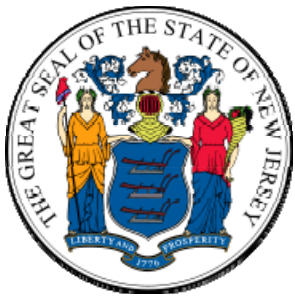


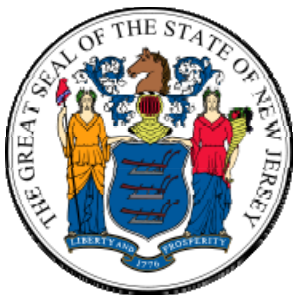
Interior Design Examination and Evaluation Committee

# Application Process Overview



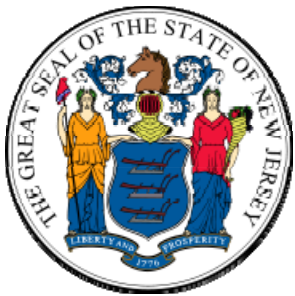
# Interior Design Examination and Evaluation Committee

- Certified qualified individuals
- Investigates complaints and takes disciplinary action



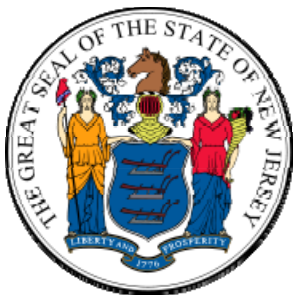
# Certification

- No one may call themselves a Certified Interior Designer unless Certified by the Board of Architects



# How Do I Get an Application Form?

- Applications for initial license can be downloaded from the Committee's website (*applicant holds no license*)
- Professional and Personal Reference forms can be downloaded from the Committee's website at : [www.njconsumeraffairs.gov/int](http://www.njconsumeraffairs.gov/int)
- Interior Design Course Description Form (*only if the degree is non-CIDA accredited*)
- Application for Continuing Education Course / Seminar / Program approval

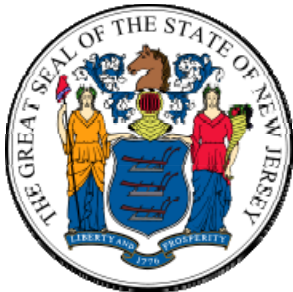


# How Application Process for Individuals

1. Submit an application (\$125)
2. Send supporting documents to the Committee
  1. College transcripts (*CIDA accredited program*)
  2. Course description form (*non-CIDA accredited program*)
  3. One Professional reference\*
  4. Two personal references\*
  5. Verification of successful completion of the CIDQ Exam

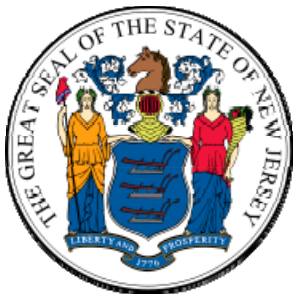
\* Two references who have known the applicant for at least 5 years. The professional reference must have first-hand knowledge of applicant's work. No reference can be related to the applicant.

3. Contact CLARB to have council record forwarded to the Board
4. Submit additional information (*as required*)
5. Submit Name form with license fee (\$160/\$80)



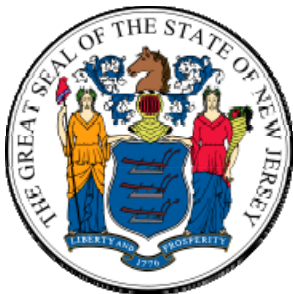
# Application Fees

- Application Fees:
  - Individual applications: \$125
  - Payable by check or money order
  - **NO CASH**



