

## How to Create a CE Registry Account with IDCEC

**Do not create an account if you are a member of ASID, IIDA or IDC.  
Creating an account is free. There is a charge of \$5 for every CEU recorded.**

Go to [www.idcec.org](http://www.idcec.org)

Click on 'Register a New Account'. Choose Register – New learner

French

**IDCEC**  
INTERNATIONAL DESIGN  
CONTINUING EDUCATION COUNCIL

SEARCH IDCEC NUMBER

HOME EVENT CALENDAR FAQ IDCEC MEMBERS REGISTER A NEW ACCOUNT LOGIN

### REGISTER A NEW ACCOUNT

Please choose one of the three options below.

A new learner is an individual who belongs to an association or state board that mandates continuing education and is required to use the IDCEC registry to maintain an online record of educational activities.

**REGISTER - NEW LEARNER**

### REGISTER A NEW ACCOUNT

Please do not use your email address as your password. Please write down your user identification number and chosen password as you will require these to log in and manage your account.

After you have received your identification number please log in and complete your administrator and company profile. You will then have access to your dashboard.

First Name\*

Last Name\*

Email Address\*

Password(minimum of 7 characters)\*

Confirm Password(minimum of 7 characters)\*

I agree with the [Privacy Policy](#)\*

  Type the Code from the image

[Generate New Image](#)  
[Get Audio Code](#)

**Complete Step 1 and obtain your IDCEC number.**

## REGISTRY CONFIRMATION

Thank you for registering at IDCEC as a Learner. Your IDCEC identification number is 21-0005[REDACTED]

Please use your IDCEC number and password to access your account at [www.idcec.org](http://www.idcec.org). With secured access you can manage your CEUs efficiently. If you have any questions please email Charmaleta Reid-Swaby at [creid-swaby@idcec.org](mailto:creid-swaby@idcec.org)

Please keep this identification number secure and use it in all email correspondence with IDCEC.

Thank you,

IDCEC Administrator  
[www.idcec.org](http://www.idcec.org)

Print

Log On

**The system will issue you with a 10 digit IDCEC identification number. Ensure that you write this number down and keep it in a safe place. It is recommended that you save it in your phone so that you have it when you attend an IDCEC approved CEU.**

**You must log in immediately with your IDCEC number and password and complete your personal profile. Fill out the administrator information. You are the administrator of your account and click 'Save'.**

### Administrator Information

Salutation\*

Please Select...

Email Address\*

test123@mailinator.com

First Name\*

Test Learner

Last Name\*

Test

IDCEC Number\*

21-00055960

Initial Password\*

Primary Phone Number\*

Ext.

Secondary Phone Number

Ext.

Fax Number

Position\*

Country\*

**You now have access to your CE Registry dashboard. This is the landing page and will list all reported CEU activity. Please download the 'Instruction Manual' to learn how to report your CEUs.**

View My Courses

Transcript

Report Course

Report Conference

### CE Registry Dashboard Page

For IDCEC approved courses your attendance will be reported for you by the provider of the course. The provider of the course can report attendance on your behalf only if you have given them your 10 digit IDCEC identification number.

If your IDCEC approved course has not been reported by the provider because you did not provide your 10 digit number at the event and you have the certificate of completion you can self-report and upload your certificate of completion to your record. Scan your certificates before you report your course.

Do not report a course if you do not have proof of completion as it will not show up on your transcript.

Please review the step by step [instruction manual](#) before you attempt to use this system.

<b>Current Reporting Cycle Courses and Conferences</b>	▼
<b>Past Reported Courses and Conferences</b>	▼