



# **IDEX California STUDY GUIDE**

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**A background document developed to assist candidates to prepare for the IDEX California® examination.**

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**California Council for Interior Design Certification**

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## I. Background

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Chapter 3.9 of the California Business and Professions Code, Section 5800, states that:

**Certified Interior Designer:** means a person who prepares and submits nonstructural or nonseismic plans consistent with Section 5805 and Section 5538 to local building departments which are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and who engages in programming, planning, designing, and documenting the construction and installation of nonstructural or nonseismic elements, finishes and furnishings within the interior space of a building, and has demonstrated by means of education, experience and examination, the competency to protect and enhance the health, safety and welfare of the public.

The California Council for Interior Design Certification (CCIDC) is required by law to have an applicant for certification demonstrate by means of education, experience and examination, the competency to protect and enhance the health, safety and welfare of the public. A key component of this certification is a demonstration of competency in the knowledge of codes and regulations governing the projects frequently produced by interior designers in the State of California. CCIDC has developed the IDEX California examination in conjunction with CASTLE Worldwide Inc., to test this competency.

For an application for certification in California and details on the eligibility requirements for certification, please contact:

California Council for Interior Design Certification  
1605 Grand Avenue, Suite #4  
San Marcos, CA 92078-2440  
Tel: (760) 761-4734 Fax: (760) 761-4736  
Web Site: [www.ccidc.org](http://www.ccidc.org)  
E-mail: [office@ccidc.org](mailto:office@ccidc.org)

This document is intended to provide candidates with the appropriate information and sources, which will enable them to prepare for the IDEX California examination.

To effectively use this document, review the contents (knowledge areas) of the examination and their respective performance criteria. In addition, details of each knowledge area are provided, along with the objectives used in developing test questions.

Not all areas of each performance criteria will be tested on the examination. However, candidates are responsible for the knowledge of such. The specific content of the examination will be drawn at random from this information.

## **II. Examination Schedule**

The IDEX California examination is administered twice annually, in the Spring and in the

Fall. The IDEX California is administered at this time only by CCIDC. If you haven't already done so, you should contact CCIDC for a certification application and registration form to sit for the IDEX, or download the appropriate forms from the CCIDC web site at [www.ccidc.org](http://www.ccidc.org).

### **III. Examination Rules**

Once you have registered for the examination, CCIDC has approved your application and registration, and the document submission deadline has passed, your name will be submitted to the test administrator, CASTLE Worldwide. They in turn will contact you via E-mail, with a "Notice To Schedule" (NTS), sometimes referred to as the "CCIDC Eligibility Notice". Please note the NTS will come via E-mail from [ibt@castleworldwide.com](mailto:ibt@castleworldwide.com). The NTS will contain your exclusive username and password and will require you to submit your scheduling request **at least seven (7) days prior to the date you wish to take your examination**. You will be required to go to a specific web site contained on the NTS, enter your user name and password and log in.

The test window will run for approximately 30 days in the Spring, and 30 days in the Fall. You must complete all of the information required on the scheduling pages. You will receive confirmation of your examination date and site by E-mail.

Please note: It is recommended that you submit your scheduling request 30 days prior to the examination date on which you want to schedule. Because more dates are added between 45 to 21 days before the examination date, you will have more testing options from which to choose.

**RESCHEDULING POLICY: Rescheduling within the same test window:** You may reschedule a test appointment within the same test window up to **five (5) business days in advance of your original test appointment**. The reschedule request can be submitted through CASTLE's online scheduling system through the same link provided on the original NTS. A \$50.00 fee will apply and the fee must be paid online at the time of the request.

**Rescheduling to a different testing window:** If you wish to reschedule (transfer) to another test window, you must cancel your current test appointment by accessing the link provided in the original NTS. The cancellation fee of \$50.00 must be received by at least **five (5) business days in advance of your appointment**. You must contact CCIDC at (888) 278-6337 (toll free) to inform them you are transferring to the next test window after you have submitted payment.

**NO SHOWS:** All no-shows, those who fail to show up for a test appointment at a test site, will be required to pay an additional \$75.00 test center fee before they can reschedule. Note: A no-show will not be allowed to reschedule within the same test window they failed to show up for. They will be required to reschedule for another test window. The fee must be paid to CCIDC prior to obtaining a rescheduled test date.

**If you have any questions regarding your registration “prior” to the document submission deadline, please contact CCIDC toll free at 1(888) 278-6337.**

**If you have any questions regarding your registration “after” the document submission deadline, please contact CASTLE at 1(919) 572-6880.**

Once you have scheduled your examination date and site you will receive a scheduling confirmation notice, which is your admission ticket to the examination. This notice will confirm that your examination is the “IDEX California”, your examination date, your assigned test site, your candidate password, and the time you need to report to the test site.

There will also be a map for informational purposes to the assigned test site and a link to Google Maps if you need directions.

You will also be given a link to view a free demonstration of the online delivery system using a sample examination. Please note: the content of the sample examination will not include content from the IDEX California examination.

