Association
of Registered
Interior Designers
ARIDO®   of Ontario

ARIDO 2019 - 2021

PROFESSIONAL DEVELOPMENT
PROGRAM REQUIREMENTS

The Professional Development cycle will run for a two-year period from July 1, 2019 – June 30, 2021.

- The PD requirement applies to Intern, Registered, and Educator members.
- Members must complete 12 hours in total over two years.
- There are two education areas members must meet: Health and Safety (HS) and General Education (GE). A minimum of 4 hours must be Health and Safety, and up to 8 hours can be General Education.
- Members can report their education activities in the ARIDO reporting system or the IDCEC system.

PD Guide Contents:

ACCEPTANCE CRITERIA

A minimum of 4 hours must be Health and Safety, and up to 8 hours can be General Education.

To determine if a course or seminar qualifies as Health and Safety or General Education – follow the acceptance criteria below. Course providers offering Health and Safety education will not necessarily qualify for ARIDO's Health and Safety requirement.

GENERAL (GE)

8 POINTS

12
POINTS
TOTAL

4 POINTS

HEALTH AND SAFETY

GENERAL (GE)
8 POINTS

Design

- General design
- Sector specific related design (e.g. healthcare, hospitality, retail, institutional, design for the aging population, etc)
- Colour and lighting
- Acoustics
- Ergonomics
- LEED (Leadership in Energy and Environmental Design)
- Mechanical systems
- Electrical systems
- Building systems
- Technology
- Construction Drawing techniques
- Design related software (e.g. Auto-CAD, Revit, 3D rendering)

Business Management

- Finance
- Business operations
- Human resources
- Succession planning
- How to sell your business
- Risk management
- Public relations
- Marketing
- Branding
- Customer service/relationship management

Professional Practices

- Budgeting/scheduling
- Contract administration
- Construction management
- Construction law
- Professional liability insurance
- Procurement practices
- Real estate
- Facility management

HEALTH AND SAFETY (HS)
4 POINTS

Building Code Specific

- Accessibility and Barrier-Free requirements
- Building Code (provincial or national)
- Energy Efficiency
- Building Code Identification Number (BCIN)
- Sustainability
- WELL-Building Standards
- Occupational Safety and Health administration
- Hazard Analysis Critical Control Point
- Universal Design

Other Health and Safety

- Any other education that covers health and safety areas that impact the interior environment and the health, safety and welfare of the public

ELIGIBLE CEU ACTIVITIES

S **Structured Learning**

Completing a course or seminar, either in-person or distance learning, in one of the learning topics listed on page 2. Courses taken at a college or university that are not related to meeting the minimum education requirement will qualify.

(1 hour of education = 1 CEU Unit)

T **Instructing/Teaching**

Development of a course or seminar, either in-person or distance learning, in one of the learning topics listed on page 2.

(Max 1 credit claimed per year / Max 2 credits per cycle)

R **Research**

Conduct research or write a research paper on a topic related to one of the learning topics listed on page 2 or a topic related to the profession.

(Max 1 credit claimed per year / Max 2 credits per cycle)

W **Writing**

Writing articles or books related to one of the learning topics listed on page 2 or a topic related to the profession.

(Max 1 credit claimed per year / Max 2 credits per cycle)

P **Presenting**

Development of a presentation related to one of the learning topics listed on page 2 or a topic related to the profession.

(Max 1 credit claimed per year / Max 2 credits per cycle)

V **Volunteering**

Committee and/or Board Participation that furthers the profession of interior design or in the area related to one of the learning topics listed on page 2.

(Max 1 credit claimed per year / Max 2 credits per cycle)

M **Mentorship**

Serving as a mentor, sharing sessions with new designers, co-op student training in studio.

(Max 1 credit claimed per year / Max 2 credits per cycle)

M **Mentoree**

Participate in mentorship program where you are mentored by a Registered member. Hours cannot be applied toward the supervised work experience hours needed to become a registered member.

