

NCIDQ Letter

For NCIDQ Active Certificate Holders

Board Clarifies Exam Experience Requirements

Last year, the NCIDQ Board of Directors approved changes to the education and experience requirements for the NCIDQ Examination (see page 3).

NCIDQ recognizes that a majority of students take courses and train and work simultaneously, and these changes outline how much education a person must have before being able to apply that work experience toward satisfying their exam eligibility requirements. (The requirements are also now stated in degree credit hours rather than years, since these terms are more commonly used in the educational community.)

The intent of these new eligibility requirements is to allow beginning designers to get the appropriate experience they need to become NCIDQ Certificate holders and licensed (registered) interior designers in their jurisdiction. The required years of experience currently are viewed as “work experience” and not “internship,” although an ultimate goal of the NCIDQ Board of Directors is for candidates to obtain a structured internship experience, as described in NCIDQ’s IDEP. Therefore, those who begin their work experience as of January 1, 2008, must complete

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Message From the President

Janice Roberts Young



A Renewed Focus on Communications

I once had an opportunity to have my father accompany me to do a punch list for one of my projects. It was a large airport project, and as we walked through, he quizzed me as to exactly what I did. Here was the person who had paid for my interior design education at Auburn University, asking me what I did for a living! What interior design is and is not can be difficult to communicate. Yet, what we do is so important, and so exciting, we should tell our story to as many people as we can.

To that end, I’m pleased to announce that NCIDQ and our allied partners have recently launched a new Web site, www.careersininteriordesign.com. This Web site is a unique collaboration among NCIDQ, FIDER, ASID, IDC, IDEC and IIDA that we believe will help foster an understanding of interior design—from education, to the examination, to practice and professional organizations. Please take a look at this site and tell the young designers you work with about it. Further, help us spread the news by telling others about it.

When I took office as the 2005 NCIDQ President earlier this year, I made communications a priority, and this Web site is just the first of many initiatives under way this year. My current role follows other activities, which have included serving as the NCIDQ Delegate for the Florida Board of Architecture and Interior Design; serving on the Florida Board, during which time I was very involved with the transition from title to

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A collaborative Web site, www.careersininteriordesign.com will help educate those considering their career choices.

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practice act; serving on the initial NCIDQ IDEP Task Force; working on NCIDQ's Model Language Committee, and more recently serving on the NCIDQ Board. All of these experiences reinforce my understanding of the need to communicate and to continually explain what interior design is today, why regulation is necessary and important, and why NCIDQ maintains strict standards in the examination and all its products and services.

All of us at NCIDQ, both Board and staff, have made communications a high priority. We will be focusing our energies and resources on communicating with you, our active Certificate holders, and our member boards. You will continue to see articles written by our Board members in each issue of *Interiors & Sources* magazine. NCIDQ's Web site at www.ncidq.org has more information than ever. In the next few months, you will see a new look on our Web site as we update our image and strengthen our brand. We are also planning for more online enhancements that will make it easier for you to find the information you require.

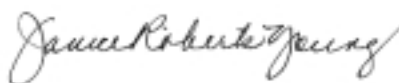
A few years ago, we began an "Ambassador" program. These ambassadors have indicated their willingness to come to schools and speak to students. We know that many of you are either full- or part-time educators, so we encourage you to contact NCIDQ if you would like to request an ambassador visit. These volunteers will talk with students about IDEP (our Interior Design Experience Program), the examination and its requirements. We also encourage professional organizations to invite us to explain the NCIDQ services and programs that are important in career and professional advancement.

The rise of cable decorating shows continues to be a topic of discussion wherever I go. While there is a lot of concern as to what cable decorating shows are conveying about interior design, we know some of it is correct and a lot of it is not. I challenge you to participate in correcting some of this perception by contacting your local papers and magazines to provide articles on interior design.

Last year, Caren Martin, NCIDQ delegate from Minnesota, wrote an article for *Midwest Home and Garden* magazine, dispelling the myths behind cable decorating shows. You can read Caren's article on NCIDQ's Web site at www.ncidq.org/news.htm. If you are successful in getting your own article published, please share it and any feedback you receive with NCIDQ.

