



National Council for
Interior Design Qualification

Direct Supervision Work Experience Verification Form Instructions

APPLICANT: Please use a separate form for each period of full-time or part-time employment or for changes of position within a company. Please complete ALL items in Section I of this form.

If you began earning your first work experience after January 1, 2008, you must earn *qualified* work experience in order to be eligible to take the NCIDQ Examination. When your work experience counts as *qualified* depends on which route you take for entry into the exam. See Page 4 for a detailed view of the NCIDQ Examination routes.

The value of your qualified work experience hours is based upon what type of supervision you have. When your direct supervisor is an NCIDQ Certificate holder, a licensed/registered interior designer or an architect who offers interior design services, your qualified hours are counted at 100 percent value. When you work in other supervisory relationships, your hours accrue at lower values. To determine the value of your qualified work experience, see Page 6.

You must send a Work Experience Verification Form to your direct supervisor for each position you list on your Exam Candidate Application. Provide a self-addressed, stamped envelope so that the supervisor can return this form to you in a sealed envelope for inclusion in your application package. NCIDQ will accept original, signed and sealed forms only. **INCOMPLETE FORMS WILL BE CONSIDERED INVALID AND WILL NOT BE REVIEWED.**

- Complete all parts of Section I of this form before giving the form to the person verifying your experience.
- Have your current or former employer complete Section II.
- All Work Experience Verification Forms must have the original signature of the verifier on the form.
- All Work Experience Verification Forms must be submitted to NCIDQ in sealed envelopes with the signature of the person verifying your work experience over the seal on the back of the envelope.

Mail forms to:

National Council for Interior Design Qualification, Inc.
1602 L Street NW Suite 200
Washington, DC 20036

- Incomplete forms will be considered invalid and will not be reviewed.
- Forms received unsealed will be considered invalid and will not be reviewed.



National Council for Interior Design Qualification

Direct Supervision Work Experience Verification Form

Applicant Name _____
Last Name First Name MI

6-digit NCIDQ Control Number

SECTION I: APPLICANT MUST COMPLETE THIS SECTION

Firm Name (where previously or currently employed): _____

Firm Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Phone: _____ Email Address: _____

- Indicate the type of business:
- Interior Design Firm
 - Corporate In-House
 - Furniture Store
 - Department Store
 - Architectural Firm
 - Educational Institution
 - Other: _____

Your Title: _____

Activities/Duties while employed (choose all that apply):

- Programming
- Conceptual/Schematic Design
- Design Development
- Construction Documents
- Project Administration
- Other: _____

Dates of Employment: (please list in mm/dd/yyyy) Start Date ____/____/____ to End Date ____/____/____

Average hours worked per week: _____ Number of weeks worked: _____ TOTAL hours worked*: _____

* If the hours accumulated were earned while in school, please list the total hours earned between completion of your 96th semester/144th quarter credit of education and your graduation date: _____

List hours completed after graduation: _____

Was this work experience an internship for academic credit? Yes No If Yes, this cannot count toward your eligibility.

Note: For Routes 1, 2 and 3, you cannot accumulate hours until you have completed 96 semester / 144 quarter credits of your education.

Direct Supervisor's Name: _____

Direct Supervisor's Title: _____

Direct Supervisor is/was (check one):

- NCIDQ Certificate holder
- Licensed/registered interior designer
- Architect who offers interior design services
- None of these

I hereby verify that the information I have provided above is correct. I release the direct supervisor named above from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to NCIDQ.

Signature: _____ Date: _____



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Direct Supervision Work Experience Verification Form

Applicant Name _____
 Last Name First Name MI
 6-digit NCIDQ Control Number

SECTION II: DIRECT SUPERVISOR MUST COMPLETE THIS SECTION

Direct Supervisor: This form is a confidential report on the qualifications of the applicant named above for the NCIDQ Examination. Please complete ALL items below, enclose this form in the envelope the applicant has provided, seal it and sign on the seal, and return it to the applicant for inclusion in his/her application package. You are verifying that the information in Section I is correct.

Supervisor's Name: _____

Current Title: _____

Firm Name: _____

Firm Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Phone: _____ Email Address: _____

I am a/an:

- NCIDQ Certificate holder Certificate number: _____
- Licensed or registered interior designer State/Province: _____ License number: _____
- Architect who provides interior design services State/Province: _____ License number: _____
- None of the above

Is all of the information the applicant has provided on this form correct? Yes No

If no, please list corrections:

I hereby verify that the information provided above and attached is correct.

