



Louisiana
Office of the Governor
State Board of Examiners
of Interior Designers

5222 Summa Court, Suite 358
Baton Rouge, LA 70809

Telephone 225.763.5550 Fax 225.763.5551
Website: www.lsbid.org Email: admin@lsbid.org

REQUIREMENTS FOR INTERIOR DESIGN LICENSING

This application is used to apply to become a Licensed Interior Designer in the State of Louisiana. The items listed below must be submitted before your application will be considered complete. Your completed application will be presented to the Board for approval during a scheduled Board Meeting. Please use this as a checklist to be sure that you have complied with all requirements.

Your application must be received 30 days prior to the board meeting. Please visit our website at www.lsbid.org and click on Calendar to view board meeting dates.

APPLICATION FORM

Complete the attached form, notarize and attach a passport size photograph taken within the past 6 months. The photo will be used for your license, if approved.

APPLICATION FEE

\$150.00 payable to the State Board of Examiners of Interior Designers. An applicant for a license pays any fees for taking the actual examination directly to the examining authority, NCIDQ. Application fees are nonrefundable.

SCHOOL TRANSCRIPTS AND PROOF OF PROFESSIONAL EXPERIENCE

Applicants must have a combination of six years of experience and education as follows: a five year degree plus one year of experience in the field; or, a four year degree plus two years of experience; or, a three year degree plus three years of experience; or, a two year degree plus four years of experience in the field. Notarized documents showing employment as an interior designer are required. The school from which the applicant has received his degree must be accredited by CIDA - the Council for Interior Design Accreditation. Applicants from non-accredited programs must submit the course copy and curriculum for Board review.

Applicant must submit:

- Official sealed school transcript from institution where highest level of education was attained.
- Verification of professional experience- notarized statements from current and/or past employers.

NCIDQ VERIFICATION

All applicants are required to provide verification of examination passage showing the date passed and certificate number.

STATUTES/ RULES AND REGULATIONS

All applicants are required to read the LA State Board of Examiners of Interior Designers Statutes and Rules and Regulations which are found on our website. Signing your application indicates you have read, understand and will comply with all laws, rules and regulations of the board.



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APPLICATION FOR INTERIOR DESIGN LICENSING

Please print or type in the information requested.

Applicants must read the LA State Board of Examiners of Interior Designers' Statutes and Regulations prior to completing and submitting this application. Signing this application indicates you have done so and that you understand and will comply with all laws and regulations.

Last Name		First Name		Middle or Maiden
Social Security Number		Date of Birth		Company Name
Home Address			Work Address	
City/State/Zip			City/State/Zip	
Parish of Residence	Home Phone	Business Phone	Cell Phone	
Email address			Professional Affiliations (NCIDQ, ASID, etc)	
Would you like correspondence sent to your work or home address?			Name as it should appear on your license, if approved	

Education attach a separate piece of paper if additional space is needed

	Name of School	Dates Attended	Degree Earned/Date Graduated
High School			
College or University			
Technical or Professional School			

Work Experience attach a separate piece of paper if additional space is needed

Name of Employer	Address	Full or Part Time	Dates Employed	Position

Have you ever participated in the NCIDQ IDEP (Interior Design Experience Program) program? Yes No
 If yes, did you complete the IDEP program? Yes No
 Have you ever previously been licensed in Louisiana? If so, under what name? Yes No

Have you ever been licensed in another jurisdiction? (Past or present) Yes No

Please list the jurisdiction(s) and submit a 'Certificate of Standing' for each current registration.

If you answer 'yes' to any of the following questions, please attach an explanation on a separate sheet.

Have you ever been denied an interior design license in any jurisdiction? Yes No
 Have you ever had an interior design license suspended, revoked, or denied? Yes No
 Have you ever been disciplined by the licensing authority in another jurisdiction? Yes No
 Is there any action pending against you in connection with an interior design license? Yes No
 Have you ever been convicted of or plead guilty to any crime, other than a minor traffic violation? Yes No

REFERENCES - Please list three references who will attest to your reputation and adherence to ethical standards.

Name of Reference	Contact Information	Relationship

I, _____, swear and affirm that the information on this application is true and correct to the best of my knowledge.

Signature: _____

Sworn to and subscribed before me this _____ day of _____, 20_____

NOTARY PUBLIC SIGNATURE/SEAL

For Office Use Only:

Date received	Amount	Form of payment	Picture	Transcripts	Professional Experience	NCIDQ
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CERTIFICATE OF STANDING

Applicant: Please mail this form to each state or jurisdiction in which you are currently registered for verification. This form should be forwarded directly from that jurisdiction to the Louisiana State Board of Examiners of Interior Designers.

Jurisdiction: Please furnish a Certificate of Standing in your jurisdiction for the following applicant for Louisiana Interior Design registration and return directly to the Louisiana State Board using the above listed address. Thank you for your cooperation.

To be completed by Applicant:

Last Name	First Name	License Number
Home Address		Work Address
City/State/Zip		City/State/Zip
Name of Jurisdiction	Date originally issued in named jurisdiction	Date certificate or registration expires

To be completed by Regulating Jurisdiction:

Basis of application in your jurisdiction (circle one)		
examination	reciprocity	other (attach explanation)
Is current registration or license in good standing? (circle one)		
Yes	No (attach explanation)	
Are there any pending complaints or history of complaints against this applicant? (circle one)		
Yes (attach explanation)	No	

Certified by: _____
(Print or Type) Name Title

Signature Date

BOARD SEAL