

Instructions for Hosting Séura's CEU Class

CEU Course: The Science of Light

Congratulations! You're on your way to growing your relationships with designers, architects, and other industry professionals. Here's some information about Séura's 'Science of Light' CEU course and what you need to do in order to host a CEU class.

Course Information

- Title: The Science of Light – Optimizing Design, Functionality, and Wellness
- Course Description: Light is part of our daily lives and it plays a central role in the design of a visual environment. This course explains how interior lighting affects health and well-being, and how to design a space using proper lighting to avoid common lighting problems and optimize lighting for design, function, and well-being.
- Learning Objectives:
 - Understand how interior lighting affects health and well-being
 - Become knowledgeable about lighting features
 - Solve common lighting problems for user's enjoyment and improved health
 - Optimize lighting to enhance the design, function, and user's well-being
- Course Type
 - 1.0 Credits (1.0 = 1 hour of truly educational training)
 - Subject Code: 2-8 (2=Interior Design, 8=Lighting)
 - Classification of Learning Levels: Basic (no prior training is required to attend this course)
 - Designation: HSW (Health, Safety, and Welfare)
 - Type: In-person or Webinar
- The course is registered through IDCEC, but members of other organizations may receive credit too (i.e. OAA, AAA, AIA, NKBA, etc.)

Instructions for Hosting a CEU Class

1. Arrange for a certified instructor to teach a class.

Séura will work with you to arrange a date and time that works best for a certified instructor to teach the class. Please [contact Séura](#) or inquire with your [Séura Representative](#) to get started on scheduling. Please let us know if you're interested in getting certified as an instructor to teach Séura's CEU course.

2. Submit the IDCEC Class Request Form.

After you have a location (webinar or in-person), date, time and instructor, please complete the [IDCEC Class Request Form](#) (see forms for virtual and in-person classes below) and submit it to Heather Kincade at heatherki@seura.com to register the class at least two weeks prior to the class date. Séura will pay the \$10 class fee and complete the necessary paperwork to register your class with IDCEC.

3. Hold the event.

Whether you're hosting the class virtually via webinar or in-person during a "lunch & learn" at a design firm, Séura's course is perfect for a variety of settings.

4. Report attendance.

After attendance has been collected, Séura will report attendance to IDCEC and provide a Certificate of Completion to each attendee who would like to self-report their attendance to another organization.

IDCEC Virtual Class Request Form

CEU Course: The Science of Light

To hold an IDCEC Continuing Education class virtually, please complete this form and return it via email to Heather Kincade at heatherki@seura.com at least two weeks before the class date.

Instructor:

Instructors must be certified to teach Séura CEU courses. Séura will work with you to arrange a date and time that works best for a certified instructor to teach the class. If you would like to become a certified instructor, please contact Heather Kincade and request a [Séura CEU Instructor Application Form](#) and submit it at least two weeks prior to the class.

- **Instructor First and Last Name:**

Rep Contact Information

If a Séura Rep is assisting in coordinating and/or hosting the CEU class, please list Rep information here.

- **Rep First and Last Name:**
- **Email Address:**
- **Company Name:**

Event Information

- **Event Location:** Virtual
- **Event Date:**
- **Event Time (allow one hour for presenting the course):**
- **Estimated Number of Attendees:**
- **Company/companies of Attendees:**

Webinar/Video Conference Information

What webinar/video conference service will you use (select one)?

Séura's GoToWebinar account (recommended)

We recommend using Séura's GoToWebinar account to host virtual CEU classes. This allows us to collect attendee information prior to class, provide automated registration reminders, and track attendance. Séura will provide a registration link and will host the webinar.

My own video conference account. Name of service (i.e. Zoom): _____. I understand I need to provide the following information for each attendee to Heather Kincade within 3 business days after the class:

- First and last name, email address, company, and IDCEC # (if they have one)
- Start and end time for joining and leaving the meeting
- Indication if they want a digital certificate of completion following the class (so they can self-report attendance to any other organizations they belong to that require CEU credit)

Attendee Invitation/Registration Details

Once the webinar is scheduled, it's important that class information and a registration/join link is shared with invited attendees.

Would you like Séura to provide an HTML email with this information (select one)?

Yes, please provide an HTML email that I can send to invited attendees.

No, thanks. I'll share this information to invited contacts without an HTML email.

IDCEC In-Person Class Request Form

CEU Course: The Science of Light

To hold an IDCEC Continuing Education class virtually, please complete this form and return it via email to Heather Kincade at heatherki@seura.com at least two weeks before the class date.

Instructor:

Instructors must be certified to teach Séura CEU courses. Séura will work with you to arrange a date and time that works best for a certified instructor to teach the class. If you would like to become a certified instructor, please contact Heather Kincade and request a [Séura CEU Instructor Application Form](#) and submit it at least two weeks prior to the class.

- **Instructor First and Last Name:**

Rep Contact Information

If a Séura Rep is assisting in coordinating and/or hosting the CEU class, please list Rep information here.

- **Rep First and Last Name:**
- **Email Address:**
- **Company Name:**

Event Information

Allow one hour for presenting the course. The room must have AV equipment set up for presenting a PowerPoint presentation.

- **Event Location:**
- **Event Date:**
- **Event Time:**
- **Event City:**
- **Event State/Province:**
- **Estimated Number of Attendees:**
- **Description of Event (theme, other manufacturers, local partnerships, etc.):**

On-site Contact Information

- **First Name:**
- **Last Name:**
- **Email Address:**
- **Phone Number:**
- **Company Name:**