Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8506



www.dpor.virginia.gov

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.

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 <u>not</u> achieve a passing score on this examination.

REQUIREMENTS FOR CERTIFICATION

- Applicants for Initial Certification
 - <u>Interior Designer Certification Application</u> 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.
- **Comity 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
 - <u>Verification of Interior Designer Examination and Certification Form</u> 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
 - <u>Interior Designer Experience Verification Form(s)</u> to document experience from the date of expiration of the certificate to the present.

TOEFL iBT

Applicants for licensure must be able to speak and write English to the satisfaction of the Board. Applicants from a non-English speaking country or a country where the primary language is not English, who have not graduated from a college or university in which English is the language of instruction, shall submit to the Board a TOEFL iBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. A score of 20 or better is required in each exam category. Score reports shall not be more than two years old at the time of application.

EXAMINATION

Additional information concerning the examination is available at: CIDQ/NCIDQ EXAM

225 REINEKERS LANE, SUITE 210 ALEXANDRIA VA 22314

Telephone: 202-721-0220 Website: www.cidq.org

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

Trans

Fee

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:

Method of Certification

	Initial certification by examination	1020	\$185.00
	By comity	1021	\$185.00
	Reinstatement of VA Interior Designer Certificate	4020	\$375.00
Have you <u>ever</u> held	a Virginia Interior Designer certification?		
No 🗌			
Yes If yes,	provide the certificate number and expiration date be	low:	
VA Lie	cense Number 0 4 1 2		Expiration Date
If the license e	xpired more than 6 months ago, but less than 5 years,	you are	required to reinstate the Virginia Certified
THIS APPLIC	Designer certificate that has expired 5 years or more, you		,,
and remotatorn	511C 1001		

	the reinstatement fee.											
2.	Full Legal Name (As it appears on your	government issued	I ID or	other	lega	l doc	ume	ntati	on.)			
	Last (required)	First (required)				- <u>-</u>	liddle					 Generation
3.	Provide at least one of the following id	entification numbe	ers*:									
	Social Security Number and/or				-] -				
	> Enter the same identification number as used	on examination, previous	s applica	ations o	r lice	nses	on file	with t	he dep	artment		
	* State law requires every applicant for a licens by the Commonwealth to provide a social sec											cupation issued
4.	Date of Birth											
	MM/DD/YYYY	-										
5.	Maiden or Former Name(s)											
ŝ.	Mailing Address (PO Box accepted)											
	The mailing address will be											
	printed on the license.	City									State	 Zip Code

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

7.			`	ox <u>not</u> accepted)	Ch	eck here if Street Ad	dress is the	<u>same</u> as t	he Mailing Ad	Idress liste	d above.	
				ō	City					State		Zip Code
8.	Conta	ct Numl	oers									
•		A 1.1		Primary Telephor	ne	Al	ternate Tele	phone				
9.	Email	Addres	S -	Email address is	s consider	ed a public record	and will be	e disclose	ed upon rea	uest from	a third i	narty
10.	Are yo No Yes		If yes, c	instate a certificate? omplete the <u>Certified</u> nce from the time of e	(Reinsta	ating a certifica	te that e	xpired n	nore than on Form(s	5 years	ago?)	the required
11.	Have y No Yes			NCIDQ exam?	ı of exar	n results or NC	IDQ Cer	tificate r	number:			
12.	Educa	ation - (Complete	the following table fo	r your e	ducational exp	erience:					
			I	nstitution		A Accredited? time of graduation)	Degree (BS, BA		Maj	jor		Completed (MM/YY)
Bache						′es □ No						
/laste h.D.	ers					'es □ No 'es □ No						
11.0.						63 110						
13.	Are yo No Yes		If yes, li	igh comity ? st below all <u>current</u> ir country or the District		•			•			
				State/Jurisdiction		Did you pass written exam			Certificatio ation Numb		Expi	ration Date
						Yes No						
						Yes No						
						Yes No						

14.	Which of the following education/experience requirements have you met in order to qualify for a <i>Virginia Interior Designer certificate</i> ? 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 shall be reduced by 50% and shall not account for more than six months of the two years required by this subsection.
15.	Have you ever been subject to a <u>disciplinary action</u> taken by <u>any</u> (including Virginia) local, state or national regulatory body? No
	Yes If yes, complete the <u>Disciplinary Action Reporting Form.</u>
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 <u>felony</u>? No
	Yes If yes, complete the <u>Criminal Conviction Reporting Form.</u>
	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 <u>misdemeanor</u> ? No
	Yes If yes, complete the Criminal Conviction Reporting Form.
18.	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 Nam	e		Social Security No)
		BOARD REVIEW - For Off	ice Use Only	
Review Date	Board Member Initials		Comments	
APPROVED		Boa	d Member Initials & Date	
Initial Certification	n			
Comity with				
Reinstatement				