



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

Intern Interior Designer Information

As a graduate of an interior design program in Louisiana, you will soon be embarking on your career. During your studies, we are sure that your professors have emphasized the importance of professionalism in the field of interior design. Your next goal will be to pass the examination given by the National Council of Interior Design Qualification (NCIDQ) and become a Registered Interior Designer by the Louisiana State Board of Examiners of Interior Designers.

With the passage of the Practice Act for interior designers in 1999, State Registration is mandatory for you to practice interior design. The practice of interior design involves the following: life safety, the Americans with Disabilities Act, fire or building codes or any other regulatory code or Ordinance. Almost all work done in a commercial or industrial setting will require the holding of an active Registered Interior Designer license. This license is not the same as the Intern Interior Design license you are applying for with this application.

Further, you can not use the title "Interior Designer" or 'interior design' until you have fulfilled your time obligation (a combination of six years of education and experience) and passage of the NCIDQ exam. The title "Intern Interior Designer" may be used if you register with the State Board of Examiners of Interior Designers while you are working on your experience necessary to sit for the exam. As an 'Intern Interior Designer' you must have a Louisiana Registered Interior Designer sign off on all projects involving the health, safety and welfare of the public.

Once your application for Intern Interior Design status has been approved, your use of the term 'Intern Interior Designer' is only valid until December 31st of the current year. After that period of time, you may only continue to use the term by completing the annual Intern Interior Designer Renewal form which will be sent to you by the Board each year with a return due date of December 31st. The renewal application will be sent to the address on file.

To register as an Intern Interior Designer you must submit:

- Application for Intern Interior Designer
- Sealed copy of your college interior design degree transcript
- Letter verifying your employment with a licensed interior designer, NCIDQ certificate holder, or architect offering interior design services
- Passport size photo of yourself taken within the past 6 months
- Check, money order or cashier's check for \$25.00 which is an annual fee

Your application must be reviewed and approved by the board. The application deadline is 30 days prior to the board meeting. Please visit our website at www.lsbid.org and click on Calendar to view the scheduled board meeting dates.



Louisiana

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of Interior Designers

5222 Summa Court, Suite 358
Baton Rouge, LA 70809

Telephone 225.763.5550 Fax 225.763.5551
Website: www.lsbid.org Email: admin@lsbid.org

INTERN INTERIOR DESIGN APPLICATION

Please print or type in the information requested. You must certify below that the information given is true and correct, so answer each question accurately. You must have a Notary Public notarize your signature.

Form with fields: Last Name, First Name, Name of Employer, Home Address, Work Address, City/State/Zip, Home Phone, Mobile, Business Phone, Email address, College or University, Degree Obtained, Date of Birth, Social Security Number, Parish of Residence, Would you like correspondence sent to your home or work address?

You must attach verification of employment, your official college transcripts, and a check or money order payable to Louisiana State Board of Examiners of Interior Designers for \$25.00.

I, _____, swear and affirm that the information on this application is true and correct to the best of my knowledge. I understand that the use of this term is only granted until December 31st of the current year at which time I will have to complete the Intern Interior Designer Renewal application which will be sent to the preferred address listed above.

Signature: _____

Sworn to and subscribed before me this _____ day of _____ 20____,

in _____.

NOTARY PUBLIC SIGNATURE/SEAL

For Office Use Only:

Table with 7 columns: Date received, Amount, Check #, Picture, Transcripts, Employment Verification, Board response