



The Supervised Work Experience requirement for Interior Designers in Ontario

This paper describes how ARIDO developed a qualifications assessment to confirm that Interns have satisfactorily completed the mandatory tasks required in order to meet the minimum Supervised Work Experience requirement for Interior Designers in Ontario.

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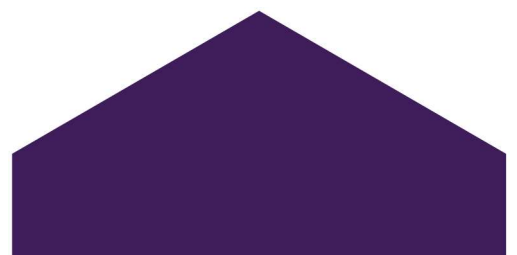
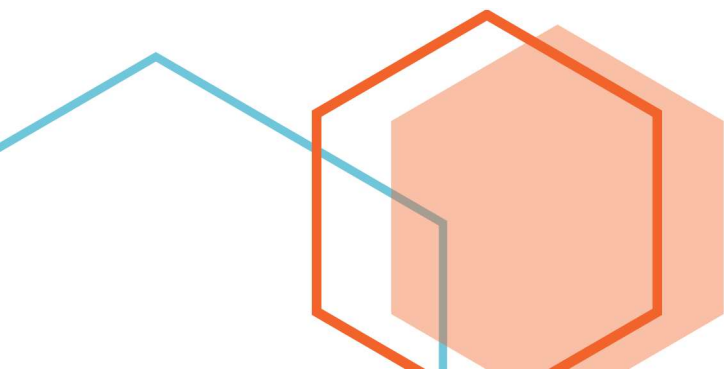
By: Daniel Zanth

&

Professor Tony C.M. Lam

University of Toronto

For: ARIDO Board of Management



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* Individuals marked with an asterisk are not ARIDO members or were participating from another provincial jurisdiction.

A special note of appreciation for the four (4) pilot testers who participated in a review of Supervised Work Experience within a short time-frame in an effort to provide us with early feedback on the process and supporting tools. The contributions of ARIDO staff throughout the project should also be highlighted.

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Executive Summary

This paper will introduce the Competency Mapping for the Interior Design Experience Requirement (CMIDER) project that was undertaken by ARIDO to develop a qualifications assessment tool that confirms when Interns have met the Supervised Work Experience requirement for Interior Designers in Ontario. It will examine ARIDO's role in assessing qualifications, identify the involvement of third parties, outline the process of attaining qualification, detail challenges and key work undertaken to date, and describe the development phases of the CMIDER project.

The paper will explain how a fair representation of Interior Designers were engaged to develop, review, and pilot test a new tool to assess the Experience qualification of Interns on the path to Registered Membership, including the following deliverables:

- An **Intern Guide** that explains this stage of the registration path and explains how to collect evidence to document the completion of mandatory tasks.
- An **Intern Self-Report Form** for the purpose of tracking and reporting the completion of mandatory tasks performed while working under a qualified supervisor.
- A **Supervisor Guide** that describes what successful supervision looks like and provides guidance to ensure reliable decision-making.

The solution developed also brings with it the need for the ARIDO Board to review and adopt a new Experience requirement that is **evidence-based**, rather than being **hours-based**; meaning that Interns will need to self-report on their completion of mandatory tasks while working under qualified supervision, instead of reporting on hours of work experience completed. Part four of this paper identifies specific actions being recommended by the authors in order to effectively implement and support this new requirement. Appendix F contains the Field Testing Materials for the solution developed that are to be used during the initial year of implementation.

The authors have confidence that the solution developed provides a valid, reliable, and fair way for Interns to show that they have successfully completed the mandatory tasks required to meet the minimum Supervised Work Experience requirement for Interior Designers in Ontario.

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Part 1 – Introduction

As the professional body for interior designers in Ontario, ARIDO is committed to the betterment of the interior design profession to protect the health, safety and welfare of the public. Legislation grants its Registered members the right to exclusive use of the title “Interior Designer” in Ontario. ARIDO sets requirements for admission into membership, including education & experience standards, practice standards, professional development requirements as well as adherence to a code of ethics & practice standards. Membership is currently voluntary and requires individuals go through a qualifications process.