**TO BE ADMITTED TO THE EXAMINATION YOU MUST:**

- Report on time.
- Submit the **CONFIRMATION NOTICE** to the Proctor.
- Bring a **current photo identification with signature** (Driver's license, immigration card, passport, State ID card, etc.). **You will NOT be admitted without proper identification.**

**GENERAL INSTRUCTIONS:**

- Smoking is NOT permitted in the test site.
- Food and beverages are NOT allowed in the test site.
- All personal items including books, notebooks, other papers, all electronic equipment (i.e. cell phones, cameras, etc.), book bags, coats, etc. will NOT be allowed in the examination room and must be left outside of the examination room **AT YOUR OWN RISK.**
- Friends and relatives, including children, will NOT be allowed in the test site.
- Computer-based testing facilities offer examination services to multiple agencies. There may be other individuals in the examination room with you who are sitting for examinations from different organizations. The rules for their examination may be slightly different than the rules for your examination in terms of time, and what is and is not allowed at their station.
- Computer-based tests are delivered via secure Internet connections. Internet connections are subject to the local Internet providers in the area. While it is not the norm, Internet connections can, on occasion, be lost momentarily, requiring the Proctor to log you back into your examination.
- If this occurs, inform the Proctor that your connection has been lost and they will assist you in logging back in to your examination. Your examination time remaining

will be exactly the same as it was when the Internet connection was lost.

- **Prohibited Items:** Candidates are expressly prohibited from bringing the following items to the test site:
  - Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials,
  - Notes, books, dictionaries or language dictionaries,
  - Book bags or luggage,
  - Purses or handbags,
  - iPods, mp3 players, headphones, or pagers,
  - Calculators (except as expressly permitted by the test sponsor), computers, PDAs, or other electronic devices with one or more memories,
  - Personal writing utensils (i.e., pencils, pens, and highlighters),
  - Watches,
  - Food and beverage,
  - Hats, hoods, or other headgear, and
  - Coats and jackets.
  - Please note: that sweaters and sweatshirts *without pockets or hoods* are **permitted**.

If the Proctor determines that you have brought any such items to the test site, they may be demanded and held by CASTLE testing staff. CASTLE reserves the right to review the memory of any electronic device to determine whether any test materials have been photographed or otherwise copied. If the review determines that any test materials are in the memory of any such device, CASTLE reserves the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of the review and any applicable deletions, CASTLE will return your device to you, but will not be responsible for the deletion of any materials that may result from their review, whether or not such materials are test materials. By bringing any such device into the test site in contravention of the policies, you expressly waive any confidentiality or other similar rights with respect to your device, our review of the memory of your device and/or the deletion of any materials. CASTLE, the test site, and the test administration staff are not liable for lost or damaged items brought to the test site.

#### **ACCESSIBILITY: Reasonable Accommodations for Candidates with Disabilities.**

CASTLE Worldwide, Inc., in adherence to the Americans with Disabilities Act (ADA, 1990), provides reasonable and appropriate accommodations for disabled individuals who supply appropriate documentation and are approved by CCIDC.

#### **Reasonable Accommodations**

Reasonable accommodations provide disabled candidates with a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided upon based on the individual's

specific request, disability, documentation submitted, and the appropriateness of the request. The most frequent requests involve providing the candidate with extended time, a reader, a writer, and/or a separate room. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. ***In order to accommodate some requests, CASTLE may have to provide a paper and pencil examination.***

### **Qualified Individual with a Disability**

A disabled candidate is one who has a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, performing manual tasks); has a record of such physical or mental impairment, or is regarded as having such a physical or mental impairment.

A “qualified individual with a disability” is one who has a disability and satisfies the requisite skill, experience, education and other requirements of the service, program, or activity of which he or she is being measured; and, with or without accommodations, can perform the essential functions of the service, program, or activity. An essential function is one that individuals are required to perform, and removing that function would fundamentally change the service, program, or activity.

### **Proper Documentation**

Candidates with disabilities must submit documentation provided by an appropriate licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations. The documentation must be on the professional’s letterhead. It must provide a diagnosis of the disability and the tests used to determine the disability. The candidate may also provide evidence of receiving reasonable accommodations during school on the school’s letterhead. This may include an individualized education plan (IEP). The confidentiality of all documentation submitted by the disabled candidate is protected.

### **Requests for Reasonable Accommodations**

Candidates must submit their request and appropriate documentation to CCIDC for review at the same time they submit their CID application. Candidates approved for reasonable accommodations will be contacted by CASTLE to schedule for the examination. If a candidate is not approved for reasonable accommodations, he or she will be notified by CCIDC.

**ENVIRONMENTAL DISTRACTIONS:** Examination room temperature can be unpredictable; therefore, we suggest that you bring appropriate clothing with you (e.g. sweatshirt) to help you adapt to a cooler or warmer climate in the examination room. Bring earplugs if you are sensitive to noise. With any computer or Internet-based program, temporary connection failures or other temporary technical issues may occur. If they occur, summon the proctor and she or he will assist you. Please note that PASS will save your responses and stop the timer during any connection failure so that you do not lose any examination time.

Test sites are staffed by Proctors who may answer questions concerning the manner in which the examination is given only, and may not provide advice, input, or interpretation.

The time period for the examination is strictly observed.

The candidate **MAY NOT** leave the test site during the administration of the examination section.

**WARNING:** The IDEX California examination and its contents are protected by the Copyright Laws of the United States. Any unauthorized reproduction of the contents by manual transcription, photographic or electronic means or otherwise is a violation of these laws and will be prosecuted. This includes writing down questions and answers after you leave the examination room.

