

CEU Events Instructor/Presenter Handbook

Continuing Education Overview

Architects, Interior Designers and other Trade Professionals need continuing education to maintain competency, to prepare for the future, to fulfill the continuing education requirements for various memberships (**AIA, ASID, IIDA, IDC** and etc.), and frequently to renew state licensure.

Continuing Education Requirements

Continuing education requirements in many cases differ from the states and associations. For example AIA architect members are required to complete eighteen (18) Learning Units (LU) hours of continuing education per year for membership renewal. Of those 18 LU hours at least twelve (12) hours must be on Health, Safety and Welfare (HSW) topics, the remaining six (6) credits may be on topics related to architecture, construction and engineering (general topics = LU designated programs).

Instructors/Presenters Guidelines

Course Presenters may not discuss their company's products or services prior to, or during the educational, credit portion of the Course. However, Course Presenters are permitted to discuss their company's products and services prior to or once the educational, credit portion of the course is completed. In addition, catalogs, business cards, and proprietary materials may be on display once the education portion of the Course is completed. Course Presenters must ensure that information collected on the Attendance List is accurate. Any problem with presenters reflects directly on the Provider and could jeopardize the provider's approved status.

As the Course Presenter you must 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. Modification of the approved course in anyway is prohibited and all Course Presenters must follow the approved course materials.

All Course Presenters wishing to provide continuing education courses must adhere to IDCEC/AIA and any other associations' policies when presenting the course to trade professionals.

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Course Guidelines

All courses, including distance education courses, must be at least one hour in length and must be registered by creating an Event under your CEU Events account at least 5 days before the actual presentation. Breaks or non-working lunches do not count as direct education, and providers must exclude time spent in breaks and nonworking lunches from the total number of Learning Units (LUs) or Credits awarded. Participants must attend an entire session to receive credit. Please do not award partial credit for any course. Make sure that all participants information is on the Attendance List and Credit is marked for those who attended your course.

Certificates of Completion

A certificate of completion serves as proof of attendance for participants in an CEU course. It documents attendance to help satisfy mandatory continuing education (MCE) requirements for state licensure. Providers are required to supply certificates of completion to participants upon request within 5 business days of course completion. To send an electronic version of the certificate a Credit must be marked on the Attendance List which will enable the Certificate Icon to appear. By clicking on the Certificate Icon a Certificate of Completion is instantly created and emailed to the attendee.