Currently, ARIDO is preparing for a change in partnership with the Ontario Association of Architects (OAA) to implement a licensing framework for interior design in Ontario through the Architect’s Act. Within that new model, it is understood that ARIDO, as the qualifying body, is accountable to government and the OAA for assessing and determining if individuals have met the qualifications, or **the three E’s**, required for registration into the interior design profession:

Education → Experience → Examination

Progress in meeting the qualifications can be described in the following way:

Education → (instill in individuals) → **Knowledge/Skills** → (which equip individuals with) foundation of knowledge to begin performing tasks **under** supervision → *(meet the education requirement by completing a CIDA-accredited education program or ARIDO’s ICRS and apply for Intern membership status)* →

Experience (work as an Intern) → **Practice** performing tasks under supervision → (which provides Interns with) → **Experience** to perform tasks → (which instills in Interns) → **Ability** to perform **under** supervision → *(meet the experience requirement and ready to write the exam)* →

Examination → (pass examination) → **demonstrates they possess the competencies to perform without supervision and apply for Registered membership.**

Additional detail on how **the three E’s** assure capacity to function as Interior Designers in Ontario is provided in Appendix C.

The Role of Third Parties in Qualifications Assessment

In order to support qualifications assessment, ARIDO relies on third parties in the following ways:

Education – The Council for Interior Design Accreditation (CIDA) accredits education programs against its Professional Standards 2018 to ensure that graduates have entry-level competencies for interior design practice.

Examination(s) – The Council for Interior Design Qualification (CIDQ) develops and administers the National Council for Interior Design Qualification (NCIDQ) system comprises three examinations that were developed based on its *2014 Practice Analysis for Interior Design*. Individuals who successfully pass these examinations are considered to have demonstrated, through testing, they possess the competencies to work unsupervised. The three examinations in the NCIDQ system are:

1) Fundamentals – The Interior Design Fundamental Exam (IDFX) is a 3-hour computerized multiple-choice exam (100 questions) that is available to individuals prior to earning work experience, including students in their final year of a Bachelor or Master Interior Design program, recent graduates and emerging professionals with an applicable interior design degree.

2) Professional – The Interior Design Professional Exam (IDPX) is a 4-hour exam (150 questions) that is available to candidates who have completed both their education & the required amount of work experience.

3) Practicum – The Interior Design Practicum Exam (PRAC) consists of three (3) case studies and is available to candidates who have completed both their education and the required amount of work experience.

It should also be noted that NCIDQ offers two application options: either IDFX Only or all three examinations.

Process of Attaining Qualification

The process of attaining qualification of **the three E's** for ARIDO currently involves the following steps:

Step 1. Individuals complete the Education requirement by either graduating from one of the CIDA-accredited programs or passing ARIDO's Intern Competencies Review System (ICRS) assessment (see Appendix D).

Step 2. When the Education requirement is met, individuals attain the Intern Membership status and proceed to work under relevant supervision.

Step 3. At the completion of the supervised work experience period, the experience gained from supervised work as an Intern are reviewed by CIDQ to determine if the Supervised Work Experience qualification has been met in order to qualify to write the exams.

Note: Prior to September 2019, ARIDO did not directly confirm the Experience requirement and assumed it had been confirmed once documentation to qualify to write the NCIDQ examinations was submitted by ARIDO Interns directly to CIDQ. ARIDO is currently implementing a process that includes the use of the Direct Supervised Work Experience Reporting Form (see Appendix D) to confirm if the Experience requirement in Ontario has been met.

Step 4. If Interns pass the CIDQ's Experience qualification assessment, they are eligible to take the NCIDQ Examinations. ARIDO, having authority in Ontario, sets its own requirements and independently reviews and recommends individuals who have met its eligibility paths or requirements to take the NCIDQ examinations, which are separate from CIDQ's.

Step 5. Individuals who pass the NCIDQ Examinations are deemed by ARIDO to have met the Experience and Examinations requirements and hence are qualified to apply for Registered Membership status with ARIDO.

Efforts to develop and support qualification assessment

Education

Situation – In 2014, ARIDO assembled an Alternative Pathways Task Force to assess its registration requirements & practices. One of the key recommendations coming out of the task force was to develop competency-based qualifications assessment for each of the three E's required for registration. The task force also concluded that current practices unintentionally excluded or limited applicants with a certain profile for attaining Intern membership. Based on this finding, ARIDO committed to redevelop the review process in an effort to ensure that all applicants, including those who have not completed CIDA-accredited education, will have equal opportunity to show that they have the competencies needed to meet the minimum Education requirement for Intern membership.

Challenge – ARIDO needed to (1) identify the necessary competencies that meet the minimum Education requirement for interior designers in Ontario, and (2) develop a method and procedure for making valid and legally defensible qualification decisions about whether or not applicants meet the minimum Education requirement.

