M E M O R A N D U M

TO: All Interior Designer Candidates

FROM: Jean Williams, Executive Director
Oklahoma Board of Architecture

RE: Registration and Testing Application Process

This application is for Board approval to take the NCIDQ examinations. There is a **$75.00** fee for evaluating your application. Please make your check payable to the **"Oklahoma Board of Architects"** and submit it, along with your Oklahoma application to us. Applications received later than March 1st for the fall exams or October 1st for the spring exams will be continued to the next examination schedule. All applications, fees and notifications must reach this office by 4:30 p.m. on the due date and postmarks will not be accepted.

Additionally, you need to attach a 2" x 3" passport quality photo to the application, with your signature and notary. Also needed is an OFFICIAL transcript from the educational facility sent directly to this office. **Copies issued to the student are not accepted.**

The reference forms on page 5 of the application are used to verify and evaluate your training and experience requirements. Please complete the **top half** of each form, including the number of hours completed in each training category. Send one form to your present and past employers, each of who needs to fill in the **bottom half** and RETURN IT DIRECTLY TO THIS OFFICE. Below are the qualifications that we require for registration as an interior designer as taken from our Rules. You may also access this information in the Architectural and Interior Designer Act sections 46.38, 46.39 and 46.40.

55:10-5-9. Qualifications for Registration as an Interior Designer

(a) General requirements. All individuals applying for Registration as an Interior Designer shall:

(1) Obtain all required education and training prior to Registration.

(2) Hold an accredited professional degree in interior design accredited by the Council of Interior Design Accreditation or its successor, obtain two (2) years or 3,520 hours of acceptable training as defined by this Subsection and pass the examinations for Registration as an Interior Designer administered by NCIDQ or its successor; or

(3) Obtain an equivalent education to an accredited professional degree in interior design, as determined by the Board, obtain two (2) years or 3,520 hours of acceptable training and experience hours as defined by this Subsection and pass the examinations for Registration as an Interior Designer administered by NCIDQ or its successor; or

(4) Have been issued a valid Registration from another state, jurisdiction or foreign country provided the requirements for Registration are equivalent to the requirements of this state as determined by the Board; or

(5) Have a degree from a program accredited by CIDA or its successor. An applicant, who has completed the program within two (2) years of the program

acquiring this accreditation, shall be considered to have obtained an accredited education program in interior design.

(b) Equivalent education and defining training requirements. The following education, training and experience may be considered to be equivalent to the requirements of OAC 55:10-5-9 as determined by the Board in its sole discretion:

(1) A baccalaureate degree in programs of no less than 120 semester or 180 quarter passing credit hours of which 60 semester or 90 quarter hours, respectively, are interior design-related; and a total of no less than 3,520 hours of interior design acceptable training as defined herein;

(2) Certificate, degree or diploma with a minimum passing credit of 60 semester hours or 90 quarter passing credit hours respectively in interior design related coursework and obtain 5,280 hours of acceptable training; or

(3) Meet the educational standards set forth by the National Association of the Schools of Art and Design and other similar institutions provided the educational program has a minimum of 40 semester passing credit hours or 60 passing quarter credit hours in Interior Design related coursework and 7,040 hours of acceptable training.

(4) Thirty (30) passing semester hours from a Board approved program shall equal one (1) year of education towards the first accredited professional degree in interior design or its equivalent program.

(5) One (1) year of education credit hours from a Board approved program earned in an interior design program or its equivalent degree program shall equal two (2) years of acceptable training and experience.

(6) Four (4) years from a Board approved program shall be an equivalent standard for the first professional degree in interior design or its equivalent when computing the fifteen (15) years experience and training to equate towards the training and experience requirement in O.S. 59, Sections 46.39 through 46.40 of the Act.

(7) A second accredited professional degree in interior design or its equivalent shall count as one year of education for two (2) years of training and experience.

(8) Beginning July 1, 2007 through June 30, 2009, the Board may accept, in lieu of the requirement of any professional interior design degree, six (6) years of diversified and appropriate experience in interior design as defined by the Act and these Rules and has passed the examination of NCIDQ; or

(9) The Applicant is a licensed Architect. This exemption ends June 30, 2009.

(c) Education content requirements. Educational instruction shall include, but is not limited to, the following:

(1) Building and Interior Systems
(2) Business and Professional Practices, Management and Ethics
(3) Codes and Ordinances
(4) Basic and Creative Arts
(5) Color Theory
(6) Interior Design
(7) Technical Knowledge
(8) History and theory of Art, Architecture and Design
(9) Human Factors
(10) Lighting
(11) Materials and Finishes
(12) Communication Skills
(13) Furnishings

(d) Training and experience categories. Training and experience credits shall be awarded for work performed in the following areas:

(1) Programming
(2) Schematic Design
(3) Design Development

(4) Contract Documents
(5) Contract Administration
(6) Professional Practice

(e) Training and experience requirements. The Board may accept as evidence of diversified training and experience in interior design as stated in this Subsection:

(1) Applicants having obtained the first CIDA professional accredited degree in interior design or its equivalent shall have 2 years of acceptable training and experience hours. One year shall equal 1760 hours of training and experience. One (1) hour of full time work will equal one (1) hour of credit.

