

Reporting CEU's Through NCIDQ

1. www.ncidq.org
2. Sign Into My NCIDQ (button on top right corner)
enter your login & password
3. Continuing Education Registry (list on left side), Click "Add/Edit Non-Approved Course"
4. Under the tab "New Forms", Click "Continuing Education Tracking"
5. Click "Add/Edit Activity"
6. Click "Add a Course" in the "CE-NCIDQ Non-Approved/ CE Coursework" Row (*and complete the form with all the information from your stamped paper from the day of the conference*).

CE-NCIDQ Non-Approved	CE Coursework	Add a Course
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7. Your completed form will look like this.

[Save](#)

Supporting Requirements					
Select All Deselect All The changes to this supporting requirement have been successfully saved.					
First Prev Next Last 15 Records Filter Clear					
Group	Title	Response	Course Date	Hours	Action
CE-NCIDQ Non-Approved	CE Coursework				Add a Course
<input type="checkbox"/>	CE Coursework	"Changing Human Factors" AJ Paron-Wildes Theory & Creativity: Human Factors/Ergonomics (1.3) Approval #8066	5/5/11	2.00	
<input type="checkbox"/>	CE Coursework	"Generations at Work: What we Know and What it May Mean" AJ Paron-Wildes Interior Design: Design Trends (2.5), Approval #5014	5/5/11	1.00	
<input type="checkbox"/>	CE Coursework	"Language & Design" Theodore Drab Interior Design Education: Research (3.3) Approval # 5062	5/5/11	1.00	
<input type="checkbox"/>	CE Coursework	"Using Design Psychology to Create Ideal Places" Toby Israel, Ph.D Interior Design: Design Processes (2.2) Approval #7861	5/5/11	2.00	
IDEP: Additional	Accounting and Methods of				Add a

8. Click "Add to Form" (bottom right corner)
9. Review the form that comes back, and click "Save"
10. A confirmation page should come up that says The form has been saved. Just under your name. This will take up to two weeks to confirm the ceu approval.
11. Logout of NCIDQ.org and you are done.