Action Taken – During 2015 and 2016, ARIDO developed the Intern Competencies Review System (ICRS) (see Appendix D) which enables individuals who (1) have acquired the competencies to meet the Education requirement from education that is not accredited by CIDA and who (2) may have relevant work experience to access a qualification assessment to determine if they have met the competencies of the minimum Education requirement. Applicants who passed the ICRS can proceed to apply for Intern membership. Concurrently, graduates of CIDA-accredited programs continue to meet the Education requirement set by the ARIDO Board and have a direct path into Intern membership. Between 2016 and 2018, the ICRS began its initial implementation and field testing to gather feedback, identify improvement areas, and make informed changes.

Action Needed – In early 2019, an initial review of the ICRS was conducted and it was decided that field testing will continue through 2021 and that it should be included as part of the 2022 Field Study recommended in part four of this paper.

Experience

Situation – An ARIDO Intern wishing to become a Registered member must obtain the required amount of supervised work experience in order to be qualified to write the National Council for Interior Design Qualification (NCIDQ) examinations. The NCIDQ Examination Eligibility Paths and the Qualified Work Experience Requirements are based on reporting number of hours completed in work areas (signed off on by a supervisor/sponsor) and the requirements vary depending on educational background, ranging from 2 years of full-time work experience (3520 work hours) to 4 years of full-time work experience (7040 work hours).

Challenge – ARIDO’s current Experience requirement, the second of the three E’s required for registration, is based on the NCIDQ’s Examination Eligibility Path Requirement. **Prior to September 2019**, for reporting work experience to CIDQ, ARIDO provided applicants with a link to the NCIDQ Work Experience Verification Form. ARIDO accepted applicants’ claims that they had demonstrated meeting the requirement without requiring them to submit any form or documentation directly to ARIDO, and there was no independent qualification assessment to confirm that the experience requirement had indeed been met successfully. ARIDO had not reviewed nor confirmed the appropriateness of the current Experience requirement to determine what competencies are best assessed by an on-the-job performance assessment. During the development of the Direct Regulation Model by the ARIDO/OAA Joint Task Force, it was identified that this was not sufficient and that ARIDO must take a more active, accountable role when qualifying individuals. **After September 2019**, however, ARIDO approved a new Direct

Supervised Work Experience Reporting Form (see Appendix D) for applicants to record their work hours and to submit to ARIDO to show that they had attained the Experience requirement. This process becomes the standard procedure in Ontario for interns to apply for writing the CIDQ exams. It is important to point out that, as NCIDQ also notes, meeting CIDQ’s Education and Experience requirements does not imply that an applicant has met the requirements set within a licensing jurisdiction for interior designers.

Action Taken – When generating an integrated list of competencies for developing the ICRS, ARIDO reviewed CIDA’s *2014 Professional Standards* and CIDQ’s *2008 Analysis of the Interior Design Profession* documents as part of the established interior designer competencies. Prior to the start of the key work around the Experience requirement, ARIDO conducted an initial review of the earlier development work for the ICRS and concluded that (1) the aforementioned two documents continue to provide the most current sources of competencies for interior designers, and (2) competencies for the Experience qualification assessment need to align with the ICRS competencies framework that is used for the Education assessment.

Action needed –Early in 2019, ARIDO initiated the Competency Mapping for the Interior Design Experience Requirement (CMIDER) project in order to develop a qualifications assessment for the Experience requirement. That project reviewed recent changes to the NCIDQ Experience requirement and the appropriateness of ARIDO’s current requirements for the Experience qualification. NCIDQ had published changes in January 2019, stating that (1) NCIDQ’s Experience requirement should value supervisions from both the direct supervisor and the sponsor equally and (2) interior design work experience should focus on the following nine Design Project Phases:

- | | | |
|--------------------|----------------------|---------------------------------|
| ❖ Pre-design | ❖ Bidding/Tendering | ❖ Contract Administration |
| ❖ Programming | ❖ Design Development | ❖ Project Conclusion |
| ❖ Schematic Design | ❖ Contract Documents | ❖ Ancillary/Additional Services |

Parts two and three of this paper discuss the key development work undertaken during the CMIDER project and in part four we offer recommendations to effectively implement and support ARIDO's qualifications assessment of Experience. The appendices also contain relevant CMIDER project documents, including a figure that illustrates how the competency structure of the solution developed aligns with both the competencies of the Education requirement (ICRS) and the design phases noted above.

