

**Board for Architects, Professional Engineers, Land Surveyors,  
Certified Interior Designers and Landscape Architects  
INTERIOR DESIGNER CERTIFICATE APPLICATION INSTRUCTIONS**

All applicants must meet the current eligibility requirements at the time the completed application package is received at the board office. All forms must be legible. Application packages must include all required documentation and fees. Any additional information accompanying the certificate application must be identified with the applicant's name. It is the applicant's responsibility to ensure that the Virginia Board receives the completed package.

Completed application packages must include all required documentation and fees and can be faxed to (877) 340-9616 or mailed to:

**Department of Professional and Occupational Regulation**  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233

For credit card payments complete the [Credit Card Payment Form](#).

**EXAMINATION ON BOARD REGULATIONS & STATUTES**

Applicants for licensure or certification are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* prior to applying for licensure or certification. Pursuant to Regulation 18VAC10-20-85, all applicants for licensure or certification must achieve a passing score on a Board-supplied examination pertaining to the Board's regulations and relevant statutes. Once the application is received by the Board office, the examination will be forwarded to the applicant and must be completed and returned for scoring. Applicants will only be notified if they did not achieve a passing score on this examination.

**REQUIREMENTS FOR CERTIFICATION**

- **Applicants for Initial Certification**
  - *Interior Designer Certification Application* and fee;
  - *Interior Designer Degree Verification Form* or official school transcript(s);
  - *Interior Designer Experience Verification Form(s)*; and
  - Successfully pass a Board approved examination.
- **Endorsement Applicants** (for those who have been licensed in another state, jurisdiction or territory of the United States)
  - *Interior Designer Certification Application* and fee;
  - *Interior Designer Degree Verification Form* or official school transcript(s);
  - *Interior Designer Experience Verification Form(s)*; and
  - *Verification of Interior Designer Examination and Certification Form* to provide evidence of having passed the NCIDQ examination and verification of current certification in another jurisdiction.
- **Reinstatement Applicants** (for those whose license expired 5 or more years ago)
  - *Interior Designer Certification Application* and reinstatement fee; and
  - *Interior Designer Experience Verification Form(s)* to document experience from the expiration date of the certificate to the present.

**EXAMINATION**

Additional information concerning the examination is available at:

CIDQ/NCIDQ EXAM  
225 RENEKERS LANE, SUITE 210  
ALEXANDRIA VA 22314  
Telephone: 202-721-0220  
Website: [www.cidq.org](http://www.cidq.org)

**Board for Architects, Professional Engineers, Land Surveyors,  
 Certified Interior Designers and Landscape Architects  
 INTERIOR DESIGNER CERTIFICATE APPLICATION**

A check or money order payable to the TREASURER OF VIRGINIA,  
 or a completed credit card insert must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

All applicants are required to read and understand the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* available at: <https://www.dpor.virginia.gov/Boards/APELS> prior to applying for the certificate.

Select the **one** method by which you are applying for:

X	Method of Certification	Trans	Fee
<input type="checkbox"/>	Initial certification by examination	1020	\$90.00
<input type="checkbox"/>	By endorsement	1021	\$90.00
<input type="checkbox"/>	Reinstatement of VA Interior Designer Certificate	4020	\$390.00

1. Have you ever held a **Virginia Interior Designer certification**?

No

Yes  If yes, provide the certificate number and expiration date below:

VA License Number  Expiration Date

- ❖ If the license expired more than 6 months ago, but less than 5 years, you are required to **reinstate** the Virginia Certified Interior Designer certificate by completing a Interior Designer Certificate Reinstatement Application. **DO NOT COMPLETE THIS APPLICATION.**
- ❖ For an Interior Designer certificate that has expired 5 years or more, you are required to complete this application and pay the reinstatement fee.

