

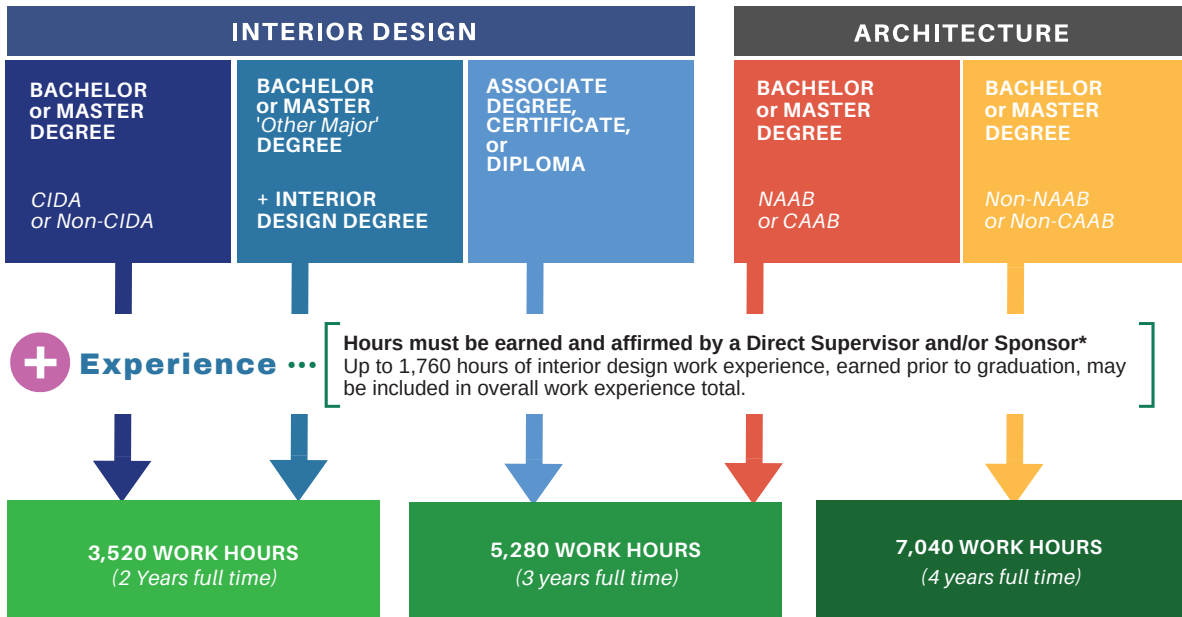
# NCIDQ EXAMINATION ELIGIBILITY PATHS

Specific education and work experience requirements exist to be eligible to sit for the NCIDQ Examination.



## Education ...

Official education transcripts must include a minimum of 60 semester or 90 quarter credit hours of post-secondary interior design coursework that encompasses a certificate, degree, or diploma from an accredited institution, for an application to be reviewed.



Meeting CIDQ's education and work experience requirements does not guarantee that a candidate will meet their jurisdiction's requirements to be a licensed/registered/certified interior designer. Individuals are reminded to check with their jurisdiction regarding those specific requirements.

### \*Who can be a Direct Supervisor and/or Sponsor?

A direct supervisor and/or sponsor must be a design professional, defined as someone who meets at least one of the following three criteria:

- NCIDQ Certified Interior Designer
- State/Provincial Licensed/Registered/Certified Interior Designer in the US or Canada
- State/Provincial Licensed/Registered Architect in the US or Canada who provides interior design services

A **Direct Supervisor** is a design professional, as defined above, who provides substantial oversight and control of a candidate's work and possesses detailed knowledge of the tasks performed.

A **Sponsor** is a design professional, as defined above, who agrees to review a candidate's professional progress and affirm interior design work experience hours. A sponsor may or may not work within the same firm as the candidate.

# NCIDQ EXAMINATION QUALIFIED WORK EXPERIENCE

## DIRECT SUPERVISOR/SPONSOR - CANDIDATE RELATIONSHIP EXPECTATIONS

CIDQ recommends the candidate meet quarterly with their direct supervisor and/or sponsor, to discuss and review the candidate's work experience. Meetings must occur via phone, video chat, or in person; email only is not sufficient. It is the responsibility of the candidate to schedule meetings with their direct supervisor/sponsor.

Successful candidates should have work experience and exposure in a variety of interior design areas, to be well-rounded for professional practice. If the candidate is lacking experience in one or more areas, it would benefit them to gain more experience as they continue to improve their interior design knowledge and skills.

Conversations should focus on the phases of a design project, including those highlighted on this page.

### VALUE FOR WORK HOURS

| TYPE OF SUPERVISOR   | VALUE FOR WORK HOURS |         |
|--|----------------------|---------|
|  | DIRECT SUPERVISOR    | SPONSOR |
| NCIDQ Certified Interior Designer  | 100%                 | 100%    |
| State (U.S.) or Provincial (Canada) Licensed, Registered, or Certified Interior Designer                   | 100%                 | 100%    |
| State (U.S.) or Provincial (Canada) Licensed or Registered Architect Who Provides Interior Design Services | 100%                 | 100%    |

## DESIGN PROJECT PHASES

### PRE-DESIGN

Preliminary research of client and user needs and goals, project scope and schedule, and interior concept development; zoning and site analyses; selection of project team.

### PROGRAMMING

The process of gathering and analyzing information about the client's and user's needs relative to a given project. It involves organization, structure, and goals; functional, behavioral, and cultural needs; budget; existing conditions; codes; and external considerations.

### SCHEMATIC DESIGN

The preparation of preliminary plans, furniture layouts, materials choices, and other components, through the process of considering all of the ramifications of the needs expressed in the programming stage.

### DESIGN DEVELOPMENT

Encompasses the final recommendations for the complete project, including consultations with consultants, and obtaining client approval for production of working drawings for the project.

### CONTRACT DOCUMENTS

The documents prepared to obtain prices from various sources following final approval from client including working drawings for all details as necessary and specifications and schedules for construction and materials.

### BIDDING/TENDERING

Assisting clients in hiring a contractor; answering contractor questions and providing any additional documentation if requested or needed by the contractor.

### CONTRACT ADMINISTRATION

Once contracts have been awarded, defining the goals, coordinating the tasks and scheduling, preparing and monitoring a critical path for construction and installation, overseeing quality control and performance, acting as a liaison between the client and contractors, maintaining budget control, and overseeing all legal aspects of the contracts.

### PROJECT CONCLUSION

Final walk through of project and determination of any additional items needing attention. Discussion of care and maintenance of finishes, furnishings, and equipment. Post-Occupancy evaluations and other forms of research.

### ANCILLARY/ADDITIONAL SERVICES

Professional exposure and liability; accounting and methods of compensation; marketing; photo-realistic renderings; inventory of existing furniture and equipment.



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