Supervisor's Signature: _____ Date: _____

Exam & IDEP® Eligibility Requirements



National Council for Interior Design Qualification

Route 1

Education

Bachelor's degree (minimum) from a CIDA-accredited interior design program¹

Including: No less than 120 semester or 180 quarter credits, of which no less than 60 semester or 90 quarter credits are interior design coursework

96 sem/144 qtr credits completed

Apply for IDEP now!

Up to 1,760 hours of qualified work experience can be earned before education is completed²

Completion of education

Work Experience

3,520 hours supervised interior design experience³

Final 1,760 hours must be earned after all education is completed

APPLY FOR EXAM!

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6

Route 2

Education

Bachelor's degree (minimum) in an interior design program not accredited by CIDA¹

Including: No less than 120 semester or 180 quarter credits, of which no less than 60 semester or 90 quarter credits are interior design coursework

96 sem/144 qtr credits completed

Apply for IDEP now!

Up to 1,760 hours of qualified work experience can be earned before education is completed²

Completion of education

Work Experience

3,520 hours supervised interior design experience³

Final 1,760 hours must be earned after all education is completed

APPLY FOR EXAM!

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6

Route 3

Education

Bachelor's degree (minimum) in any other major⁴

AND

No less than 60 semester or 90 quarter credits of interior design coursework that culminates in a certificate, degree or diploma

96 sem/144 qtr credits completed

Apply for IDEP now!

Up to 1,760 hours of qualified work experience can be earned before education is completed²

Completion of education

Work Experience

3,520 hours supervised interior design experience³

Final 1,760 hours must be earned after all education is completed

APPLY FOR EXAM!

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6



Timeline is typical for full-time education followed by full-time work experience. However, there is no minimum or maximum time limit.

IDEP is *optional* in most jurisdictions. It is recommended as a structured, comprehensive program for earning your entry-level work experience. In addition, by completing IDEP you will automatically satisfy NCIDQ's supervised work experience requirement.

¹ CIDA—the Council for Interior Design Accreditation—was formerly known as FIDER. To qualify, the degree program must have been CIDA-accredited at the date of graduation or must have become CIDA-accredited within the two-year period following the graduation date.

² If you receive academic credit for work experience, you cannot count that work toward NCIDQ's work experience requirement.

³ If you began accruing interior design work experience **after January 1, 2008**, you must earn *qualified* work experience in order to be eligible to take the NCIDQ Examination. When your work experience counts as “qualified” depends on which route you take for entry into the examination. NCIDQ recommends you earn your qualified work experience under an NCIDQ Certificate holder, licensed/registered interior designer or architect who offers interior design services. If your direct supervisor is an NCIDQ Certificate holder, licensed/registered interior designer or an architect who offers interior design services, your qualified hours are counted at 100%. Other work environments and supervisory relationships accrue at lower rates.

⁴ Any major other than interior design is included in this route: architecture, English, nursing, psychology, etc.



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Suite 200
Washington, DC 20036
Phone: 202-721-0220
Fax: 202-721-0221
www.ncidq.org

**Go to www.ncidq.org to learn more
and apply online!**

Qualified Work Experience

If you began accruing interior design work experience **after January 1, 2008**, you must earn *qualified* work experience in order to be eligible to take the NCIDQ Examination. When your work experience counts as “qualified” depends on which route you take for entry into the examination:

For routes 1, 2 & 3:

After you have completed 96 semester/144 quarter credits

For all other routes:

After you have completed your education

When your direct supervisor is an NCIDQ Certificate holder, a licensed/registered interior designer or an architect who offers interior design services, your qualified hours are counted at 100% value. When you work in other supervisory relationships, your hours accrue at lower values.

Use the chart below to see the value at which you can accrue your qualified interior design work experience hours.



Employment Setting	Direct Supervision¹ Value	Sponsorship² Value
Under an NCIDQ Certificate holder	100%	100%
Under a state/provincial licensed/registered interior designer in the U.S. or Canada	100%	100%
Under an architect who provides interior design services	100%	100%
Under an interior designer who is neither an NCIDQ Certificate holder nor licensed/registered in the U.S. or Canada	75%	50%
Not supervised by a design professional		25%
Not supervised at all (self-employed)		25%

EXAMPLES: 100% value: 700 hours worked = 700 hours valued
 75% value: 700 hours worked = 525 hours valued
 50% value: 700 hours worked = 350 hours valued
 25% value: 700 hours worked = 175 hours valued

¹ A “direct supervisor” is a person who has detailed knowledge and direct control over your work, such as your immediate supervisor. This person may or may not work in the same physical location.
² A “sponsor” is a design professional who agrees to oversee your work but does not have detailed knowledge and direct control over your work, such as an interior designer outside your firm.



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