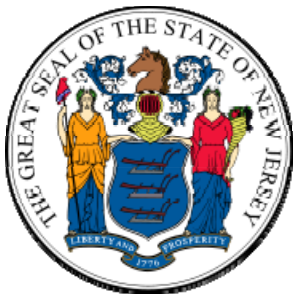
# Application Questions

- Moral Character – Arrests/Convictions  
*(if answered 'yes' documentation must be included with application submission)*
- Professional Character – other Board actions  
*(if answered 'yes' documentation must be included with application submission)*
- Citizenship / Immigration Status  
*(if not a U.S. Citizen, attach a copy of front and back of alien registration card or other documentation issued by the office of USCIS)*
- Student Loans  
*(if answered 'yes' documentary evidence concerning plan for repayment of student loan)*
- Child Support



# Initial Registration Fee

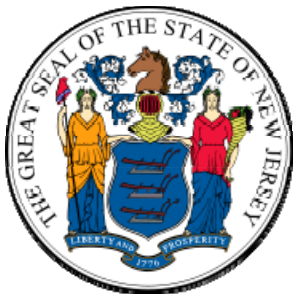
- Once your application has been approved you will receive a letter concerning the licensing fees as well as the name form.
- You must complete the Name form for how you want your name to appear on the wall certificate (*First name, middle initial, last name*)
- Return form with appropriate licensing fee (*\$160 / \$80*)





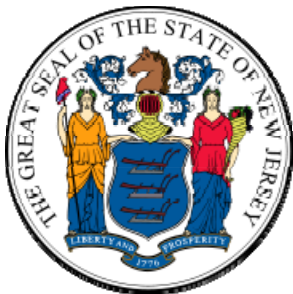
# Keeping Your License Current

- Licenses are valid for 2 years
- Every certified interior designer license expires September 30th of even-numbered years regardless of initial license date
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee
  - \$160 renewal fee if paid prior to September 30th
  - \$160 renewal fee plus \$50 (late fee) if paid between October 1 and October 31st
  - After November 1, certification needs to be reinstated



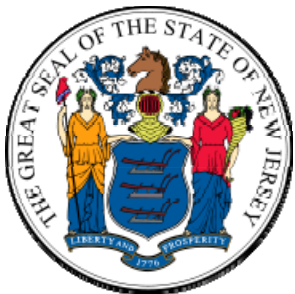
# Continuing Education

- You must complete your continuing education prior to renewal  
*(June 1 through May 31 of even-numbered years)*
- Certified Interior Designers must complete a minimum of 12 hours of continuing education credits during each two-year period
  - Of the 12 hours at least six (6) must concern health, safety and welfare issues related to interior design services
- Certified Interior Designers are exempt from obtaining continuing education for the first renewal period only.
- Carry over credits are not permitted for future renewal periods



# Tips for the Application Process

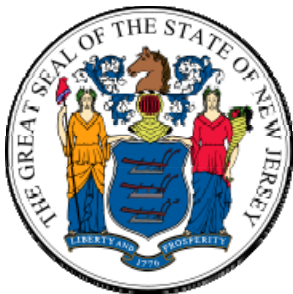
- Mail the application with as much supporting information as possible
- Be clear about what name appears on your application and supporting documents
- Use the P.O. Box to mail items to the Committee
- Submit as much information as possible, if you answer “yes” to any of the questions #4 through #16



# Where Do I Send Mail for the Interior Design Examination and Evaluation Committee?

- **Mailing Address:** Interior Design Examination and Evaluation Committee  
P.O. Box 45001  
Newark, NJ 07101

**Physical Address:** Interior Design Examination and Evaluation Committee  
124 Halsey Street  
Newark, NJ 07102



# Useful Links

Interior Design Examination and Evaluation Committee

[www.njconsumeraffairs.gov/land](http://www.njconsumeraffairs.gov/land)

Application Status

[www.njconsumeraffairs.gov/Pages/licensingboards.aspx](http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx)

License Verification

[www.njconsumeraffairs.gov/Pages/licensingboards.aspx](http://www.njconsumeraffairs.gov/Pages/licensingboards.aspx)

Interior Design Continuing Education Council (IDCEC)

[www.idcec.org](http://www.idcec.org)

National Council on Interior Design Qualifications (NCIDQ)

[www.ncidq.org](http://www.ncidq.org)

