



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

2018 LA REGISTERED INTERIOR DESIGNER RENEWAL APPLICATION

RENEWAL FEE: \$150.00. Check or money order to Louisiana State Board of Interior Designers or use the attached credit card processing form. Must be postmarked on or before December 31, 2017 or a delinquent fee of \$50.00 must be included. It is not necessary to return your previous I.D. card.

Form with fields: Last Name, First Name, Middle or Maiden Name, LA License Number, Business Name, IDCEC Number (if applicable)

Send mail here

Send mail here

Form with fields: Home Address, Business Address, City/State/Zip, Parish of Residence, Home Phone, Business Phone, Cell Phone, Email, Professional Affiliations (NCIDQ, ASID, IIDA, etc.)

CONTINUING EDUCATION - .5 units required. (five hours)

Please visit www.lsbid.org and click on 'Continuing Education Attendance' to obtain information on how many hours you personally have on file already. Please do not resubmit duplicate courses.

This section must be completed and attendance documents attached for any hours not already on file with this office. Only approved courses will be accepted. Please check our website to determine if the courses you wish to submit have been approved by LSBID. Be sure to keep copies of attendance certificates for your own records, as we only keep records for 3 years back.

Table with 4 columns: Date of Course, CEU Seminar Name, LSBID #, Credits Earned

Flip over and complete the next page, sign your renewal form, and mail early. Any missing information will result in your renewal being returned to you.

## INTERIOR DESIGN 2018 RENEWAL APPLICATION Continued

- Are you currently licensed in another jurisdiction(s)?  Yes  No
- If you are currently licensed in other jurisdictions, are you currently in good standing?  Yes  No
- Have you had an interior design license suspended, revoked, or denied in the past year?  Yes  No
- Have you been disciplined by the licensing authority in another jurisdiction in the past year?  Yes  No
- Is there any action pending against you in connection with an interior design license?  Yes  No
- Have you been convicted of or plead guilty to any crime, other than a minor traffic violation in the past year?  Yes  No

**FULL TIME EDUCATORS:** Renewal fees are waived if currently employed full-time by a LA university or college in the interior design program. Continuing Education courses are still required for renewal. Late fees do apply if postmarked after December 31, 2017.

Name of Institution	Dept Head Name	Dept Head Signature

**Please be sure to return to the mailing address on the front of this form.**

NOTE: Renewals are processed upon receipt. You will receive a new ID card in the mail as evidence that your renewal was processed.

**Applicant's Signature:** \_\_\_\_\_

CREDIT CARD PROCESSING REQUEST

VISA, MasterCard, Discover ONLY

LICENSEE NAME : \_\_\_\_\_

CREDIT CARD NUMBER : \_\_\_\_\_  
We do NOT accept American Express

EXPIRATION DATE : \_\_\_\_\_

BILLING ZIP CODE : \_\_\_\_\_

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

**Fee:** \$150; \$50 late fee if postmarked after 12/31.

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

SIGNATURE: \_\_\_\_\_