(2) Applicants may earn one (1) year of training and experience hours after completing 96 semester passing credit hours toward the first professional degree in interior design.

(3) On January 1, 2007, all individuals beginning their training and experience shall obtain credits after all educational requirements have been met for those individuals with equivalent education equating to the first accredited professional degree in interior design.

(4) Applicants with acceptable education and experience may take the examination to become an Interior Designer, regardless of the order in which each was obtained when training and experience requirements are met and if training began prior to January 1, 2007.

(5) Training and experience hours shall be awarded based on working full time for thirty-five (35) hours per week or more in interior design or architecture. Part time training and experience hours shall be calculated at the rate of fifty percent (50%) for less than thirty-five (35) hours per week and more than twenty (20) hours per week. Working less than twenty (20) hours per week will not qualify for training and experience hours. Two (2) years of full time acceptable training and experience under an Interior Designer or Architect offering services as interior design shall equal one (1) year of equivalent education in interior design.

(6) Applicants beginning their training and experience after January 1, 2008, shall be under the Direct Supervision and Responsible Control of a registered or licensed Interior Designer or a licensed Architect offering service as interior design. If the Interior Designer is not registered or licensed in a jurisdiction, then all work shall be under the Direct Supervision of an NCIDQ certificate holder.

(7) The Board, in its sole discretion, shall determine whether all education, training and experience for Applicants are acceptable or not and whether or not it satisfies the requirements for Registration.

(8) Applicants obtaining full time training and experience hours obtained in a related field with a registered or licensed Interior Designer or a Licensed Architect offering services as interior design, shall be calculated at the rate of fifty percent (50%) and shall be limited to six (6) months of the total training and experience hours required by the Board until December 31, 2007 at midnight, when this category ceases. If the Interior Designer is not registered or licensed in a jurisdiction, then all work shall be under the Direct Supervision of an NCIDQ certificate holder.

(9) Training and experience hours shall be submitted on the Board's forms or equivalent. It is the responsibility of the Applicant to obtain all required signatures. All Board forms are to be returned directly to the Board office by the employer, as they are confidential records.

(f) Grandfather requirements. Any Applicant who submits a properly completed and acceptable application for Registration and pays all applicable fees between July 1, 2007

and June 30, 2009 shall be issued a Certificate of Registration provided the requirements below have been met:

(1) An Applicant has submitted evidence of education and training the Board deems equivalent to an accredited professional degree in interior design, satisfied training requirements, if applicable and has passed the examinations administered by NCIDQ or its successor; or

(2) The Applicant has submitted evidence of six (6) years of diversified and acceptable training and experience hours prior to July 1, 2009, and the Board has determined and accepted such evidence as meeting these requirements and has passed the examinations administered by NCIDQ or its successor; or

(3) The Applicant is a licensed Architect.

(4) Without limitation to application deadlines, an Applicant may apply who has obtained fifteen (15) years of diversified and acceptable training and experience in the practice of interior design as determined by the Board prior to July 1, 2007, and the Applicant is not registered under this Act and not exempt from the requirements for Registration in order to use the title "Interior Designer" and provide services as interior design. The Applicant shall be exempt from passing the NCIDQ examinations and fulfilling any additional education or training requirements as determined by the Board. The Applicant may use any combination of education, training and experience as acceptable and determined by the Board to equate to the fifteen (15) years experience. Thirty (30) passing education hours equals one (1) education credit year used toward obtaining the first accredited professional degree in interior design or an equivalent degree as determined by the Board or may equal two (2) years of diversified and appropriate experience when calculating the required fifteen (15) years experience. Additionally, the Applicant obtaining a second accredited professional degree in interior design or an equivalent degree as determined by the Board may use this education in addition to other education or training.

(g) Exemption from Registration. An individual holding a current Architect License is exempt from Registration to offer services as interior design, describe services and has the right to use the term interior design. In order to be eligible to use the term Interior Designer, the Architect shall obtain Registration, but shall be exempt from education, training and testing requirements for Interior Designers through June 30, 2009.

The State of Oklahoma

THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS LANDSCAPE ARCHITECTS AND REGISTERED INTERIOR DESIGNERS OF OKLAHOMA

PO Box 53430
Oklahoma City, OK 73152
(405) 949-2383

Application for Candidate Interior Designer Registration

Email address Social Security Number - - .

