



## 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. All forms must be legible. Completed application packages must include all required documentation and fees. All additional information accompanying the certification 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 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 certification. Pursuant to Regulation 18 VAC 10-20-85, 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 license 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 4-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 a 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 18 VAC 10-20-460.

## **EXPERIENCE**

A minimum of 2 years of monitored experience must be documented on an *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% with a maximum of 6 months.

## **TOEFLiBT (formerly known as TOEFL & TSE)**

Applicants for certification 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 over 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.



**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 available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> 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](http://www.dpor.virginia.gov) prior to applying for certification.

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

Method of Certification	Trans	Fee	X
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. <b>0412</b> that expired 5 or more years ago	4020	\$295.00	<input type="checkbox"/>

1. Name \_\_\_\_\_  
Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number \*    -   -

3. Date of Birth \_\_\_\_\_

4. Street Address (PO Box not accepted) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

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

5. E-mail Address \_\_\_\_\_

6. Contact Numbers \_\_\_\_\_  
Primary Telephone Ext Alternate Telephone Ext Facsimile

7. Education

	Institution	CIDA Accredited?	Degree	Major	MM/YY Completed
Bachelors		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Masters		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Ph.D.		Yes <input type="checkbox"/> No <input type="checkbox"/>			

➔ All applicants must hold one of the following:

1. A 4-year degree from an institution accredited by the Council for Interior Design Accreditation (CIDA);
2. A professional degree in architecture obtained by completing a NAAB-approved curriculum; or
3. Completion of a "professional program approved by the board" meaning a 4-year degree in an interior design program or a master's degree in interior design combined with a 4-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 4-year interior design degree program accredited by CIDA.

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
					<b>0412</b>		

8. Are you applying through comity?

No

Yes  If yes, list **all** your current interior designer licenses, certifications and registrations in the following table. If you hold more than 3 licenses, attach a separate sheet of paper listing the information requested in the 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, certificate or registration

Jurisdiction	Did you pass the NCIDQ 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"/>		

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

No

Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

10. Have you ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No

Yes  If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; and any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.*

*Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.*

11. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the board's decision to approve this application. I certify that I will notify the Department if I am subject to a disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving my Interior Designer certificate. I certify that I understand and have complied with all the laws of Virginia related to interior designers 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 \_\_\_\_\_

\* 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.

## INTERIOR DESIGNER REVIEW SUMMARY SHEET

Applicant's Name	Social Security No.
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BOARD REVIEW – For Office Use Only		
Review Date	Board Member Initials	Comments

APPROVED  
Initial Certification  
Comity with  
Reinstatement

Board Member Initials & Date					