

Iowa Interior Design Examining Board Continuing Education Information

The Iowa Interior Design Examining Board (IIDEB) is committed to protecting the health, safety, and welfare of the public as supported through continuing education.

To maintain an active interior design registration in Iowa, interior designers must complete 10 hours of health, safety, welfare continuing education each biennium.

To document continuing education, the Board accepts:

- Certificates from the provider, which should have the registrant's name, date of the course, number of CEU hours, and if the course is designated as HSW.
- Transcript from IDCEC where the courses are reported directly from the provider (no self-report).
- Transcript from college or university.
- Letter (on letterhead) from a provider that includes
 - organization conducting the course
 - course location
 - course title & description
 - instructor's name
 - dates attended
 - hours claimed & if the course is HSW
- Stamped document or certificate from IDCEC conferences

Suggestions if a continuing education session does not provide a certificate:

- Ask the provider to make a certificate for you.
- Ask for a letter (as described above).
- Ask for a copy of the course description, attendance sheet, and presentation slides.
- Get the instructor's name and contact information

If a continuing education session is not designated as HSW, but fits the Board's rules as HSW, you may be asked to submit the following to the Board if you are audited:

- Organization conducting the course
- How the presenting entity is related to the interior design field
- Course location
- Dates Attended
- Instructor's name
- Course title & description showing why it is HSW worth
- Course or session slides
- Number of CEU hours claimed

Advocate for yourself with providers. You paid for the course, so be persistent in asking for confirmation of your attendance and CEU.

Tips:

- Prior to registering for an event, contact the provider to ask if the course is designated as HSW and if a certificate will be given.
- If the course/event has slides with the course title and instructor, take a picture for future reference.

Please review the Board's continuing education rules in [193G – Chapter 3](#).

Please contact the Board office with any questions or concerns.