Examination

Situation – ARIDO participates as a jurisdictional member of CIDQ. NCIDQ exams are developed based on CIDQ's independent, comprehensive analysis of the profession and the daily practice of interior design in a range of settings. The current version of that practice analysis is the *CIDQ 2014 Practice Analysis for Interior Design*. As a jurisdictional member, ARIDO has the ability to review and recommend applicants independently for sitting the NCIDQ examinations where they have met ARIDO's jurisdictional requirements. Applicants who successfully complete the examinations through this route are accepted by ARIDO, but do not receive an NCIDQ certificate number and are not considered to be NCIDQ Certificate Holders. Only those who meet the three E's and become Registered with ARIDO are legally authorized to call themselves Interior Designers in Ontario.

Challenge – As noted under Experience assessment section above, ARIDO has not mapped what competencies are required nor determined how these competencies are best assessed in order to decide if an applicant for registration has met the current requirements.

Action Taken – No action has been taken to review the purpose and appropriateness of the current examinations.

Action Needed – After completion of the initial implementation of the new Experience requirement, and upon completion of a field study of both the Education assessment (ICRS) and Experience assessment, ARIDO should review and confirm the purpose and appropriateness of the current Examination requirement. This is a recommendation made during the development of the ARIDO/OAA Direct Regulation model by the ARIDO/OAA Joint Task Force that will be discussed in part four of this paper.

The Intern Profile

As ARIDO implements qualification assessment of Experience and prepares for the Direct Regulation model with the Ontario Architects Association (OAA), there will be a transition window as experienced individuals who haven't belonged to ARIDO in the past, or have left, or who are foreign-trained/internationally-educated and have work experience, will be required to become licensed to practice in large buildings and will need to complete qualification assessment of Education and Experience, in addition to all regular individuals on the path to registration:

- individuals who have completed non-CIDA accredited education will be required to submit evidence of competencies for qualifications assessment of Education **and** Experience
- individuals who have completed CIDA-accredited education will be required to submit evidence of competencies for qualification assessment of Experience
- individuals who have completed NCIDQ Examinations will be required to submit evidence of competencies for qualifications assessment of Education **and** Experience

There is a potentially large number of individuals because there are a lot of people practicing interior design who do not have to be registered under the current regime but will need to when the transition into the Direct Regulation model with the OAA is complete. The transition window for these individuals will likely begin at the same time as the Direct Regulation model is launched. The majority of individuals will enter the path to registration as Interns, having completed education or education and some experience. However, in cases where individuals have already completed NCIDQ Examinations, in addition to having completed interior design education and relevant work experience, qualifications assessment of Education and Experience will be required.

It's important to note that individuals who have completed NCIDQ Examinations have satisfied the CIDQ's Education and Work Experience requirements for exam eligibility at a given time, and that may differ from ARIDO's current requirements. ARIDO will need to conduct and confirm the qualifications assessment for Education and Experience directly and to ensure individuals meet its current requirements.

Part 2 – Overview of the CMIDER project

In order to address the challenge facing ARIDO with respects to the need to review and confirm the appropriateness of the current Experience requirement and to determine what competencies are best assessed on-the-job, ARIDO initiated the CMIDER project in January of 2019. Its project charter set out the following objectives:

- To develop and validate a formal instrument for assessing all individuals on the path to registration that can determine if individuals have acquired the on-the-job competencies in order to meet the Supervised Work Experience requirement for Interior Designers in Ontario, which is aligned with the ICRS competencies framework.
- To collaborate with stakeholders and Interior Designers from across Canada in all development and review work and adhere to the principles of fair access.

The project scope statement set out a solution with the following deliverables:

- An **Intern Guide** that explains this stage of the registration path and explains how to gather evidence to document the completion of mandatory tasks.
- An **Intern Self-Report Form** for the purpose of tracking and reporting the completion of mandatory tasks performed while working under a qualified supervisor.
- A **Supervisor Guide** that describes what successful supervision looks like and provides guidance to ensure reliable decision-making.

Clearly mapping out the competencies required as individuals move **from Intern to Registered** builds on the earlier competency mapping that ARIDO laid out as a foundation for the Intern stage during the development of the ICRS. By (1) reviewing the current Experience requirements, (2) considering the Experience requirements relating to the NCIDQ Examination eligibility paths, and (3) developing a solution to assess attainment of the Experience requirement, ARIDO will be able to ensure a solution that is competency and evidence based, which is aligned with the ICRS competencies framework (see Appendix D) and adhered to best practices for professional certification and regulatory frameworks. It will ensure all individuals on the path to registration

have a fair way to show they possess the competencies required to meet the minimum supervised work Experience requirements for Interior Designers in Ontario. Individuals who do not meet the competencies required by the qualifications assessment of Experience will have an opportunity to address competency gaps and apply for re-assessment.

