IES EDUCATION PROGRAM

ADMINISTRATIVE GUIDELINES AND RECOMMENDATIONS
# IES Application Seminar

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1.0 OVERVIEW OF IES PRODUCED EDUCATION COURSES

The Illuminating Engineering Society (IES) places great emphasis on lighting education in fulfilling its mission to advance the art, science, and practice of illumination. The face-to-face educational programs provide an opportunity to:

- spread knowledge about state-of-the-art technology in lighting
- share skills and network with industry experts
- promote individual growth and competence
- contribute to the importance of sound lighting practice
- fulfill the mission of the IES as an organization that is committed to its members and the lighting community

The IES seminars and courses can be used by educators in academic, corporate, and educational training settings, as well as by lighting practitioners and others for self-study. Employees of can also benefit from learning about light and lighting so they may better understand their products and systems.

Many IES Education Course materials have been accredited by the American Institute of Architects, for AIA-LU/HSW credits. Please contact the IES Office for running the course for AIA members.
2.0 ABOUT IES CONTINUING EDUCATION CREDITS (CEUs)

2.1 (CEUs)

IES CEUs and educational policies mirror the AIA policies. Each IES CEU (or AIA HSW-LU) is awarded based upon one contact hour of teaching/attendance time (one hour minimum). Most IES course materials are acceptable as continuing education for the NCQLP (National Council on the Qualifications for Lighting Practitioners), AIA, and the various U.S. State agencies (for licenses electrical engineers), and the provinces of Canada. (Note: Lighting Fundamentals does not qualify for NCQLP credits). It is the responsibility of each attendee to learn the exact requirements for each accrediting organization, in terms of the number of CEUs, and reporting for credential maintenance.

The IES provides a “certificate of attendance” in accordance with the following parameters:
- Proof from the course organizer of attendance for the full length of the course time
- The attendee receives the IES CEU certificate of attendance, and the attendee must keep copies for their own reference.

The IES does not report attendance time to any agency or organization, with the exception of the AIA – and only for AIA HSW-LUs (Health, Safety, Welfare). AIA requires that this type of LU be reported by the accredited continuing education provider (IES).

For any questions regarding the CEU process, or any course materials, please contact the IES Director of Education, Tom Butters, tbutters@ies.org or education@ies.org

2.2 Format

PDF
The courses are available as “Instructor Modules” or “Student Modules” at ies.org/store. IES encourages each student to purchase their own course materials, for use on their own electronic device, for taking notes, and future reference. If, however, a Section includes the cost of the IES educational materials with the cost of instruction in the price of the course, please contact the Marketing Department. When Sections are purchasing the PDFs on behalf of the students, IES will require the Section to pay for the PDFs in advance. After payment is received from the Section, the IES will issue a code to the course coordinator to distribute the code to students, enabling them to download the PDF at no cost from the store.

Print on Demand
Course materials may also be purchased as hard copy “print-on-demand” from TechStreet. The cost may be higher and shipping and handling costs apply. Please allow up to 4 weeks for shipping, depending upon the volume of the course.
3.0 GUIDELINES FOR PROGRAM ORGANIZERS

Each Section should select an Education Chair and/or Coordinator to manage the programs offered. That person may, or may not, also serve as an instructor for one or more of the program modules.

3.1 In advance
- Reserving the space, the venue, and dates for the program. Recommendation: 6+ weeks prior
- Obtaining commitments from instructors for each session. Recommendation: 6+ weeks prior
- Applying for CEU credit(s) from IES Preparing mailings announcing upcoming programs. Recommendation: 4+ weeks prior
- Ordering and preparing program materials – including student texts from IES for education courses and other documents for seminars; compiling and printing other handouts provided by instructors. Recommendation: 4+ weeks prior
- Ordering refreshments Ordering/reserving computer, projection, and/or A-V equipment and arranging for any special demonstration needs of instructors. Recommendation: 2+ weeks prior

3.2 Immediately before Recommendation: 1 week prior
- Confirming all ordered items - food, A/V equipment, computer hardware
- Preparing name tags, handouts, folders for attendees Checking set-up, arrangements, and room details with the host space

3.3 Day of the program
- Setting up space
- Setting up A/V equipment and checking its operation
- Providing assistance in setting up instructors demonstrations

3.4 Immediately following
- Returning any rental/borrowed equipment
- Returning space to normal setup / found arrangement of seats/tables
- Conducting any follow-up with the participants (homework assignments, program feedback, participant attendance lists, and certificate mailings)
- Preparing evaluation of the entire course to report to the Section Board of Managers. (Meeting setup checklist appears below.)
4.0 MEETING SETUP CHECKLIST

4.1 Session Rooms/Layout

_Check off after all of the following items have been inspected:_

- [ ] Appropriate chairs and tables
- [ ] Adequate lighting
- [ ] Ventilation / temperature controls
- [ ] Dimming controls
- [ ] Electrical outlets / extension cords
- [ ] Daylighting controls
- [ ] Wall to accept masking tape (pins)
- [ ] Wastebaskets

4.2 Program Materials

_Check off after all of the following items have been handled:_

- [ ] Instructors invited
- [ ] Instructors Accepted
- [ ] Course announcement mailed
- [ ] Course material ordered
- [ ] Registrations acknowledged
- [ ] Other course handouts
- [ ] Pads, pens, pencils, markers
- [ ] Refreshments ordered

4.3 Audio Visual Equipment

_Check off after all of the following items have been inspected:_

- [ ] Computer/laptop with internet/PPT
- [ ] Software, PowerPoint files/slides
- [ ] Computer projector/screen
- [ ] Compatibility issues worked out
- [ ] Video playback unit and screen(s)
- [ ] All A-V equipment/hardware pre-tested
5.0 NOTES FOR INSTRUCTORS

As of 2018, PDF versions of the Instructors manual and package for Lighting Fundamentals are free for all IES Sections. Please contact Tom Butters, Director of Education tbutters@ies.org for details.