I also ask for your participation this year by sending NCIDQ articles relating to interior design and the built environment that you find in newspapers and non-trade publications, identifying the source and an address for response. We will catalog these and try to provide responses and corrections, if necessary, to misinformation. This is our profession, and we have a responsibility to make certain it is represented accurately.

This is an exciting time to be at NCIDQ. We are entering our fourth decade of public protection at a time when our profession is stepping into the spotlight. Let's spread the right information and keep telling our story as long as it takes for our parents, everyone we know and the public to really understand.



Janice Roberts Young
NCIDQ President

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Exam Experience Requirements Clarified

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that experience under a qualified professional rather than in independent practice.

NCIDQ has always recommended that practice be gained under the supervision of an NCIDQ Certificate holder, a licensed (registered) interior designer or an architect offering interior design services. Although there have been practitioners who have gained their experience through independent practice, NCIDQ believes that candidates must experience the diverse tasks of interior design and apply that knowledge under the direct supervision of a qualified design professional to fully understand their responsibilities to the public and the demands of professional practice. Supervised practice is an essential component to protect the public's health, life safety and welfare. During this experience period, the supervisor will guide the beginning designer on important decisions and issues relating to his or her projects and also bear the liability and professional insurance requirements for practice.

If a candidate chooses to work for an architect, NCIDQ encourages candidates to seek a practitioner who is an NCIDQ Certificate holder and who offers interior design services. Again, for anyone who *begins* his or her work experience *after* January 1, 2008, only work completed under the supervision of an NCIDQ Certificate holder, licensed (registered) interior designer or architect offering interior design services will be allowed to satisfy the eligibility requirements. This condition does not affect those who are gaining their work experience now or who will begin their years of work experience before this date.

Many have expressed concern that there are more people in need of interior design supervisors than there are supervisors. NCIDQ is considering ways for work experience to qualify for its eligibility requirements when the supervising does not occur in person. There are nearly three years before the "no independent practice" requirement takes effect. NCIDQ believes that this will allow time for more applicants to become Certificate holders, thereby growing the pool of possible supervisors for candidates after January 1, 2008. This time period will also allow current students to become aware of the

requirements and tailor their initial work experiences after graduation to meet these requirements.

You can assist NCIDQ and your profession in this effort by being aware of these requirements and being open to acting as a supervisor (or mentor for IDEP participants) for recent graduates entering into the workforce. Your participation as a qualified design professional, supervising and mentoring examination candidates, is essential to NCIDQ's mission of protecting the public. ■

Education and Experience Requirements

All experience prior to graduation is limited as indicated below and may serve to satisfy an education requirement for training, but may not apply to credit hours for education.

Graduates with a baccalaureate degree (minimum) in programs of no less than 120 semester or 180 quarter credit hours of which 60 semester or 90 quarter hours, respectively, are interior design-related, must have completed 96 semester or 144 quarter credit hours of education prior to experience for that experience to be applicable to the NCIDQ requirements for Interior Design Experience Program (IDEP) participation or exam candidacy. Applicable experience shall not exceed 1,760 hours prior to graduation. A total of 3,520 hours of experience is required for IDEP completion or exam candidacy.

Persons completing programs leading to a certificate, degree or diploma of no less than 60 semester or 90 quarter credit hours in interior design related coursework must complete the education program prior to commencement of IDEP participation program and for experience to be applicable to the NCIDQ requirements for exam candidacy. A total of 5,280 hours of experience is required for IDEP completion or exam candidacy.

Persons completing programs leading to a certificate, degree or diploma and no less than 40 semester or 60 quarter credit hours of interior design related coursework must complete the education program prior to commencing any experience for that experience to be applicable to exam candidacy. Applicants must have completed an education program of at least 40 semester or 60 quarter credit hours and a total of 7,040 hours of experience to be eligible for exam candidacy.

These requirements supersede all previously published eligibility guidelines.

NCIDQ Membership Update

More jurisdictions are regulating the practice of interior design, and NCIDQ is pleased to announce that three new members have joined NCIDQ. Membership in NCIDQ is confined to the provincial associations or state boards or agencies that regulate the practice of interior design in the United States and Canada, and applications must be ratified by the current members, collectively known as the "Council of Delegates."