If any candidate violates the IDEX California Copyright or reveals, by any means whatsoever, the questions or answers contained in the examination, the candidate will be deemed to have forfeited his or her eligibility for the examination; the candidate will be disqualified; his or her examination results will become null and void; and the IDEX California Certificate, if issued, will be rescinded.

## **IV. Release of Results**

Results are mailed directly to the candidate within ten (10) to twelve (12) weeks of the examination administration. A score report (indicating pass or fail) for the IDEX California is forwarded to the California Council for Interior Design Certification (CCIDC) by the testing agency, CASTLE Worldwide, Inc. CCIDC will in turn contact all candidates as soon as it receives the results.

## **V. Examination Format**

The format and content areas of IDEX California examination have been developed by the California Council for Interior Design Certification (CCIDC) in cooperation with CASTLE Worldwide, Inc.

The IDEX California is a multiple-choice examination with 150 questions and is given online only, at approximately 39 testing centers across California. Candidates outside of California will have access to test sites closer to them and will be able to choose from those offered online by CASTLE Worldwide at the time they receive their NTS. Candidates will have three (3) hours in which to complete the entire examination. Those who finish early may leave after they have checked with the Proctor. For some questions, reference drawings and tables will be provided on screen along with the corresponding question.

### **Reference Materials**

The following reference materials were used in the development of the IDEX California examination.

- ❑ 2007 California Building Code, Title 24, Part 2, Volume 1 and 2.
- ❑ 2007 California Electrical Code, Title 24, Part 3.
- ❑ 2007 California Mechanical Code, Title 24, Part 4.
- ❑ 2007 California Plumbing Code, Title 24, Part 5.
- ❑ 2007 California Fire Code, Title 24, Part 9.
- ❑ 2007 California Energy Code, Title 24, Part 6.
- ❑ 2008 California Access Compliance Reference Manual (DSA).
- ❑ Technical Bulletins #'s 116, 117, 121, 129, and 133, Bureau of Home Furnishings.
- ❑ State of California, Business and Professions Code, Sec. 5800.
- ❑ California Civil Code, Section 1689.
- ❑ California Contractors License Law and Reference Book, CSLB, LexisNexis.
- ❑ CCIDC Code of Ethics and Conduct.
- ❑ State Board of Equalization Bulletin "Tax Tips for Interior Designers and Decorators".
- ❑ ASID Agreement between Designer and Client for Design Services, Documents 301, 302, 303, 2008 Edition, and Residential Interior Design Services Agreements ID120 through ID126, 1996 Edition.
- ❑ Specifying Interiors by McGowan, Cruse, John Wiley & Sons, 2006 Second Edition.
- ❑ Professional Practice for Interior Designers by Christine M. Piotrowski, John Wiley & Sons, 2008 Fourth Edition.
- ❑ Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen, Pearson Prentice Hall, Tenth Edition.
- ❑ Construction Drawings and Details for Interiors by Otie Kilmer and Rosemary Kilmer, John Wiley & Sons, 2003.
- ❑ CalDAG 2009 Interpretive Manual and Checklist California Disabled Accessibility Guidebook by Michael P. Gibbens, Builder's Book, Inc.
- ❑ Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton and Courtney Nystuen, John Wiley & Sons, 2007.
- ❑ Residential Lighting Design Guide developed by the California Lighting Technology Center at UC Davis, 2005.

Note: Unless you have access to these books in your regular business office, you may consider purchasing them, only to find the costs to be quite prohibitive. Please check with your local library, or with contractors, other designers or architects that you may know in order to borrow them. Some of the information is available free on the Internet, which you can link to from the CCIDC web site by connecting to third-party vendors offering IDEX California resources. Most reference books are available from online bookstores.

## **VI. Examination Content**

The IDEX California examination measures the following knowledge areas:

- ❑ The Administrative Process, Permit Process & the Construction Document Process.
- ❑ General Building Regulation.
- ❑ Accessibility/Universal Design

- California Access Compliance (DSA)
- California Access Regulations (Title 24, Part 2)
- Exiting/Life Safety (Title 24, Part 2 and Part 9)
  - Means of egress, exit way, exit passageway and exit discharge.
- Fire Codes and Regulations (Title 24, Part 2 and Title 24, Part 9)
  - Interior finish and flammability.
- Plumbing Code (Title 24, Part 5)
- Energy/Environmental (Title 24, Part 4 and Part 6)
- Electrical (Title 24, Part 3)
- Ergonomics/Anthropometrics/Universal Design
- Professional Ethics
- Legal issues specific to Interior Designers in California
- Contractual issues
- Business Procedures
- Business and Professions Code specific to:
  - B & P Code 5800 Certified Interior Designers
  - Licensed Contractors
  - Architects
- Design Standards and Theory
- Human Factors
- Design Phases and Terminology
- Finishes, Furniture, Fixtures and Equipment
- Environmental

## **VII. Performance Objectives**

The performance criteria used to develop the examination questions; with a complete description of the objective of each criteria and reference material utilized to document the questions is provided in the following sections for each of the twenty knowledge areas.

### **A. Administration**

## **Objective**

To test the candidates knowledge of how codes are adopted, requirements for permit process and necessary information to submit for a permit, building and fire department responsibilities, other agencies responsibilities, when inspections are required, power and duties of building officials, right of appeal process, steps to obtain field inspections, the use of special inspectors, zoning and planning department issues, and Certificates of Occupancy.