(Max 1 credit claimed per year / Max 2 credits per cycle)

REPORTING QUICK STEPS

ACCESSING THE ONLINE REPORTING SYSTEM

- Visit the ARIDO website (arido.ca)
- Enter your email, password and sign in
- Click '**Membership Gateway**'
- Click '**Membership**'
- To report your PD click 'To report your PD with ARIDO click here'

REPORTING TO THE ARIDO SYSTEM

Click '+ Add Professional Development' and complete the required information:

1. Provider or Organization
2. Course Title
3. PD Activity, (Structured Learning, Writing, Research, etc) select the drop down arrow and choose the PD Activity
4. PD Type, (General Education or Health and Safety) select the drop down arrow and choose the PD Type
5. PD Level, (Basic, Intermediate, Advanced) select the drop down arrow and choose the PD Level
6. Select date of completion
7. Add comments
8. Upload a certificate, click and drop a file or click on the blue rectangle to select a file
9. Click 'Add'

The credit will have the red 'NOT SELECTED' tag.

EDITING, DELETING & SUBMITTING your reported course/seminar

Modifying your report

- Click 'Modify this record'
- Make the changes in the PD Reporting window
- Click 'Add'

Deleting a report

- Click 'Delete from the system'

Submitting the PD credits

- To submit your credits, click '**Report**' which will change the red 'NOT SELECTED' label to a green 'SELECTED' label.

- Click on the blue '**Submit your PD**' button. A small pop-up will confirm the credits have been submitted properly.

*Once the credits are selected and submitted, the only way to change them is by contacting ARIDO.

FAQ

To whom does this apply?

ARIDO currently requires Registered, Intern and Educator members to meet the continuing education requirement in order to maintain their memberships.

All three membership levels are required to meet the same amount of continuing education.

Who is not required to complete PD?

Retired, Life, Honorary and Student members are not currently required to meet the continuing education requirement in order to maintain their memberships.

Fellow members who have retired from the practice of interior design are not required to meet the PD requirement.

Inactive Status members

Members who are temporarily inactive due to parental or medical leave will not be required to complete continuing education during their leave of absence.

The total amount of PD required will be pro-rated to reflect the duration of absence.

How will ARIDO enforce compliance?

At the end of the 2019-2021 PD cycle, ARIDO will conduct a random audit its eligible membership and ensure that the members selected in the audit have complied with the requirement.

Audited members who are not in compliance may be subject to termination of their membership due to non-compliance.

For questions regarding compliance with the ARIDO Professional Development requirement, please contact ARIDO:

E-mail: compliance@arido.ca
Phone: 416.921.2127 / 1.800.334.1180

IDCEC

For members who continue to report in IDCEC, go to **idcec.org** to report and contact IDCEC directly for trouble shooting, questions and assistance.

E-mail: admin@idcec.org
Phone: 1.888.890.5515

Questions?

For questions about ARIDO Professional Development requirements, please contact ARIDO:

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Phone: 416.921.2127 / 1.800.334.1180

REPORTING -FULL GUIDE

STEP 1 - ACCESS THE ONLINE REPORTING SYSTEM

- Visit the ARIDO website (arido.ca)
- Click '**Membership Gateway**'
- Enter your email, and password and click sign in
- Click '**Membership**'

STEP 2 - ACCESS THE PD DASHBOARD

You may choose to report your PD credits to ARIDO or to the IDCEC

- Click on '**To report your PD with ARIDO click here**' to report your PD credits to the ARIDO website.

REPORTING -FULL GUIDE

STEP 3 - PROFESSIONAL DEVELOPMENT PAGE

- The Professional Development Page is your PD Dashboard displaying membership information, required number of CEUs for the cycle, summary of reported courses and seminars, links to PD guides, button to report your PD, and button to print your transcript.

Membership Information

Reported PD Summary

Required PD

Click to print Transcript of credits

Click to add completed PD credits

REPORTING -FULL GUIDE

STEP 4 - ADDING SPECIFIC CREDITS

To add completed PD credit(s):

Click '**+ Add Professional Development**'. A separate window will pop-up.

Complete the required information:

1. Provider or Organization
2. Course Title
3. PD Activity, (Structured Learning, Writing, Research, etc) select the drop down arrow and choose the PD Activity
4. PD Type, (General Education or Health and Safety) select the drop down arrow and choose the PD Type
5. PD Level, (Basic, Intermediate, Advanced) select the drop down arrow and choose the PD Level
6. Select date of completion
7. Add comments
8. Upload a certificate, click and drop a file or click on the blue rectangle to select a file
9. Click 'Add'

The credit will have the red 'NOT SELECTED' tag.