Representation on the Council of Delegates is very important as the Council shares issues of common concern among jurisdictions, facilitates reciprocity, advocates for the public and establishes uniform standards for education, experience and examination. An additional benefit of membership in the Council is the ability of states and provinces to admit individuals to the examination who may not meet NCIDQ's requirements for admission.

The Council of Delegates approved the applications of the New Jersey Board of Architects and the Kentucky Board of Architects in 2004, and the New York Board of Interior Design was approved earlier this year. New Jersey and Kentucky have joint boards that regulate both interior design and architecture.

"We are delighted to have more boards joining the Council," says Janice Roberts Young, NCIDQ President. "It underscores the important role that our profession plays in protecting the health, life safety and welfare of the public. We look forward to long relationships."

Last year, the California Council for Interior Design Certification (CCIDC) chose to discontinue its membership in the NCIDQ Council of Delegates, citing concerns over what CCIDC called NCIDQ's "... activities that lean towards legislative issues either in California or other states." The NCIDQ Board of

Directors was concerned about inaccuracies in CCIDC's resignation letter and responded to both the CCIDC and to exam candidates and NCIDQ Certificate holders in California to express our concerns.

In part, our letter stated, "NCIDQ is not a lobbying organization, nor does it hire or employ lobbyists. As a service to our Council members, and at their request, NCIDQ has developed model language for use by member jurisdictions and non-member jurisdictions, in addition to providing the examination, which is the only exam approved for use in every U.S. and Canadian jurisdiction for interior design registration."

CCIDC's decision does not affect exam candidates, applicants or Certificate holders in California. We will continue to provide those services that NCIDQ provides to all interior designers such as

the examination, the Interior Design Experience Program, continuing education tracking, record maintenance, research on the profession and continuing education monographs.

In addition, the focus of NCIDQ remains on serving the public by ensuring that the NCIDQ Examination

"We are delighted to have more boards joining the Council," says Janice Roberts Young, NCIDQ President. "It underscores the important role that our profession plays in protecting the health, life safety and welfare of the public."

focuses on the health, life safety and welfare of the public. However, as a result of CCIDC's action, NCIDQ can no longer admit candidates to the examination who meet California's requirements where they differ from NCIDQ's requirements. ■

NCIDQ Modifies Policy on CE Transcripts

Participants in NCIDQ's Continuing Education (CE) Tracking Program who submit a Conference Participation Form will now receive a receipt showing attendance for that course only.

Active Certificate holders may request a free transcript listing all their continuing education course credits that NCIDQ has in its database. Certificate holders may receive one free transcript annually but may request additional transcripts for US\$30 each. Inactive Certificate holders and non-Certificate holders may request transcripts for US\$50 each.

If you are not an active Certificate holder and would like to reactive your record to take advantage of this exclusive benefit for active Certificate holders or to request a transcript, call NCIDQ at (202) 721-0220.

Getting the Most From Your NCIDQ Credential

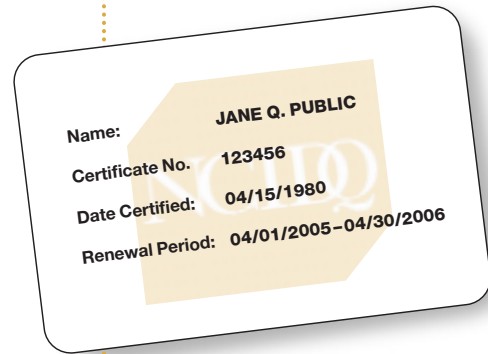
Earning an NCIDQ Certificate is an important credential for any interior designer. In today's increasingly competitive marketplace, an NCIDQ Certificate demonstrates that you are uniquely qualified through education, experience and examination to competently practice interior design.

When using this credential, it is important to use it properly.

NCIDQ is not a membership association for individuals like the American Society of Interior Designers (ASID) or the International Interior Design Association (IIDA). Only U.S. regulatory boards and Canadian provincial associations may be members of NCIDQ. Therefore, it is incorrect to use the acronym "NCIDQ" after your name on any business correspondence. The correct usage of your credential is to add "NCIDQ Certificate Number [No.] 000000" after your name.