The scope statement also identified the following as being outside the scope of the project:

- IT systems selection or implementation for long-term administration of the solution.
- Pan-Canadian adoption or implementation.
- Pan-Canadian training of Work Supervisors/Assessors.
- Post-implementation maintenance or ongoing analysis.
- Ongoing training of Work Supervisors/Assessors.

Quality Criteria

The success of the CMIDER project to meet the stated objectives is contingent on the collaboration with stakeholders and Interior Designers from across Canada, including individuals who currently practice interior design and who are members of other Canadian provincial interior design bodies. This key collaboration was formally acknowledged and included in the quality criteria used to guide the project:

1. Assessments reflect the standards set by the ARIDO Board and are consistent with ARIDO's definition for interior design and its scope of practice.
2. The Experience assessment aligns with the ICRS competencies framework and individuals will have the opportunity to apply for the qualifications assessment of Education (ICRS) and Experience at the same time, if required.
3. Using best practices for professional certification programs.
4. Assessments are set at the appropriate level of mastery.
5. Assessments are scored in a reliable way.
6. The solution will be practitioner-led and collaborative with input and oversight from stakeholders, including individuals who currently practice interior design and are members of other Canadian provincial interior design bodies.
7. Plain language will be used throughout the project and solution.

Working Groups Member Profile

In an effort to ensure a fair representation of practitioners, recruitment of members for each of the working groups considered individuals from either existing ARIDO members or individuals who may possess the competencies that qualify for the profession. Working groups also ensured representation across various potential users of the system:

- foreign-trained and/or internationally-educated;
- recent graduates from a CIDA-accredited degree;
- graduates of non-CIDA degrees in Interior Designer;
- those who've gone through ARIDO's ICRS (or previous alternative review process);
- graduates of related professions (E.g., Architecture, Architectural Technologist);
- experienced practitioners (work supervisors);
- ICRS reviewers (Membership Committee);
- senior-level practitioners; and
- members from other provincial jurisdictions.

The composition of each working group considered specific criteria and is noted in the CMIDER project working groups chart (see Appendix D).

Part 3 – Phases of the CMIDER project & the solution developed

Phases of the Project

Early in 2019, a **Governing** group was established, consisting of a Project Core group comprising the Project Sponsor, Project Manager, and Psychometrician (Measurement and Evaluation Methodologist), two appointed Project Advisors, and an Observer. The Project Core team had ultimate authority to conduct quality management checks throughout the project by providing ongoing oversight of all project work and ensuring ARIDO's quality criteria are met throughout all decisions and development phases. All members of the Project Core team had to be in agreement in order to proceed phase-to-phase. The responsibility of the two **Project Advisors** was to ensure that the voice and intent of the Alternative Pathways Task Force and the ICRS project continue to be represented throughout all project phases. The **Observer** represented the OAA as a key stakeholder.

In addition to the Governing group, four independent project **Working** groups (see Appendix D) with no overlapping members, were involved in the following four phases of the project:

Phase 1: Development– face-to-face development of the first draft of the intern self-report form and guide. In this phase, the following steps were taken:

- 1) Identified a set of competencies, starting with competency areas, taking into consideration of the following sources:
 - a. ARIDO ICRS Competencies Framework
 - b. NCIDQ Work Experience Requirement
 - c. NCIDQ Practicum Exam Blueprint
 - d. *2008 Analysis of the Interior Designer Profession* (CIDQ)
- 2) Determined evidences for each of the identified competencies.
- 3) Set standards for the attainment of competencies and for determining if an individual meets ARIDO Experience requirements on the basis of the evidences provided.
- 4) Developed an intern self-report instrument and guide.
- 5) Developed a decision guide for supervisors.

Phase 2: Pretesting– (1) conducted face-to-face cognitive interviews to pretest instrument and guide in order to assure that individuals’ interpretations of the instrument items and guide are congruent with the interpretations expected; (2) revised the *first* draft of the instrument according to pretesting results to produce the *second* draft.

Phase 3: Review– (1) remotely reviewed the draft instrument and guide to offer feedback and (2) revised the *second* draft according to findings to produce a *third* draft.

Phase 4: Pilot Testing– (1) purposively recruited a few Interns to remotely use the developed system to submit evidence for qualification assessment of the supervised work experience requirement; (2) conducted close monitoring to ask Interns questions about the application experience and to seek suggestions for changes, and (3) revised third draft based on findings and produced the *fourth* draft for field testing. During Pilot Testing, an intern & supervisor feedback survey was administered to collect information useful for making further adjustments to the instrument and manual.