Name in Full Date

Business Address	Firm Name Street City Telephone	State	Zip
Residence Address	Street City Telephone	State	Zip

Address for Correspondence ☐ Residence ☐ Business

Citizenship ☐ US ☐ Foreign Country of _____

Birth Date Birth Place

I hereby apply for registration as an interior designer by the following method:

☐ New Registration Duration of residency in State Years Months

☐ By NCIDQ Examination

Have you ever been convicted of a felony? ☐ Yes ☐ No
If yes, give details. (Attach a separate sheet if necessary)

Have you ever been registered in Oklahoma? ☐ Yes ☐ No
If yes, my registration number was:

The State of Oklahoma

Name in Full

A. Educational Background

Preparatory Schools, High Schools	Dates of Attendance		Grades Completed
	From	To	

Colleges, Universities, Technical Schools *Attach Original Transcript*	Dates of Attendance		Degrees
	From	To	

Travel, Continuing Education, Research, Publications

B. Interior Designer References

Name three professional references who are personally acquainted with your professional abilities. Give complete addresses.

DO NOT list present employers, fellow employees, present partners or relatives.

Name/Address

Name/Address

Name/Address

Name in Full

C. Practical Experience

Full name and complete current address of employer (Begin with first employer and include military and others) (Please list part-time & full-time separately)	Dates of Employment Give Month, Day and Year	Total Time Employed		Check Appropriate Experiences			
		Part Time *	Full Time	General practice of interior design	Teaching and research	Public service	Other – Explain **
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				
	From	Yrs.	Yrs.				
	To	Mos.	Mos.				

*If part-time work is noted, state average number of hours per week. ** If “other” kinds of work are noted, describe.

The State of Oklahoma

Name in Full

D. Affidavit and Notarization

I swear that neither I nor a firm, association, corporation or partnership, which I am affiliated with, have performed or contracted to perform architectural services of any kind prior to the Board of Governors of the Licensed Architects, Landscape Architects and of Interior Designers of Oklahoma issuing a license to practice architecture within the state of Oklahoma and, where applicable, a certificate of authority to the firm, association, corporation or partnership. The undersigned, being duly sworn, upon his/her oath deposes and says that he/she is the person making the foregoing statements and that they are made in good faith and are true in every respect.

Signature of applicant

In the event you can not truthfully sign the statement above, attach an explanation and describe the services performed in detail.

State of:

County of:

I, _____
a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that

_____
Personally know to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledge that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

GIVEN UNDER MY HAND AND NOTARIAL SEAL

THIS DAY OF , 20

Affix Photo Here
Bust Only
Approximately 2 1/8 X 2 ¾”

NOTARY PUBLIC

MY COMMISSION EXPIRES

NOTARIAL SEAL

Board of Governor of The Licensed Architects, Landscape Architects and Interior Designers

P.O. Box 53430, OKC, OK 73152

Name Date

Applicant's Current Address

Is/Was Employed with the Firm of

Address of Firm

Which Rendered those Services Indicated by an "X"
□ Architecture □ Planning □ Interior Design
□ Engineering □ Construction □ Construction Management
□ Landscape Architecture □ Other (Explain on Separate Sheet)

Position of Supervisor □ Registered Architect □ Landscape Architect □ Registered Engineer or Planner
□ Interior Designer If Other, Please Explain

Dates of Employment						Length of Time			Check Appropriate Experiences in Hours												
									In the Position Of		General Practice of Interior Design										
						Full Time	Part Time (Less then 35 Hrs/Wk)														
From			To			✓	✓	Hrs/Wk	Employee	Other (Explain)	Programming-Client Contact		Schematic Design	Contract Administration	Code Research	Design Development	Contract Documents	Professional Practice			
Day	Month	Year	Day	Month	Year																

Applicant's Authorization and Release – This release must be signed before sending this form to Employer.

I hereby authorize the Board of Governors of the Licensed Architects, Landscape Architects and interior Designers of Oklahoma to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of Governors of the Licensed Architects, Landscape Architects and Interior Designers of Oklahoma by the reference.

Signed _____ Date _____

Applicant Complete Above this Line

The above person has made application to this Board for interior design registration in the State of Oklahoma. He/she has given your name as a reference and as one who knows his work, ability, reputation and personal character.

We request your assistance in completing this form, with sincere and conscientious consideration if the need for objective appraisal of the applicant's ability and his/her potential to practice interior design.

A. The dates of Employment as shown above are correct. Yes ☐ No ☐ If no, please clarify

B. The applicant worked under the direct supervision of individuals indicated. Yes ☐ No ☐ If no, please clarify

C. The experiences checked by the applicant for the dates of employment shown are correct. Yes ☐ No ☐ If no, please clarify

D. Please indicate, to the best of your knowledge, the applicant's ability in the experiences indicated above by placing an "X" in the appropriate spaces below. If "Unsatisfactory" box is checked please submit a letter of explanation with this form.

		Excellent	Satisfactory	Marginal	Unsatisfactory	Not Qualified to Answer
Engineer or Planner	Technical Competence					
	Professional Integrity					

(Person supplying information above, please complete the following relative to yourself. Please type.)

Name of Person Completing this half form

Jurisdiction(s)/Dates(s) of Registration(s) and Type of Registration

Position in above firm

Name of Current Firm Position in Current Firm

Signature _____ Date _____