



PIDIM

PROFESSIONAL
INTERIOR DESIGNERS
INSTITUTE OF MANITOBA

**PIDIM PROFESSIONAL DEVELOPMENT PROGRAM
2025 – 2027 CYCLE
Qualifying CEUs & Requirements**

MEMBERSHIP TYPE / STATUS

Professional Members: 30 Professional Development Program (PDP) credit hours (also referred to as CEUs) are required of which 8 must be Health, Safety & Welfare (HSW) designated.

Intern Members: 20 PDP credit hours of which 5 must be HSW designated.

Student Members: Exempt from the Professional Development Program.

Non-practicing Members: Exempt from the Professional Development Program for the period that they are in the non-practicing category. This needs to be requested and approved by the Registrar and PIDIM office before the non-practicing period can begin.

PRO-RATED CYCLES

Professional and Intern Members who join PIDIM, or upgrade categories mid-cycle, will have pro-rated CEU requirements. The PIDIM Registrar will send your prorated credit requirements in a welcome email upon acceptance to your new membership category. Please save and refer to this email for reference on required credits. If you are still unsure of your required credits please contact me, your Professional Development Chair at pdp@pidim.ca, and the registrar, registrar@pidim.ca.

IDCEC CODES AND QUALIFYING COURSES

Please refer to the chart below as the codes for course have changed. Use the new codes in the chart below when inputting hours and required documentation into the IDCEC website.

REGISTERING CEU'S WITH IDCEC

This document and other Professional Development documents can be found on the Professional Development Documents tab of the PIDIM website. This document has a step-by-step process on how to properly input hours and ensure that they are showing up on your transcript. Please ensure when you are inputting hours into the IDCEC website you are including an attached document/certificate for proof of attendance. Courses without an uploaded certificate will not appear on your transcript and will not be counted. Refer to the transcript tab on the IDCEC Website. IDCEC also has an app that is also very user friendly where QR codes can be scanned and are automatically entered into your transcripts. We highly recommend that everyone download this App!

Please note that hours do not carry forward to future cycles and cannot be counted retroactively from the previous reporting cycle.

Reported activity must be a minimum of 1 hour and multiples of whole hours. Activity of less than 1 hour cannot be claimed.

COMPLIANCE

Please note that the repercussions of not completing the requirements of the PDP cycle have been slightly modified from the previous years and are as follows:

- Members who are found to be non-compliant with a first offense will result in a fine, set by Council:
 - 1-10 incomplete credits = \$125.00 fine
 - 11-20 incomplete credits = \$250.00 fine
 - 20-30 incomplete credits = \$500.00 fine
- Additionally, the member will be required to complete the hours within a prescribed amount of time before being allowed to start the new PDP cycle:
 - 1-10 incomplete credits = 1 month to complete required CEUs
 - 11-20 incomplete credits = 2 months to complete required CEUs
 - 20-30 incomplete credits = 3 months to complete required CEUs
- If there is a second occurrence of non-compliance it will result in the termination of the individual's PIDIM membership. This would then be considered a lapsed membership. Please note: Grandfathered and Reciprocity Professional Members would then forfeit their status and can only re-apply to PIDIM as based on the current membership requirements.
- In order to reapply after lapsed membership to PIDIM the applicant would have to wait one year before application and would have to pay the lapsed membership fees as outlined in the membership regulations document.

COMPLIANCE EXCEPTIONS

If a member can not complete their PDP, for unforeseen circumstances (acceptable to Council), the member should contact the PDP Councillor, via email or letter, no later than one month in advance of the PDP deadline for consideration, by December 1st.

The PIDIM requires that all members use the International Design Continuing Education Council (IDCEC) Transcript to record all PDP credits. Failure to do so is considered failure to complete the PDP requirements of the cycle

