



Louisiana

Office of the Governor
State Board of Examiners
of Interior Designers

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CEU APPROVAL APPLICATION FOR PROVIDERS

The Louisiana State Board of Examiners of Interior Designers (LSBID) is required by statute to approve continuing education courses used to fulfill the annual CEU requirement for Louisiana Registered Interior Designers. Under this statute, the Board may only approve courses with content directly related to the Health, Safety, and Welfare (HSW) of the public.

Courses that already carry an HSW designation from IDCEC, CEUevents.com, or AIA will typically be approved within 1 week of submission. Courses that have not been reviewed by one of these organizations may still be submitted for consideration. Please see page 2 for full details.

Please do not submit non-HSW courses, as they will be denied and fees are non-refundable. If a course has been approved by IDCEC, CEUevents.com, or AIA, *the Board will recognize and process the approval based on the designation from IDCEC.*

Once approved, a course may be offered by the provider an unlimited number of times as an LSBID-approved course until the expiration date listed on the approval documentation sent via email.

Course Approval Fees: Payment due at submission. You may pay using the secure link on our website or mailing a check payable to LSBID using the address listed above

Check one:

- ☐ \$10 – Courses already approved by IDCEC (Interior Design Continuing Education Council), CEUevents.com, or AIA, and designated as HSW.
- ☐ \$100 – Courses not currently approved by IDCEC, CEUevents.com, or AIA.
- ☐ Check here if this course was previously approved by the Board, has expired, and is now being resubmitted. (\$10 fee applies.)

Check one: ☐ I paid online ☐ I mailed a check

Your Name:	Company Name:
Your Email Address:	Date:

Course Title:			Delivery Method:	
			☐ In Person ☐ Online ☐ Other – Explain:	
# of Hours:	IDCEC #:	CEUevents.com:	AIA #:	HSW Designation?
				☐ Yes ☐ No
(if no, do not submit)				

Applying for multiple courses to be approved? Simply complete one application, submit electronically via email to admin@LSBID.org, and attach an excel (.xlsx document) containing the title, delivery method, # of hours, IDCEC #, AIA #, and HSW information. Fees will be calculated based on the total number of courses submitted.

Submitting Courses Not Currently Approved by IDCEC, CEUevents.com, or AIA

Courses that have **not** been previously approved by one of these organizations must receive **formal approval** by the Board at a **regularly scheduled meeting**.

Prior to Board review, the course will be evaluated by the **Continuing Education Committee to ensure it meets the HSW designation**. The committee will provide a recommendation for final consideration by the Board.

Please allow **up to 90 days** for this review and approval process.

75% of the CEU content must cover knowledge and practice of interior design that is focused on protection of the public and the environment.

Required Attachments:

- A **typewritten, step-by-step course outline**, including **specific time allocations** for each portion of the course.
- Copies of **all handouts or materials** that will be distributed to participants.

By submitting a course for approval, you acknowledge that it will be presented **exactly as originally written** and **will not be modified** to promote or reference any specific manufacturer.