

The EDAC certification demonstrates that a candidate has achieved a level of base knowledge about the evidence-based process for use in the design and development of healthcare facilities. Continuing education is an integral aspect of EDAC's mission to help maintain excellence and mastery of the evidence-based design process.

### Requirements and Courses

This certification requires candidates to obtain continuing education units. To maintain the credential as an EDAC certified individual, the following is required on a bi-annual basis:

- Six (6) hours of continuing education units (CEUs)
- \$95 recertification fee

Courses approved for EDAC CEUs must demonstrate that 75% of the content is about one or more of the eight steps in the EBD process. These courses can be in a variety of formats, including but not limited to:

- Webinars/online learning
- Conferences
- Lunch and learn sessions
- Educational sessions
- Text-based courses
- Journal articles

Approved courses can be found on the [EDAC website](#). Additional CEUs can be found here:

- [Icons & Innovators On Demand Webinars](#) – candidates can view as many webinars within 24hrs of access
- [EBD Journal Club webinars](#)
- [HERD Journal](#) (requires subscription)
- [Research Design Connections](#) (requires subscription)

### Renewing Your Certification

Renewal reminders will be sent from Castle Worldwide via hard copy mail and email four (4) months and an email reminder one (1) month prior to the expiration date. Candidates can only renew their certification as early as four months prior to their expiration date. Candidates will also be able to recertify up to 90 days after their certification expiration with an additional \$50.00 late fee, in addition to the recertification fee. The application will need to be submitted online before the 90-day grace period ends.

**NOTE:** *The Castle Worldwide portal is set up as an application system and is meant for certified individuals to log in, complete the application, and pay the renewal fee. It is not meant to house information for long periods of time, so CEUs cannot be submitted as they are obtained.*

To access and complete your renewal application:

- Go to the Castle Worldwide portal (<http://www.castleworldwide.com/edac>) and select "**Returning Candidate (You have a password)**".
- Login using the username and password provided in the Castle Worldwide renewal notice.

*Contact information must be current in order to receive renewal notifications from Castle Worldwide.*

*Send updates to [testing@castleworldwide.com](mailto:testing@castleworldwide.com) or call 919.572.6880*

*The expiration date falls into one of two renewal months.*

*If certified between January-June:*

*Due date is February 1*

*If certified between July-December:*

*Due date is July 1*

- Once logged in, be sure to select **“Renewal Application”**.
- Complete and confirm the candidate demographic information.
- Select pre-approved CEU providers and corresponding courses totaling at least six (6) CEU hours. Please retain documentation of all CEUs.
  - If the course is not listed, you may submit as “Other Provider” and enter the course information and corresponding CEU hour, which will be approved or denied by EDAC.
- Complete the application by paying the renewal fee.

Once the renewal application is completed, a new certificate will be printed and mailed within 6-8 weeks.

### Reporting Compliance Audits

#### Course Audits

A percentage (3%) of EDAC certified individuals will be selected for audit twice a year (February and July) to determine whether the courses entered are legitimate. If a candidate is selected for an audit, the candidate must provide documentation for the courses submitted, such as a CEU form or certificate of attendance. Candidates are responsible for keeping accurate records of courses completed.

If during the audit a candidate is found lacking in the mandated CEU requirements, a letter of non-compliance will be sent with a deadline to submit the course information and supporting documents. If the candidate cannot provide the CEU documents by the deadline, The Center for Health Design will no longer consider the candidate to be in good standing and will revoke the EDAC certification. Furthermore, the candidate will be prohibited from using the EDAC appellation. Once the credential is revoked, the candidate will be required to retake the EDAC examination to reinstate the credential.

#### Special Accommodations

EDAC Advisory Council members may use their service on the Council towards their CEUs as long as they remain active participants. They are also exempt from the renewal fee during their active participation on the Council. EDAC Advisory Council members should contact [edac@healthdesign.org](mailto:edac@healthdesign.org) for the discount code to bypass the renewal fee.

#### Expired Credential

Candidates who do not complete their renewal application by the 90-day grace period will have an expired credential. Candidates with an expired credential (within four years from expiration date) may request for reinstatement by contacting [edac@healthdesign.org](mailto:edac@healthdesign.org). Candidates must provide a reinstatement request letter, show proof of continuous learning, and will need to pay a penalty fee. Credentials that have expired five or more years are required to retest.

#### Submitting a Course for EDAC CEUs

Presenters can submit a course for EDAC CEUs. For a course to be approved, 75% of the content needs to be of one or more of the eight steps of the EBD process. Courses can be submitted by completing the [Program Submission form](#). The EDAC program staff approves and selects applicable CEU courses. Once approved, an email will be sent with the course ID number to provide to attendees for CEU credit. 1 contact hour is equivalent to 1 CEU credit.