CODE	DESCRIPTION	INSTRUCTION	MAX HOURS PER CYCLE	SUPPORTING DOCUMENTATION
IDCEC COURSES	Any course with an IDCEC Number	<ul style="list-style-type: none"> Self reporting may be required Upload supporting documentation to IDCEC <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Scan QR code with the IDCEC app. Course provider may log w/ IDCEC on your behalf (check with provider to confirm) 	No Maximum	<ul style="list-style-type: none"> Certificate issued by course presenter if self-reporting)
NON - IDCEC ALLIED ASSOCIATION COURSES IDCEC 100	Courses approved by allied professional associations related to the Profession of Interior Design. Eg. AIA, IES, ASID, IIDA, IDC, CSME, CHES, etc...	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 100 Upload supporting documentation to IDCEC 	No Maximum	<ul style="list-style-type: none"> CEU confirmation/receipt OR Copy of attendance sheet OR Certificate of completion/transcript
IDCEC 110	Attending, in person , non-IDCEC courses (or CEUs) with educational content that deal with specific matter related to interior design, the business of interior design and/or business management, which include educational seminars, lectures, workshops, Lunch & Learns (can be product related). This includes educational seminars at trade shows, conferences, or other organized events, and association approved non-IDCEC CEUs.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 110 Upload supporting documentation to IDCEC 	<p>Maximum of 15 hours per cycle</p> <p>Each CEU is equal to the amount of time spent learning. E.g. A 3-hour AutoCAD course would be worth 3 hours of credit towards the maximum per cycle.</p> <p>Lunch & Learns = 1 hour EA.</p> <p>Lunch & Learn Maximum of 6 HOURS Per CYCLE</p>	<ul style="list-style-type: none"> CEU confirmation/receipt OR Copy of attendance sheet OR Certificate of completion/transcript For Lunch & Learns please ask Rep. to provide Lunch & Learn document (available on PIDIM website) as proof of L & L attendance.
IDCEC 120	Attending, in person , non-IDCEC courses with educational content that deal with specific matter related to interior design, the business of interior design and/or business management, offered by Colleges & Universities or private institutions to upgrade skills, knowledge and abilities as an Interior Designer. E.g. Project Mgmt., AutoCAD, Leadership or Toastmasters etc.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 120 Upload supporting documentation to IDCEC 	<p>Maximum of 15 hours per cycle</p> <p>Each CEU is equal to the amount of time spent learning. E.g. A 3-hour AutoCAD course would be worth 3 hours of credit towards the maximum per cycle.</p>	<ul style="list-style-type: none"> CEU confirmation/receipt OR Copy of attendance sheet OR Certificate of completion/transcript

CODE	DESCRIPTION	INSTRUCTION	MAX HOURS PER CYCLE	SUPPORTING DOCUMENTATION
IDCEC 130	Distance learning , non-IDCEC courses (or CEUs) with educational content that deal with specific matter related to Interior Design, the business of Interior Design and/or business management. Also includes reading books, periodicals and/or journals, and/or listening to podcasts and/or audio books, that relate to interior design, the business of interior design and/or business management.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 130 Upload supporting documentation to IDCEC 	<p>Maximum of 6 hours per cycle</p> <p>Each CEU is equal to the amount of time spent learning.</p> <p>For any reading or podcast materials, the length of reading / listening time must be equal to or greater than 1 hour.</p>	<ul style="list-style-type: none"> CEU confirmation/receipt OR Certificate of completion/transcript If a book, journal or podcast you must fill out a Summary of Learning Report (available on PIDIM website) as proof of completion.
IDCEC 140	Studying/preparing for a certification program. E.g. LEED, WELL, etc. (does not include NCIDQ)	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 140 Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle	<ul style="list-style-type: none"> Exam registration receipt OR Course enrollment receipt
IDCEC 150	Attending NCIDQ study sessions or studying/preparing for NCIDQ examination.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 150 Upload supporting documentation to IDCEC 	Maximum of 10 hours per cycle	<ul style="list-style-type: none"> Exam registration receipt OR Formal documentation from CIDQ
IDCEC160	Attending or facilitating a tour related to the Profession of Interior Design. E.g. PIDIM organized tour, PIDIM approved Industry Partner tour, tour at a tradeshow/conference.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 160 Upload supporting documentation to IDCEC 	<p>Maximum of 6 hours per cycle</p> <p>1 tour = 1 hour</p>	<ul style="list-style-type: none"> Copy of confirmation of tour enrollment OR Certificate of attendance (for PIDIM tours – issued by PIDIM)
IDCEC 170	Successfully passing a certification program. E.g. LEED, Well, NCIDQ Exam/license.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 170 Upload supporting documentation to IDCEC 	<p>No Maximum</p> <p>1 hour per certification allowed</p>	<ul style="list-style-type: none"> Certificate of completion OR Exam transcript
IDCEC 180	Speaking engagements at seminars, developing or teaching courses or sessions, or guest critiquing student work for credit at a university, college, institute, or workplace related to the profession of Interior Design.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 180 Upload supporting documentation to IDCEC Note: length of presentation and preparation time of material can account for total hours. 	Maximum of 10 hours per cycle	<ul style="list-style-type: none"> Evidence of course creation / development / outline OR Evidence of instruction OR Letter of reference or email confirmation from institution

