



— APPLICATION FOR CERTIFICATION —

Please carefully examine this form, the Certified Interior Designers' Code of Ethics on the reverse side, the instruction sheet, and all other information included in this application packet *before* filling out this application. **All information must be filled out completely.** Please type or print clearly.

Mr./Ms. _____ Last _____ First _____ Middle _____ Maiden Name _____

Preferred Mailing Address _____ Residence? Firm? (Include Firm Name) _____

P.O. Box or Street Address _____ City _____ State _____ Zip _____

Telephone (include area code) _____ Fax (include area code) _____ e-mail address _____

• **Application Category** (see instruction sheet, then circle one): **A** **B** **C** **D**

INTERIOR DESIGN EDUCATION

A copy of your college transcript and/or technical school records with official seal must be submitted with this application. Your application for certification will not be reviewed unless this application is filled out completely with all applicable transcripts and/or school records included. *If you are applying under Category D with experience only, you may skip this section.*

College or University _____ City _____ State/Province _____ Country _____

Attendance: from (month/year) to (month/year) _____ Graduation Date _____ Degree received _____

Technical or Professional School _____ City _____ State/Province _____ Country _____

Attendance: from (month/year) to (month/year) _____ Graduation Date _____ Degree received _____

• *Include sheet with any additional information*

DIVERSIFIED INTERIOR DESIGN WORK EXPERIENCE

Current Employer _____ Phone# (include area code) _____

Address _____

Duties performed _____ Number of years employed: _____ Full time Part time Total hours per week _____

Previous Employer _____

Address: _____

Duties performed _____ Number of years employed: _____ Full time Part time Total hours per week _____

• *Include sheet with any additional information, or your current resume with employment history.*

EXAMINATIONS/CREDENTIALS

• **CCRE 2000 Passage?** (Check one): YES NO • **Date passed:** _____

• **CQRID Certification#** _____ • **NKBA Certification#** _____

• **NCIDQ Certification#** _____

• Membership in Professional Organizations: ASID IDEC IDS IFDA IIDA NKBA Other: _____

• Membership Category in Professional Organizations: _____

• Are you currently certified or licensed in any other state or jurisdiction as an Interior Designer? YES NO

• If yes, where? _____ • Effective date: _____ • Certificate/License# _____

• **HAVE YOU EVER BEEN CONVICTED OF A FELONY IN ANY JURISDICTION?** YES NO

If YES, then please attach a letter of explanation indicating the time and place of the incident resulting in the conviction, and the nature of the conviction.

DECLARATION

The applicant, by signing and submitting this application, represents and acknowledges that he/she has read, understands, and agrees to abide by the Certified Interior Designers' Code of Ethics and Professional Conduct as stipulated on the reverse side of this application.

I, _____, do declare under penalty of perjury under the laws of the State of California that the above statements, including all writings and exhibits attached hereto, are true and correct.

Executed at _____, on _____, 20____

Signature of applicant _____

- (1) Applicant must complete all applicable portions of supplemental pages and submit all supporting documents required. Supplemental sheets may be submitted with additional pertinent information.
- (2) False or misleading statements will be sufficient cause for rejection of application or revocation of certification. Employment history shall be subject to verification.
- (3) \$150.00 application and processing fee is non-refundable and must accompany this application. Make your check payable to CCIDC. Do not send cash. There will be a \$15.00 penalty for returned checks or declined credit card transactions.

PAYMENT/CREDIT INFORMATION

Amount Due: \$150.00 Personal Check Company Check • VISA • MasterCard • AMEX • Discover

Check number _____ • Credit Card Number _____ • Expiration Date: _____

• Credit Card Holder's Signature: _____

• Credit Card Holder's address, if different from above: _____

— DETACH ORIGINAL WHITE COPY AND RETURN TO CCIDC (DO NOT SEND A PHOTOCOPY) - KEEP YELLOW COPY FOR YOUR RECORDS —

THE CERTIFIED INTERIOR DESIGNERS' CODE OF ETHICS AND CONDUCT

1.1 OBJECT OF CODE

A. A Certified Interior Designer is required to conduct his/her profession in a manner that will encourage the respect of clients, suppliers of goods and services to the profession, and fellow professional interior designers, as well as the general public. It is the individual responsibility of every Certified Interior Designer to abide by this code.

