

# CEU 101



**IIDA** | TENNESSEE  
chapter

# CEU Requirements

## For State Registration

First renewal after registration:

- **12 CEUs every 2 years**
- **7** must be Health, Safety & Welfare

After first renewal:

- **24 CEUs every 2 years**
- **13** must be Health, Safety & Welfare

## For Memberships

### ASID & IIDA

- **10 CEUs every 2 years**
- Compliance period- Jan. 1, 2026 - Dec. 31, 2027

### NCIDQ

- **5 CEUs yearly**
- **ALL** must be HSW

\*\*The registrant shall maintain the continuing education records for a period of (4) years

# Keeping Track

- Excel Spreadsheet
- Desktop Folder
- IDCEC App

## IDCEC App:

1. ASID & IIDA members automatically have access with their membership
2. Find IDCEC #
  - a. Still can't find it? Email [admin@idcec.org](mailto:admin@idcec.org)
3. Print a report for up to 2 cycles
4. Print a copy for your records

Google Play

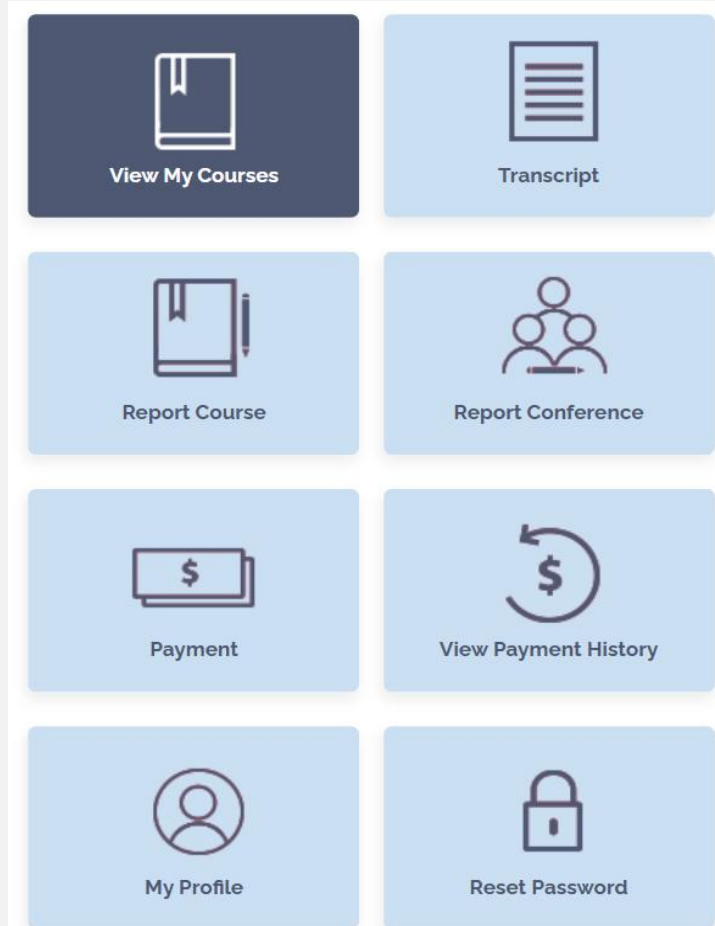


Apple Store



# Self Reporting

1.



2.



# Self Reporting Example

3.

WELCOME (ALLIE BIERMAN) 21-00062209

## REPORT ATTENDANCE

Non-IDCEC hours related to participation or volunteer hours do not count for the HSW designation. Only seminars that cover 75% of the content would qualify. This would include either 75% of the talk time or 75% of the slides.

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)

Courses not pre-approved by IDCEC can be reported for credit. Ensure that you upload the certificate of completion or a document that validates completion of the CEU.

Please contact your association directly if you have questions about eligibility of this CEU for compliance.

This course was reviewed and approved by:

IIDA pre-approved CEUs

# Getting Audited

- **Registrants will receive an audit letter** in the mail and will be instructed to complete the summary log and enter PDH documentation online at <https://core.tn.gov>
- If the Board has questions about some of the hours claimed, it may request submittal of additional information about the training.
- If part of the training is not acceptable, **registrants will have 90 days to complete the required hours.**