To determine the candidates ability to use the California Building Code (CBC), Title 24, Parts 1 through 6, and 9, and the necessary information for the practice of interior design.

1. Identify necessary steps to obtain a building permit, plan review and approval, requirements of the permit process, necessary drawings and information which must be included, expiration of plan review and permit and requirements for a certificate of occupancy.
2. Recognize the powers and duties of building officials, steps in the appeal process, steps to obtain field inspections and the use of special inspectors.
3. Recognize how uniform codes are adopted in California and enacted into law.
4. Recognize that special design requirements apply to essential service buildings in California.
5. Given an example of field changes after plan check and approval, identify necessary steps and processes before implementing changes.
6. Demonstrate ability to find the definitions of various terms in the CBC.
7. Demonstrate ability to find and interpret important information relating to classification of buildings and occupancy requirements.
8. Demonstrate knowledge of the organization of codes, terms and regulations in California Building Codes, Title 24, Parts 2, Volume 1 and 2.
9. Recognize both on drawings and in the field when structural components are involved and who to consult before proceeding.
  - a.) Residential
  - b.) Commercial
10. Demonstrate knowledge of the fixture requirements, dimensional requirements and space needs within public restrooms.

11. Identify correct and incorrect designs to meet requirements for light and ventilation.
12. Identify the location, size, type and labeling requirements for glazing to meet code requirements.

**Reference Material**

2007 California Building Code, Title 24, Part 2, Volume 1 and 2.  
2007 California Electrical Code, Title 24, Part 3.  
2007 California Mechanical Code, Title 24, Part 4.  
2007 California Plumbing Code, Title 24, Part 5.  
2007 California Fire Code, Title 24, Part 9.  
2007 California Energy Code, Title 24, Part 6.  
2008 California Access Compliance Reference Manual (DSA).

**B. Occupancy**

**Objective**

To test the candidates knowledge on the different kinds of occupancy classifications and how they are used in the application of space planning and interior design.

1. Means and methods of determining types of occupancy.
2. Identify different types of area separation between occupancies.
3. Identify and understand different types of occupancies.

**Reference Material**

2007 California Building Code, Title 24, Part 2, Volume 1 and 2.

**C. Construction Types**

**Objective**

To determine the candidate's ability to know and understand the differences between types of construction and how they affect interior design and the use of space.

1. Using provided tables from the CBC calculate various allowable heights

and usable areas for both residential and commercial applications.

2. Using allowable materials based upon construction type.
3. Determining different types of construction by use.

### **Reference Material**

2007 California Building Code, Title 24, Part 2, Volume 1 and 2.

## **D. Fire Resistive Requirements**

### **Objective**

The candidate will be able to apply Fire Codes and Regulations to residential and commercial interior design, and process of submittal for approval, and when the California Building and Fire Codes apply.

1. Specify materials and construction that meet flammability requirements for various occupancies.
2. Recognize that there are requirements for storage of combustible and hazardous materials and be aware of the possible affect on construction, materials and occupancy classification.
3. Recognize violation of fire life safety during design, construction alteration and demolition.
4. Recognize that correctly designed reflected ceiling plans must be coordinated with a sprinkler consultant, fire protection engineer and in some cases a structural or civil engineer.
5. Identify requirements for the design of interior fireplaces and barbecues including mantels, hearths and surface finishes.
6. Identify correct and incorrect fire resistance standard design and applications for walls, partitions, floors, ceilings, doors, windows and other penetrations for various construction types, fire resistivity, occupancies and locations utilizing standard designs such as sections prescribed within the 2007 CBC.
7. Identify various flammability tests for materials, textiles, wall coverings, upholstery and drapery.
  - a. Identify the requirements for California Technical Bulletins 116, 117, 121, 129 and 133 as they apply to upholstered furniture and

- b. vertical surfaces and how to verify compliance.
  - b. Identify requirements relating to draperies and wall hangings.
  - c. Identify testing requirements, testing agencies and standards for various materials and textiles used in interior specifications.
  - d. Identify the chapter dedicated to fire resistive material in the CBC and the applicable standards.
8. Demonstrate knowledge of when applications of flame resistant finishes are required for interior materials and textiles.
  9. Identify correct procedures for the submittal and approval of materials, products and specifications to meet fire safety regulations and how to obtain a flame spread certificate.

#### **Reference Material**

2007 California Building Code, Title 24, Part 2, Volume 1 of 2.  
2007 California Fire Code, Title 24, Part 9.  
Technical Bulletins #'s 116, 117, 121, 129, and 133.

## **E. Interior Finish**

### **Objective**

To test the candidates knowledge of interior finishes for floors, walls and ceilings, as they relate to the various California codes and Title 24.

1. Demonstrate knowledge of the code as it governs the use of interior finishes, trim and decorative materials.
2. Demonstrate knowledge of interior wall and ceiling finish requirements by occupancy.
3. Understanding of provisions limiting allowable flame spread and smoke development.

### **Reference Material**

2007 California Building Code, Title 24, Part 2, Volume 1 of 2.  
Technical Bulletins #'s 116, 117, 121, 129, and 133.

## **F. Means of Egress**

### **Objective**

To test the candidates knowledge of exiting requirements.