Your NCIDQ Certificate is evidence of meeting the high standards required of competent practitioners, but NCIDQ does not "certify" individuals at this time. Therefore, it is also incorrect to use the phrase "NCIDQ-certified."

Maintaining an "active" record of your Certificate is simple: you only need to complete the brief renewal form you receive each year in the spring or fall and pay a small renewal fee (currently US\$40). Each year, when you renew your record with NCIDQ, you will receive a wallet card that identifies you as an active NCIDQ Certificate holder. Active Certificate holders receive a 10% discount on NCIDQ continuing education monographs, and they have the added benefit of requesting unlimited verifications of their Certificate to any jurisdiction. ■



Model Language Comment Cycle Ends April 30

As part of its service to member boards, NCIDQ prepares model legislative language that jurisdictions may use when proposing legislation regarding interior design. The three model documents cover title legislation, practice legislation and rules and regulations. Each is intended to serve as a guide, providing an outline of sections that should be incorporated.

Within each section are suggestions for language for that section with footnotes relating to various choices and legislation that may already be in place in the United States and Canada. These three guides present the most desired standards for successful and enforceable legislation, tempered by the reality of

the legislative process and the hands-on experience of the contributors to these documents.

It should also be noted that each jurisdiction will have unique peculiarities that must also be considered. The peculiarities may be derived from laws already in place that apply to other design professionals or professional groups.

All three documents are open for public review and comment through April 2005. This review and comment cycle ensures that stakeholders have the opportunity to submit specific comments for consideration by NCIDQ. Further, this comment period enhances

these model documents by continually integrating the most current factors and issues affecting the interior design profession.

If you are interested in reviewing and commenting on any of these documents, visit NCIDQ's Web site at www.ncidq.org and click on Model Language Documents on the home page. All comments must be submitted in writing using the Model Language Comment Form that is available in the Review and Comment Cycle publication. All comments must be received in the Council office by April 30, 2005.

The next edition of these documents will be published in November 2005. ■

NCIDQ Publishes All-New Examination Study Guide

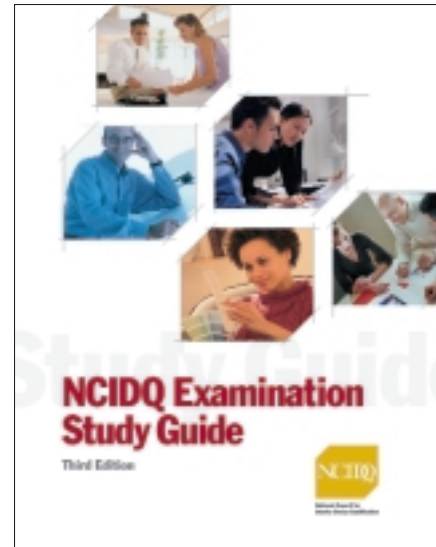
The third edition of NCIDQ's popular *Examination Study Guide* is now available. This comprehensive reference has been completely updated to be more useful to candidates for the NCIDQ Examination.

The *Study Guide* includes new sections on how the examination is developed and how candidates can maximize the effectiveness of their study time. This edition includes relevant portions from NCIDQ's 2003 *Practice Analysis*, which forms the blueprint for the test, and advice on how to use this material to understand what sort of information candidates will encounter in the exam. Sample question types for both multiple-choice sections have been completely updated. Plus, there are practical, "real-world" tips from recent

exam-takers as well as tips on study methods.

Once again, NCIDQ has included a sample Practicum problem with this *Study Guide*. The problem, Eastern Academy, was administered in the Spring of 2004. This problem allows purchasers to simulate the drawing portion of the examination and apply the grading criteria to their solution to identify strengths and weakness in their knowledge areas.

The all-new study guide sells for \$115 plus shipping. Please visit NCIDQ's Web site at www.ncidq.org to download an order form. ■



Future Examination Dates and Deadlines

Please note that incomplete applications or applications received after these dates will be deferred to the next exam administration.

