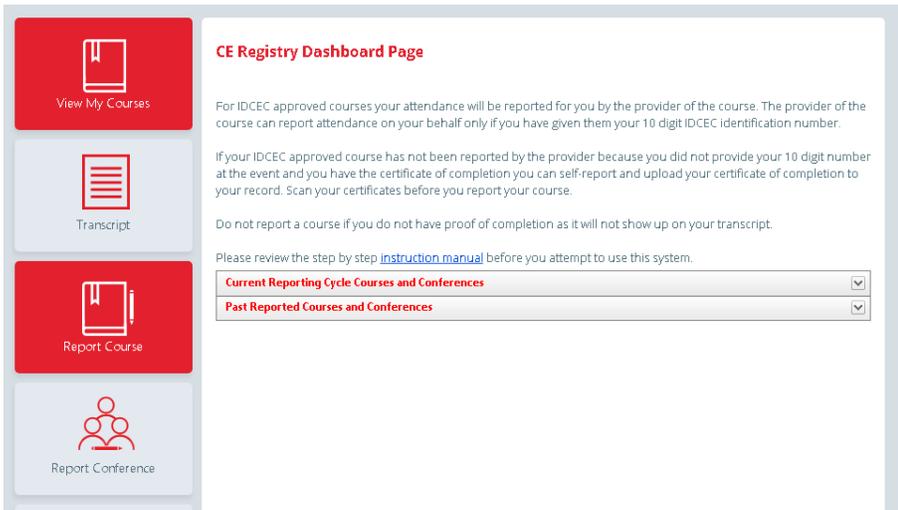# How to Self- Report Courses and Conferences

Non_IDCEC Courses

Associations may accept non-IDCEC courses for credit. You must contact your Association for compliance requirements.

Provider or Organization Name:*

Course Title or Activity Title: (Max of 100 characters, as you would like it to appear on your transcript)*

Seminar/Course Code if applicable:

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

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.

Fill in the information on the course as requested.

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

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.

This course was reviewed and approved by:
☐ ASID pre-approved CEUs

ASID Approval Number

Requested Designation: (If applicable only)   **Classification of Learning Levels:**
Please Select...   Please Select...

Course Date (dd/mm/yyyy)*   **Length (hours):***

[Report course attendance]

Report attendance by clicking on the 'Report Course Attendance' button.

You must then click on the 'View My Courses' 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

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.

UPLOAD CERTIFICATE

File: (Upload scanned certificate of completion - Max. 5 MB)

Browse...

Upload

File name	Date
No records to display.	

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.

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