



National Council for  
Interior Design Qualification  
1602 L Street NW, Suite 200  
Washington, DC 20036-5681  
Phone: 202-721-0220  
Fax: 202-721-0221

# Supervisor Agreement

## General

1. This agreement between the employing supervisor and the Interior Design Experience Program (IDEP) participant is for the duration of the participant's involvement in IDEP only.
2. This agreement may be terminated by either party for good and sufficient reason by providing adequate advance written notice to the other party.

## IDEP Participant Responsibilities

1. The participant follows the employer's standards for professional practice.
2. The participant records weekly work experience and professional activities in the Log.
3. The participant documents monthly summary of task content hours completed in the Log.
4. The participant files summary reports with NCIDQ when 50% of total hours required are completed, with a \$75 (US) fee installment.
5. The participant notifies NCIDQ of any change of employment by submitting a new IDEP Verification Form.
6. The participant completes 100% of the total work experience required and submits the Log, all verification and summary forms and a final \$75 (US) fee installment.

## IDEP Supervisor Responsibilities

1. The supervisor must have direct and routine contact with the participant.
2. The supervisor must be willing to serve as an IDEP supervisor.
3. The supervisor should become familiar with the IDEP program, specifically the task content areas required, and act as advisor to the participant in achieving the IDEP goals.
4. The supervisor must review and sign the participant's experience time sheets.

*The undersigned understand and agree to the responsibilities described above:*

*Approved by Employer:*

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approved by Participant:*

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Make copies of this form for your use. Keep this blank original in your Log Book.*

# Mentor Agreement

## General

1. This agreement between the mentor and the Interior Design Experience Program (IDEP) participant is for the duration of the participant's involvement in IDEP only.
2. This agreement may be terminated by either party for good and sufficient reason by providing adequate advance written notice to the other party.

## IDEP Participant Responsibilities

1. The participant must meet with the mentor in person, via phone or email a minimum of three times per year.
2. The participant will respect the confidentiality of the professional relationships of the participant, supervisor and mentor.

## IDEP Mentor Responsibilities

1. The mentor must be willing to serve as an IDEP mentor.
2. The mentor must meet with the participant in person, via phone or email a minimum of three times per year.
3. The mentor provides interior design career guidance and advice to the IDEP participant on a volunteer basis.
4. The mentor should become familiar with the IDEP program, specifically the task content areas required, and act as advisor to the participant in achieving the IDEP goals.
5. The mentor may suggest options to correct deficiencies in task content areas.
6. The mentor will respect the confidentiality of the professional relationships of the participant, supervisor and mentor.

*The undersigned understand and agree to the responsibilities described above:*

*Approved by Mentor:*

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approved by Participant:*

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_