



Louisiana

Office of the Governor  
State Board of Examiners  
of Interior Designers

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Baton Rouge, LA 70816

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Website: [www.lsbid.org](http://www.lsbid.org) Email: [admin@lsbid.org](mailto:admin@lsbid.org)

## CONTINUING EDUCATION COURSE APPLICATION FOR LICENSEES

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.

LICENSEE NAME:	License #
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 or provider in case additional information is needed:

Name: \_\_\_\_\_

Email : \_\_\_\_\_

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. It is recommended you get a course approved PRIOR to attending.

\*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.

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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: \_\_\_\_\_