1. Demonstrate ability to recognize correct and incorrect applications of code requirements in exiting for all occupancies including the new terminology of hallways, means of egress, exit access, exit path ways, exit discharge.
2. Demonstrate knowledge and ability to calculate occupant load.
3. Demonstrate the ability to calculate location of exits, door widths, length and width of corridors, stairs, ramps, landings and the number of exits according to occupant load.
4. Demonstrate knowledge of requirements for placement of exit signage, sign illumination, exit illumination and power source.
5. Demonstrate knowledge of exit requirements for sprinkled and non-sprinkled buildings.
6. Recognize what constitutes a legal fire exit on a drawing and what a dead end corridor is.

#### **Reference Material**

2007 California Building Code, Title 24, Part 2.

2007 California Fire Code, Title 24, Part 9.

2008 California Access Compliance Manual (DSA).

## **G. Accessibility**

### **Objective**

To test the candidates knowledge and ability to apply accessibility requirements and regulations in California.

1. Demonstrate ability to recognize correct and incorrect applications for accessibility regulations in buildings used by the public:
  - a. Restrooms, fixtures, hardware and accessory items.
  - b. Doors, thresholds and hardware.
  - c. Path of travel.
  - d. Public facilities including phone, water fountains, mailboxes, elevator, controls, counters and ATM's.
  - e. Slip resistant requirements for walking surfaces.
  - f. Handrails.
  - g. Corridors, vestibules and ramps.
  - h. Signage.
  - i. Protruding objects in accessible routes.
  - j. Unreasonable hardships.

- k. Site access requirements.
  - l. Clearances and dimensions dealing with all of the above.
- 2. Demonstrate knowledge of differences in accessibility requirements for new construction, renovation and demolition in commercial buildings.
- 3. Identify requirements for accessibility in multiple-family and residential care facilities.
- 4. Demonstrate knowledge of and under what conditions ADA requirements (ADA Title I & III) and California Access Regulations, Title 24, Part 2, must be met.
  - a. Public accommodation.
  - b. Commercial facilities.
  - c. Work environment (ADA Title I, The work place).
- 5. Demonstrate understanding of definition of service establishments as defined by ADA and recognizes when requirements for accessibility will apply.
- 6. Demonstrate knowledge of the enforcement, liability and appeals process of ADA (Title III Sub Part E).

### **Reference Material**

2007 California Building Code, Title 24, Part 2, other sub-codes.

2008 California Access Compliance Reference Manual (DSA).

CalDAG 2009 Interpretive Manual and Checklist California Disabled Accessibility Guidebook by Michael P. Gibbens, Builder's Book, Inc.

## **H. Building Systems**

### **Objective**

To test the candidates knowledge of plumbing code requirements which influence interior design space planning. To test the candidates knowledge of typical interior design requirements as related to electrical and telecommunications systems, location requirements, and situations when a consultant is necessary. To test the candidates knowledge of energy conservation as required by Title 24, Part 6, California Energy Code, 2007.

- 1. Demonstrate knowledge of requirements for number of fixtures according
-

- to occupancy load and type.
2. Demonstrate knowledge of minimum standards and clearances for plumbing fixtures in residential design.
  3. Demonstrate awareness of venting location and plumbing requirements in residential and commercial design.
  4. Demonstrate knowledge of water conservation requirements in the specification of plumbing fixtures.
    - a. Shower heads.
    - b. Low-flow toilets.
  5. Demonstrate knowledge of various types of plumbing fixtures and associated hardware.
  6. Demonstrate your knowledge of mechanical systems, vents and registers.
  7. Identify the location of electrical outlets, ground fault interrupters, switching devices, and fixtures as required by code in residential and commercial buildings.
  8. Understand restrictions on the use of high voltage (neon) lighting in residential and commercial applications.
  9. Specify single-use or dedicated circuits and other special equipment required by code or client function.
  10. Identify when to engage a consultant for electrical specifications, or when the electrical contractor of record may perform this function.
  11. Demonstrate knowledge of location and spacing of outlet and switching devices.
  12. Demonstrate knowledge of the need for an emergency power source in special applications.
  13. Demonstrate the knowledge of the use of energy efficient lamps, switching and control devices by identifying correct and incorrect applications.
    - a. Lighting requirements for appropriate lighting levels, switching and control devices for residential and commercial interiors.
    - b. Specify fixtures and lamp requirements for residential and
-

commercial interiors.

14. Demonstrate awareness of the specific forms required to meet the energy code, where to acquire them and who prepares them.
15. Demonstrate knowledge of mandatory measures and requirements of the energy code including insulation, building envelope requirements, weather-stripping, and the use of glazing.
16. Demonstrate knowledge of alternate methods of compliance and recognize the need to consult.

### **Reference Material**

2007 California Energy Code, Title 24, Part 6.

2007 California Plumbing Code, Title 24, Part 5.

2007 California Electrical Code, Title 24, Part 3.

2007 California Mechanical Code, Title 24, Part 4.

Residential Lighting Design Guide developed by the California Lighting Technology Center at UC Davis, 2005.

## **I. Miscellaneous**

### **Objective**

To test the candidate's knowledge on miscellaneous parts of the code that affect interior designers and their work, not covered by complete sections, such as emergency egress windows, glazing, interior environmental requirements (ventilation, sound transmission), interior spatial dimensions (coordination with systems, lighting, structural elements), and smoke detectors.

