

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

## **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 and 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). Do not 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 attend seminars prior to receiving your id number but be sure to keep the certificate of attendance so you can upload it and report the points when your number arrives.

## **2.0 MAINTENANCE OF MEMBERSHIP STATUS**

### 2.1 Surplus CEU's to top up other categories ( for both Intern and Registered)

Surplus IDCEC general CEU's can top up non-approved general CEU's.

Surplus IDCEC HSW's can be used to top up IDCEC general and/or non-approved general CEUs.

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

### 2.2 Registered Members

Registered Members shall accumulate a minimum of thirty hours. Of those, 15 must be IDCEC approved CEUs and 8 must be Health, Safety and Welfare (HSW) CEUs. HSW CEUs can be either IDCEC or non-IDCEC approved. A maximum of 15 of the required CEUs can be non-IDCEC approved CEUs. (See 2.1 Surplus CEU's)

Health, Safety and Welfare (IDCEC or NON-IDCEC)	8 hours
IDCEC (general)	15 hours
Non-IDCEC (general)	7 hours
<b>Total hours needed</b>	<b>30 hours</b>

### 2.3 Intern Members

Intern Members shall accumulate a minimum of twenty hours. Of those, 5 must be IDCEC approved CEUs and 5 must be Health, Safety and Welfare (HSW) CEUs. HSW CEUs can be either IDCEC or non-IDCEC approved. A maximum of 15 of the required CEUs can be non-IDCEC approved CEUs. (See 2.1 Surplus CEU's)

Health Safety and Welfare (IDCEC or NON-IDCEC)	5 hours
IDCEC (general)	5 hours
Non-IDCEC (general)	10 hours
<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 points while on inactive status. The total point 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 point 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 Registered Members to complete and submit their points via the IDCEC online reporting system on an on-going basis.

.2 There are no penalties if a member chooses not to report during the first two years of the three-year cycle, but they must report all hours by January 15<sup>th</sup> (following the end of the 3 year 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 CE Activity can be uploaded electronically by members.

## **4.0 COMPLIANCE**

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

- .1 Registered members must complete and report their required points within the three-year 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 Intern and Registered Members who fail to report their required points, 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 Intern and Registered 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 60 day extension they will be referred to the Disciplinary Committee for determination of additional fines and possible termination.
- .6 There will be no penalty if the member indicates that they have not gained any points in a single year, if the Member has accumulated their required points at the end of the three-year cycle.

### **4.2 Appeals**

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

### **4.3 Enforcement**

- .1 In the first cycle (Jan. 2013 to Dec. 2015) IDIBC will identify and notify members who have NOT met 50% of the requirements by July 1 of the last year in the reporting cycle.
- .2 Those Registered members who do not meet the requirements will be informed by IDIBC by mail or email of the deficiency . It is member's responsibility to keep all contact information current.

.3 At the 36 month report, those IDIBC members will then have a thirty (30) day deadline (January 31) 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 (January 31) 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% sampling of those Intern / Registered members.

.2 The audit may involve requests from the Membership Committee to produce supporting documentation or verification of information with associations, institutions, etc. listed in Non-IDCEC activities. 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 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 1: January 1, 2013 to December 31, 2015.

All CEU credit must be reported via IDCEC by January 15, 2016

Cycle 2: January 1, 2016 to December 31, 2018.

All CEU credit must be reported via IDCEC by January 15, 2019