

April 26, 2012

Eric Phelps
Victoria + Albert Baths
10017 Galahad Court
Ellicott City MD 21042

Dear Eric,

Re: Approved On-going Course Notification Letter

Thank you for submitting the course "Understanding the Green Consumer". This letter is to inform you that the Interior Design Continuing Education Council (IDCEC) has approved your course. The approval for this course expires on **April 30, 2014**. If you decide to offer the course after this date, you must resubmit it along with updated materials to IDCEC for review.

IDCEC is the central approval body for the interior design profession's CEUs. Now that the CEU for this course is approved by IDCEC, it will be accepted by IDCEC's three core members ASID, IDC and IIDA. IDCEC approved CEUs are recognized by many regulatory boards with mandatory CE requirements for licensure. Your course is registered in the IDCEC database as follows.

Title: Understanding the Green Consumer	CEU credit: 0.1
Subject Code: 4.8	Designation: General
Course number: 30362	Classification: Basic
Instructor: Eric Phelps, Javier Korneluk	

AIA-CES and IDCEC do not automatically recognize the credits approved by the other. Your certificate of completion is required as proof of completing this seminar when architects are reporting to meet a State licensure requirement.

To ensure quality, IDCEC approval is provisional. This means that your course must receive two sets of favorable evaluations validating the course's content. The course must maintain an average evaluation of at least 4.0 on the 5-point scale. A summary of your responsibilities as a CE Provider follows this letter. You must adhere to the course content and delivery format as approved. In addition, you must follow all guidelines in the IDCEC Presenter's Guide, including ensuring your course does not promote any company, products, or services.

Congratulations on your success as a CE Provider. If you have any questions, please do not hesitate to call (647) 256-3114 or email bdmello@idcec.org

Sincerely,



Brynell D'Mello
Director, IDCEC

CE PROVIDER RESPONSIBILITIES

1. Attendance Record

The CE Provider and/or sponsoring organization must track attendance (often done by sign in sheet) at the event. A copy of the attendance record should be maintained for at least 4 years. This list will be required in the event that questions or issues arise at a later date (usually around incomplete personal files or inaccurate transcripts at the time of an audit.) An Attendance Record template is available for your use at www.idcec.org

2. Certificate of Completion

Immediately after the course, a signed certificate or exit letter must be provided to all participants upon successful completion. Do not distribute these certificates before the course is complete. This verification of completion is for the learner's personal records as immediate proof of attendance and may be referenced by the learner in the event of an audit by their professional association or regulatory jurisdiction. A template of the certificate of completion is available at www.idcec.org

3. Course Evaluation

The CE Provider and/or sponsoring organization must distribute Course Evaluation Forms and collect them from learners at the end of the course. A sample Course Evaluation Form is available at www.idcec.org

4. NCIDQ Registry

IDCEC does not require course presenters or providers to file CEU's with NCIDQ on behalf of the participants. As of June 2011, NCIDQ will no longer accept paper registrations. Active NCIDQ Certificate holders will be able to register CEUs directly online using their MyNCIDQ account. This is a free service for Certificate holders. Inactive certificate holders or non-certificate holders may continue to submit course activity until the end of June 2011. For more information regarding these changes visit the NCIDQ website at: www.NCIDQ.org

5. Follow up with IDCEC

IDCEC requires that a complete Attendee Record (which differs from a registration list in that successful participation/attendance was verified) and a summary of evaluations (includes averaged rating on each question on the Course Evaluation Form along with a transcript of open ended comments). These evaluation ratings are shared with the core member organizations (ASID, IDC and IIDA) following each instance of the course. The Course Summary Form should be used to provide this information to your core member organization. This information is incorporated in your conference record and monitored by IDCEC. The Course Summary Form is available at www.idcec.org