The difference between members in the “review” and the “pretesting” and “pilot testing” groups is that the members of the “review” group were Registered (“experts”), well known and respected, and they may or may not be actual implementors of the system, whereas members of the “pretesting” and “pilot testing” groups were actual typical implementors, the ones that will be using the systems to evaluate the interns and they don’t have to be “experts”. We made an attempt to recruit members of the “pretesting” and “pilot testing” groups that were representative of the larger population, including Registered members who supervise the work of interns and interns who were applying to meet the Experience requirement.

It should also be noted that in preparing the third draft, in addition to the project advisors, we presented the materials to staff at ARIDO and the OAA for comments, and their suggestions were integrated to revise the Intern & Supervisor guides . During the pilot testing phase, we also briefed the provincial jurisdictions for interior design across Canada and offered them an opportunity to provide comments on the mandatory tasks list; that exposure did not result in any request for improvements or changes to the mandatory tasks list.

In addition to the four phases of the project development work, a separate **Field Testing**, which is not within the scope for the CMIDER project will occur during the first year of implementation of the new Experience requirement system under the supervision of the ARIDO Manager, Membership and Registrar. In the Field Testing, all interns can use the new system remotely to submit evidence for qualification assessment of the supervised work Experience requirement. The goal is to monitor and identify issues in the application and assessment processes and to make adjustment to these processes, if needed. Results from both the Pilot Testing and the Field Testing will be used to make final modification about the Experience requirement system.

In summary, the deliverable draft and types and number of members in the four phases of CMIDER project, plus Field Testing, are shown in the table below.

Phase	Deliverable Draft	Decision-makers
Development	Preliminary draft	Governing Group (3); Project Core (3)
	First draft	Development Group (3)
Pretesting	Second draft (interviews/feedback)	Pretesting Group (3)
Review	Third draft (online survey)	Review Group (18)
Pilot testing	Fourth draft	Pilot testing Group (4)
Field testing	Final check	Governing Group (3); Project Core (3)

The appendices contain a summary of the project tasks put before the working groups, the idea and consensus-generating method, the specific procedures used (see Appendix B), the meeting reports

and results (see Appendix C), and the Field Testing Materials draft of the solution developed (see Appendix F):

- Instructions for submitting an application to meet the Experience requirement
- Intern Guide
- Intern Self-Report of Supervised Work Experience form
- Intern Attestation
- Supervisor Guide
- Supervisor Attestation

Part four of this paper identifies specific actions being recommended by the authors in order to effectively implement the new Experience requirement and to ensure a fair opportunity for existing interns to transition to the new requirement.

Part 4 – Recommendations

In order to ensure that the solution developed, and the new Experience requirement it requires, are implemented effectively, a number of actions are being recommended by the authors. For each recommendation area, the authors have identified a purpose, essential elements, and recommended actions. Since some of the actions being recommended require Board approval and take time to operationalize, a chart is provided at the end of this section which summarizes actions and proposes a timeline that takes this into account. There are four recommendation areas detailed in this section:

- Implementation
- Field testing
- Raising awareness
- Supporting tools

The authors have included a fifth recommendation area that was suggested earlier by the ARIDO/OAA Joint Task Force: review of the current Examination requirement and offer recommended actions to ensure alignment with the competencies determined for the Education and Experience requirements.

The authors are of the opinion that whether or not regulation moves forward, under the model being considered by ARIDO and the OAA, that these five recommended areas are necessary for defensible decision-making and are consistent with professional certification best practices and regulatory frameworks.

Recommendation Area 1: Implementation

Purpose

To officially adopt the new Experience requirement and publish notice of the change for affected individuals who will need to gather evidence and self-report on their completion of mandatory tasks while working under supervision.

