



Louisiana

Office of the Governor
State Board of Examiners
of Interior Designers

11736 Newcastle Avenue, Bldg. 2, Suite C
Baton Rouge, LA 70816

Telephone 225.295.8425 Fax 225.304.6655
Website: www.lsbid.org Email: admin@lsbid.org

CONTINUING EDUCATION COURSE APPLICATION FOR PROVIDERS

The Louisiana State Board of Examiners of Interior Designers shall only consider for approval courses that contain content relative to the health, safety and welfare of the public. Please do not submit courses that have not been approved for Health, Safety, Welfare. General Knowledge courses will not be approved.

FEES

- \$10 Courses already approved by a professional organization (IDCEC, IDEC, IFMA, BOMA, NFPA, SBC, AIA, code councils)
- \$100 Courses not already approved by an organization listed above.
- Check here if this course was previously approved by this Board, expired and is being resubmitted. (\$10 fee applies)**

Fees are payable to the Louisiana State Board of Interior Designers and are non-refundable. Payable via check, money order, or use the attached credit card processing form.

APPLICANT / COMPANY	Contact Person
Email address	Telephone #

Title of Course:				
Description of Course				
APPROVAL NUMBERS :	IDCEC	AIA	OTHER	
Please check one: <input type="checkbox"/> HS (health/safety) <input type="checkbox"/> W (welfare) <input type="checkbox"/> G (general knowledge)				
Description of Health, Safety & Welfare (HSW) related information included in the course: (not required if a course number is listed above from IDCEC or AIA)				
How many hours is this course?				
Indicate format of this course:				
<input type="checkbox"/> seminar	<input type="checkbox"/> online	<input type="checkbox"/> National Conference		
<input type="checkbox"/> webinar	<input type="checkbox"/> home study	<input type="checkbox"/> other: (please explain)		

Name of Instructor(s)

Name: _____ Name: _____

Email : _____ Email: _____

Telephone: _____ Telephone: _____

COURSES THAT HAVE BEEN PREVIOUSLY APPROVED BY THE IDCEC OR AIA FOR HSW will be immediately approved upon receipt. For these courses, please do not submit anything in addition to the application.

COURSES THAT ARE **NOT** PREVIOUSLY APPROVED BY THE IDCEC OR AIA FOR HSW must be formally approved by the Board at a regularly scheduled board meeting. The course will first be given to the Continuing Education committee for review. They will give their recommendation to the board for final approval. (please visit our website and click on 'calendar' to view board meeting dates) This process may take several months.

*You **MUST** attach a copy of a step-by-step typewritten outline of the course. This outline must include specific time allocations for each portion of the course. Please also include any handouts provided.

The LA State Board will contact you via email after review with the approval status of this course.

By submitting this course for approval, you are agreeing it will be presented according to the submitted information and will not be manufacturer specific.

Applicant's Signature

Date

CREDIT CARD PROCESSING REQUEST

VISA, MasterCard, Discover ONLY

NAME ON CREDIT CARD : _____

CREDIT CARD NUMBER : _____

EXPIRATION DATE : _____

BILLING ZIP CODE : _____

I understand the following will be charged to my credit card :

- Fee:** \$10 Courses already approved by a professional organization (IDCEC, IDEC, IFMA, BOMA, NFPA, SBC, AIA, code councils)
 \$100 Courses not already approved by an organization listed above.

Treasurer of the State of Louisiana has approved a \$5.00 processing fee added each time a credit card is used.

SIGNATURE: _____