



Association
of Registered
Interior Designers
of Ontario

Terms of Reference ARIDO ICRS Reviewers

(Intern Competencies Review System – Education Equivalency Assessment)

Committee Objective:

The **ICRS Reviewers** support ARIDO's **Strategic Plan 2026–2028** by providing fair, consistent, and competency-based evaluation of applicants seeking Intern Membership through the Intern Competencies Review System (ICRS)TM.

The review process ensures that applicants demonstrate education equivalency to a CIDA-accredited degree, supporting:

- Accessible and equitable pathways into the profession
- Transparent and competency-based decision-making
- Public confidence in ARIDO's credentialing process

ICRS Reviewers play a critical role in maintaining standards of entry to the profession while supporting ARIDO's commitment to equity, diversity, inclusion, and accessibility (EDIA).

Committee Responsibilities and Scope:

The ARIDO Board of Directors has determined the scope for ICRS Reviewers as follows.

The Reviewers will:

- Review and evaluate applicant submissions within the ICRSTM platform, including:
 - Books of evidence
 - Evidence statements submitted by applicants
- Assess applicant competencies against established criteria aligned with CIDA-accredited education benchmarks
- Apply consistent, objective, and evidence-based assessment standards
- Provide clear, constructive, and detailed feedback, particularly where competencies are assessed as "*not accepted*", including:
 - Rationale for the assessment decision
 - Guidance on what is required to meet competency expectations
- Support fairness, transparency, and consistency across all reviews
- Contribute to continuous improvement of assessment processes as required

ARIDO Staff

ARIDO staff will:

- Coordinate reviewer assignments and timelines
- Provide access to the ICRSTM platform and applicant materials
- Support reviewers with guidance, training, and assessment tools
- Ensure consistency, quality assurance, and record-keeping
- Serve as the primary point of contact for reviewer questions

Qualifications

ICRS Reviewers must:

- Be **ARIDO Registered, Educator Registered or Retired members in good standing**, or Registered members of another recognized provincial interior design regulatory body
- Meet all ongoing professional requirements, including:
 - Continuing professional development
 - Professional liability insurance
 - No active complaints or disciplinary matters

Reviewers should demonstrate:

- Strong analytical and critical thinking skills
- Ability to evaluate complex submissions objectively
- Strong written communication skills for providing clear feedback
- Professional judgment and attention to detail
- Commitment to ethical conduct, integrity, and fairness
- Ability to work with applicants from diverse backgrounds and experiences

Structure

- Reviews are conducted by assigned individual reviewers, as determined by ARIDO
- Reviewer assignments are managed by ARIDO staff
- Reviewer composition should reflect:
 - Diversity of professional experience
 - Alignment with EDIA principles

Training Requirements

Reviewers are required to participate in:

- Initial onboarding and ICRS™ platform training
- Ongoing training, including:
 - Assessment methodologies
 - EDIA and bias mitigation
 - Updates to competency frameworks

Completion of training is required to maintain active reviewer status.

Conflict of Interest and Exclusivity

- Reviewers must disclose any real, potential, or perceived conflicts of interest
- Reviewers must recuse themselves from any review where a conflict exists
- Reviewers must not participate in similar assessment roles for other interior design organizations during their tenure as an ICRS reviewer
- Any change in circumstances must be reported to ARIDO immediately

Confidentiality

- All materials accessed through the ICRS™, including applicant submissions and internal processes, are confidential and proprietary
- Reviewers must not share or discuss any information related to:
 - Applicant submissions
 - Assessment outcomes
 - ICRS processes
- Questions or concerns must be directed to ARIDO staff

Term

- Reviewers are appointed on a standing, ongoing basis
- Participation is as-needed, based on assessment scheduling
- Reviewers receive a stipend of \$105 per book of evidence successfully evaluated.
- Continued participation is subject to:
 - Performance
 - Completion of required training
 - Ongoing eligibility requirements
- Assessors may be removed at the discretion of ARIDO if requirements are not met

Reporting

ICRS Reviewers operate within ARIDO's membership and regulatory processes.

- Assessment outcomes are submitted through ARIDO staff for review and final determination
- Reviewers do not have independent authority to grant or deny Intern Membership
- Reviewers provide evaluations and recommendations only

Approval Date: 2026-05-21

Effective Date: 2026-05-21

Next Scheduled Date for Review: March 2027