CODE	DESCRIPTION	INSTRUCTION	MAX HOURS PER CYCLE	SUPPORTING DOCUMENTATION
IDCEC 190	Leading/Facilitating NCIDQ Study Session.	<ul style="list-style-type: none"> • Self reporting required using code: IDCEC 190 • Upload supporting documentation to IDCEC • Not applicable to Intern Members 	Maximum of 6 hours per cycle	<ul style="list-style-type: none"> • Session confirmation OR • Letter of appointment OR • PIDIM issued certificate
IDCEC 200	Participation in another Interior Design Association. E.g. IDC, CIDQ Qualified Council Juror Program, IDCEC, CIDA, FIDRAC or other approved (by PIDIM) association	<ul style="list-style-type: none"> • Self reporting required using code: IDCEC 200 • Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle / per association	<ul style="list-style-type: none"> • Session confirmation OR • Letter of appointment OR • Association issued certificate
IDCEC 210	Speaking engagements at seminars or tradeshow. Note: length of presentation with preparation time accounted for in total credit hours.	<ul style="list-style-type: none"> • Self reporting required using code: IDCEC 210 • Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle	<ul style="list-style-type: none"> • Executive summary of presentation OR • Copy of program with proof of attendance
IDCEC 220	Writing an article or research paper on the interior design profession, conducting research, authoring and publishing of texts or articles. Project Profiles are excluded.	<ul style="list-style-type: none"> • Self reporting required using code: IDCEC 220 • Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle Maximum of 2 hours per paper	<ul style="list-style-type: none"> • Copy of article abstract or research paper.
IDCEC 230	Attending an Interior Design Associations' Annual General Meeting. E.g. PIDIM AGM, IDC AGM, or other interior design related AGMS; or acting as a PIDIM representative at an AGM of a Design Association.	<ul style="list-style-type: none"> • Self reporting required using code: IDCEC 230 • Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle Maximum of 1 hour per event	<ul style="list-style-type: none"> • Proof of attendance OR • Copy of receipt or badge OR • Issued certificate
IDCEC 240	Attending trade shows directly or indirectly related to the interior design industry, offered by PROFESSIONAL associations or an allied Governing body, Eg: NeoCon, IDS, BIFMA, IFMA, Center for Health Design, etc.	<ul style="list-style-type: none"> • Self reporting required using code: IDCEC 240 • Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle Maximum of 1 hour per trade show day (3 day tradeshow attendance = 3 hours maximum)	<ul style="list-style-type: none"> • Proof of attendance OR • Copy of receipt or badge OR • Issued certificate

TYPE / CODE	DESCRIPTION	INSTRUCTION	MAX HOURS PER CYCLE	SUPPORTING DOCUMENTATION
IDCEC 250	Participating in judging of awards or competitions directly or indirectly related to the Interior Design profession.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 250 Upload supporting documentation to IDCEC 	Maximum of 3 hours per cycle	<ul style="list-style-type: none"> Letter of appointment OR Confirmation of participation / attendance
IDCEC 260	PIDIM Council Member Participation	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 260 Upload supporting documentation to IDCEC 	Maximum of 7 hours per year & 21 hours per cycle	<ul style="list-style-type: none"> Issued certificate
IDCEC 270	Other board, association, community or charitable work where the work accomplished is based on application of skills knowledge and ability.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 270 Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle Each meeting = 1 hour	<ul style="list-style-type: none"> Letter of engagement from association/organization
IDCEC 280	Committee, task force, community or charitable work where the work accomplished is based on application of skills' knowledge. Committee work counts separately from board work. E.g. PIDIM Events Committee Member, MDE Committee, Tours Committee, Golf Committee or outside associations/charities etc.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 280 Upload supporting documentation to IDCEC 	Maximum of 15 hours per cycle Each meeting = 1 hour	<ul style="list-style-type: none"> Letter of engagement from association/organization
IDCEC 290	Participating in the PIDIM Mentor Program, both mentors and mentees are eligible. This can include participating in formally planned mentor/mentee evenings.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 290 Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle Each meeting = 1 hour	<ul style="list-style-type: none"> Confirmation letter signed by both mentor and mentee OR Certificate issued from PIDIM
IDCEC 300	Participation as a Professional/Intern Interior Designer engaging with Interior Design Students in formal setting or event or in a Career Day to future Interior Designers. E.g. U of M Student Meet and Greet, guest critiquing student interior design work or portfolio, High School Career Day.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 300 Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle Each meeting = 1 hour	<ul style="list-style-type: none"> Certificate of Attendance from PIDIM OR Letter of engagement from institution
IDCEC 310	Volunteering as a supervisor to sign off on intern hours.	<ul style="list-style-type: none"> Self reporting required using code: IDCEC 310 Upload supporting documentation to IDCEC 	Maximum of 6 hours per cycle	<ul style="list-style-type: none"> Letter of engagement signed by supervisor and student