Essential Elements

- ❖ Review and approve the new Experience requirement
- ❖ Publish notice to affected individuals
- ❖ Implement the final versions of application materials and supporting tools

Recommended Actions

- 1.1 ARIDO BOARD of Management to consider and approve resolutions for implementing the new Experience requirement:
 - a. Present, discuss, and obtain sign-off from the ARIDO / OAA Joint Task Force
 - b. Change in Experience requirement from being **hours-based** to **evidence-based**
 - c. Set the **implementation date** for the new evidence-based self-report form to **September 1, 2021**, after the completion of the field testing period.
- 1.2 Publish notice of the change in the Experience requirement for targeted audiences:
 - a. **New interns** (as of September 1, 2020) will be required to use the **evidence-based** self-report form when applying to meet the Supervised Work Experience requirement
 - b. **Existing interns** (as of September 1, 2020) will have two self-report options and must inform ARIDO (before September 1, 2021) which of the following ARIDO reporting options they will be using:

hours-based or evidence-based
- 1.3 Publish notice of the **field testing period - September 1, 2020 - September 1, 2021**

- 1.4 Update the current paths into Registered Membership to reflect the new Experience requirement:

	Requirements		
Paths	Education	Experience	Examination
<i>Standard</i>	Successful completion of a CIDA-accredited Bachelor of Interior Design degree program	Successful completion of ARIDO's Supervised Work Experience requirement	Successful completion of NCIDQ Examination(s)
<i>Alternative</i>	Successful completion of ARIDO's Intern Competencies Review System (ICRS)	Successful completion of ARIDO's Supervised Work Experience requirement	Successful completion of NCIDQ Examination(s)

- 1.5 Publish reminder notice to existing interns to choose a self-report option by **September 1, 2021**
- 1.6 Provide staff with access to Practice Advisors to consult, as needed, on practice-specific information in situations where staff need a confidential resource to confirm both:
- the qualifications of Supervisors with the appropriate Regulatory Body, and
 - that a Supervisor's scope of practice fits the tasks supervised
- 1.7 Publish notice of new supporting tools for Interns as they become available
- 1.8 Confirm the final version of the intern self-report form and supporting tools for the new Experience requirement

Note: Other ARIDO Board of Management policies may apply to applicants and they will be required to comply with policies relating to their situation.

Recommendation Area 2: Field Testing

Purpose

To assure successful implementation of the new Experience requirement, and confirm complete confidence in the reliability of decision-making, by setting aside a period of study beyond the pilot testing phase to collect and closely review information and feedback during the initial year of implementation.

Essential Elements

- ❖ Gather feedback from Interns, Supervisors, and Staff
- ❖ Study the initial year of implementation
- ❖ Present the findings of the Field Study

Recommended Actions

- 2.1 Administer post-application online surveys to gather feedback from
 - a. Interns
 - b. Supervisors
- 2.2 Monitor & identify issues in the application process and make adjustments, if needed
- 2.3 After the initial year of implementation, conduct a Field Study to determine if any actions are needed to improve the process or supporting tools for the new Experience requirement.
- 2.4 Present the findings of the Field Study to the ARIDO BOARD of Management.

Recommendation Area 3: Raising awareness

Purpose

To foster communication and information exchange among representatives of provincial bodies for Interior Designers across Canada and seek appropriate engagement to further support Canadian jurisdictional harmonization efforts.

Essential Elements

- ❖ Present information to Canadian provincial jurisdictions for Interior Design
- ❖ Offer opportunities for providing comment
- ❖ Support pan-Canada harmonization

Recommended Actions

- 3.1 Present the new Experience requirement for comment to:
 - a. provincial bodies for Interior Design across Canada
 - b. Office of the Fairness Commissioner in Ontario
- 3.2 Seek endorsements and engagement, where appropriate, to support Canadian jurisdictional harmonization efforts
- 3.3 Present supporting tools for review and comment to representatives of provincial bodies for Interior Design across Canada (to be included in the full review of supporting tools; including glossary of terms, guides, information sessions, video walk-throughs, etc.)
- 3.4 Present the findings of the Field Study to provincial bodies for Interior Design across Canada

Recommendation Area 4: Supporting tools

Purpose

To develop and integrate additional supporting tools into ARIDO member systems & programs in order to ensure the application process, materials, and activities relating to the new Experience requirement are effectively supported and accessible.

Essential Elements

- ❖ Develop supporting tools
- ❖ Integrate tools into existing systems
- ❖ Review the effectiveness of tools

Recommended Actions

4.1 Develop key supports

- a. Video walk-through of the application materials and process
- b. Host regular online information sessions (e.g., bi-monthly)
- c. Develop & post FAQs

4.2 Integrate the ***Intern Self-Report of Supervised Work Experience*** form into online member systems for both Interns & Supervisors.

- a. Implement a 'tracking type' option within Intern member profiles to allow existing Interns to select the self-report option they will use for the Experience requirement
- b. Add tracking functionality and integrate the self-report form into member systems with permissions for Interns & Supervisors to track & report completion of mandatory tasks

4.3 Review & update the glossary of terms regularly to reflect current practice and input

4.4 Integrate with other ARIDO programs, such as Mentoring, where appropriate

4.5 Conduct a full review of supporting tools

A final note regarding recommendation areas

The authors acknowledge that the ARIDO/OAA Joint Task Force has previously recommended a review of the current Examination requirement. To ensure that future work to develop a qualification examination aligns with the approach used by ARIDO to develop the Education and Experience requirements, the authors offer a series of recommended actions below.

