



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

Louisiana Intern Interior Designer Information

As a graduate of an Interior Design program, your next goal will be to pass the examination given by the National Council of Interior Design Qualification (NCIDQ) and become a Louisiana Registered Interior Designer with 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 and 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. Until this registration is granted you must work under the direct supervision of a Louisiana Registered Interior Designer or Louisiana licensed Architect on all projects involving the health, safety and welfare of the public.

In the meantime, The Louisiana State Board of Examiners of Interior Designers encourages you to register as a Louisiana Intern Interior Designer while you are working towards becoming an NCIDQ certificate holder and active Louisiana Registered Interior Designer.

As a Louisiana Intern Interior Designer, you will receive communications and discounts about upcoming Continuing Education events, have your name listed on the intern page of our website for potential employers to locate you, and be issued an Intern identification card.

Once your application has been approved, your registration will be valid until December 31st of the current year. You may refer to yourself as a Louisiana Intern Interior Designer on business cards, etc. After that period of time, you may continue as an intern by renewing with this office annually. A renewal form will be sent to your address on file each year and will require \$10 to cover the cost of processing.

To register as an Intern Interior Designer, you must submit:

- **Application for Intern Interior Designer**
- **Sealed copy of your college transcript (can be submitted directly from your college or university)**
- **Passport size photo of yourself taken within the past 6 months**
- **Check, money order or credit card for \$25.00 to cover the cost of processing**

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



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INTERN INTERIOR DESIGNER APPLICATION

Attach your official college transcripts, passport size photo, and a check or money order payable to Louisiana State Board of Interior Designers for \$25.00 to cover the cost of processing.

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?

Have you registered with NCIDQ to be a test candidate? [] Yes [] No

If no, when do you plan to register? _____

If yes, what section(s) have you registered to take?

[] Interior Design Fundamentals Exam [] Interior Design Professional Exam [] Practicum Exam

What sections have you already passed?

[] Interior Design Fundamentals Exam [] Interior Design Professional Exam [] Practicum Exam

I give permission for the following information to be listed on www.lsbid.org so potential employers may contact me directly:

[] cell phone [] Email address

I attest that the information on this application is true and correct to the best of my knowledge. I understand that my contact information will be listed on www.lsbid.org until December 31st of the current year at which time I will have to submit a LA Intern Interior Designer Renewal application which will be sent to my address listed above. I agree to keep the LA State Board of Examiners of Interior Designers up to date with any address or employment changes.

Signature: _____ Date: _____

CREDIT CARD PROCESSING REQUEST



Only use this form if mailing your application.
If submitting your application electronically, you *MUST* call in your credit card information to 225-295-8425.
This requirement is in place to protect your credit card information.

NAME ON CREDIT CARD : _____

CREDIT CARD NUMBER : _____

EXPIRATION DATE : _____

BILLING ZIP CODE : _____

I understand the following will be charged to my credit card :

Fee: \$25

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

SIGNATURE: _____