

ASID REQUIRES

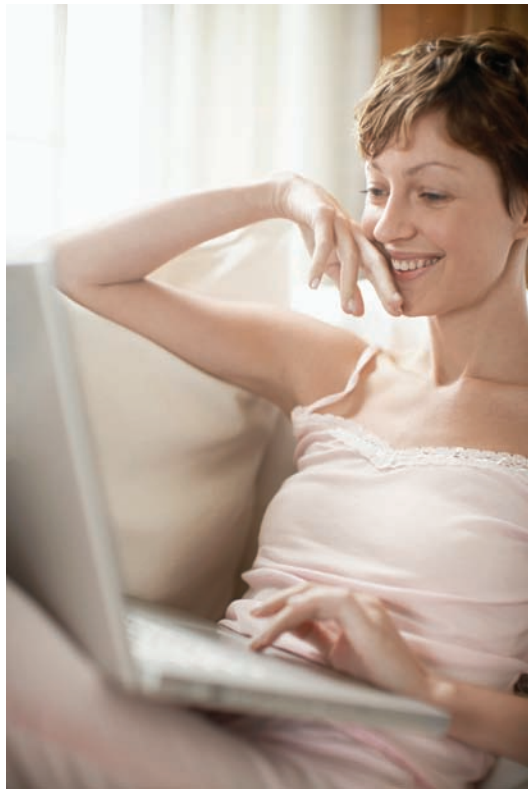
0.6

CEUs IN
2 YEARS

Continuing professional education strengthens the interior design profession!

OVERVIEW

In April, a new membership bylaw was enacted by the ASID Board of Directors which requires practitioner members of ASID to engage in regular, ongoing continuing education. This new member requirement strengthens the interior design profession by improving individual attitudes, competencies, knowledge and skills in subject areas essential to the growth and success of the industry.



6 Hours Every Two Years

Practitioner members of the Society are required to complete 6 contact hours of continuing education coursework (equal to 0.6 CEUs) every two years. To qualify, coursework must be taken from an approved provider.

Biyearly Self-Reporting

Practitioner members of the Society will certify compliance through an online self-reporting mechanism. **The first two-year reporting period will begin on January 1, 2008, with 0.6 CEUs due before December 31, 2009.** The second two-year reporting period will begin on January 1, 2010, and so on.

Random Audits

All members who fail to self-report their compliance with the policy will be automatically audited. **Additionally, approximately 3 percent of members will be randomly selected for audit during each reporting period.**

Failure to Comply

Any member who fails to comply with the continuing education requirements will be subject to a termination of Society membership in accordance with the requirements of the policy.



For additional information, please visit www.asid.org where a complete FAQ is available for download. If you have questions or comments, please e-mail your thoughts to education@asid.org.

Frequently Asked Questions

Does this requirement apply to me?

Every practitioner member of ASID must take continuing education. This includes every ASID member in the Allied or Professional Membership categories. Note that members in the following categories are not required to fulfill the continuing education requirement: Professional Inactive, Professional Life Member, Professional Retired, Industry Partner, Student Member

What if there are special circumstances that prevent me from earning my CEUs?

The ASID Board of Directors may grant an adjustment to the requirement for poor health, certified by a physician; a specific physical or mental disability, certified by an appropriate health care professional; extended duty with the armed forces; or for extreme hardship, which, in the board's judgment, makes it impossible for the member to comply. Requests for an adjustment to the continuing education requirement must be made no less than three months before the end of the current reporting period.

How much continuing education must I take?

The policy requires successful completion of at least 0.6 Continuing Education Units (CEUs), equal to 6 contact hours of approved continuing education coursework, during each two-year reporting period.

May I count continuing education hours I've already taken?

Members may not "bank" CEUs from one reporting period to the next. You may only count those hours taken during the specified two-year reporting period. For the first reporting period, only CEUs earned between January 1, 2008, and December 31, 2009, will fulfill the requirement.

I just joined ASID as an Allied or Professional Member and am in my first reporting period. Do I immediately need to begin taking continuing education?

Yes. However, the number of CEUs required during your first reporting period will vary, depending on the time of year your membership status changed.

- 18 – 24 Months before the end of the reporting period = 0.6 CEUs required
- 7 – 17 Months before the end of the reporting period = 0.3 CEUs required
- 0 – 6 Months before the end of the reporting period = No CEUs required

Who are approved CEU providers?

ASID will recognize continuing education coursework (courses, workshops, distance learning programs, telecourses, conferences, seminars, etc.) as successfully fulfilling your CEU requirements only if the coursework is "approved" by one of the following entities:

- IDCEC Approval System
- State Regulatory Board
- Colleges, universities, and other degree-granting institutions offering degrees (e.g., B.S., M.S., Ph.D.) and credit-bearing certificate and diploma programs in interior design that are accredited by the Council for Interior Design Accreditation (CIDA, formerly FIDER).

Is there any limitation on the subject matter of the courses I take?

No. ASID is not imposing any CEU mandates for health, safety and welfare coursework at this time. We encourage you to select coursework that supports your own professional development plan and advances your professionalism as an interior designer.

What records will I have to keep?

It is the responsibility of each ASID practitioner member to maintain personal files documenting successful completion of your continuing education coursework. This documentation/file for each course or program should be kept for four years from the date of course completion. If you are selected for an audit, you must present ASID with your verification of attendance or the completion certificate for all coursework.

Do I have to submit my records for each continuing education course to ASID?

ASID wants to make reporting as easy as possible for members. You will be asked to certify only that you have or have not successfully completed your CEU requirements as required during that two-year reporting period but most will not need to submit records for each course. The only exception will be in the event you are one of the members selected for an audit, in which case more detailed records will be requested.

What will I have to provide if there is an audit of my continuing education records?

If you are selected for an audit, you must present ASID with a copy of the certificate of completion or a letter of verification that was issued by the sponsor of each continuing education course completed during the reporting period being audited. Please note that a summary report of your continuing education activities provided by NCIDQ or your state's regulatory board is also acceptable.

What if a course I've taken wasn't approved for CEUs and I want to use it to fulfill my requirement?

If the course is not pre-approved for CEUs, you may submit it for evaluation using the "Individual CEU Approval Form." ASID will submit the course to IDCEC for approval on your behalf. If the course is approved, you will receive confirmation in approximately six weeks. If the course is not approved, you will also be notified. All such decisions are final.

What if I fail to report my successful completion of the CEU requirement to ASID upon request?

Failure to report your compliance with this policy will result in an automatic audit at the end of the reporting period.

What if I fail to complete the required number of continuing education hours or CEUs by the end of the reporting period?

The ASID Board of Directors, at its discretion, may issue you a conditional extension (probationary period) during which you will be required to remedy the continuing education deficiency. If the requirement remains unmet during the next reporting period, your membership in ASID will be terminated.