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

Last (required) \_\_\_\_\_ First (required) \_\_\_\_\_ Middle \_\_\_\_\_ Generation \_\_\_\_\_

3. Provide at least **one** of the following identification numbers\*:

**Social Security Number** and/or

-  -

**Virginia DMV Control Number**

- Enter the same identification number as used on examination, previous applications or licenses on file with the department.
- \* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

4. Date of Birth \_\_\_\_\_

MM/DD/YYYY

5. Maiden or Former Name(s) \_\_\_\_\_

6. Mailing Address (PO Box accepted) \_\_\_\_\_

The mailing address will be  
 printed on the license.

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

OFFICE USE ONLY	DATE	FEES	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0412	

7. Street Address (PO Box not accepted)  Check here if Street Address is the same as the Mailing Address listed above.

**PHYSICAL ADDRESS REQUIRED**

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

8. Contact Numbers

Primary Telephone \_\_\_\_\_

Alternate Telephone \_\_\_\_\_

9. Email Address

Email address is considered a public record and will be disclosed upon request from a third party.

10. Are you applying to **reinstate** a certificate? (Reinstating a certificate that expired more than 5 years ago?)

No

Yes  If yes, complete the *Certified Interior Designer Experience Verification Form(s)* documenting the required experience from the time of expiration of the certificate to the present. *Skip to question #15.*

11. Have you passed the NCIDQ exam?

No

Yes  If yes, provide documentation of exam results or NCIDQ Certificate number: \_\_\_\_\_

12. **Education** - Complete the following table for your educational experience:

	Institution	CIDA Accredited? (at the time of graduation)	Degree (BS, BA...)	Major	Completed (MM/YY)
Bachelors		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Masters		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Ph.D.		<input type="checkbox"/> Yes <input type="checkbox"/> No			

13. Are you applying through **endorsement**?

No

Yes  If yes, list below all **current** interior designer licenses, certifications and/or registrations issued in another state or country or the District of Columbia. Do not include NCIDQ certification. *Skip to question #15.*

State/Jurisdiction	Did you pass a written exam?	License, Certification or Registration Number	Expiration Date
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**(Continue to next page.)**

14. Which of the following education/experience requirements have you met in order to qualify for a **Virginia Interior Designer certificate**? Check only one.

Hold a 4-year professional degree from an institution accredited by the Council for Interior Design Accreditation (CIDA or other equivalent accrediting organization) and at minimum 2 years of monitored experience\*.  
Required documents: *Experience Verification Form(s)* documenting the required experience.

Completed a NAAB-accredited architecture curriculum and at minimum 2 years of monitored experience\*.  
Required documents: *Experience Verification Form(s)* documenting the required experience.

Hold a graduate degree in interior design plus an undergraduate degree that is a combination deemed by the board to be substantially equivalent to an undergraduate degree program from a CIDA-accredited institution and at minimum 2 years of monitored experience\*.  
Required documents: Transcripts from both undergraduate and graduate program, and an *Experience Verification Form(s)* documenting the required experience.

Completed a professional Board approved program and at minimum 2 years of monitored experience\*.  
Required documents: Applicants without a CIDA or NAAB accredited degree must submit a **self-evaluation** of their curriculum based on the accreditation standard in place at the time of graduation. Official transcripts and course descriptions must be provided with evaluation and an *Experience Verification Form(s)* documenting the required experience.

\* Any monitored experience gained under the direct control and personal supervision of a professional engineer will not account for more than six months of the two years required by this subsection.

15. Have you ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, complete the [Disciplinary Action Reporting Form](#).

16. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any non-marijuana **misdemeanor**?

No

Yes  If yes, complete the [Criminal Conviction Reporting Form](#).

17. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 4, of the *Code of Virginia* and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Signature

Date

## INTERIOR DESIGNER REVIEW SUMMARY SHEET

Applicant's Name

**Social Security No.**

BOARD REVIEW - For Office Use Only

APPROVED	Board Member Initials & Date		
Initial Certification			
Endorsement with			
Reinstatement			