

**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS,
CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS
Interior Designers Information Sheet**

All applicants must meet the current eligibility requirements at the time the completed application package is received at the Board office. Completed application packages must include all required documentation, references, verifications, and fees. All forms must be legible. It is the applicant's responsibility to ensure the Virginia Board receives the completed package prior to the established deadline. Submission of applications just prior to the deadline date may result in late notification of eligibility to sit for the scheduled examination. Review of incomplete applications and applications received after the examination application deadline will be deferred to the next examination cycle.

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. After your application is received in the Board office, you will be sent an examination, which you are required to complete and return to the Board office for scoring; you will be notified if you do not achieve a passing score on this examination.

NCIDQ EXAMINATION

In order to qualify for certification as an Interior Designer in Virginia, an applicant must first pass the NCIDQ Examination. If you have already passed the NCIDQ Examination, NCIDQ must provide verification to the Board office. If you have not passed the NCIDQ Examination, an application for examination may be obtained from their office at (202) 721-0220.

REQUIRED DOCUMENTATION

Applicants for Initial Certification

- a completed *Interior Designer Certification Application* and fee;
- completed *Interior Designer Degree Verification Form(s)*;
- completed *Interior Designer Experience Verification Form(s)*; and
- a completed *Verification of Interior Designer Examination and Certification Form* to provide evidence of having passed the NCIDQ Examination.

Comity Applicants (for those who have been licensed in another state, jurisdiction or territory of the United States)

- a completed *Interior Designer Certification Application* and fee;
- completed *Interior Designer Degree Verification Form(s)*;
- completed *Interior Designer Experience Verification Form(s)*; and
- a completed *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 licenses expired 5 or more years ago)

- a completed *Interior Designer Certification Application* and reinstatement fee; and
- completed *Interior Designer Experience Verification Form(s)* to document experience from the date of expiration of the certificate to the present.

EDUCATION

An *Interior Designer Degree Verification Form* is provided for all applicants. At a minimum, all applicants must hold a four-year professional degree from an institution accredited by the Council for Interior Design Accreditation (CIDA or other equivalent accrediting organization); a professional degree in architecture obtained by completing an NAAB-approved curriculum; or a professional program approved by the Board. The definition of "a professional program approved by the Board" is provided in Regulation 18VAC10-20-460.

EXPERIENCE

A minimum of two years of monitored experience must be documented on *Interior Designer Experience Verification Form(s)*. Any experience verified on forms other than those provided by the Department of Professional and Occupational Regulation will not be considered. Resumes are not acceptable. A separate *Experience Verification Form* should be completed for each employment engagement. No credit is allowed for non-verified employment. Credit will only be given for full-time work experience (minimum of 35 hours per week) under the supervision of a certified or licensed interior designer, architect or professional engineer. Experience gained under the supervision of a professional engineer shall be reduced by 50 percent with a maximum of six months.

TOEFLiBT (formerly known as TOEFL & TSE)

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 TOEFLiBT (Test of English as a Foreign Language) score report that reflects a score acceptable to the Board. Score reports shall not be more than two years old at the time of application.

VERIFICATION OF LICENSURE, CERTIFICATION OR REGISTRATION

All applicants for certification by comity must meet Virginia eligibility requirements in effect at the time of application. A *Verification of Interior Designer Examination and Certification Form* is provided for the verification of out of state exams and/or certification. Any person licensed or certified in another state must submit a verification form to document their good standing in the jurisdiction. It is the applicant's responsibility to ensure that the Virginia Board receives the verification along with other supporting documents as noted in these instructions.



PRELIMINARY - PENDING APPROVAL

**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: www.dpor.virginia.gov prior to applying for licensure.

Select the **one** method by which you are applying for a Virginia Interior Designer Certificate.

Method of Certification	Trans	Fee	✕
Initial certification by examination	1020	\$45.00	<input type="checkbox"/>
By comity	1021	\$45.00	<input type="checkbox"/>
Reinstatement of VA Interior Designer Cert. No. 0 4 1 2 that expired 5 or more years ago	4020	\$295.00	<input type="checkbox"/>

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

_____ Last (required) _____ First (required) _____ Middle _____ Generation _____

2. 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.

3. Date of Birth _____
MM/DD/YYYY

#. Maiden or Former Name(s) _____

5. Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license.

City _____ State _____ Zip Code _____

6. Street Address (PO Box **not** accepted) _____
PHYSICAL ADDRESS REQUIRED

Check here if Street Address is the same as the Mailing Address listed above.

City _____ State _____ Zip Code _____

⇒ If you are using your business address, please include business name, full street address and any floor or suite numbers.

#. Contact Numbers _____
Primary Telephone Alternate Telephone Fax

#. Email Address _____

PRELIMINARY - PENDING APPROVAL

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

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

8. Education

	Institution	CIDA Accredited?	Degree (BS, BA...)	Major	MM/YY Completed
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			

⇒ All applicants must hold one of the following:

1. A four-year degree from an institution accredited by the Council for Interior Design Accreditation (CIDA);
2. A professional degree in architecture obtained by completing an NAAB-approved curriculum; or
3. Completion of a "professional program approved by the Board," meaning a four-year degree in an interior design program or a master's degree in interior design combined with a four-year degree which has been evaluated and is deemed by the Board to be substantially equivalent (at the time of the applicant's graduation) to a four-year interior design degree program accredited by CIDA.

9. Are you applying through comity?

No

Yes If yes, list all your current interior designer licenses, certifications and registrations in the following table. Attach a *Verification of Examination and Licensure Form* from each jurisdiction in which you passed the NCIDQ exam or currently hold an interior designer license, certification or registration.

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

10. 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](#).

#. 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? *Any plea of nolo contendere shall be considered a conviction.*

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 a misdemeanor in the last 10 years? *Any plea of nolo contendere shall be considered a conviction.*

No

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

#. 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		
Review Date	Board Member Initials	Comments

APPROVED	Board Member Initials & Date		
Initial Certification			
Comity with			
Reinstatement			