1. Demonstrate knowledge of exiting requirements from residential facilities.
2. Demonstrate knowledge of different types of glazing and their applications.
3. Demonstrate knowledge of interior environmental requirements such as those required for special ventilation and sound transmission issues, as well as how to coordinate interiors with various ancillary systems and structural elements.
4. Demonstrate knowledge of smoke detector requirements relative to residential facilities.

### **Reference Material**

2007 California Building Code, Title 24, Part 2, Volume 1 and 2.

## **J. Professional Ethics**

### **Objective**

To test the candidate's knowledge of the professional code of ethics required by CCIDC of all Certified Interior Designers in California, as well as those of various professional interior design associations throughout the United States.

1. Given a description of the CCIDC code of ethics, identify different responsibilities and behavior of the practitioner towards consumers, colleagues and others.
2. Identify the scope of Certified Interior Designers practice as it relates to the various codes of ethics.
3. Understand the Code of Ethics for a Certified Interior Designer.

### **Reference Material**

CCIDC Code of Ethics

## **K. Legal Issues in California**

### **Objective**

To test the candidate's knowledge of the professional practice rules and regulations for various professions in the building industry in California.

1. Given a description of the legal responsibilities as defined by law, identify the scope of work responsibilities of the professions, including engineers, architects, Certified Interior Designers and contractors.
2. Identify the scope of Certified Interior Designers practice according to California law.
3. Identify the liability a designer assumes when changing design specifications on drawings with a building permit.

### **Reference Material**

State of California, Business and Professions Code, Chapter 3.9, Sec. 5800.  
State Board of Equalization Bulletin for Interior Designers and Decorators.  
California Civil Code, Section 1689.  
California Contractors License Law & Reference Book, CSLA, LexisNexis.

## **L. Contractual Issues between Client and Design Professional**

### **Objective**

To test the candidate's knowledge on the aspects of a design services agreement with their client and how to deal with issues such as breach of contract, arbitration, payments, scope of services, etc.

### **Reference Material**

ASID Agreement between Designer and Client for Design Services, Documents 301, 302, 303, 2008 Edition, and Residential Interior Design Services Agreements ID120 through ID126, 1996 Edition.

## **M. Business Procedures**

### **Objective**

To test the candidate's knowledge of common laws and regulations in conducting business in California, especially with regard to those laws that specifically impact interior designers including sales and use taxes, contractors licensing law requirements, interior design scope of services contracts/agreements, and civil code rescission clauses.

1. Given a description of the legal responsibilities as defined by law, identify the scope of work responsibilities of the professions, including engineers, architects, Certified Interior Designers and contractors.
2. Identify the scope of Certified Interior Designers practice according to California law.
3. Understand the Code of Ethics for a Certified Interior Designer.
4. Identify the scope of liability when changing architectural specifications on drawings with a building permit.
5. Write a contract/letter of agreement to meet California codes and regulations.
6. Apply codes and regulations to standard business practice.
7. Understand California Civil Code for providing professional services to homeowners in their home.
8. Utilize commonly accepted business procedures and practices.

**Reference Material**

State of California, Business and Professions Code, Chapter 3.9, Sec. 5800  
State of California, Civil Code, Section 1689.  
State Board of Equalization Bulletin for Interior Designers and Decorators.  
CCIDC Code of Ethics

**N. Design Theory**

**Objective**

To test a candidate's knowledge on the elements and principles of design and theory relative to the study of space, line, shape, mass, light, scale and proportion.

**Reference Material**

Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen,  
Pearson Prentice Hall, Tenth Edition.

**O. Human Factors**

**Objective**

To test the candidate's knowledge of ergonomic principles, anthropometrics, non-code based universal design, terminology and common attributes.

1. Demonstrate general knowledge and principles of ergonomics as it relates to the interior built and furnished environment.

**Reference Material**

Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen,  
Pearson Prentice Hall, Tenth Edition.  
Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton and  
Courtney Nystuen, John Wiley & Sons, 2007.

**P. Design Phase**

**Objective**

To test a candidates knowledge on the different phases of a typical design project in the early design phase.

**Reference Material**

Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen, Pearson Prentice Hall, Tenth Edition.

Residential Interior Design, A Guide to Planning Spaces by Maureen Mitton and Courtney Nystuen, John Wiley & Sons, 2007.

**Q. Contract Documents**

**Objective**

To test a candidate's knowledge on the development and technical aspects of preparing construction documents for a design project including their application to specifications and bidding.

**Reference Material**

Professional Practice for Interior Designers by Christine M. Piotrowski, John Wiley & Sons, 2008 Fourth Edition.

Construction Drawings and Details for Interiors by Otie Kilmer and Rosemary Kilmer, John Wiley & Sons, 2003.

Specifying Interiors by McGowan, Cruse, John Wiley & Sons, 2006 Second Edition.

**R. Contract Administration Process**

**Objective**

To test a candidate's knowledge on the construction phase and process of a design project including change orders, post occupancy evaluation, project observation, preparing punch lists, dealing with requests for information, reviewing and approving shop drawings and dealing with submittals for review.

**Reference Material**

Professional Practice for Interior Designers by Christine M. Piotrowski, John Wiley & Sons, 2008 Fourth Edition.

