

## **IDIBC POLICY & PROCEDURE BULLETIN: CEU REPORTING REQUIREMENTS & PENALTIES**

### **Definitions**

**CEU:** continuing education unit. 1 CEU = a minimum of 1 hour of activity.

**Approved CEU or IDCEC approved CEU:** refers to a CEU that is approved by IDCEC

**Non-approved CEU or non-IDCEC approved CEU:** refers to a CEU that was not approved by IDCEC but may still be logged to fulfill a member's CEU requirements.

**PD cycle:** professional development cycle of 3 years during which members must log their prescribed number of CEUs. **The current PD cycle is Jan. 1, 2019 to Dec. 31, 2021.**

### **1.0 OBTAINING AN IDCEC IDENTIFICATION NUMBER**

Upon acceptance of membership to IDIBC, each Intern and Registered member will automatically be enrolled in the IDCEC database and receive by mail a personal IDCEC identification number. This number provides access to the IDCEC online recording system. This process starts once the member has been deemed to be in good standing but it can be several months before your identification number is issued.

If it has been several months since you received your welcome letter and still do not have an IDCEC identification number please contact Brynell D'Mello by email [bdmello@idcec.org](mailto:bdmello@idcec.org). Don't register for a number on-line as you will be charged – this option is only for people who are not members of IDC or ASID or IIDA.

You can participate in CEU activities prior to receiving your identification number but be sure to keep the proof of attendance so you can upload it and report the CEUs when your number arrives.

### **2.0 MAINTENANCE OF MEMBERSHIP STATUS**

#### 2.1 Surplus CEUs

IDCEC approved CEUs can be used to top up other categories (for both Intern and Registered members.)

Surplus IDCEC CEUs can top up non-approved CEUs.

For example: If an RID has 4 IDCEC approved HSW CEUs, 4 non-approved HSW, 20 IDCEC general CEUs and 2 non-approved general CEUs, they can use 5 IDCEC approved CEUs to top up non-approved general CEUs to 7.

## 2.2 Registered Members

Registered Members shall accumulate a minimum of 30 CEUs per PD cycle. Of those, 15 must be IDCEC approved CEUs. A maximum of 15 can be non-IDCEC approved CEUs. Eight must be Health, Safety and Welfare (HSW) CEUs (either IDCEC approved or non-IDCEC approved). See 2.1 Surplus CEUs.

IDCEC approved	15 hours
Non-IDCEC approved	15 hours
<i>(HSW – IDCEC or non-IDCEC)</i>	<i>8 hours</i>
<b>Total hours needed</b>	<b>30 hours</b>

## 2.3 Intern Members

Intern Members shall accumulate a minimum of 20 CEUs per PD cycle. Of those, 5 must be IDCEC approved CEUs. A maximum of 15 can be non-IDCEC approved CEUs. Five CEUs must be Health, Safety and Welfare (HSW) CEUs (either IDCEC approved or non-IDCEC approved). See 2.1 Surplus CEUs

IDCEC approved	5 hours
Non-IDCEC approved	15 hours
<i>(HSW – IDCEC or non-IDCEC)</i>	<i>5 hours</i>
<b>Total hours needed</b>	<b>20 hours</b>

## 2.3 Inactive Members

Registered members who become Inactive for a period of time during a PD cycle will not be required to accumulate CEUs while on inactive status. The total CEU requirements for the PD cycle for which the member was inactive will be pro-rated. Upon returning to active registered membership status, notification will be sent to the member of their revised CEU requirement for the current PD cycle.

Registered members must declare inactive status with IDIBC prior to inactivity period to be eligible for pro-rated CEU hours.

## 3.0 REPORTING

### 3.1 Member Reporting

.1 IDIBC requires members to complete and log their CEUs via the IDCEC online reporting system on an on-going basis.

.2 All CEUs must be logged by Dec. 31 of the last year of the PD cycle. There is no requirement to log a prescribed number of CEUs in the 1<sup>st</sup> or 2<sup>nd</sup> year of the cycle.

.3 Members are responsible for keeping their records up-to-date and maintaining all support documentation for five years.

.4 Confirmation of completion of CEU activity (proof of attendance) must be uploaded electronically by members.

## **4.0 COMPLIANCE**

### **4.1 Maintenance of Membership Status**

.1 Registered members must complete and report their required number of CEUs within the three year PD cycle.

.2 Failure to comply with the Professional Development Program requirements will result in fines and possible termination of membership. These fines will be added to their Membership dues. The first level of fines will be \$250. Additional fines if applicable will be determined by the Disciplinary Committee.

.3 Members who fail to report their required CEUs, by January 15th of the year following the three-year cycle anniversary date will be fined and given 60 days from the date of issuance of notification to submit the required points and payment of fine.

.4 Members shall complete Program requirements and shall make full payment of any outstanding dues prior to reinstatement.

.5 If the Member has failed to pay the fine, accumulate and report the CEU points by the end of the extension they will be referred to the Disciplinary Committee for determination of additional fines and possible termination.

### **4.2 Appeals**

Appeals must be submitted in writing to the VP of Membership. All decisions are made on a case-by-case basis.

### 4.3 Enforcement

- .1 Those Registered members who do not meet the requirements will be informed by IDIBC by mail or email of the non-compliance. It is member's responsibility to keep all contact information current.
- .3 Non-compliant members will then have a thirty (30) day deadline in which to furnish proof of additional professional development that will bring them in compliance with the requirement.
- .4 Those Registered members who cannot become in compliance by the thirty (30) day deadline will be subject to membership not in good standing.

### 4.4 Audit

- .1 IDIBC will conduct a sample, random audit at the end of every cycle. The audit will be based upon a minimum of 5% up to 25% random sampling of those Intern / Registered members.
- .2 The audit may involve requests from the CEU Audit Committee to produce supporting documentation or verification of information with associations, institutions, etc. Any false submissions may be cause to terminate membership.
- .3 Members must provide the requested supporting documentation within thirty (30) days of the date on the audit letter.
- .4 Members who are unable to furnish proof suitable to meet the audit requirements will be subject to fines and an extension of thirty (30) days to meet the requirements. If the requirements have not been met by the extension they will be referred to the Disciplinary Committee for further action.

## **5.0 ADDITIONAL INFORMATION**

.1 In the event, an Intern or Registered member's membership is terminated; they must re-apply for membership and adhere to all current membership requirements.

.2 PD Cycles

**Cycle 3: January 1, 2019 to December 31, 2021.**

All CEUs must be logged on IDCEC website by December 31, 2021.

Please note that IDCEC CEUs that are not self-reported (ie. CEUs logged by the provider) must be completed by Dec. 15/21 at the latest, or they may not be processed in time.

**For CEU assistance please email [IDIBC.ceu@gmail.com](mailto:IDIBC.ceu@gmail.com)**