



Louisiana

Office of the Governor
State Board of Examiners
of Interior Designers

11736 Newcastle Avenue, Bldg. 2, Suite C
Baton Rouge, LA 70816

Telephone 225.295.8425 Fax 225.304.6655
Website: www.lsbid.org Email: admin@lsbid.org

CONTINUING EDUCATION COURSE APPLICATION FOR PROVIDERS

The Louisiana State Board of Examiners of Interior Designers shall only consider for approval courses that contain content relative to the health, safety and welfare of the public. Courses that are previously approved for HSW by the IDCEC, ASID, IIDA or AIA are approved immediately.

FEES

- \$10 Courses already approved by professional organizations (ASID, IIDA, IDEC, IFMA, BOMA, NFPA, SBC, AIA, code councils and IDCEC)
- \$100 Courses not already approved by an organization listed above.

Fees are payable to the Louisiana State Board of Interior Designers and are non-refundable.

Courses previously approved by IDCEC (ASID or IIDA) and AIA for HSW will be approved immediately.

Courses not previously approved must be approved by the board. Your application must be received 75 days prior to the board meeting. Please visit our website and click on 'calendar' to view board meeting dates.

- Check here if this course was previously approved, expired and is being resubmitted. (Fees do apply)**

APPLICANT / COMPANY	Contact Person
Email address	Telephone #

Title of Course:				
Description of Course				
APPROVAL NUMBERS :	IDCEC	ASID	IIDA	AIA
Please check one: <input type="checkbox"/> HS (health/safety) <input type="checkbox"/> W (welfare) <input type="checkbox"/> G (general knowledge)				
Description of Health, Safety & Welfare (HSW) related information included in the course:				
Allocated number of contact hours:				
Indicate format of this course:				
<input type="checkbox"/> seminar	<input type="checkbox"/> webinar	<input type="checkbox"/> online	<input type="checkbox"/> home study	<input type="checkbox"/> National Conference
<input type="checkbox"/> other: (please explain)				

Name of Instructor(s)

Name: _____ Name: _____

Email : _____ Email: _____

Telephone: _____ Telephone: _____

Courses that are **not** previously approved by the IDCEC, ASID, IIDA or AIA for HSW must be formally approved by the Board at a regularly scheduled board meeting. The course will first be given to the Continuing Education committee for review. They will give their recommendation to the board for final approval. (please visit our website and click on 'calendar' to view board meeting dates) This process takes up to 75 days.

*Please attach 2 copies of a step-by-step typewritten outline of the course. This outline must include specific time allocations for each portion of the course. Please also include any handouts provided.

Courses that have been previously approved by the IDCEC, ASID, IIDA or AIA for HSW will be immediately approved upon receipt. For these courses, please do not submit anything in addition to the application.

The LA State Board will contact you after review with the approval status of this course. If approved, this course will expire in 3 years. Upon expiration the applicant will be contacted at the most recent address on file with the Board and will be given the opportunity to resubmit the course for an additional 3 years.

By submitting this course for approval, you are agreeing it will be presented according to the submitted information and will not be manufacturer specific.

Applicant's Signature

Date