1.2 RESPONSIBILITY TO THE PUBLIC

- A. In performing professional services, a Certified Interior Designer shall exercise reasonable care and competence, and shall take into account all applicable laws, regulations and codes.
- B. In performing professional services, a Certified Interior Designer shall at all times consider the health, safety, and welfare of the public.
- C. In performing professional services, a Certified Interior Designer shall not knowingly violate the law, nor counsel or assist a client in conduct the Certified Interior Designer knows, or reasonably should know, is illegal.
- D. A Certified Interior Designer shall not knowingly accept monies from a client for any installation or construction work that is required by law to be performed by a licensed contractor without holding such a license from the State.
- E. A Certified Interior Designer shall not permit his/her name, signature, or stamp to be used in conjunction with a design or project for which interior design services are not to be, or were not, performed by the Certified Interior Designer or under his/her responsible direction.
- F. A Certified Interior Designer shall not engage in any form of false or misleading advertising or promotional activities, and shall not imply, through advertising or other means, that staff members or employees of his/her firm are Certified Interior Designers unless such be the fact.
- G. A Certified Interior Designer shall not make misleading, deceptive or false statements or claims about his/her professional qualifications, experience, or performance.
- H. A Certified Interior Designer shall not, by affirmative act or failure to act, engage in any conduct involving fraud, deceit, misrepresentation or dishonesty in professional or business activity.
- I. In the conduct of his/her professional activities, a Certified Interior Designer shall not discriminate on the basis of race, religion, gender, national origin, age, non-disqualifying handicap, or sexual orientation.
- J. In performing professional services, a Certified Interior Designer shall refuse to consent to any decision by his/her client or employer which violates any applicable law or regulation, and which, in the Certified Interior Designer's judgment, will create a significant risk to public health and safety.

1.3 RESPONSIBILITY TO THE CLIENT

- A. A Certified Interior Designer shall undertake to perform professional services only when he/she, together with his/her consultants, is qualified by education, training or experience to perform the services required. (A Certified Interior Designer should not work outside their specific area of expertise.)
- B. Before accepting an assignment, a Certified Interior Designer shall reasonably inform the client of the scope and nature of the project involved, the interior design services to be performed, and the method of remuneration for those services. A Certified Interior Designer shall not materially change the scope of a project without the client's consent.
- C. When accepting an assignment, a Certified Interior Designer should always have a contract or letter of agreement with the client that clearly spells out the scope of the work, the fees or costs associated with that scope of work, how and when those fees are to be paid by the client, when the work is expected to be completed, and a clause for legal remedies in the case of a dispute between the client and the Certified Interior Designer utilizing binding arbitration or other suitable forms of dispute resolution.
- D. A Certified Interior Designer shall disclose, in writing, to his/her employers and clients prior to the engagement, any direct or indirect financial interest that he/she may have that could affect his/her impartiality in specifying project-related goods or services, and shall not knowingly assume or accept any position in which his/her personal interests conflict with his/her professional duty. If the employer or client objects to such financial or other interest, the Certified Interior Designer shall either terminate such interest, or withdraw from such engagement.
- E. A Certified Interior Designer shall not reveal any information about a client, a client's intention(s), or a client's production method(s) which he/she has been asked to maintain in confidence, or which he/she should reasonably recognize as likely, if disclosed, to affect the interests of his/her client adversely. Notwithstanding the above, however, a Certified Interior Designer may reveal such information to the extent he/she reasonably believes is necessary to (1) stop any act which creates a significant risk to public health and safety and which the Certified Interior Designer is unable to prevent in any other manner, or (2) to prevent any violation of applicable law or this Code of Ethics.

1.4 RESPONSIBILITY TO OTHER CERTIFIED INTERIOR DESIGNERS AND COLLEAGUES

- A. A Certified Interior Designer shall pursue his/her professional activities with honesty, integrity and fairness, and also with respect for another interior designer's, or colleague's, contractual and professional relationships.
- B. A Certified Interior Designer shall not initiate or participate in any discussion or activity which might result in an unjust injury to another interior designer's or colleague's reputation or business relationships.
- C. A Certified Interior Designer shall not accept instruction from his/her clients which knowingly involves plagiarism, nor shall he/she consciously plagiarize another's work.
- D. A Certified Interior Designer shall not endorse the application for certification of an individual known to be unqualified with respect to education, training, experience, or character, nor shall he or she knowingly misrepresent the experience, professional expertise, or moral character of that individual.
- E. A Certified Interior Designer shall only take credit for work that has actually been created by that designer, or by the designer's firm under the designer's direction.

1.5 RESPONSIBILITY TO THE PROFESSION

- A. A Certified Interior Designer agrees to maintain standards of professional and personal conduct that will reflect in a responsible manner to the profession.
- B. A Certified Interior Designer shall seek to continually upgrade his/her professional knowledge and competency with respect to the interior design profession.
- C. A Certified Interior Designer agrees, whenever possible, to encourage and contribute to the sharing of knowledge and information between Certified Interior Designers and other allied professional disciplines, industries, and the public.
- D. A Certified Interior Designer shall not knowingly make false statements or fail to disclose any material fact requested in connection with his/her application for certification or the renewal thereof.