



REQUIREMENTS FOR LOUISIANA REGISTERED INTERIOR DESIGNER

This application is used to apply to become a Registered Interior Designer in the State of Louisiana. Your completed application must be received at least 7 days prior to a regularly scheduled board meeting for the Board to approve your license. Board meeting dates are listed on the 'calendar' page of www.lsbid.org. Please use this checklist to be sure that you have complied with all requirements.

APPLICATION FORM

Complete and print the attached form and have it notarized. You **MUST** sign it in front of the notary. The completed application/attachments must be mailed- electronic submissions are not accepted.

PHOTO

Attach a passport size photograph taken within the past 6 months OR email a .jpg headshot to admin@LSBID.org. Please save the file: last name, first name.jpg

SCHOOL TRANSCRIPT

Transcript can be obtained electronically from CIDQ, in 'MyNCIDQ' account, depending on your exam date. You must grant CIDQ permission for Louisiana to view your information. (Login to MyNCIDQ Account, Click on Demographics tab, Click on Additional Demographic Information, Under Jurisdiction, click on the drop-down menu to select Louisiana, Click Update/Confirm.)

- If the transcript isn't in your 'MyNCIDQ' account, an official sealed school transcript is required. Obtain the transcript from the institution where your highest level of education was completed. (may be mailed or sent electronically directly from the institution or a sealed copy attached to this application)

PROFESSIONAL EXPERIENCE

Applicants must have a combination of six years of experience and education (ex. If you have a four-year degree, you must have 2 years of experience)
Please complete the work experience section of the application.

NCIDQ VERIFICATION

NCIDQ passage can be obtained electronically from CIDQ, but you must select Louisiana as a jurisdiction. If you took the NCIDQ exam before their transfer to electronic records, you must submit proof of your NCIDQ Certificate Number along with this application.

APPLICATION FEE

\$150.00 payable to the LA State Board of Examiners of Interior Designers via check, money order, or use the attached credit card processing request form. *Application fees are nonrefundable.*
Full time Educators: Licensing fees are waived if currently employed full-time by a LA university or college in the Interior Design program.

All licenses expire on December 31st with an annual renewal fee of \$150.



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

APPLICATION FOR LOUISIANA REGISTERED INTERIOR DESIGNER

Applicants must read the Louisiana State Board of Examiners of Interior Designers' Statutes and Regulations found on our website prior to completing and submitting this application. Signing this application indicates you have done so and that you understand and will comply with all laws and regulations.

Form with fields: Last Name, First Name, Middle or Maiden, Social Security #, Date of Birth, Where employed, Home Address, Work Address, City/State/Zip, Home Phone, Cell Phone, Business Phone, Send Mail to, Email address, Professional Affiliations.

Education - check one: [] see MyNCIDQ account [] Official sealed transcript enclosed [] Transcript ordered and being sent directly to Board address

Table with 4 columns: Name of School, Degree Earned, Graduation Date, and an empty column.

Work Experience - If you have a four-year degree, you must list 2 years of work experience

Table with 5 columns: Name of Employer, City, State, Full or Part Time, Dates Employed, Position.

NCIDQ Certificate: - check one: [] see MyNCIDQ account [] Proof of passage and NICDQ number enclosed

NCIDQ Certificate Number: _____

Full Time Educators: Licensing fees are waived if currently employed full-time by a LA university or college in the Interior Design program.

Table with 3 columns: Name of Institution, Dept Head Name, Dept Head Signature.

For Office Use Only:

Table with 7 columns: Date received, Amount, Form of payment, Picture, Transcripts, Professional Experience, NCIDQ.

APPLICATION FOR LOUISIANA REGISTERED INTERIOR DESIGNER – continued

Have you ever been previously licensed in Louisiana? If so, under what name? Yes No

Are you currently licensed in another state? (Past or present) Yes No

Please list the state (s)

Have you received military training or experience as an interior designer? Yes No

Are you a military spouse that is licensed, registered, or certified as an interior designer in another jurisdiction? Yes No

If you answer ‘yes’ to any of the following questions, please attach an explanation on a separate sheet.

Have you ever been denied an interior design license in any jurisdiction? Yes No

Have you ever had an interior design license suspended, revoked, or denied? Yes No

Have you ever been disciplined by the licensing authority in another jurisdiction? Yes No

Is there any action pending against you in connection with an interior design license? Yes No

Have you ever been convicted of or plead guilty to any crime, other than a minor traffic violation? Yes No

FIRM REGISTRATION- (in state applicants only)

Are you a firm owner? If yes, please see the Firm Registration application on our website to determine if your firm needs to be registered. (There is no fee for firm registration) Yes No

REFERENCES - Please list three references who will attest to your reputation and adherence to ethical standards.

Name of Reference	Phone number	Relationship

To be signed in the presence of a notary:

I, _____, swear and affirm that the information on this application is true and correct to the best of my knowledge.

Signature: _____

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

NOTARY PUBLIC SIGNATURE/SEAL

CREDIT CARD PROCESSING REQUEST



NAME ON CREDIT CARD : _____

CREDIT CARD NUMBER : _____

EXPIRATION DATE : _____

BILLING ZIP CODE : _____

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

Fee: \$150

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

SIGNATURE: _____