IMPORTANT NOTES:

If you have multiple completed credits to report, you may continue adding more credits and submit them in one go, or you may submit the credits as you report them.

You can DELETE, or MODIFY these PD records. Once you SUBMIT the records you created, you cannot change the submitted record.

REPORTING - FULL GUIDE

STEP 5 - VERIFY YOUR CREDITS ARE CORRECT

After adding a new PD credit via the 'PD reporting window' and clicking 'Add', double check the information you submitted is accurate.

If the information is incorrect, you can modify the report, or delete the record entirely.
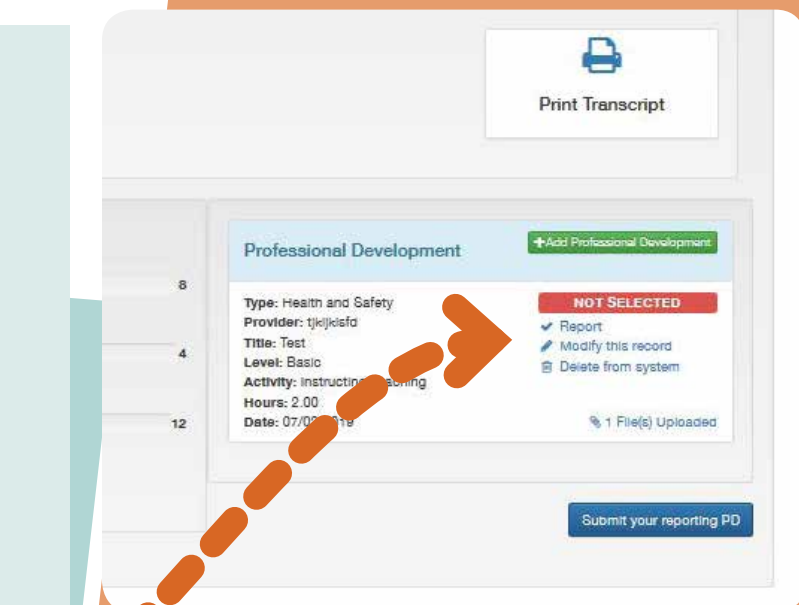
This is your FINAL CHANCE to edit or correct these credits. Once the credits are selected and submitted, the only way to change them is by contacting ARIDO.

MODIFY YOUR REPORTED CREDITS
- Click 'Modify this record'
- Make the changes via the PD Reporting window
- Click 'Add'

DELETE THE REPORTED CREDITS
- Click 'Delete from the system'

STEP 6 - SUBMITTING CREDITS

To submit your credits, click '**Report**' which will change the red 'NOT SELECTED' label to a green 'SELECTED' label.

Click on the blue '**Submit your PD**' button. A small pop-up will confirm the credits have been submitted properly.

*Once the credits are selected and submitted, the only way to change them is by contacting ARIDO.

Association of Registered Interior Designers of Ontario
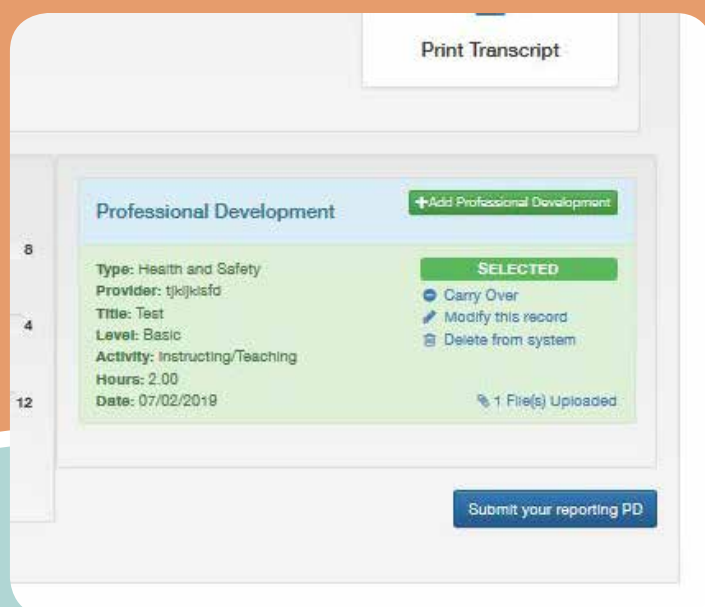
ARIDO.

We're here to help.

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