**S. Finishes, Furnishings, Fixtures, and Equipment**

**Objective**

To test a candidate's knowledge on finishes relative to fire codes and flammability standards (ASTM, NFPA, UL) such as flooring, walls coverings, ceilings and

fabrics. The standards will be relative to both residential and commercial standards and will cover furnishings, fixtures and equipment as well.

**Reference Material**

Specifying Interiors by McGowan, Cruse, John Wiley & Sons, 2006 Second Edition.

**T. Environmental**

**Objective**

To test a candidate's knowledge on various interior environmental subjects such as acoustics, indigenous species, indoor air quality and sustainable materials.

**Reference Material**

Specifying Interiors by McGowan, Cruse, John Wiley & Sons, 2006 Second Edition.

Beginnings of Interior Environments by Lynn M. Jones and Phyllis S. Allen, Pearson Prentice Hall, Tenth Edition.

**VIII. Sample Questions**

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1. What MINIMUM conservation features and devices are to be included for compliance with residential energy efficiency standards?
    - A. Mandatory Measures Checklist
    - B. Shading Coefficient Worksheet
    - C. Energy Budget Point System
    - D. CEC system grid

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  2. What of the following would be considered an H-occupancy?
    - A. A factory with large quantities of flammable liquids
-

- B. A theater with seating for more than 5,000
  - C. A maximum-security prison
  - D. A convalescent home
- 

3. What is the MAXIMUM finish sill height of any residential escape window?

- A. 36"
  - B. 40"
  - C. 42"
  - D. 44"
- 

4. If work does not commence, or if the project becomes abandoned, what period of time can elapse before the permit becomes null and void?

- A. 90 days
  - B. 180 days
  - C. One year
  - D. 120 days
- 

5. What must the exit doors for an accessible commercial establishment include?

- A. A 5-inch plate on the door
- B. An automatic self-locking assembly
- C. A bottom 10-inch smooth, uninterrupted surface
- D. Alarm-activity mechanism

6. For a nursery with full-time care of ten toddlers, what class (excluding exceptions) must wallcoverings be in corridors and exit ways?

- A. Class I
  - B. Class II
  - C. Class III
  - D. Class IV
- 

7. In a type I or II commercial office building, what construction is allowed for non-load bearing interior partitions that do not establish a fire-rated corridor?

- A. Untreated wood framing and 5/8" gypsum board
  - B. Steel framing and 5/8" gypsum board
  - C. Combustible framing with non-combustible materials applied to the
-

framing

D. Steel framing with 1/2" gypsum board

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8. Your client has seen the work of another professional designer in a trade magazine and has asked you to duplicate it as closely as possible. In addition, your client has a limited budget and will not be able to afford the chairs and sofa that would need to be purchased from a well-known furniture manufacturer. You should:

- A. Inform your client that you will need to find a local workroom that will duplicate the furniture pieces from photos supplied to you from the furniture manufacturer.
  - B. Add an addendum to your contract stating you will not be held liable for any copyright infringements.
  - C. Inform your client that it is against the professional designer's code of ethics to plagiarize another designer's work.
  - D. Ask the vendors if they provide special discounts.
- 

9. Which of the following are associated with the principles of rhythm?

- A. Gradation, repetition, transition, and progression.
- B. Gradation, progression, repetition, and subordination.
- C. Domination, gradation, transition, and progression.
- D. Domination, subordination, repetition, and transition.

10. In lighting design, where are light reflectance and glare issues **MOST** important?

- A. Offices
  - B. Restaurants
  - C. Bedrooms
  - D. Living rooms
- 

11. Which form of light has the **MOST** positive effect on people's health and well being?

- A. Natural
  - B. Discharge
  - C. Full spectrum
  - D. Warm deluxe
-

12. Which of the following should a designer do during the concept/schematic design phase.
- A. Create preliminary design decisions for client review.
  - B. Prepare set of CD's and FF&E package.
  - C. Locate contractors that can complete the work.
  - D. Finalize all schedules and specifications.
- 

13. Which of the following are the **FIRST** considerations when developing a space plan?
- A. Scale and proportion.
  - B. Codes and adjacencies.
  - C. Furnishings and arrangements.
  - D. Relationships and design.
- 

14. Which of the following would require construction documents to be prepared by a registered professional?
- A. Residential remodel.
  - B. Non-sprinklered building.
  - C. Artist-in-residence loft.
  - D. High-rise building project.

15. Designers should allow a change order to be issued only upon the written approval by which of the following?
- A. Building Official.
  - B. Client/Owner.
  - C. Subcontractor.
  - D. Contractor
- 

16. Which of the following is the purpose of the shop drawings in the administration of the compliance with the contract?
- A. Offer the designer the opportunity to reconsider the design intent.
  - B. Allow the contractor to make substitutions.
  - C. Illustrate specific situations or details of the project.
  - D. Respond to plan check corrections.
-

17. Who prepares and submits shop drawings and samples for approval?

- A. City inspector.
  - B. Designer.
  - C. Contractor.
  - D. Client.
- 

18. Which of the following is a common property of vinyl coated wall coverings manufactured for hospitality design?

- A. Mildew resistance.
  - B. Toxic binders.
  - C. Transparent finishes.
  - D. Textural surfaces.
- 