June 1, 2005

Early-Bird Application Deadline for October 2005 exam

June 10, 2005

Regular Application Deadline for October 2005 exam

October 14-15, 2005

Fall 2005 Exam

December 1, 2005

Early-Bird Application Deadline for Spring 2006 exam

December 10, 2005

Regular Application Deadline for Spring 2006 exam

April 7-8, 2006

Spring 2006 Exam

June 1, 2006

Early-Bird Application Deadline for Fall 2006 exam

June 10, 2006

Regular Application Deadline for Fall 2006 exam

October 13-14, 2006

Fall 2006 Exam

December 1, 2006

Early-Bird Application Deadline for Spring 2007 exam

December 10, 2006

Regular Application Deadline for Spring 2007 exam

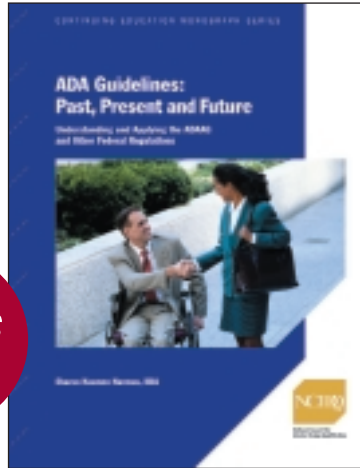
Accessibility Guidelines Monograph Now Available!

Nearly 50 million Americans live with a disability, and nearly half have more than one. These staggering statistics underscore the critical need for interior design professionals to keep abreast of the latest U.S. federal requirements for accessibility and to be aware of changes that may affect future work.

NCIDQ's newest self-study monograph, **ADA Guidelines: Past, Present and Future**, provides interior design professionals working in the United States a convenient and economical way to gain the knowledge you need whenever—and wherever—it's convenient. *Plus, you can earn the CEUs you need for registration (license) renewal or professional association membership renewal!*

Like all NCIDQ monographs, **ADA Guidelines: Past, Present and Future** comes with a 25-question quiz that enables you to demonstrate mastery of this important topic. Written by interior designer and author, Sharon Koomen Harmon, this monograph will be a valuable addition to your resource library.

Since being signed into law 15 years ago, the Americans with Disabilities Act (ADA) has been subject to continuous



Earn .6 CEUs!

interpretation. Guidelines such as the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and other federal regulations have been developed to maintain the intent of the law.

Interior designers working in any specialty need to have a working knowledge of these guidelines. NCIDQ's **ADA Guidelines: Past, Present and Future** gives you an overview of the ADA and a

detailed discussion of the various versions of the ADA Guidelines. You will also learn how the building occupancy and scope of work determines which parts of the ADA apply and the extent to which they need to be followed.

Knowing these requirements and how to stay up to date with them is your responsibility. Make certain you have the knowledge that ensures the continued independence of any user of your project. Order NCIDQ's newest monograph, **ADA Guidelines: Past, Present and Future** right away!

NCIDQ Monograph Order Form

Active Certificate holders—save 10%!

All orders include a monograph and a quiz to return to NCIDQ for credit. Prices are in US funds only and good through 12-31-05. All sales final.

Each is worth .6 CEUs!

- ADA Guidelines**\$115
- Ethics & the Design Professions**\$115
- Lighting to Protect**\$115

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Or fax this form and credit card information to 202-721-0221



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IDEP Program Taking Hold

NCIDQ's Interior Design Experience Program (IDEP) is gaining more exposure thanks to growing communications channels (see page 1) and all-new marketing. The new IDEP brochure (at right) outlines the program for potential participants, explaining the roles of the supervisor and mentor.

IDEP is a structured program for those entering the profession. Essentially, it "bridges" the time between graduation and professional practice, recognizing the differences between the classroom and the workplace. IDEP was developed to assist participants in obtaining a wide range of professional experience and validating that experience.

The program needs practitioners to serve as mentors and supervisors to

these entry-level participants. You can ensure the professionalism of your future colleagues by encouraging recent graduates to participate in IDEP or by offering to be a mentor for someone in the program. If you have employees, encourage them to enroll in IDEP or support the program by making it a requirement for your new hires.

As an incentive for those in the program, NCIDQ will waive the examination fees for those who complete the requirements by December 31, 2007.

To request a brochure, send an e-mail with your name and address to info@ncidq.org or send in the publications order form on the NCIDQ Web site at www.ncidq.org. ■

