

IES FUNDAMENTALS OF LIGHTING

HOW TO HOST



STEP 1

Identify When, Where & How Long: Before you begin, you will need to determine the dates of your individual classes, where each of them will be, and how long they will be.

- To be called **Fundamentals of Lighting (FOL)** and to qualify for CEUs, the program must be delivered in a format totaling between 15 and 20 hours of instruction
- The total time to complete the course may vary. CEUs are awarded based on actual contact hours (e.g., a 16-hour course earns 16 CEUs; a 20-hour course earns 20 CEUs)
- If the intent is to host a **shortened or condensed version** of the program, CEUs may still be awarded; however, the course title must clearly indicate that the program is abbreviated. Acceptable examples include: *Condensed IES Fundamentals of Lighting*, *IES Fundamentals of Lighting: The Condensed Version*, etc.

STEP 2

Identify Primary FOL Contact: Identify a Primary FOL Contact. This person will be the Liaison between the host group/Section and the IES in regards to filling out forms, registering your course for CEUs, working with IES to post event details on the IES Calendar, obtaining educational materials for both instructors and students, and obtaining certificates of completion after the course is completed.

STEP 3

Identify your FOL Instructors: Sections should identify instructors for each module early in the process. Most groups identify one instructor per module.

STEP 4

Submit for IES CEU Approval: Submit intent to host FOL four weeks in advance: [Request for IES CEU/AIA-LU Program Approval - Illuminating Engineering Society](#).

This content has been pre-approved, so the **critical items**:

- Date(s) of Program
- Location
- Submitted By: This individual will be the Primary FOL Contact and will be responsible for obtaining the Coupon codes for the FOL instructor materials
- Instructor list

STEP 5

Identify How Students Will Obtain Their Class Materials: Student FOL materials are not free. In addition, IES will not provide unsecured documents at any time. It is critical that you select one of the following options before publicly offering your FOL class:

- **Option 1:** Students are provided the IES webstore link, and purchase materials on their own
- **Option 2:** Student material fee is included in the class fee. The FOL Primary Contact can **pre-purchase** a set number of access codes for each student (member rate). IES recommends obtaining the access codes 2-3 weeks prior to the event to allow students enough time to download their materials and handle any issues that may pop up. Follow these steps:
 - Primary FOL Contact places a bulk order of the student materials (1 for each registered student) on the [webstore](#).

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- Primary FOL Contact emails education@ies.org to notify them of the order and to request their access code. Include the name and email address for each registered student.
- IES creates a unique access code which can be downloaded a specific number of times before it expires.
- Instructor/Host forwards the access code to each student prior to class and instructs them to download the documents.
- Students should then be instructed to go to the online IES Webstore (store.ies.org), add the student materials for FOL to their cart, and enter the code given.
- Fill out the remaining information (email address of order will be the same used later to open the document).

STEP 6

Advertise FOL Course: Upon IES written approval, you may begin to publicly advertise your event and the CEUs offered.

STEP 7

Obtain FOL Instructor Materials: At any point in the steps above, Instructor Materials can be obtained through the IES webstore. IES Sections: the FOL Primary Contact can request 10 free access codes for their instructors. Other host groups: materials are purchased through the IES webstore. Instructors should:

- Go to the online IES Webstore (store.ies.org)
- Add FOL instructor materials to cart.
- Select View Cart. Enter Code (if applicable).
- *IMPORTANT: An FOL instructor should never order multiple copies of the FOL materials for their fellow instructors, as each copy will be tied to the original email. Each instructor should enter their own information and download the *.pdf version individually. The email entered when ordering the *.pdf copy will be the same email used to open the file every time thereafter. All secure files are also watermarked with purchaser's name.*

STEP 8

Host FOL Course! Determine a pass/fail threshold by way of attendance, or, assessment (quiz, etc.) and communicated that as part of the FOL description in advance. If your course includes student materials in the fee, or if students need to purchase their own materials, we recommend emailing students at least a week in advance.

STEP 9

Let IES know who attended: Complete IES Roster Form: [IES Education Roster Report - Illuminating Engineering Society](#). All attendees receive the same certificate, and eligibility is determined by the host (see Step 8).