19. Which of the following determines and rates the mildew resistance of wallpaper?

- A. IBC
- B. ASTM
- C. NTMA
- D. ANSI

20. Which test is used to measure flame spread in rated corridors?

- A. Flame rating system.
  - B. Chamber test.
  - C. Steiner tunnel test.
  - D. Flooring radiant panel test.
- 

21. Which of the following should designers **AVOID** when specifying paint, because of toxicity?

- A. Volatile organic compounds.
  - B. Water-based resins.
  - C. Water-based thinners.
  - D. Water-based sealers.
- 

22. Which of the following should a designer attempt to specify on every “LEED” design project?

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- A. Sustainable materials.
  - B. Materials for cost.
  - C. Materials for style
  - D. Materials for safety.
- 

Correct Answers:

- 1. A.
  - 2. A.
  - 3. D.
  - 4. B.
  - 5. C.
  - 6. B.
  - 7. B.
  - 8. C.
  - 9. A.
  - 10. A.
  - 11. A.
  - 12. A.
  - 13. B.
  - 14. D.
  - 15. B.
  - 16. C.
  - 17. C.
  - 18. A.
  - 19. B.
  - 20. D.
  - 21. A.
  - 22. A.
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## IX. Frequently Asked Questions

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**Question:** I am already Certified by CCIDC. Do I need to take the IDEX California?

**Answer:** No, the examination is for new applicants.

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**Question:** Do I need to take the IDEX California and a national examination?

**Answer:** Only if you are planning to become a “professional member” of an association such as ASID, IIDA, NKBA or IDS (or for regulatory reasons in another state) for example. If not, the only examination you need to become

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Certified in California is passage of the IDEX California.

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**Question:** How many questions are there in the IDEX California?

**Answer:** There are 150 multiple-choice questions.

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**Question:** How long does it take to complete the examination?

**Answer:** You are given 3 hours to complete the examination.

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**Question:** Can I reschedule my testing appointment before the actual test date, but after the examination registration deadline?

**Answer:** Yes you can, you may reschedule a testing appointment up to five (5) business days in advance of your testing appointment. A \$50.00 fee will apply which must be paid online at the time of the request. The reschedule request can be submitted through CASTLE's online scheduling system through the same link provided on the original Notice To Schedule (NTS). If you cancel or transfer before the examination deadline or the document submittal deadline there is no additional fee.

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**Question:** How do I transfer to another testing window?

**Answer:** Call the CCIDC office toll free at (888) 278-6337 to make this arrangement so that CCIDC can change its records and also notify CASTLE. This should be done prior to the document submission deadline otherwise additional fees may be incurred.

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**Question:** What if I do not show up on the date of my testing appointment?

**Answer:** You will be considered a "no-show" and in order to reschedule to another testing window you will be required to pay the \$75.00 testing center fee to CCIDC again in order to cover the expenses of the testing center.

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**Question:** Are there classes or study groups in order to prepare for the examination?

**Answer:** Yes, there are third-party organizations preparing books, manuals, classes and in the future Webinars, that will help candidates to prepare specifically for the IDEX California examination. There are also web sites that offer information and links to many of the study materials as well as helping candidates to form study groups. You can find all of this information on how to reach these providers on the CCIDC web site

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**Question:** How much study time is needed to prepare for the examination?

**Answer:** A lot has to do with what you do and don't know already. If you already use and know the California Building Code and Title 24 in your day-to-day practice then you will require less studying time, if you don't then you will require a lot more and we recommend some of the prep classes that will be given. If you look at the examination classification system it gives you a good idea of the topics that will be covered in the IDEX California examination. From this you should be able to determine your knowledge base and make a suitable decision. Also, if you have a good education in interior design it would be a great help, but if you are applying under experience only there may be a deficiency in your knowledge base so you'll have to study and prepare well for the examination.

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**Question:** The reference books and materials seem very extensive and look like they could possibly cost a lot of money. How can I obtain all of this information at a reasonable cost?

**Answer:** If you work in an office that does commercial design work they should already have the various code books. If this is not the case then purchasing them will be very expensive, however all of the California Codes are available to view for "free" online. The CCIDC web site can point you to the sources. There are also books or manuals available that have condensed all of the code information that pertains to interior design and the IDEX California, which would be much less expensive than buying code books. Also, if you can form, or get into a study group, there may be others who have the books you need and so you can share.

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**Question:** How will I know exactly where to go to take the examination?

**Answer:** When you receive your "Notice To Schedule" via E-mail from CASTLE, you will be given testing center choices in your particular area. You will actually be responsible for choosing a testing center and making a specific appointment. Included with your confirmation will be the address of the testing center and a link to Google Maps.

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**Question:** How long after the test are the results made available?

**Answer:** It normally takes about 10 to 12 weeks to finalize the results.

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**Question:** How is the examination scored?

**Answer:** Your score is the number of questions you answer correctly. Each question is worth one point. The passing score is determined using a modified Angoff study. The passing score is not an arbitrary number, say 70% as might be

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used in classrooms. Instead, the passing score is established after the statistical review of the data generated by a panel of expert designers who consider the difficulty of each question on the examination for the candidate who meets the minimum qualifications for competent practice.

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**Question:** I have health issues that require me to eat and/or drink frequently. Will I be allowed to take food or drink into the testing center?

**Answer:** No food or drink is allowed in the testing centers, however if you require “special accommodations” due to a disability or health issues there is a process for requesting these at the front of this study guide.

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June 2, 2009