



## CEU APPROVAL APPLICATION FOR PROVIDERS

The Louisiana State Board of Examiners of Interior Designers' statute requires this Board to approve courses to be used in fulfilling a Louisiana Registered Interior Designers' annual CEU requirement. This statute states the Board shall only consider for approval courses that contain content relative to the **Health, Safety and Welfare** of the public. Courses that have been granted an HSW designation by IDCEC or AIA will be approved (typically within 48 hours of submission). Courses that haven't been reviewed by either entity may be submitted for review, but it will take a minimum of 90 days as the Board has to vote on approval at a regularly scheduled meeting.

**Please do not submit courses that IDCEC has designated as General or that AIA has not designated as HSW, as they will be denied. If the course has been approved by both IDCEC and AIA, the approval will be processed based on the designation from IDCEC.**

Once approved, the Courses may be offered by the provider for an unlimited amount of times as being Louisiana State Board of Interior Designers (LSBID) approved until the expiration date indicated on the approval documentation.

### FEES

- \$10 Courses already approved by IDCEC (Interior Design Continuing Education Council) or AIA *and* designated as HSW.
- \$100 Courses not previously submitted for approval by IDCEC or AIA.
- Check here if this course was previously approved by this Board, expired, and is being resubmitted. (\$10 fee applies)**

**Fees are payable to the Louisiana State Board of Interior Designers and are non-refundable. Payable via check, money order, or use the attached credit card processing form.**

<b>Your Name:</b>	<b>Company Name:</b>
<b>Your Email Address:</b>	<b>Your Phone Number:</b>

<b>Course Title:</b>		<b>Delivery Method:</b>	
		<input type="checkbox"/> In Person <input type="checkbox"/> Online <input type="checkbox"/> Home Study <input type="checkbox"/> Other EXPLAIN: _____	
<b># of Hours:</b>	<b>IDCEC #:</b>	<b>AIA #:</b>	<b>HSW Designation?</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Applying for multiple courses to be approved?** Simply complete one application, submit electronically via email to [admin@LSBID.org](mailto:admin@LSBID.org), and attach an excel (.xlsx document) containing the title, delivery method, # of hours, IDCEC #, AIA #, and HSW information. Fees will be calculated based on the number of courses submitted. You may pay with a credit card OR mail a check separately.

SUBMITTING COURSES THAT HAVE BEEN PREVIOUSLY APPROVED BY IDCEC OR AIA FOR HSW? These courses will be processed (typically within 48 hours of submission). You will be contacted via email.

SUBMITTING COURSES THAT ARE NOT PREVIOUSLY APPROVED BY IDCEC 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. This process may take up to 90 days.

\*You **MUST** attach a copy 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.

The LA State Board will contact you via email after review with the approval status of this course.

**By submitting this course for approval, you are agreeing it will be presented according to the way it was originally written and will NOT be modified to be manufacturer specific.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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### CREDIT CARD PROCESSING REQUEST



Name on card : \_\_\_\_\_

Card number: \_\_\_\_\_

Expiration date : \_\_\_\_\_ Billing zip code : \_\_\_\_\_

- Fee:** \$10 Courses already approved by IDCEC or AIA  
\$100 Courses not already approved by IDCEC or AIA which must be reviewed by the Board.

The Treasurer of the State of Louisiana has approved a \$5.00 processing fee added each time a credit card is used.

SIGNATURE: \_\_\_\_\_