Recommendation Area 5: Review of the current Examination requirement

Purpose

To review and confirm the purpose and appropriateness of the current Examination requirement and ensure alignment with the competencies determined for the Education and Experience requirements.

Essential Elements

- ❖ Map competencies
- ❖ Confirm appropriateness of current requirement and assessments
- ❖ Design and development new assessment tools, if needed

Recommended Actions

- 5.1 Develop a project proposal & plan with competency consultants
- 5.2 Recruit working group participants
- 5.3 Map the competencies required as the final step for developing the qualification examination to decide if an applicant for registration has met the current requirements
- 5.4 Confirm the purpose of the Examination requirement
- 5.5 Determine the appropriateness of the current examination in meeting its purpose
- 5.6 Design & develop new assessment tools, if needed, to compliment or replace the current examination

Summary of Recommended Actions to support the new Experience requirement – 2020 to 2022

	2020	2021	2022
Implementation	<p>1.1 ARIDO BOARD of Management to consider and approve resolutions for implementing the new Experience requirement</p> <p>1.2 Publish notice of the change in the Experience requirement for targeted audiences</p> <p>1.3 Publish notice of the field testing period</p> <p>1.4 Update the two current paths into Registered Membership to reflect the new Experience requirement</p>	<p>1.5 Publish reminder notice to existing interns to choose a self-report option by July 1, 2021</p> <p>1.6 Provide staff with access to Practice Advisors, as needed</p>	<p>1.7 Publish notice of new supporting tools for Interns as they become available</p> <p>1.8 Confirm the final version of the intern self-report form and supporting tools for the new Experience requirement</p>
Field Testing	<p>2.1 Administer post-application online surveys to gather feedback from</p> <ul style="list-style-type: none"> a. Interns b. Supervisors <p>2.2 Monitor & identify issues in the application process and make adjustments, if needed</p>		<p>2.3 Conduct a Field Study</p> <p>2.4 Present the findings of the Field Study to the ARIDO BOARD of Management</p>
Raising awareness	<p>3.1 Present the new Experience requirement for comment to</p> <ul style="list-style-type: none"> a. provincial bodies for Interior Design across Canada b. Office of the Fairness Commissioner in Ontario 	<p>3.2 Seek endorsements & engagement, where appropriate, to support Canadian jurisdictional harmonization efforts</p>	<p>3.3 Present supporting tools for review and comment to representatives of provincial bodies for Interior Design across Canada</p> <p>3.4 Present the findings of the Field Study to provincial bodies for Interior Design across Canada</p>
Supporting tools	<p>4.1 Develop key supports:</p> <ul style="list-style-type: none"> a. Video walk-through of the application materials and process b. Host regular online information sessions c. Develop and post FAQs 	<p>4.2 Integrate the Intern Self-Report of Supervised Work Experience form into online member systems for Interns & Supervisors</p> <p>4.3 Review & update the glossary of terms</p>	<p>4.4 Integrate with other ARIDO programs, such as Mentoring, where appropriate</p> <p>4.5 Conduct a full review of supporting tools</p>

Part 5 – Summary

The authors wish to thank you for reading this paper. You should now have a good understanding of the challenge facing ARIDO with respects to assessing the Experience qualification, and the project work undertaken to develop, review, and pilot test a qualification assessment for Supervised Work Experience. In addition, the need to adopt a new Experience requirement that is evidence-based should be clear.

The Field Testing Materials included in Appendix F form the basis of the solution developed and the authors have confidence that the Intern Self-Report of Supervised Work Experience provides a valid, reliable, and fair way for Interns to prove that they have successfully completed the mandatory tasks required to meet the minimum Supervised Work Experience requirement for Interior Designers in Ontario. These materials should be used during the initial implementation as ARIDO closely gathers feedback and monitors the solution developed in order to make any final adjustments, if needed, before finalizing the materials for implementation. Following this approach, ARIDO will be able to have confidence in decision-making when it comes to assessing the Experience qualification.

The authors also believe that following the recommendations provided in part four of this paper will ensure effective implementation and support for the new Experience requirement during early implementation, between 2020 to 2022, and also secure the engagement of provincial bodies for Interior Design across Canada.

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