

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.
- ARIDO is no longer mandating IDCEC accredited education. Professional, business, technological, management and other personal development courses that directly relate to your genre of interior design practice are accepted regardless of accreditation or providers.
- Members can report their education activities in the ARIDO reporting system or the IDCEC system.
- **ARIDO will not reject any education a member completes that is accredited by IDCEC.** However, IDCEC approved HSW courses will not necessarily qualify for ARIDO's Health and Safety (HS) requirement if the activity does not meet the HS criteria indicated on page 2 of this guide.

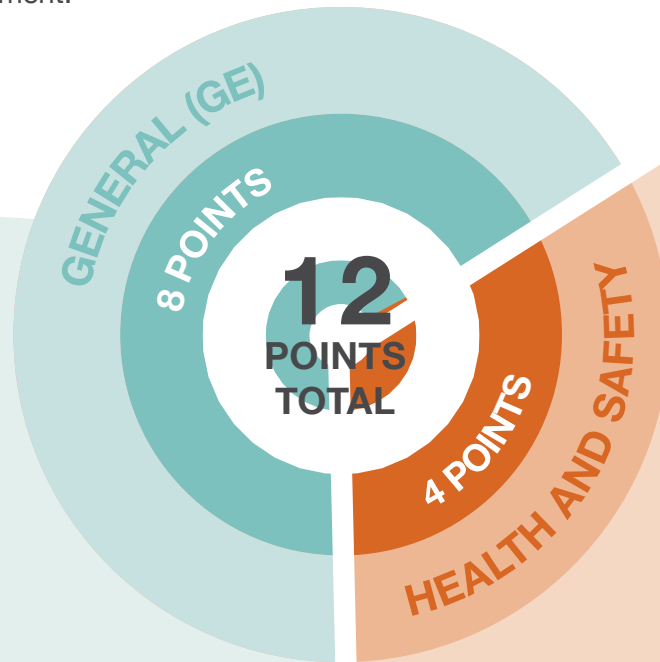
PD Guide Contents:

Acceptance Criteria	- page 2
Eligible CEU Activities	- page 3
Reporting Quick Steps	- page 4
FAQ	- page 5
Reporting Full Guide	- page 6
Contact ARIDO	- page 10

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

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.