Course Code if applicable:'. A large text area is labeled 'Activity Details: (Do not exceed 100 characters in length)'. At the bottom, there are two informational text boxes: one explaining that ASID, IIDA, and IDC accept IDCEC approved courses but require individual review for non-pre-approved courses, and another stating that IDC members can self-report non-IDCEC activity with proof of attendance or registration.

(JAN-01-2012)

Report Conference

Report Course

Report Conference

Transcript

Payment

View Profile

Management

Reset Password

IDCEC Activity Code:

IDCEC Code	IDCEC Activity Title	Maximum Hour(s) Allowed	Supporting Document Required
IDCEC 100		Maximum of 15 hours	Copy of confirmation, receipt or certificate of completion. Seminars cannot promote a product or service.
IDCEC 110		Maximum of 15 hours	Copy of confirmation, receipt, certificate of completion or grade transcript.
IDCEC 120		Maximum of 6 hours	Confirmation or receipt.
IDCEC 200		Maximum of 6 hours	Evidence of course creation or development.
IDCEC 210		Maximum of 6 hours	Confirmation of appointment.
IDCEC 300		Maximum of 3 hours	NCIDQ letter of appointment.
IDCEC 310		Maximum of 3 hours	CIDA letter of appointment.
IDCEC 400		Maximum of 6 hours	Executive summary of presentation.
IDCEC 410		Maximum of 3 hours	Copy of article or research paper.
IDCEC 500		Maximum of 3 hours	Proof of registration/attendance.
IDCEC 510		Maximum of 6 hours	Copy of receipt or badge from trade show.
IDCEC 520		Maximum of 3 hours	Letter of appointment.
IDCEC 600		Maximum of 3 hours	Letter from association /organization.
IDCEC 700		Maximum of 3 hours	Confirmation by intern or student.

Report course attendance/activity

Choose the activity that applies and fill out the information. Describe the activity with maximum of **100 characters**. This description will show up on your transcript so it must be brief.

For example, participation in Board activity can be input as 'IDIBC Board Meeting 2014' or Participation in an NCIDQ study session can be listed as 'NCIDQ Study Session 2014'.

The system is designed to accept up to the maximum hours per activity and will not accept entries over the maximum hours allowed for each activity.