It is assumed that a single instructor will not teach all sessions in a course. While each of the program modules is complete in itself, each instructor should become familiar with all modules for continuity and to avoid gaps and overlaps in presentations. When necessary, an instructor should be able to answer questions concerning homework from the previous module.

It is preferred, however, that the Course Coordinator attend all sessions to handle program set up, homework assignments, to introduce and assist participating instructors, and to monitor the program.

Several weeks in advance of the course start date or event, each instructor should receive the instructor’s material, that is, all course material related to the session to be taught – including any homework, test questions and answers, applicable slides, and a copy of the previous module’s homework and answers.

The instructor should become familiar with the text material and, in addition, the appropriate section(s) of the current edition of the IES Lighting Handbook and all applicable recommended practices, design guides or other IES publications related to the subject of the program.

For maximum effectiveness, each instructor should feel free to use personal experience and visuals to augment and enliven the IES text and course materials. Simply reading the prepared text should be avoided. On the other hand, each instructor must cover all aspects of the session to prevent a gap in the student’s knowledge and to enable the student to successfully complete any homework assignment.

The presentation should be tailored to the level of the students, with the goal of being as carefully designed and technical as possible, without overwhelming a majority of the course participants. In certain cases, some topics may be omitted or reviewed briefly in passing; for example, basic electricity need not be taught in detail to an audience of electricians.
6.0 COURSE SUBMISSION PROCESS

6.1 Submit the program using the IES Course Submission Forms at least 4 weeks before the program starts. The IES is an accredited continuing education provider for AIA, and there are two types of “LUs” (learning units) possible. Regular LUs for most topics, and “HSW” (Health, Safety and Welfare) type AIA LUs. If the audience might include AIA members, please indicate this on Form 1. The first step is that the IES Office will review the details and approve the program for IES CEUs. Submission and response from AIA may take several weeks, depending upon their volume.

6.2 The IES does not routinely submit programs to USGBC for CE credits. Submission to USGBC is done on a selective basis, for IES sponsored conferences (such as the Annual Conference, or IES sponsored Regional Conferences). Submission to USGBC has more rigorous requirements; if you think there is an event which would merit IES submitting a program to USGBC, please contact the IES Director of Education, tbutters@ies.org. Please allow 8 weeks for processing.

6.3 After the program has concluded

At the conclusion of the course, the course organizer or instructor must electronically type in the participant’s names and e-mail addresses into the IES Attendance Roster. Handwritten information, faxes, scans, or snail mail will not be accepted. Please make sure that any AIA members provide their member number. Please send the roster to the IES Education education@ies.org and cc IES Director of Education, tbutters@ies.org. As stated above, after receipt the IES Office will send instructions to the course participants, regarding their IES CEU certificate or attendance.
IES provides the opportunity to register programs, courses and conferences for Continuing Education Units. These credits can assist members with maintaining their professional standing or to submit to state agencies for recertification and licensing. The following is a list of Organizations IES is accredited to provide pre-registered credits for.

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Architects - Please ask the presenter/organizer if the program has been submitted to AIA for approval. If so, the AIA logo should appear on the first PPT slide. After the course concludes, please follow the instruction e-mail from the IES Office. The IES office will register the hours attended on the AIA website. For AIA LU credits, you may use the IES certificate and self-report. For AIA-HSW credits, the IES Office must upload your attendance time on the AIA website.

LCs - the NCQLP accepts most IES approved courses. Attendees must complete the IES survey using the IES distance learning website, with the unique course number e-mailed from the IES Office. Please keep the certificate for your records. (Note: Lighting Fundamentals does not qualify for NCQLP credits).

**Note: LCs must self-report attendance at education events. The IES does not submit any data to the NCQLP. Please review the NCQLP credential maintenance requirements at www.ncqlp.org.**

LEED-APs - Please ask the presenter/organizer if the program has been submitted to www.USGBC.org for approval. Attendees must complete the IES survey using the IES distance learning website, with the unique course number e-mailed from the IES Office. Please keep the certificate for your records.

**Note: LEED APs must self-report attendance at education events. The IES does not submit any data to USGBC regarding attendance. Please review the credential maintenance requirements at www.usgbc.org.**

Engineers – Self Report via Individual State Requirements for PDH (professional development hours). Attendees must complete the IES survey using the IES distance learning website, with the unique course number e-mailed from the IES Office. Please keep the certificate for your records. It is the sole responsibility of the attendee to ensure that IES CEUs are accepted by their respective organization.
Continuing Education Units - Criteria for Organizers

**BEFORE THE PROGRAM STARTS – at least 4 weeks before the program starts:**

Submit the registration forms to IES (see below).

Submit the Speaker Quality Assurance form for verification of non-proprietary information.

education@ies.org will notify the organizer if/when the program is approved for continuing education credits.

**AFTER THE PROGRAM HAS FINISHED**

The program presenter/organizer must e-mail a list of those who actually attended and their e-mail addresses to IES Education at education@ies.org and cc the Director of Education, tbutters@ies.org, using the IES Attendance Roster.

IES members and attendees at IES Section programs will receive an email to download and customize the IES Certificate of Attendance free of charge.

Attendees must keep the IES Certificate for self-reporting credential maintenance - except for AIA HSW LUs – the IES Office (as the accredited education provider) will report attendance.

Programs for IES and/or AIA must be submitted to IES at least one month in advance of the program start date.

**Please submit:**

IES Form 1, and 1A

A lo-res PDF file of the program presentation materials

The presenter’s biography and CV